

## 20.1 Remove a Share



If you need to stop sharing a file or folder, you can remove the shared access.

- This does not remove the file or folder
- Users with whom you previously shared the file or folder will be notified that it is no longer available

To remove a share:

1. Open a browser and log in to the [User Portal](#).
2. In the [User Portal](#), click [My Files](#).
3. Select the shared file you want to update, and then click [Manage Share](#).
4. On the [Manage Share](#) window, at the bottom, click [Remove Share](#).
5. On the confirmation screen, click [OK](#).