

15.5 Sharing and Recovering Notes

Share a note

Open the note's menu and choose **Share**. Notes opens the file-sharing sidebar for that note. Choose the available recipient or link options and review the access permissions before sharing. See [Sharing Files](#) and [Public Share Links](#).

A read-only note cannot be edited. If the sharing sidebar cannot load, try opening the note's file in Files and review its sharing there.

Delete and undo

Choose **Delete note** from the note's menu. Use **Undo Delete** while the confirmation is available if you deleted it accidentally. Deleting a category includes its notes, so move notes you want to keep before confirming category deletion.

If Undo is no longer available, check [the Trash](#) in Files for a recoverable copy. To recover earlier content in a note, review [File Versions](#).

Resolve a save conflict

If a note changes in another session, Notes may ask which version to save. Compare both versions before choosing **Use version from server** or **Use current version**. Keep a copy of any text you need from both versions before making the choice.

If changes will not save

Keep the page open, copy important unsaved text somewhere safe, and check your connection, available storage, and edit permission. A save-error control may offer a retry. Do not dismiss an

unsaved-changes warning unless you are prepared to lose those changes.

Current online article: <https://help.lightdrive.one/notes/sharing-and-recovering-notes>

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