

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](#)

Add set




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, elect "End now". Also, if checked, unselect "Make the link..." field. Click "Save" button

When?

Start: ☐ Display now ☐ Display later ☒ Display on


 at



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)

Save

Cancel

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