

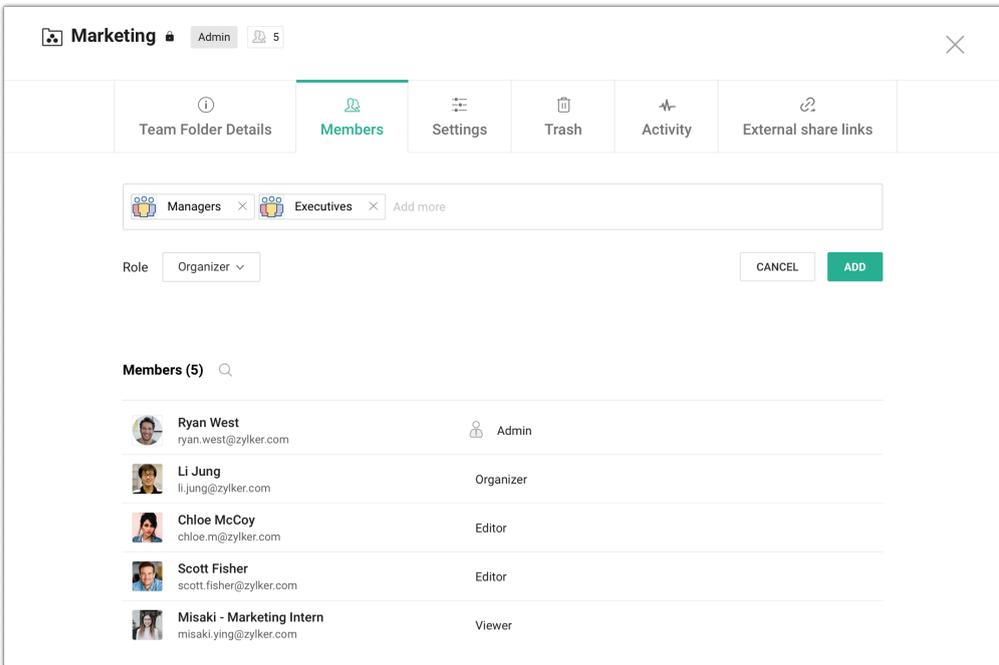
Add Groups to a Team Folder

If your team or organization uses Groups in WorkDrive, you can easily add an entire Group to a Team Folder and assign the Group a specific role instead of adding each member individually. All Group members will receive the role assigned to their Group in that Team Folder.

You can add Groups, modify member roles, and remove groups from Team Folders at anytime.

Add Groups

1. Navigate to the left pane and click your Team Folder to open it on the right.
2. Click **Manage** next to the Team Folder name in the top and select **Members** from the dropdown to open the *Members* tab.
3. Click **ADD MEMBERS** .
4. Enter the Group name you want to add.
5. Assign a Team Folder role and click **ADD** .



The screenshot shows the 'Marketing' team folder interface. At the top, there's a header with 'Marketing', 'Admin', and '5' members. Below this is a navigation bar with tabs: 'Team Folder Details', 'Members' (selected), 'Settings', 'Trash', 'Activity', and 'External share links'. The main area shows a search bar with 'Managers' and 'Executives' groups. Below the search bar, there's a 'Role' dropdown menu set to 'Organizer', and 'CANCEL' and 'ADD' buttons. A list of members is shown below, with their names, email addresses, and roles:

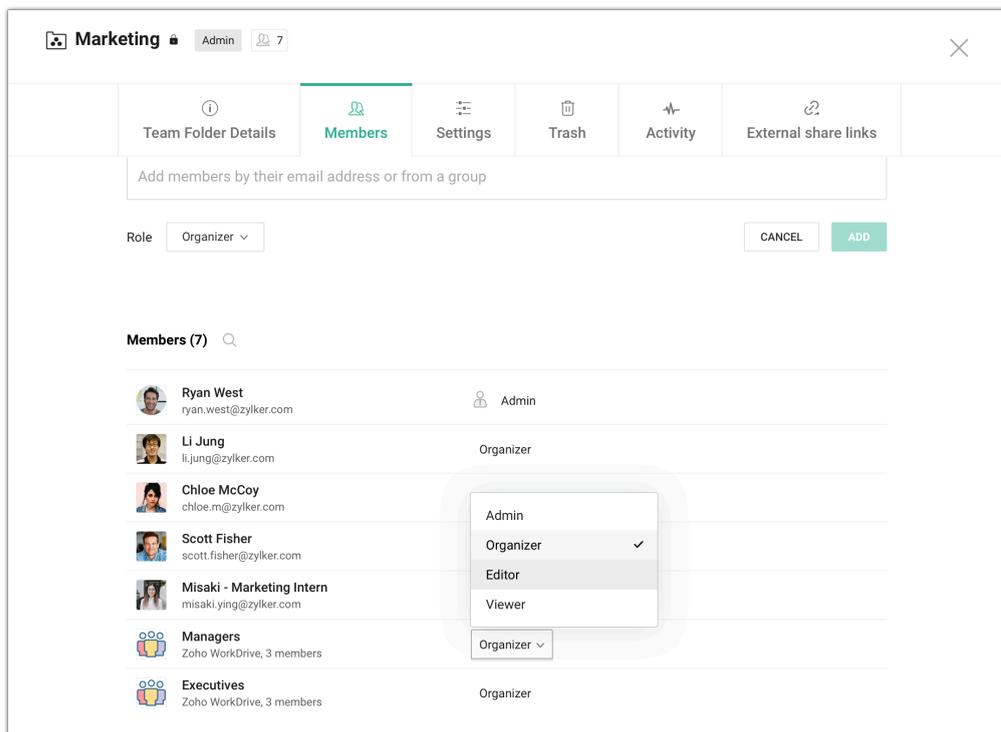
Name	Email	Role
Ryan West	ryan.west@zylker.com	Admin
Li Jung	li.jung@zylker.com	Organizer
Chloe McCoy	chloe.m@zylker.com	Editor
Scott Fisher	scott.fisher@zylker.com	Editor
Misaki - Marketing Intern	misaki.ying@zylker.com	Viewer

See [Team Folder Roles and Permissions](#) for more details.

📄 If a member is already a part of the Team Folder where the Group is added, the higher ranking role of the member, either from the Team Folder or the Group, will apply.

Change a Group's role

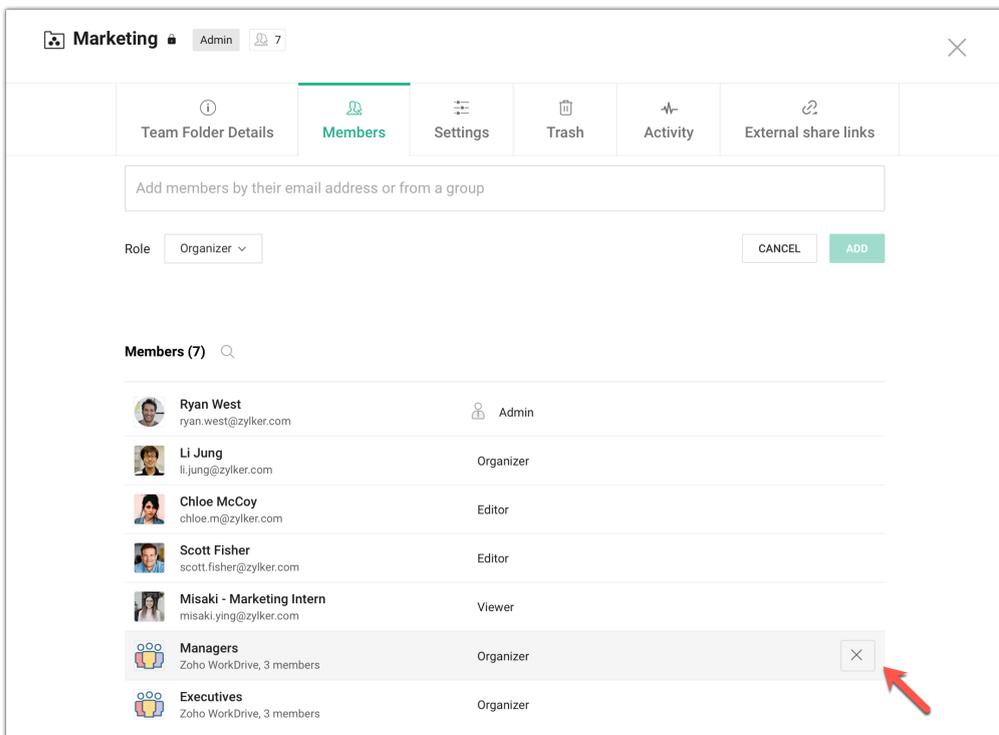
1. Navigate to the left pane and click your Team Folder to open it on the right.
2. Click **Manage** next to the Team Folder name in the top and select **Members** from the dropdown to open the *Members* tab.
3. Hover your cursor over the Group's current role and click the dropdown arrow.



4. Select the role you want to assign from the dropdown list. The five roles available in Team Folders are: **Admin**, **Organizer**, **Editor**, **Commenter**, and **Viewer**.

Remove Groups from a Team Folder

1. Navigate to the left pane and click your Team Folder to open it on the right.
2. Click **Manage** next to the Team Folder name in the top and select **Members** from the dropdown to open the *Members* tab.
3. Hover your cursor over the Group's name and click the cross "x" icon to remove the Group.



- Only Admins and Organizers can add or remove Groups in a Team Folder
- The Groups feature is available in all [WorkDrive plans](#)
- When a Group is deleted from a Team Folder, all the group members will lose access to the Team Folder

WorkDrive Groups and Organization Groups

WorkDrive Groups

Groups that you create within the WorkDrive app are said to be WorkDrive Groups. These Groups can't be used in other Zoho apps.

Org Groups

Groups created in **Zoho One** (Collaboration Groups), **Zoho Workplace**, and **Zoho Directory** are said to be **Org Groups**. These Org Groups can be added to Team Folders in WorkDrive.

Additional reading:

[Create and manage Groups in your Team](#)

[Share a file or folder with Groups](#)