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.
5. 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 names or emails

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

Add members  Cancel

- 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 list]

   - Click **Remove user** for remove the member from the group
   OR
   - Click **Make manager** to elevate the member's permissions to Manager (the Manager setting provides Dropbox group member management)
   OR
   - To remove manager permissions from a current manager, click **Remove manager permissions**

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

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

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?