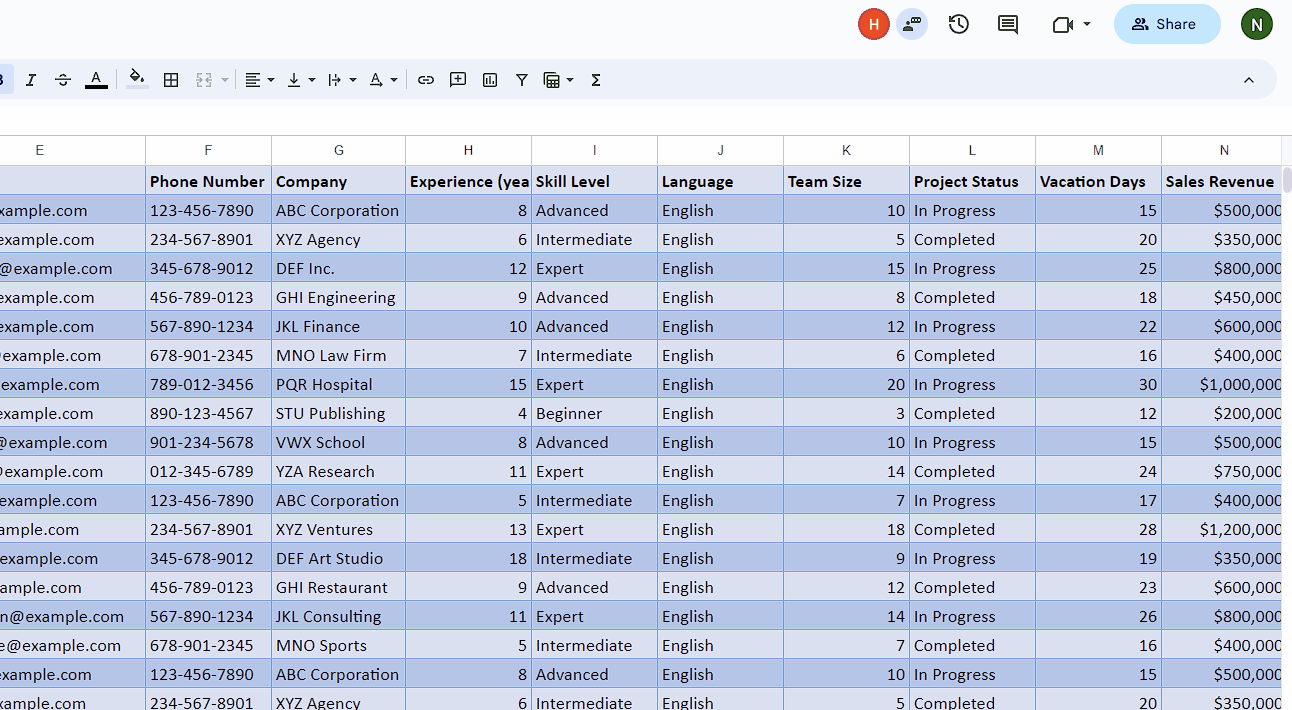
How to un-share Google Sheets

If a Google Sheet contains sensitive or confidential information, un-sharing it ensures that only authorized individuals have access to the data. This is crucial to protect sensitive information from unauthorized viewing, editing, or sharing.

In the tutorial for today, we will explore the process of un-sharing or removing [access](https://spreadcheaters.com/how-to-give-access-to-google-sheets/) for a person from a Google Sheet. This crucial skill allows you to protect sensitive information, maintain control over collaborative editing, streamline management, and ensure compliance with privacy and security regulations.

## Step 1 – Open the “Share” dialogue box

* Locate the “Share” button on the top right corner of the spreadsheet.
* Click on this button to open the “Share” dialogue box.



## Step 2 – Remove access

* As you can see that access of sheet is given to a person.
* Click on the “button containing downward arrow”.
* A drop-down list of options will appear.
* Now, click on the “Remove access” option.
* After that, click on save and the sheet will be unshared.

