

Inactivate Old Handouts on myLynn

This article describe how to inactivate old handouts on myLynn.

 In order to access the handout administration area, you must be a myLynn page administrator.

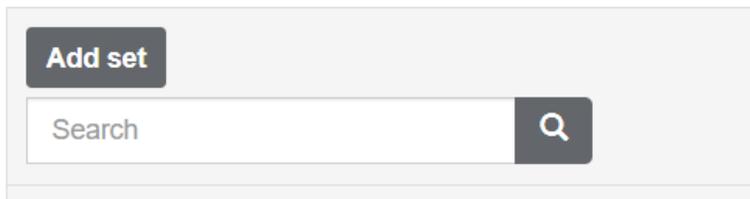
Step-by-step guide

1. Click on your handout section on myLynn

Handouts

[View all handouts](#)

[Import from file cabinet](#)

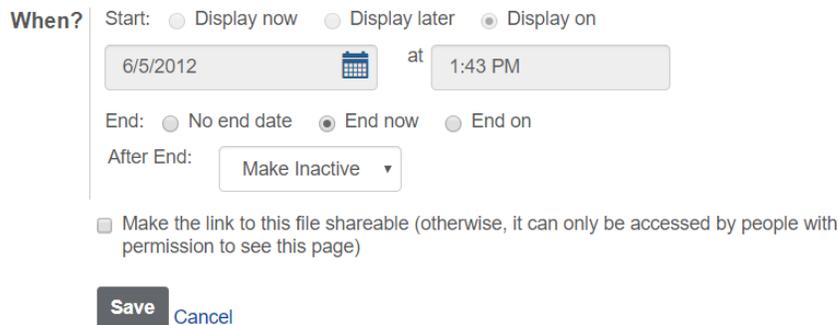


The interface shows a dark grey button labeled "Add set" above a search bar with the placeholder text "Search" and a magnifying glass icon.

2. Scroll down to the handout and click on the edit link

<input type="checkbox"/>	Debate logo style guide (Downloaded: 2 times)	 Edit
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3. On the "When" section, select "End now". Also, if checked, unselect "Make the link..." field. Click "Save" button



When? Start: Display now Display later Display on
6/5/2012  at 1:43 PM
End: No end date End now End on
After End: 
 Make the link to this file shareable (otherwise, it can only be accessed by people with permission to see this page)

4. Your handout will be still available on myLynn but not visible to users.

<input type="checkbox"/>	Debate logo style guide (Downloaded: 2 times)	 Edit	 This item is currently inactive
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Related articles

Content by label

There is no content with the specified labels