# Unshare My Planner

1. In the bottom left corner under Planner Options, click Change My Settings.

2. Click Share My Planner.

3. The teachers that you have shared My Planner with are listed. Highlight the name and click the Remove Teacher button to stop sharing with a teacher.

4. Click the Next button to complete the process.

5. You’re Done! Now any users that had access to your planner that were removed can no longer see your plans. Click the Return to My Planner button.