



Customize folder permissions in a Team Folder

WorkDrive provides Team Folders for team collaboration, with clearly defined roles like Admin, Organizer, Editor, Commenter, and Viewer.

By default, Team folder members will have access to all files and folders within it. **If you want to reduce a member's permission for a folder or hide a folder completely from members or collaborators' view**, you can use the **customize folder permission option**.

ⓘ Important:

You can customize folder permissions in two different ways: **while creating a folder** or **after creating a folder**.

Who can customize:

At least the **Organizer** role for team folder members or the **Organize** access level for collaborators is required to customize a folder permission.

Customize permissions during folder creation

1. Go to a Team Folder and Click + **NEW** at the top-right corner.
2. Select **Folder**. The *Create New Folder* dialog will open.

Create New Folder ✕

Name

Who can access

All Team Folder members
Any new members added to the Team Folder will be able to access this folder.

Specific members only Customized folder

Provide access to specific members or reduce their access levels. Any new members added to the Team Folder won't have access to this folder by default. [Learn more about custom folder permissions.](#)

	Name	Access Level
<input type="checkbox"/>	Monica Hemsworth monica.hemsworth@zylker.com	Admin ▾
<input type="checkbox"/>	Mia Jones mia.jones@zylker.com	View ▾
<input type="checkbox"/>	Samira Khan samira.khan@zylker.com	Restricted ▾
<input type="checkbox"/>	Bianca Carlos bianca.carlos@zylker.com	Restricted ▾

3. Select **Specific people** under Who can access.

Except for team folder admins, all members will be shown as **Restricted** by default.

4. Select members and groups and assign the required access levels from these: Organize, Edit, View and comment, View, and Restrict access.

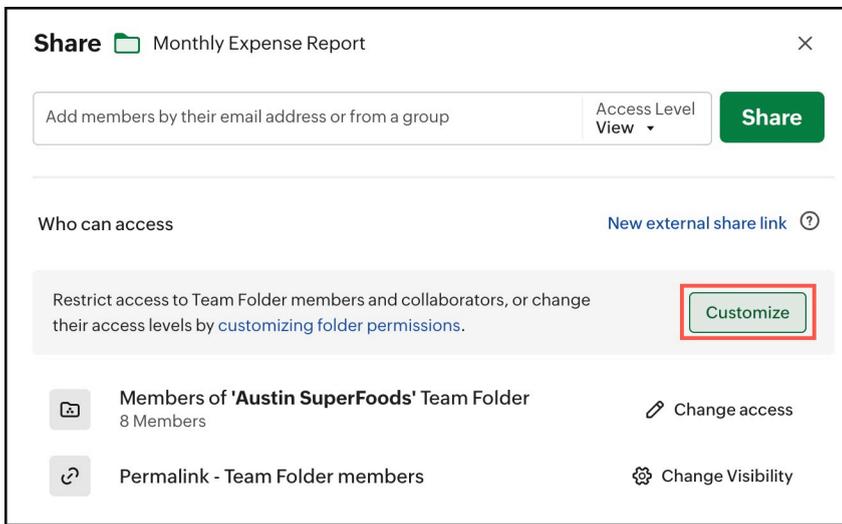
Note: Admins can't be restricted, and their role can't be updated as well.

5. Click **Create**. Once the customized folder is created, the folder icon will get changed to representing the folder customization.

Customize permissions after folder creation

1. Select a folder and click **Share** at the top action bar.

2. Click **Customize** under **Who can access** in the *Share* dialog.



3. Click **Continue**.

Except for team folder admins, all members will be shown as **Restricted** by default.

4. Select members and groups and assign the required access levels from these: Organize, Edit, View and comment, View, and Restrict access.

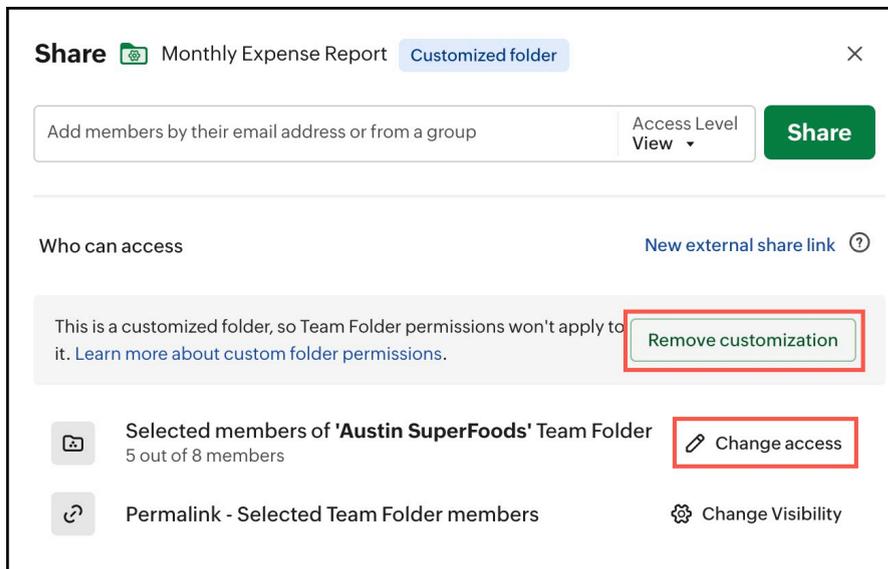
Note: Admins can't be restricted, and their role can't be updated as well.

5. Click **Customize**. Once the folder is customized, the folder icon will get changed to representing the folder customization.

Notes:

- You can **apply customization to any level folder**, and you will be able to restrict access to all team folder members (except admins), and collaborators from all parent folders to that folder.
- All underlying subfolders of a customized folder will follow the custom permissions you've set.
- **Folder customization is only available for Team Folders.**
- **It is not supported in My Folders.** While you can grant higher permissions to a child folder, you cannot restrict access or lower permissions if the parent folder has higher-level permissions.

Manage Customized Folder



Update permissions on a customized folder

1. Select a customized folder  and click **Share** at the top action bar.
In the *Share dialog*, you can see the customization details, such as which folder is customized and the number of users with access.
2. Click **Change access** to change permissions.
3. Select members and groups and assign the required access levels from these: Organize, Edit, View and comment, View, and Restrict access.

Remove customization

1. Select a customized folder  and click **Share** at the top action bar.
2. In the *Share dialog*, you can see the customization details, such as which folder is customized and the number of users with access.
3. Click **Remove customization** under Who can access in the Share dialog.
4. Click **Remove** in the confirmation dialog.

 **Note:** While removing folder customization, all Team Folder members will get access again based on their Team Folder roles. Any existing individual collaborators of the customized folder will lose access.

Points to remember

- Once a folder is customized, **new members** added to the team folder or parent folder won't have access to this folder by default. You need to manually share the folder with them if required.
- Team Folder roles and parent folder permissions won't apply to a customized folder.
- Sub folders of a customized folder also won't follow the team folder roles and permissions.
- Admins can't be restricted, and their role can't be updated as well.
- While removing folder customization, all Team Folder members will get access again based on their Team Folder roles. Any existing individual collaborators of the customized folder will lose access.

Best Practices

- Customize only the first-level folders in a Team Folder for effective management. Once you create a Team Folder, plan well and create first-level folders accordingly and customize the required folders.
- Restrict/hide unwanted users or update user permissions in folders you customize.
- Minimize folder customizations from the second-level to nth-level folders as much as possible. Customizing too many folders may become difficult to manage at some point.