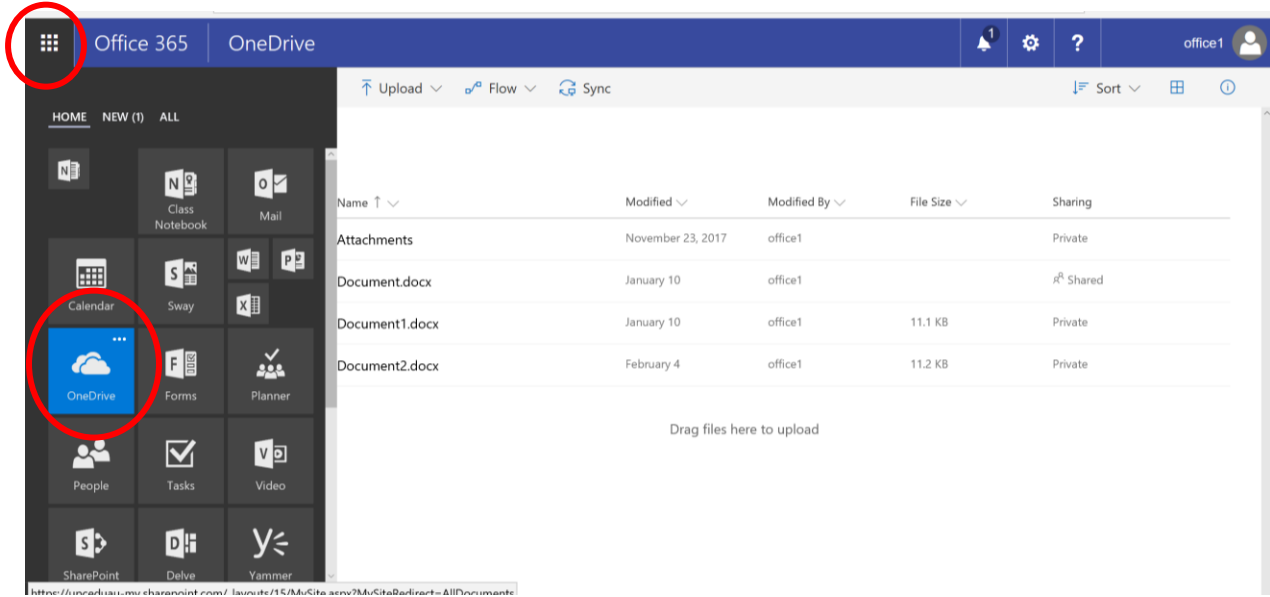




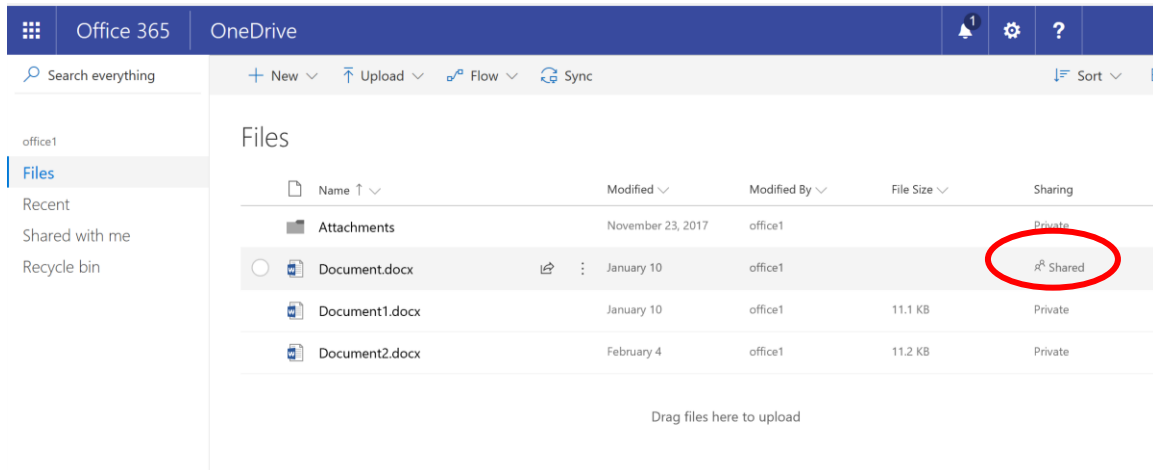
How to stop sharing on OneDrive

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

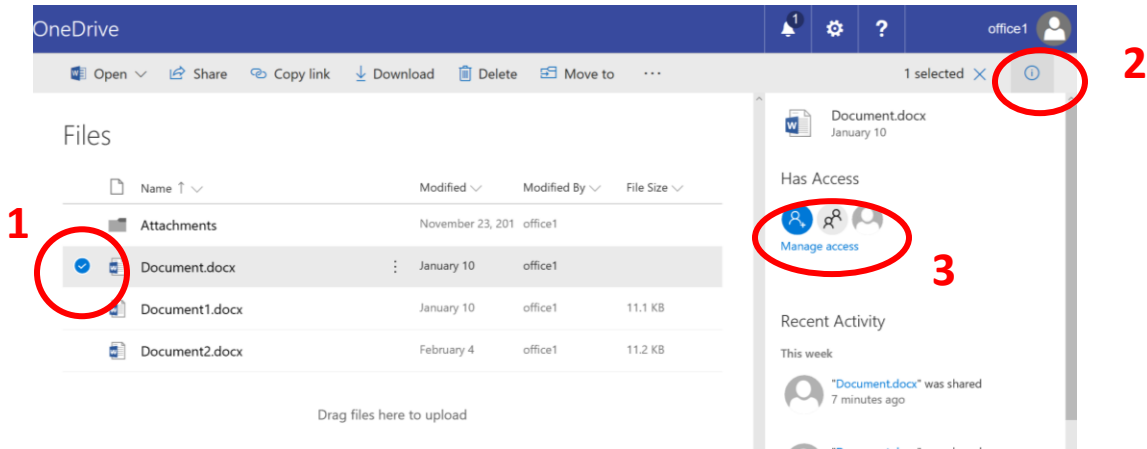
Then choose OneDrive in your apps menu bar



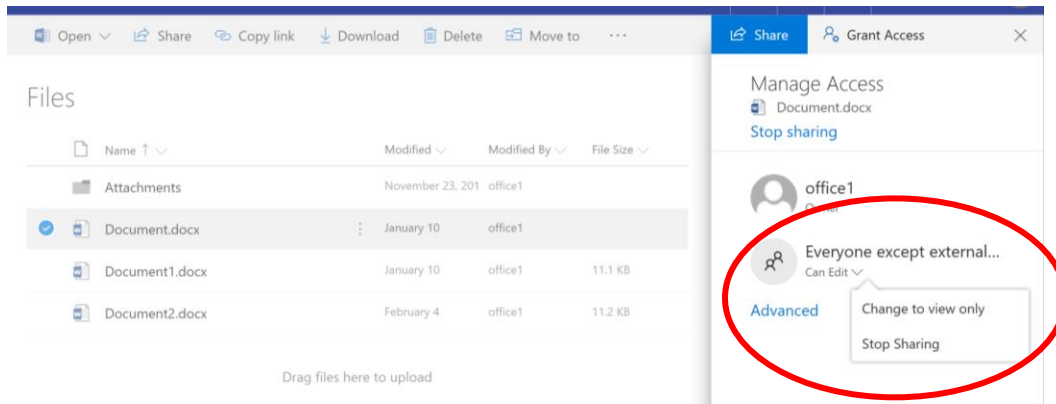
You may check the files or folders if you see “**Shared**” status at the last column



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”**



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



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