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...
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 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  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.

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]

   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**
e. 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?

[Cancel] [Remove]

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?