



Set Expiry Dates for Shared Files in OneDrive

Quick Reference Guide



Set Expiry Dates for Shared Files in OneDrive

Quick Reference Guide

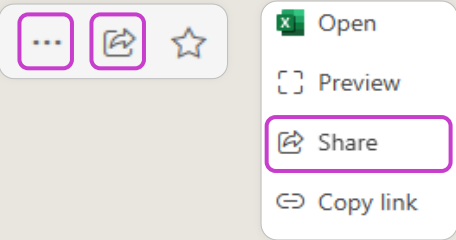
Learn how to set expiry dates for shared files to control access

Sharing files securely is essential, particularly when you want to limit access to a specific timeframe. OneDrive offers the ability to set expiry dates on shared links, giving you more control over how long others can view or download your content. This helps protect sensitive or time-sensitive information, prevents outdated files from being accessed, and reduces the risk of unauthorised sharing. By setting expiry dates, you ensure your shared content remains relevant, secure, and only available for as long as needed.

Share Files

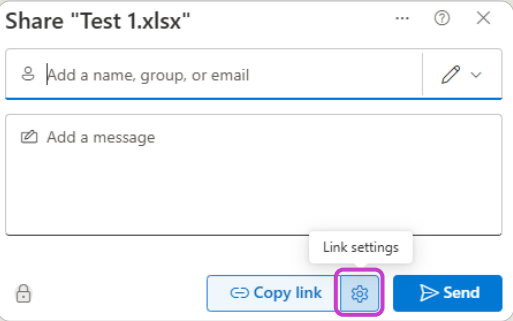
There are three ways to share.

Select the “**Share icon**” to the right of the three dots (ellipses), select the three dots or right click on the file and select “**Share**”.



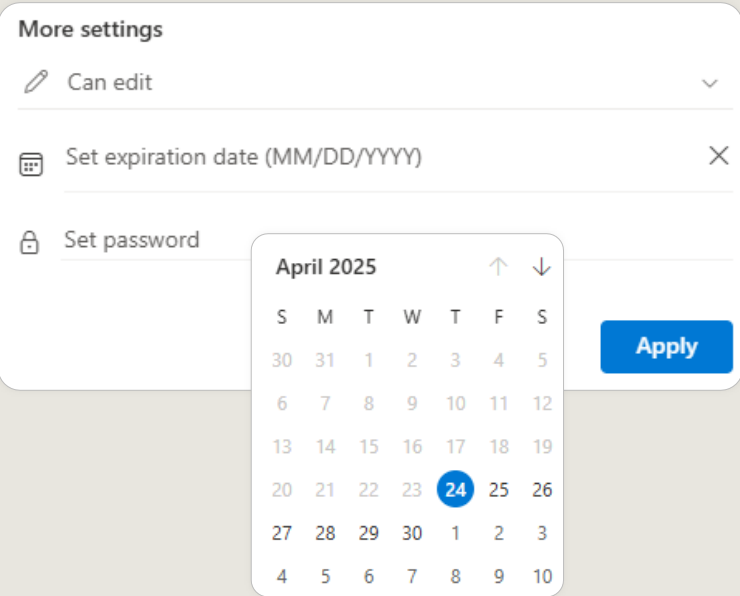
Access Link Settings

Select the “**Gear icon**” to open the Link settings.



Add Expiry Date

Enter your expiry date, by selecting the date and opening a calendar.



Set Expiry Dates for Shared Files in OneDrive

Quick Reference Guide

Send/Share Link

Add name/email of coworker, add a message and click “Send” or “Copy Link” to share via email or Teams chat.

Share "Attachments" ... ? ×

Add a name, group, or email

Add a message

Copy link

Send

Delete or change expiry date

Select the “Lock icon” in the lower left corner to Manage Access.

Select the “Links tab”. Select the “Bin icon” to delete the link. This will make any link that you have shared no longer work or select the “Gear icon” to change the expiration date.

Note: the recipients of the link will NOT receive any notification of the delete or change of date.

Copy link

Send

People • 2

Groups

Links • 1

Settings

Can edit

Set expiration date (MM/DD/YYYY)