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

Tell Me

1. **Tell Me**

   You must have **manager access** on a Google Team Drive to manage who has access. See this [FAQ](#) for more information about Google Team Drive permissions.

1. **Tell Me**

   Login to [docs.uncc.edu](http://docs.uncc.edu) and browse to the Google Team Drive folder you want to manage by expanding Team Drives

   ![Image](image1.png)

2. **Tell Me**

   Right click on the folder and select **Manage members**

   ![Image](image2.png)

3. **Tell Me**

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

   ![Image](image3.png)

4. **Tell Me**

   To change or remove access for current members...
   
   1. **Tell Me**
      
      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

![Access options]

- **Full access** (default)
  - Can manage members & can upload/edit/delete all files
- **Edit access**
  - Can edit all files & upload new files
- **Comment access**
  - Can comment on all files
- **View access**
  - Can view all files

Remove member

3. **Click** Done

5. To add members...

1. **Click** ADD MEMBERS

![Add members form]

- **Add names or email addresses**
  - **Full**
- **Message**
- **Skip sending notification**

**MANAGE MEMBERS**  **CANCEL**  **SEND**

2. **Enter** the name of the person/Google group or email address into the **Add names or email addresses** field

3. **Click** **Content Manager** to change the permissions for the person/Google group you are adding (Note that the default permission is **Content Manager**)

![Permissions]

- **Manager**
  - Manage content, members, and settings
- **Content manager**
  - Add, edit, move, and delete files
- **Contributor**
  - Add and edit files
- **Commenter**
- **Viewer**

Remove member

Member may have additional permission on some files

**LEARN MORE**

4. **Enter** a message in 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 an email notification to the new member

6. **Click** Send/Add
Related FAQs

How do I manage who has access to my Google Team Drive?
What are the different permissions in Google Team Drive?
How do I share a file that is on a Google Team Drive?
How do I tell who has access to a Google Team Drive?
Can I share a sub folder in my Google Team Drive?