

If someone with a work or school account shares a file with you, they may be able to see when you view it.

## Limit who can see your view history

If you don't want your view history to appear in Activity dashboard, you can change your privacy settings.

### Turn off view history for one file

1. On your computer, open any file in [Google Docs](#), [Sheets](#), or [Slides](#) from a work or school organization.
2. At the top, click **Tools** **Activity dashboard privacy**.
3. Turn off **Show my view history for this document**.

### Turn off view history for all files

1. On your computer, open [Google Docs](#), [Sheets](#), or [Slides](#).
2. At the top left, click Menu **Settings**.
3. Under "Activity dashboard," turn off **Show your view history**.

If you don't see Activity dashboard or the privacy settings:

- If the file isn't owned by a Google Account through work or school, no one can see the view history.
- You haven't viewed a shared file owned by a work or school organization.

## If you hide your view history

- You won't be seen in Activity dashboard for anybody's files.
- You can turn on your view history again, and your previously recorded views will appear again.
- Your views while your view history is turned off will never show.
- You can still see view history on your documents.