

# Google Storage My Drive - Who Has Access - Individual

## Overview

Following guide will walk through how to review who has access to a folder or file in your Google Drive.

For bulk reviewing of access please view article: [Google Storage My Drive - Who Has Access - Bulk](#)

## Step-by-step Guide

1

Browse to desired folder or file in your Google Drive

2

Right Click Folder or File click Share

- If within File click Share button in upper right

3

Click Who Has Access in bottom left of pop up



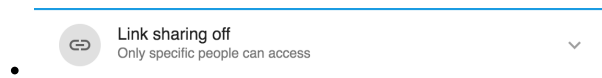
4

Review list of users and remove/update permissions as needed.

- Google offers feature to grant time based access view [Google Drive Help: Stop, limit, or change sharing for more details](#)
- Google offers feature to limit actions of view and commenters view [Google Drive Help: Stop, limit, or change sharing for more details](#)

5

Review link sharing settings also:



## Need more help?

If this article does not help resolve the issue, please submit a ticket using this ticket type:

Technology > Software or Website Issue > Google

Create via email: [Email WHD](#)

## Related Articles

- [Spam Reporting for shakopee.k12.mn.us Accounts - Phish Alert Report](#)
- [Google Chrome Extensions, Apps, and Add-ons](#)
- [Google Meet - Display Options](#)
- [MacBook Backup](#)
- [Google Voice](#)

## Related Links & References

Google Drive Help: Stop, limit, or change sharing

- <https://support.google.com/drive/answer/2494893?hl=en&co=GENIE.Platform%3DDesktop>

Google Drive Security (Tech Newsletter 7/3/18)

- <https://www.smore.com/c6ak1>

District Policies

- 211: Criminal or Civil Action Against School District, School Board Member, Employee or Student
- 306: Administrator Code of Ethics
- 406: Public and Private Personnel Data
- 409: Employee Publications, Instructional Materials, Inventions and Creations
- 515: Protection and Privacy of Student Records
- 524: Internet Acceptable Use and Safety