



Add or remove members in a Team Folder

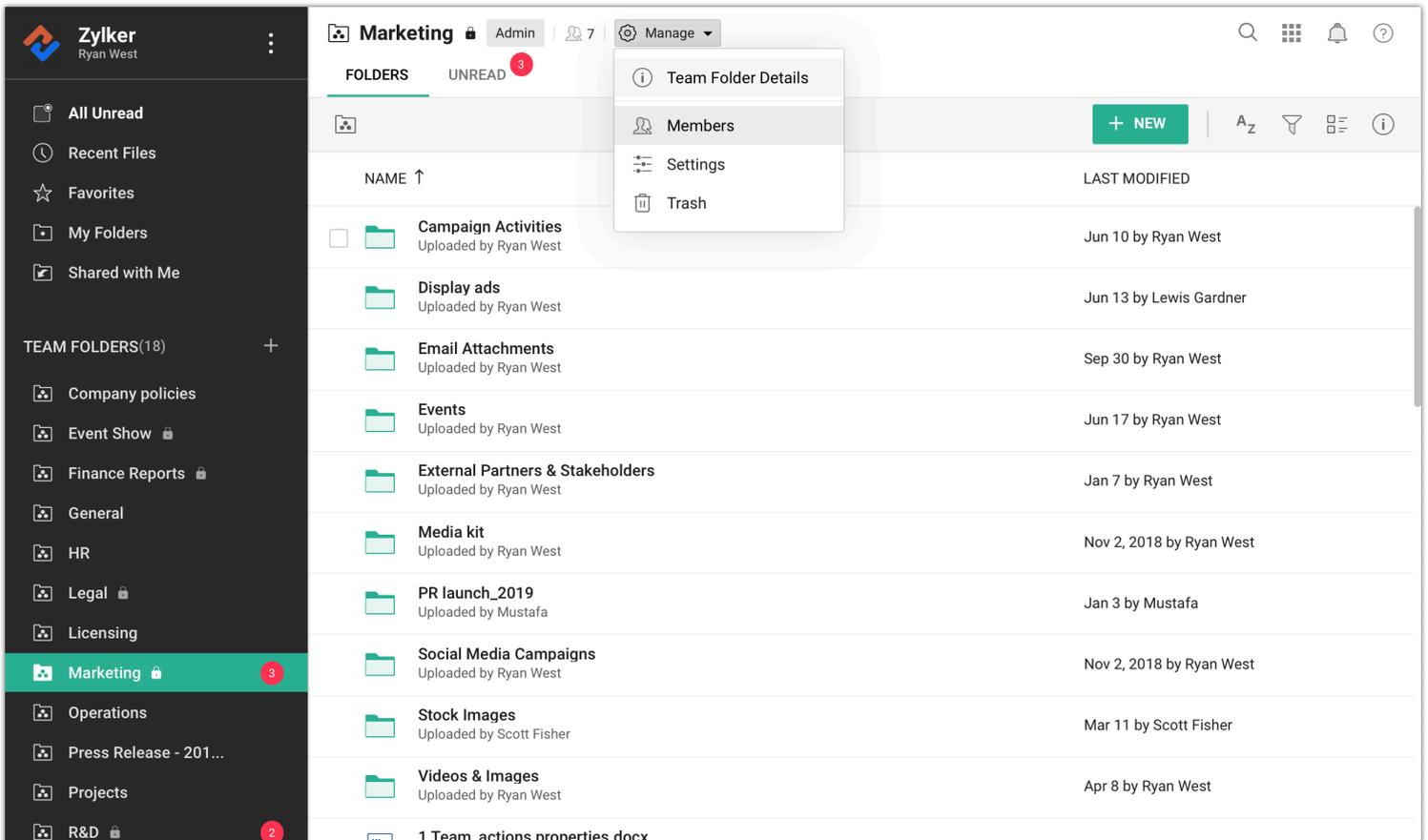
Add members in a Team Folder

You can always add new members to your Team Folder, even if you missed adding someone while creating it.

Only Admins and Organizers can add members to a Team Folder.

To add members:

1. Navigate to the left pane and click your Team Folder to open it on the right.
2. Click **Manage** in the top and select **Members** from the dropdown .



The *Members* tab will open.

3. Click **ADD MEMBERS** .

4. Enter the email address of members you want to add.

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

Li Jung × Reyansh - Lead × Add more

Role Editor ▾ CANCEL ADD

Members (6) 🔍

	Ryan West ryan.west@zylker.com	Admin
	Chloe McCoy chloe.m@zylker.com	Organizer
	Lewis Gardner lewis.gardner@zylker.com	Organizer
	Scott Fisher scott.fisher@zylker.com	Editor
	Alejandro Mendoza alejandro.m@zylker.com	Editor
	Misaki - Marketing Intern misaki.ying@zylker.com	Viewer

5. Assign a Team Folder role and click **ADD** .

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

Remove members from a Team Folder

You can remove members from a particular Team Folder if you think those members are not required to collaborate in your projects or tasks, or no longer relevant (users might have moved to another team or project).

To remove members:

1. Navigate to the left pane and click your Team Folder to open it on the right.
2. Click **Manage** in the top and select **Members** from the dropdown.

3. The *Members* tab will open. Hover over the member's name and click



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Team Folder Details Members Settings Trash Activity External share links

ADD MEMBERS

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Only Admins and Organizers can remove members in a Team Folder. They can add those members again later, if necessary.