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

Tell Me

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

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

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

4. A new tab will open on your browser - the Dropbox group managers and members will be listed

5. To add Dropbox group members...

Only Dropbox admins and Dropbox group managers can change team folder membership.
a. Click the **Add Members** button

![Add Members button]

- Rename group
- Delete group
- Leave group

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

![Add members dialog]

Add members to “dept-its-servicemanagement-group”

- Add names or emails
- Giving new members access to all of this group's shared folders might take a little while.

![Add members button and Cancel button]

- Add members
- Cancel

⚠️ Top level Dropbox Team Folders **cannot** be shared with people outside of UNC Charlotte. Sub folders within Dropbox Team Folders can be shared with people outside of UNC Charlotte.

c. Click Add members when done

6. To manage Dropbox team members...

   a. From the Dropbox group manager and member list, click the 3 dot ellipse to the right of the member you want to remove

   ![Member ellipse]

   b. Click **Remove user** for remove the member from the group

   OR

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

   OR

   d. To remove manager permissions from a current manager, click **Remove manager permissions**

   ![Remove user and Remove manager permissions buttons]
6. Confirm the permissions change

![Confirmation dialog]

Removing [person] 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

- Dropbox Team Folder
- 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?