



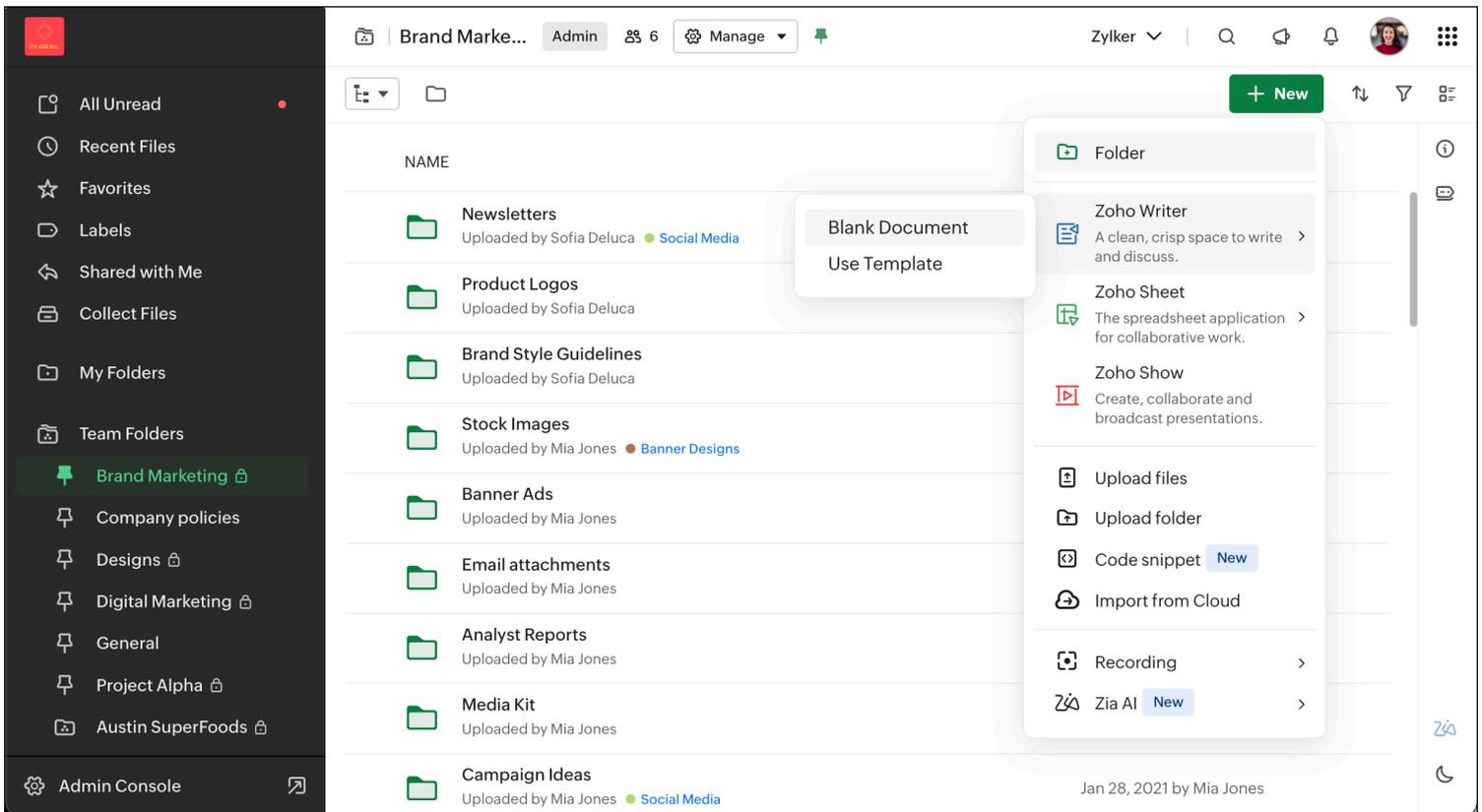
Add files and folders to a Team Folder

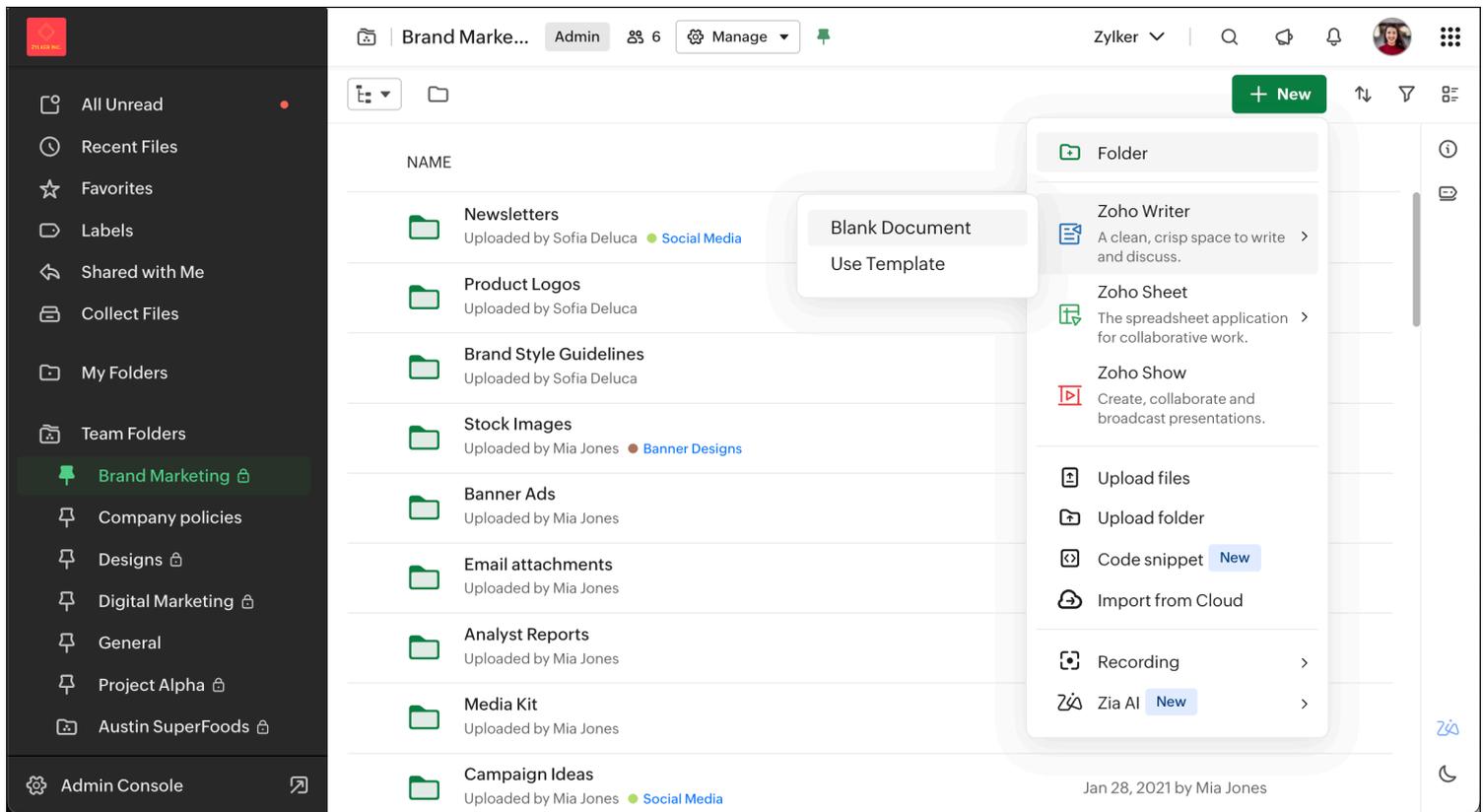
Create or upload files and folders to collaborate on team projects. Since Team Folders are a shared space, any file or folder you create is automatically accessible to everyone in that Team Folder.

Only Admins, Organizers and Editors can add files or folders in a Team Folder.

To create or upload files and folders in your Team Folder:

1. Select a Team Folder in the left pane under **TEAM FOLDERS**.
2. Click the **+ NEW** button in the top menu bar.





- To **create a file** - Select the type of file you want to create (Document, Spreadsheet, or Presentation).
- To **create a folder** - Select Folder from the dropdown menu. Type in a name and press Enter.
- To **upload a file or folder from your system** - Select File Upload or Folder Upload from the dropdown menu. Select the file/folder to upload and click Open (for Mac). Alternatively, you can drag and drop the file/folder from your computer to upload.
- To **import a file from a cloud storage service** - Select **Import from Cloud** from the dropdown menu. Then, select the required cloud storage service to import a file.

Only after the successful authentication, you can browse and import files from any cloud storage service to Zoho WorkDrive. Learn more on [Importing files from popular cloud storage services](#).

Currently, you can only import files from these cloud storage services: Google Drive, Box, Dropbox, OneDrive and Evernote.

① Newly created files using Zoho Office Suite in a Team Folder are called ' **Drafts** '. Drafts remain invisible to other members in the Team Folder until you click the ' **Mark as Ready** ' option. This feature gives you the time and freedom to work on your first drafts without others leaving comments before you are finished.

You can upload files with the formats .docx, .pptx, .xlsx, etc., and preview them in Zoho WorkDrive. To edit these files, you need to convert them to Zoho WorkDrive's format. Zoho's built-in [Office Suite](#) helps you edit documents, sheets, and presentations using Writer, Sheet and Show respectively.

The **maximum file upload size** is 10 GB in Starter Edition, 50 GB in Team Edition, and 250 GB in Business & Enterprise Editions.