

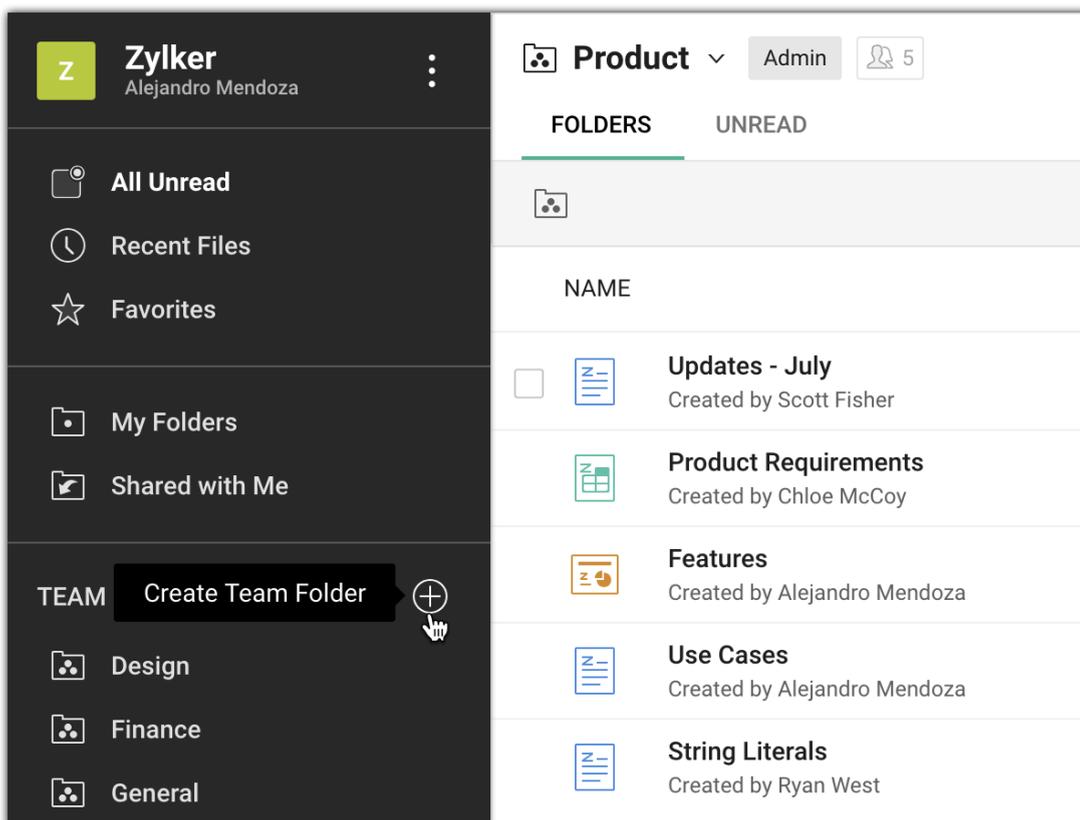
Create or join a Team Folder

Create a Team Folder

As new projects are launched on your team, you can create new Team Folders at any time in Zoho WorkDrive. Based on the number of projects or tasks that you have, you can create multiple Team Folders and add team members as required.

To create a Team Folder:

1. Click the '+' sign next to **Team Folders** in the left panel.



2. Enter the **name** of your Team Folder and choose the type of Team Folder you want to create. This will either be a public Team Folder or a private Team Folder.
3. (Optional) Include a short **description** of your Team Folder so that your members know what it's about.

Create Team Folder

Name

Choose Your Team Folder Type

Public Private

Anyone on the team can join and collaborate on files and folders

Description (Optional)

105 characters remaining

4. Click **Create**.

5. **Optional:** At this point you can either add members to your Team Folder or skip this step by clicking **Go to Team Folder** . To add members, enter email addresses, assign roles, then click **Add**.

 If creating a public Team Folder is restricted to Admins at the team level, team members cannot create a public Team Folder.

- Use public Team Folders for sharing general information.
- Create private Team Folders for selected members to collaborate on exclusive tasks or projects.

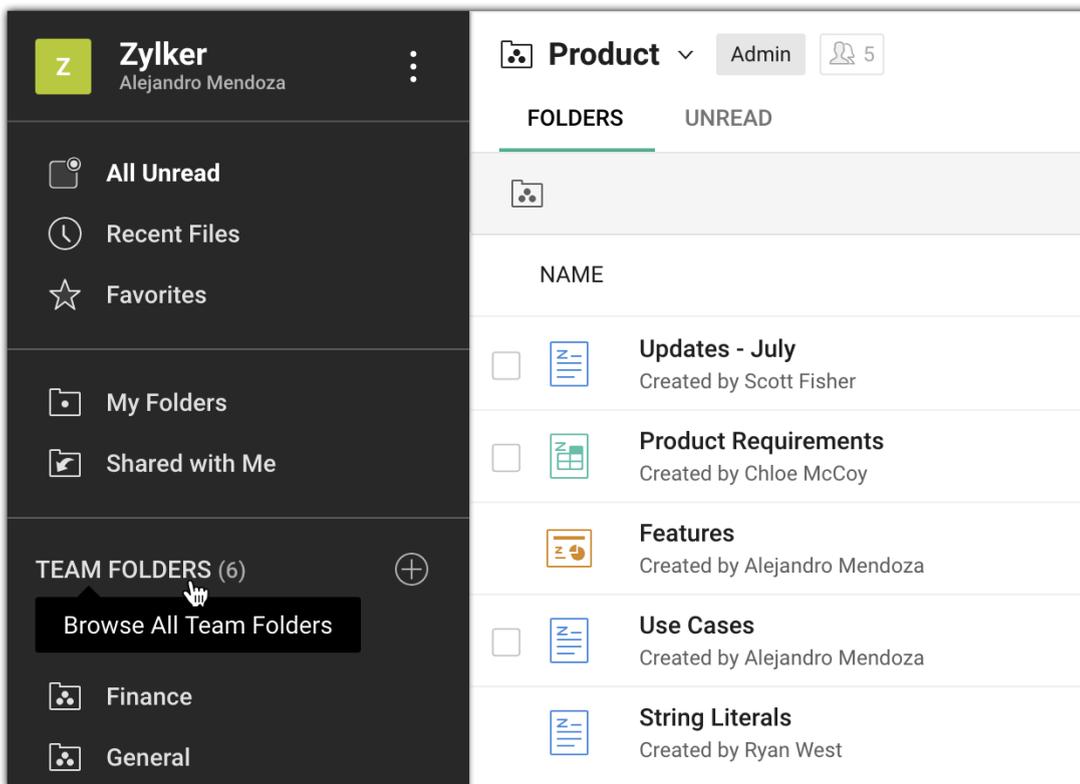
Join a Team Folder



- You can only join a public Team Folder within your team.
- To be part of a private Team Folder, the Team Folder Admin or Organizer will have to add you to it.
- You can be a member in any number of Team Folders, depending on the projects you've been assigned.

To join a public Team Folder:

1. Click **Team Folders** in the left panel. All public Team Folders in your organization will be listed.



2. Hover your mouse over the Team Folder name and click **Join**.

Browse All Team Folders

CREATE TEAM FOLDER

Search Team Folders...



Team Folders You Can Join (2)

Design 6

Created by Ryan West on Jul 6, 6:12 AM

Social Media 6

Created by Ryan West on Jul 8, 8:18 AM

JOIN



Team Folders You Have Joined (4)

Finance Organizer 4

Created by Scott Fisher on Jul 6, 6:25 AM

General Organizer 6

Created by Ryan West on Jul 6, 5:06 AM

Marketing Viewer 6

Created by Ryan West on Jul 6, 5:06 AM

Product Admin 5

Created by Alejandro Mendoza on Jul 6, 6:28 AM

When you join a public Team Folder, you will be assigned the Viewer role by default. The Team Folder Admin or Organizer can change this to another role if you need an higher access permission.