

How to stop sharing on OneDrive

Login your webmail via this link : <u>https://outlook.office365.com</u>

Then choose OneDrive in your apps menu bar

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Tick on the file/folder (you need to do one by one) and click "**information**" icon as shown in this picture, then click "**manage access**"

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If you see "Everyone Except external/Everyone", click on the down arrow, then click stop sharing.

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It is recommended that you should not share to everyone. Just share to specific people who you like to share.