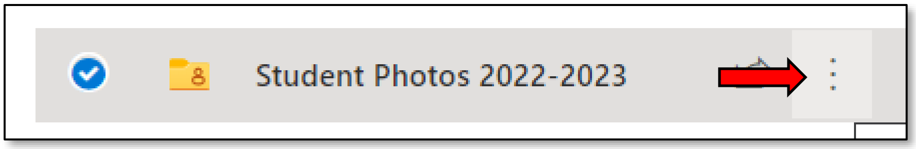
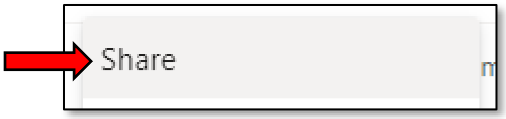
OneDrive: How to UnShare Specific People to a File or Folder

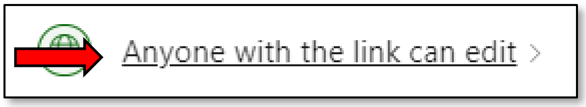
1) When in your **OneDrive** account, click the **3 vertical dots** located to the right of the file/folder you would like to un-share people from.


Student Photos 2022-2023

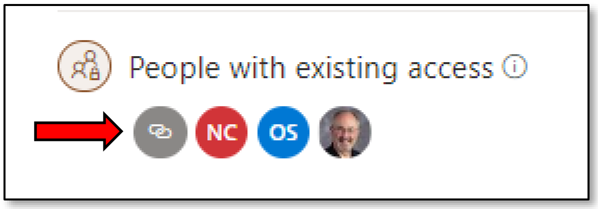
2) Click **Share**.



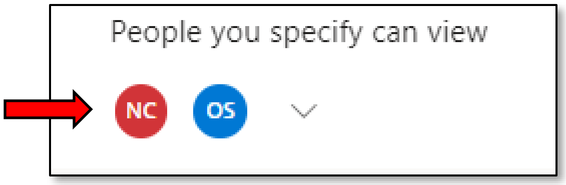
3) Click **Anyone with the link can edit**.


Anyone with the link can edit

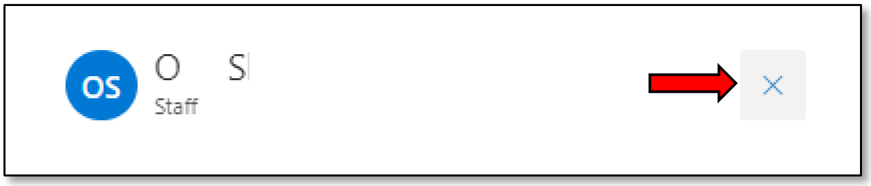
4) **Click the icon** of the person you would like to unshare. *(OS will be used in this example.)*


People with existing access
NC
OS

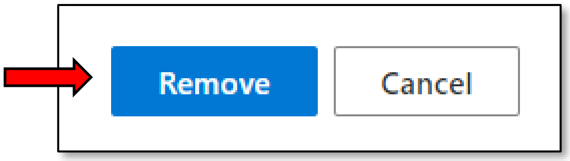
5) In the window that opens, **click the icon** of the person you would like to unshare. *(OS will be used in this example.)*


People you specify can view
NC
OS

6) You will now unshare the file/folder of the person who currently had share rights. Click the **X** located to the right of the person you selected in Step 5.



7) Click **Remove**.


Remove
Cancel