

Revoking External Access

When external users no longer need access to a document, you can remove that access by revoking the share link.

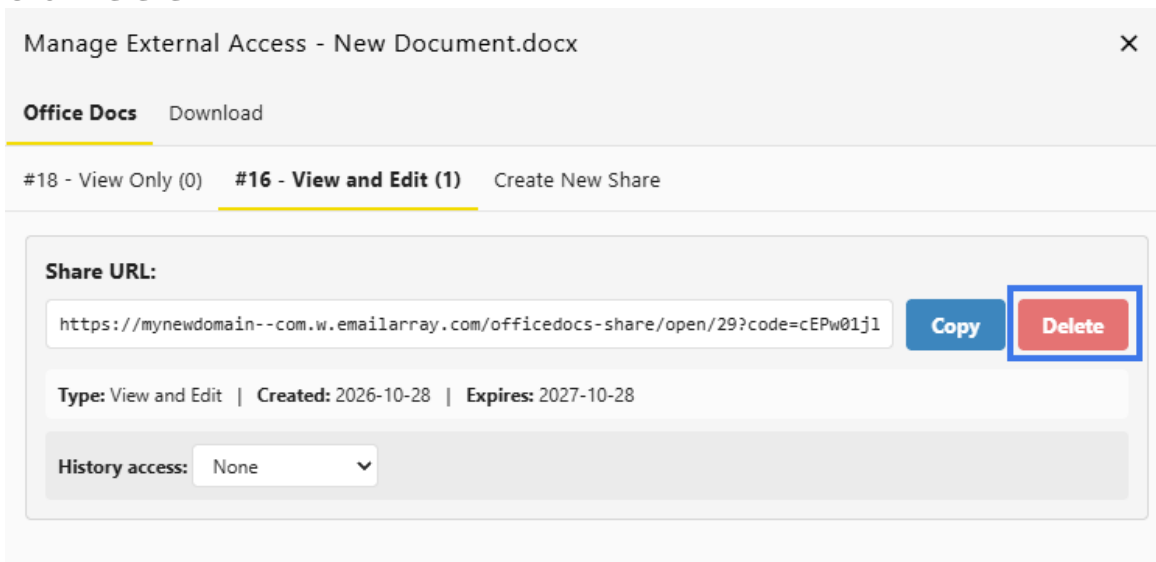
When to Revoke Access

You may want to revoke external access when:

- A project or collaboration has ended
- Your relationship with the external party has changed
- The document is no longer relevant
- A security concern has come up
- Access was granted by mistake
- The person who shared the file is no longer with the organization

Revoking a Share Link

1. Navigate to the document.
2. Open the **External Sharing** option.
3. Find the share link you want to revoke.
4. Click **Delete**.



5. Confirm the deletion.

What Happens When Revoked

When a share link is revoked:

- The link stops working immediately
- Recipients will no longer be able to use it

- Any active access through that link may end
- Future access with that link is no longer possible

Revoking a Single User

If you only need to remove access for one external user without deleting the entire share link, you can revoke that user individually from the **Verified Guests** list.

1. Open the document sharing settings.
2. Find the external share link.
3. View the **Verified Guests** list for that link.
4. Locate the user you want to remove.
5. Click **Revoke** in the **Actions** column.

Verified Guests (1)				
Email	Name	Verified At	Last Seen	Actions
john@mynewdomain.com	John Summers	2026-10-28	2026-10-28	Revoke
				Close

6. Confirm the change.

After revoking that user:

- That person can no longer use the share link
- Other verified users on the same link keep their access
- The share link itself remains active
- The revoked user would need to be verified again or receive new access if needed later

Revocation Is Immediate

Unlike an expiration date, revocation happens as soon as you remove the link.

- Revocation takes effect instantly
- No scheduled end date is required
- It is useful when immediate action is needed

Impact on Recipients

Once access is revoked:

- Users can no longer open the document through that link
- Saved or bookmarked links stop working
- Email links previously sent become invalid
- A new link is required if access needs to be granted again later

Revoking vs. Expiration

Revocation

- Takes effect immediately
- Requires manual action
- Best for unexpected situations
- Does not rely on a scheduled date

Expiration

- Takes effect on a set date
- Ends automatically
- Best for planned access periods
- Works well when you already know when access should end

After Revocation

After a link has been revoked:

- The old link cannot be used again
- A new link must be created if access is needed later
- Access records may still remain available for review or audit purposes

Communicating Revocation

When appropriate, you may want to notify affected users.

- Let them know access has ended
- Share an updated link if continued access is still needed
- Provide context if the change affects an active project

Security Incidents

If access is being revoked because of a security concern:

1. Revoke access immediately.
2. Review recent access activity.
3. Check what may have been opened or viewed.
4. Follow any required reporting process.
5. Consider additional security steps if needed

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