How do I manage who has access to my Dropbox Team Folder?

Tell Me

Only Dropbox admins and Dropbox group managers can change team folder membership.

1. Login to dropbox.uncc.edu and navigate to the Dropbox Team Folder through Files & My Files

   ![Dropbox Folder Navigation](image)

   Files
   My files
   Sharing
   File requests
   Deleted files

2. Click Share to the right of the Dropbox Team Folder

   ![Share Button](image)

3. The Dropbox Share box will open - click the members link

   ![Share Members](image)

   Only admins and group managers can change team folder membership.

   ![Members List](image)

   3 members

Folder settings
4. A new tab will open on your browser - the Dropbox group managers and members will be listed
5. To add Dropbox group members...
   1. Click the Add Members button

![Add members button]

2. Type the name of the user you want to add

![Add members dialog]

Giving new members access to all of this group's shared folders might take a little while.

3. Click Add members when done

6. To manage Dropbox team members...
   1. From the Dropbox group manager and member list, click the 3 dot ellipse to the right of the member you want to remove

2. Click Remove user for remove the member from the group
   OR

3. Click Make manager to elevate the member's permissions to Manager (the Manager setting provides Dropbox group member management)
   OR

4. To remove manager permissions from a current manager, click Remove manager permissions

![Remove manager permissions button]
5. Confirm the permissions change

Remove

Removing [name] will cause them to lose access to folders that have been shared with the group.

It might take a little while to remove members from all of this group's shared folders.

Are you sure you want to do this?

7. Close the Dropbox group browser tab that was opened in step #4

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Related FAQs

- Is there a quota limit for Dropbox Team Folders?
- What is Dropbox Team Folder?
- What are the different permissions in Dropbox Team Folders?
- How do I manage who has access to my Dropbox Team Folder?