OneDrive: Managing Sharing Links

You can remove a specific sharing link if you no longer need to use that link or a specific user from a sharing link if they have since moved on from the college or no longer require the link.

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Remove a Specific User From A Sharing Link

If there is a user that you no longer wish to give access to, you can easily remove them without having to delete the sharing link.

1. Hover over the file/folder that you want to share and click on the Sharing Symbol.

2. In the menu that appears...
Manage Access Menu.
To add a person to a "People you specify": link, click on the 3 dots to the right of the link you want to copy.

In the section titled "Manage access"...
This link works for finding the user or email address that you don’t want to have access to this link anymore. You may need to...

[Links giving access]

https://canisius0-my.sharepoint.com/f:/g/...  Copy  ...
People in canisius.edu with the link can view

https://canisius0-my.sharepoint.com/f:/g/...  Copy  ...
People you specify can view

This link works for

Mark

sius.edu

@canisius.edu

Direct access
the scroll bar on the right of the menu to see all users that this link works for.
When you find the user that you want to remove, click on the "X" to the right of their name.

NOTE:

A confirmation window will appear.
Want to remove boston87@canisius.edu's access?

Remove  Cancel
Delete A Sharing Link

If you have a Sharing link that you no longer need or want to use, you can quickly remove it.
Hover over the file/folder that you want to share and click on the Sharing Symbol.

In the menu that appears...
Send link

CAN101E_S2022

Anyone with the link can view >

To: Name, group or email

Message...

Send

Copy link

Anyone with the link can view >

Copy

Shared with ⬤ ⬤ ⬤ ⬤
Manage access
CAN101E_S2022

Links giving access

https://canisius0-my.sharepoint.com/:f:/g/personal/canisius0_sharepoint_outlook_com/_layouts/15/personal.aspx?cid=bbf7bc8f-1b36-441f-8e07-1434fe7e66a7&Link=0f52253b-438d-4f9c-b027-5275337c02d6& LinkId=0f52253b-438d-4f9c-b027-5275337c02d6&tid=bbf7bc8f-1b36-441f-8e07-1434fe7e66a7&荣誉=0f52253b-438d-4f9c-b027-5275337c02d6& LinkId=0f52253b-438d-4f9c-b027-5275337c02d6&tid=bbf7bc8f-1b36-441f-8e07-1434fe7e66a7&荣誉=0f52253b-438d-4f9c-b027-5275337c02d6

People in canisius.edu with the link can view

https://canisius0-my.sharepoint.com/:f:/g/personal/canisius0_sharepoint_outlook_com/_layouts/15/personal.aspx?cid=bbf7bc8f-1b36-441f-8e07-1434fe7e66a7&Link=0f52253b-438d-4f9c-b027-5275337c02d6& LinkId=0f52253b-438d-4f9c-b027-5275337c02d6&tid=bbf7bc8f-1b36-441f-8e07-1434fe7e66a7&荣誉=0f52253b-438d-4f9c-b027-5275337c02d6& LinkId=0f52253b-438d-4f9c-b027-5275337c02d6&tid=bbf7bc8f-1b36-441f-8e07-1434fe7e66a7&荣誉=0f52253b-438d-4f9c-b027-5275337c02d6

People you specify can view

Direct access

Tyler Kron-Piatek
Owner
The click on the "X" to the right of where the "Copy" button is.

A confirmation window will appear asking you
if you really want to delete this link, click on the "Delete link" button to do so.
The Manage Access menu will update.

**Manage access**
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🔗 Links giving access

https://canisius0-my.sharepoint.com:/f:/g/per...

People in canisius.edu with the link can view

Direct access

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