





Instructions: revoking access to files in OneDrive/SURFdrive

When students or colleagues no longer need access to files that were shared outside Canvas, please revoke sharing for those files (for example, once all materials are in Canvas or after the exam week). This reduces the risk of documents ending up where they shouldn't be.

Follow the instructions below for OneDrive and SURFdrive to stop sharing.

Stop sharing in SURFdrive

- Log in to surfdrive.surf.nl with your UvAnetID.
You can recognise shared folders and files by the label 'Gedeeld'/'Shared' shown to the right of the folder name or file name:

<input type="checkbox"/>	Name ▲		Size	Modified
<input type="checkbox"/>	 Gedeelde map	Shared  ...	0 KB	5 minutes ago
<input type="checkbox"/>	 Niet-gedeelde map	 ...	0 KB	4 minutes ago
2 folders			0 KB	

- Click the link icon.
- Under 'Extern delen'/'External sharing', you'll see one or more shared links. Next to the link(s), click the three dots and choose 'Delen stoppen'/'Unshare'.

Internal shares ⓘ

⋮ Others with access

📄 Internal link
For people who already have access

External shares ⓘ

🔗 Share link
View only

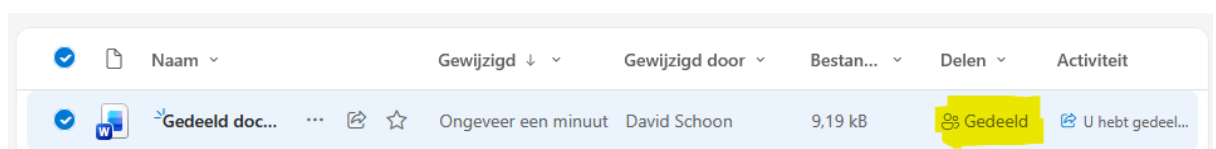
Additional shares ⓘ

- ⚙️ Customize link
- 📄 Generate QR code
- + Add another link
- ✖ Unshare

The file or folder is no longer shared. If needed, inform your students and indicate where the materials can be found in Canvas.

Stop sharing in OneDrive


- Log in to [OneDrive](#) and go to My files.
- Navigate to the folders and files that are shared.
- You can recognise shared folders and files by the text 'Gedeeld'/'Shared' in the 'Delen'/'Sharing' column:



- Click 'Gedeeld'/'Shared'. A pop-up will appear. In the top-right, click 'Stoppen met delen'/'Stop sharing'.

Toegang beheren



 Gedeeld document.docx

 Delen

 Stoppen met delen

Personen • 1 Groepen Koppelingen • 1

The status in the 'Delen'/'Sharing' column should now show 'Privé'/'Private'. It may take a few seconds to update. You may need to refresh the page to see the new status.

If needed, inform your students and indicate where the materials can be found in Canvas.