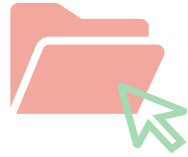


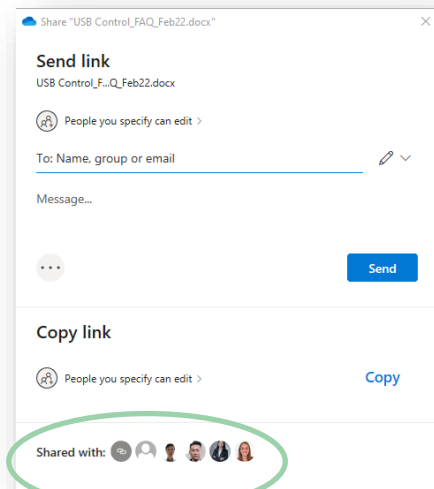


# I want to know how to manage my OneDrive document access rights:

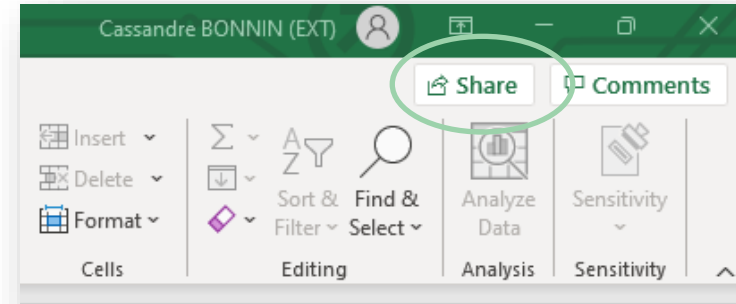
Launch **File Explorer** and navigate to the target file in your OneDrive folder. Open it.



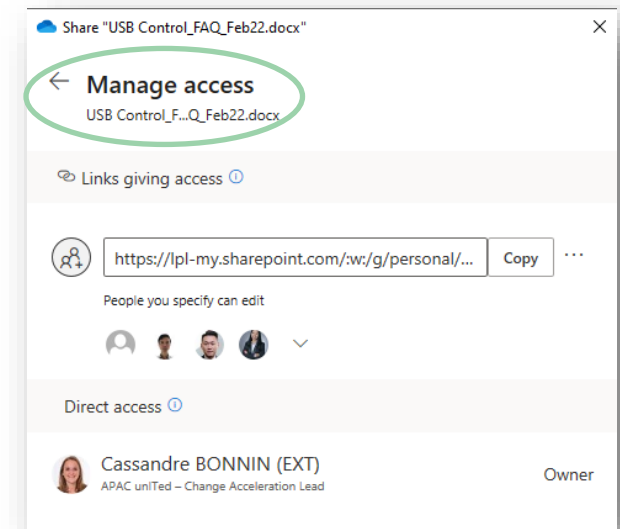
At the bottom, you will have an **overview of the team members** you shared your document with:



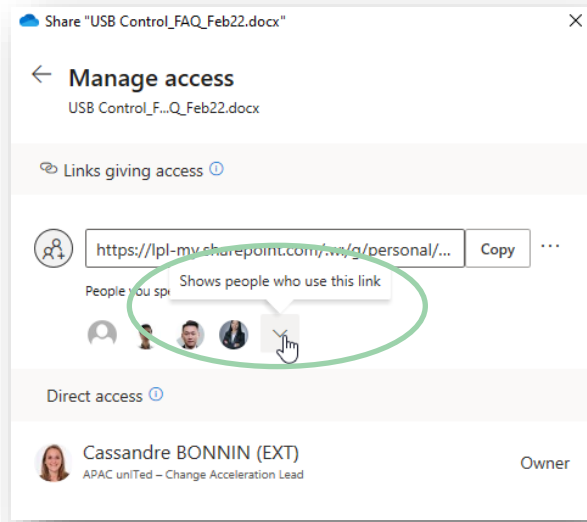
Click **'Share'** at the top of window:



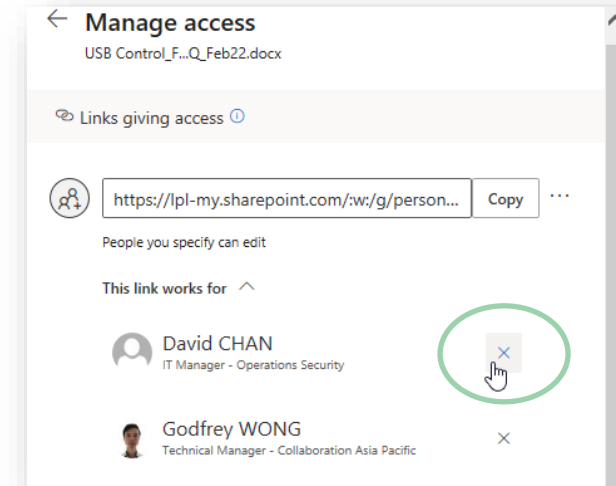
Click on the member 'photos to arrive on the **manage access page**:



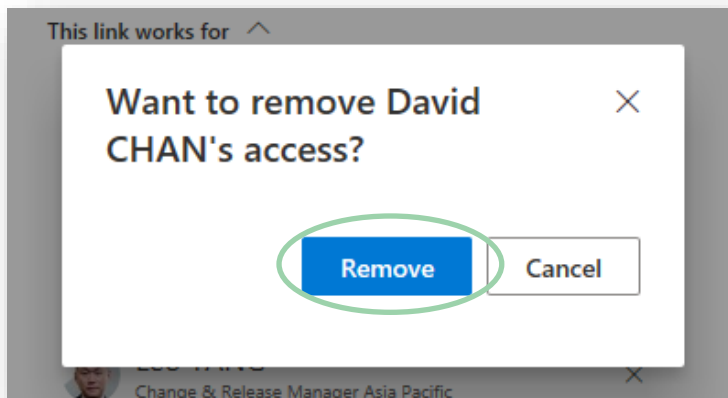
Click on the arrow icon close to the existing members to **check their access rights one by one**:



If you need to, click on the cross to **remove the member access** to your document:



Finally, just click on "Remove" to confirm your choice:



That's it!

