



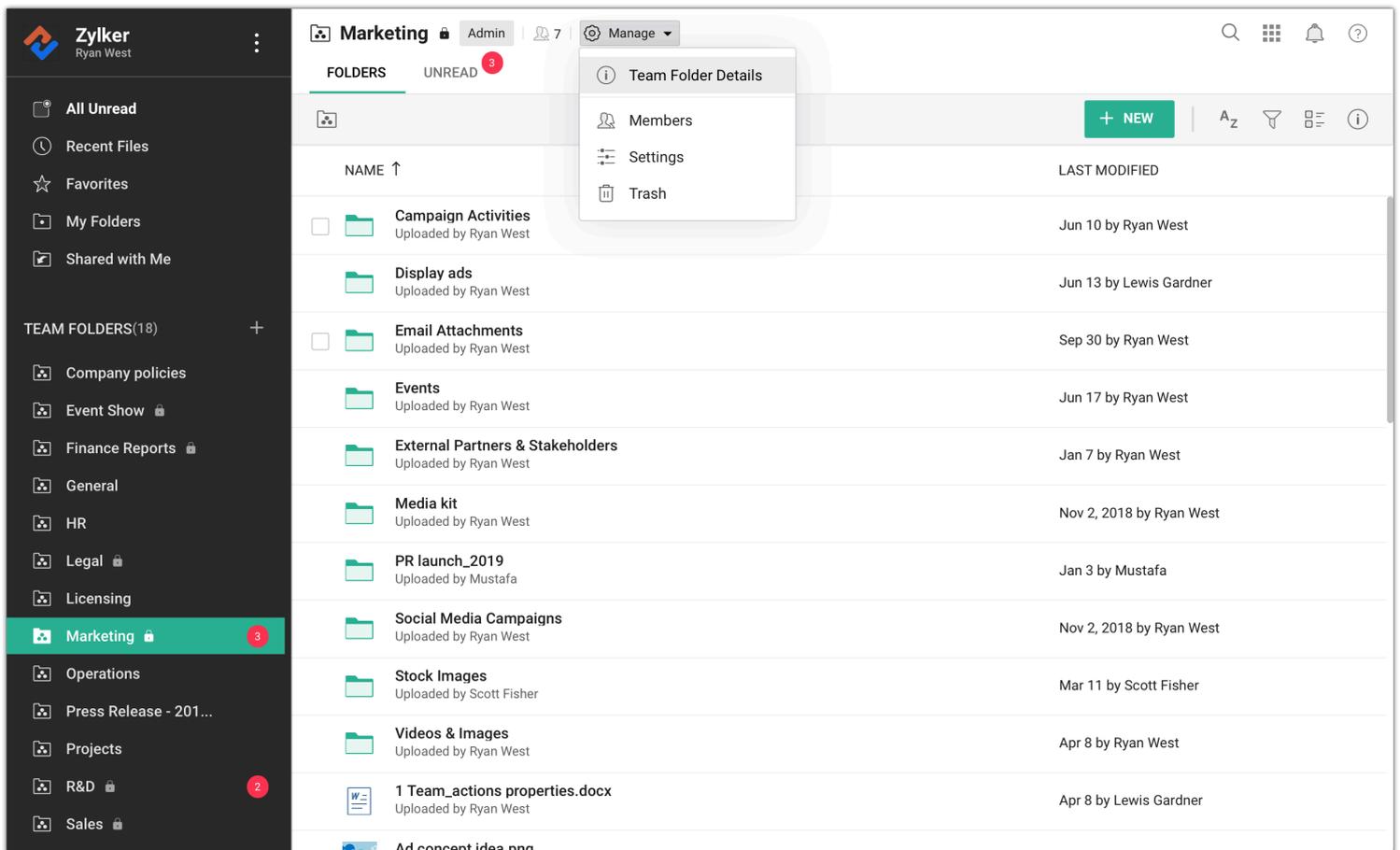
# Add or edit Team Folder description

Add a description for your Team Folder, so members will know what the Team Folder is for. You can modify the description of your Team Folder as and when your projects change.

Only Admins and Organizers can add or edit Team Folder descriptions.

## To add or edit Team Folder description:

1. Select a Team Folder in the left panel under *TEAM FOLDERS*.
2. Click **Manage** in the top and select **Team Folder Details** from the dropdown.



The *Team Folder Details* tab will open.

3. Click **Add** to add a new description, or **Edit** to change an existing description.

**Marketing** Admin 7

**Team Folder Details** Members Settings Trash Activity External share links

**Name**  
Marketing [Edit]

**Description**  
This team folder is to store and manage marketing files of Zylker team.  
[Edit]

Type Private Team Folder

Created by Scott Fisher on Oct 3, 2018, 5:38 PM

Modified by Ryan West on Oct 3, 2018, 6:48 PM

Contains 11 folders , 51 files

Size 429.66 MB

Storage Used 676.40 MB

**Members (7)** + Add Members

Members (7) avatars: 5 individual profiles, 2 generic team icons.

#### 4. Click **Save**.

With **private Team Folders**, you can keep the Team Folder description formal to set the tone for new members added to it and remind existing members of the purpose of the private Team Folder.

With **public Team Folders**, you can keep the Team Folder description less formal to help the team members decide whether to join a particular public Team Folder or not.