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

**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. 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

   ![My Drive](#) ![Team Drives](#)

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

   ![Manage members](#)

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

   ![Member access](#)

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

3. **Click** Done

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

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

6. **Enter** a message in the Message field if you want to send a personalized note to the new member

7. **Check** the Skip sending notification checkbox if you do not want to send an email notification to the new member

8. **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?