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# AN O365 DID YOU KNOW.....

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## You can Change the Sharing in files in One Drive!

Here's How.....

Stop or change sharing

If you are the file owner, or have edit permissions, you can stop or change the sharing permissions. Here are the steps:

- 1) Select the file or folder you want to stop sharing.
- 2) Select **Information** ⓘ in the upper-right corner to open the **Details** pane.
- 3) Select **Manage access** and:
  - a. Select the **X** next to a link to disable it.
  - b. Select **Can Edit** or **Can View**, and then select **Stop Sharing**.
  - c. Select **Can Edit** or **Can View** and then select **Change to....**

