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

Tell Me

Only Google Shared Drive members with Manager access can change the name of a Google Shared Drive folder. This is for information on seeing permissions to a Google Shared Drive.

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

1. Login to gdocs.uncc.edu and browse to the Google Shared Drive folder you want to rename by expanding Shared Drive

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

3. Enter the new name and click OK

Related FAQs

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- What's the difference between Dropbox Team Folder and Google Shared Drive?
- What options are available in Google for generic email?
- Can I share a sub folder in my Google Shared Drive?
- Can I change the name of a Google Shared Drive folder?