Can I change the name of a Google Team Drive folder?

Tell Me

Only Google Team Drive members with **full access** can change the name of a Google Team Drive folder. This is the [FAQ](https://docs.uncc.edu) for information on seeing permissions to a Google Team Drive.

It is not recommended to change the name of a Google Team Drive. UNC Charlotte Google Administrators have developed a Google Team Drive naming convention - not following that convention may lead to confusion for Google Team Drive users.

1. Login to [gdocs.uncc.edu](https://gdocs.uncc.edu) and browse to the Google Team Drive folder you want to rename by expanding Team Drive

2. Right click on the folder and select **Rename...**

3. Enter the new name and click **OK**

Related FAQs

- Can I change the name of a Google Team Drive folder?
- Are there quota limits for Google Team Drives?
- What are the different permissions in Google Team Drive?
- How can I see who has permissions to a Google Team Drive?
- Can I share a sub folder in my Google Team Drive?