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. Create an email share or public share link and review the access permissions before sharing. Internal LightDrive account-to-account file sharing is not available. See 4.10 Sharing Files and Folders.

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 Deleted files in Files for a recoverable copy. Note files retained there still use Vault storage and follow the Files trash cleanup preference. Automatic cleanup after 30 days is on by default; you can turn it off in **Files → Files settings → General → Automatically remove deleted files after 30 days**. Restore anything you want to keep before it is permanently deleted. 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

Generated September 30, 2026