

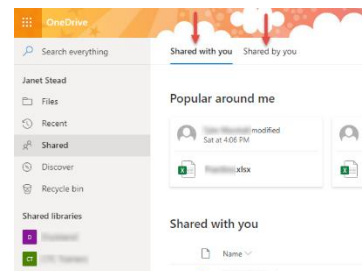


One Drive for Business (aka ODFB): How to See Which Files You Are Sharing

I share files with my instructors. And my husband. And my sister. And some clients. But over the years, I forget which files I've given permissions for. How do I remind myself?

OneDrive for Business users really should perform this little bit of housekeeping from time to time. I have shocked myself when I saw how many older files I forgot to stop sharing with people.

1. Log in to the Microsoft Office 365 portal (portal.office.com)
2. Along the top of the Office 365 window, click the OneDrive icon.
3. Click SHARED in the LHS panel.
4. A list of files that are being shared by others, with you, will appear.
5. At the top of the window, you'll notice SHARE WITH YOU is selected (underlined). Click the SHARED BY YOU option.
6. And...there they are – all the files and folders that you are sharing with others – including where they are stored and when they are last accessed.

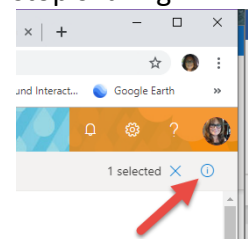


How do you stop sharing a file or folder?

You can stop sharing a file through your ODFB portal or on your PC using File Explorer.

Via the ODFB portal:

1. While you are still in the SHARED area of ODFB, select the file or folder that you want to stop sharing.
2. Click the INFORMATION button (shown here) located at the top-right corner of the window (right beside where it indicates that you have a file selected).
3. Click the MANAGE ACCESS link that appears.
4. The list of people to whom access has been granted will appear.
5. To stop sharing the file completely:
 - a. Click the STOP SHARING link near the top of the panel.
 - b. When you are asked to confirm STOP SHARING? – click the STOP SHARING button.
 - c. The file will disappear from your SHARED BY YOU list.
6. To stop sharing the file or folder with specific people:
 - a. Click the ▼ to the right of the person's name.
 - b. Click STOP SHARING from the list that appears.
 - c. When asked "Want to remove xxx's access?" – click REMOVE.



Via File Explorer:

1. Right-click the file that you don't want to share anymore.
2. Hover over GIVE ACCESS to.
3. Choose REMOVE ACCESS.
4. At the NETWORK ACCESS confirmation window that appears – click STOP SHARING.

