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

Tell Me

1. Login to gdocs.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

   - **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 new members**
     - **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)

   - **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 a 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?