

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*.