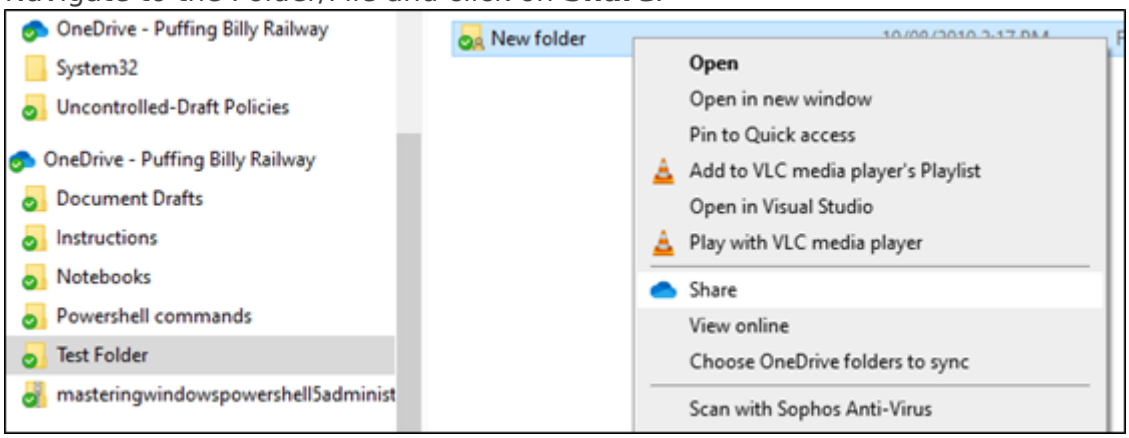
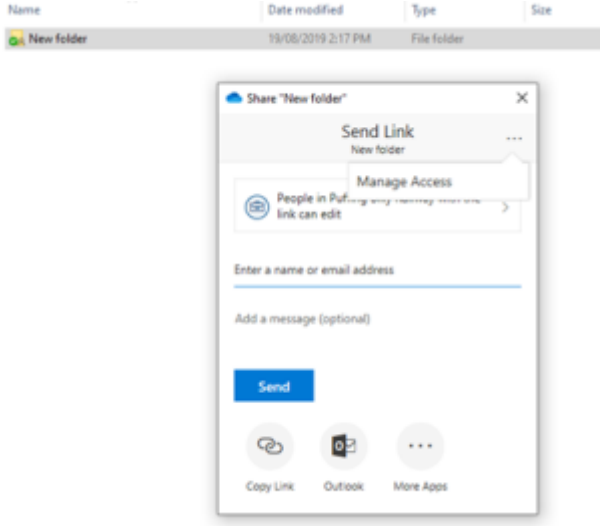
Removing Access to a Folder/File

Step-by-step guide

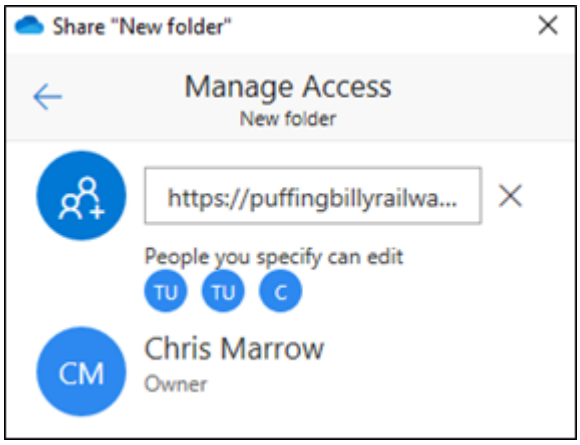
1. Navigate to the Folder/File and click on **Share**.



2. Click the **three dots** in the top right-hand corner and select **Manage Access.**



3. Click on the **X** to remove access to the folder/file.
   This will remove access to all users you have shared the folder/file with. If you wish to remove only certain users, you will need to do this in the web version of OneDrive. Please see **Removing Access to a File (Web).**



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