How do I manage who has access to my Google Team Drive?

Tell Me

You must have full access on a Google Team Drive to manage who has access. See this FAQ for more information about Google Team Drive permissions.

1. Login to docs.uncc.edu and browse to the Google Team Drive folder you want to manage by expanding Team Drives

2. Right click on the folder and select Manage members

3. A Member access box will open that lists who has access and what access they have

4. To change or remove access for current members...
   1. Click the access dropdown menu to the right of the member you want to change or remove
2. **Click** the new access you want to provide to the member

<table>
<thead>
<tr>
<th>Access Level</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full access (default)</td>
<td>Can manage members &amp; can upload/edit/delete all files</td>
</tr>
<tr>
<td>Edit access</td>
<td>Can edit all files &amp; upload new files</td>
</tr>
<tr>
<td>Comment access</td>
<td>Can comment on all files</td>
</tr>
<tr>
<td>View access</td>
<td>Can view all files</td>
</tr>
</tbody>
</table>

3. **Click** Done

5. To add members...
   1. **Click** ADD MEMBERS

   2. **Enter** the name of the person/Google group or email address into the Add names or email addresses field
   3. **Click** Full to change the permissions for the person/Google group you are adding (Note that the default permission is Full)

   4. **Enter** a message in the the Message field if you want to send a personalized note to the new member
   5. Check the Skip sending notification checkbox if you do not want to send a email notification to the new member
   6. **Click** Send/Add

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**Related FAQs**

- What are the different permissions in Google Team Drive?
- Is there a quota limit for Google Team Drives?
- Can I change the name of a Google Team Drive folder?
• How do I manage who has access to my Google Team Drive?
• How do I tell who has access to a Google Team Drive?