

Change members' roles in a Team Folder

If you think a team member is ready to take a higher level of responsibility than what they've been assigned, you can change their role at any time during the project. This can help Team Admins manage their growing teams effectively.

Only **Admins** and **Organizers** can change members' roles in a Team Folder.

To change a member's role:

- 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. Hover your mouse over the member's current role and click the dropdown arrow.

① Team Folder Details	<u>®</u> Members	 Settings 	Trash	-₩- Activity	्र External share links		
					ADD MEMBERS		
Members (6)							
Ryan West ryan.west@zylker.com	Ryan West ryan.west@zylker.com			🔓 Admin			
Chloe McCoy chloe.m@zylker.com		Orgar	nizer				
Lewis Gardner lewis.gardner@zylker.co	Lewis Gardner lewis.gardner@zylker.com			Organizer			
Scott Fisher scott.fisher@zylker.com	1	Editor	~				
Alejandro Mendoza alejandro.m@zylker.com	n	Adn	nin				
Misaki - Marketing In misaki.ying@zylker.com	ntern	Edit	or	~			
		Viev	ver				

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.

Learn more about these **<u>roles and permissions in a Team Folder</u>** here.