



# Duplicate a Team Folder

If you wish to create and manage different Team Folders with the same data for different clients or purposes, you can use this feature to copy a Team Folder effortlessly.

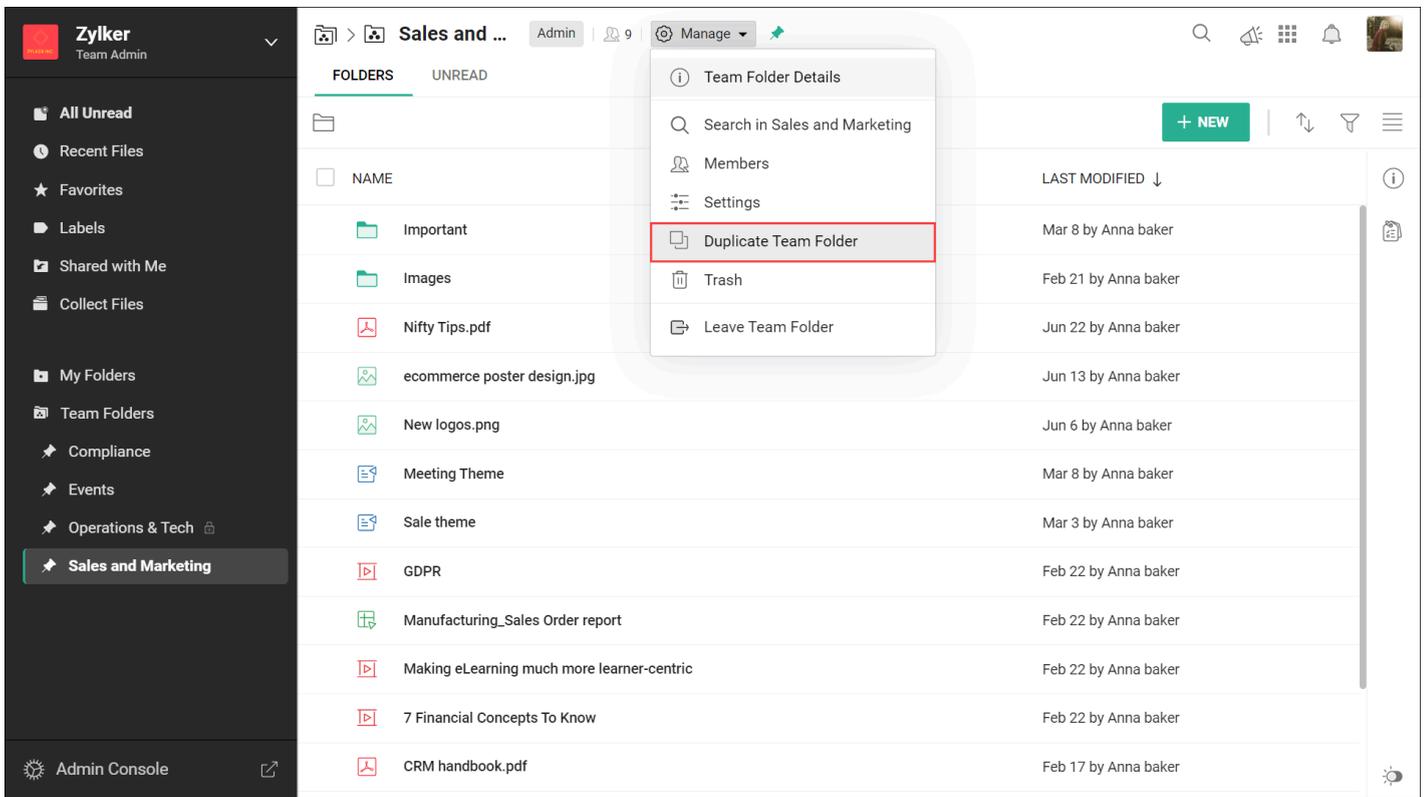
When you duplicate a Team Folder:

- Only the files and folders of a Team Folder will be duplicated
- Team Folder type will be retained
- Share permissions will not be retained
- Members of an existing Team Folder will not be added automatically

 **Note:** Only members with Admin and Organizer roles can duplicate a Team Folder.

## To duplicate a Team Folder

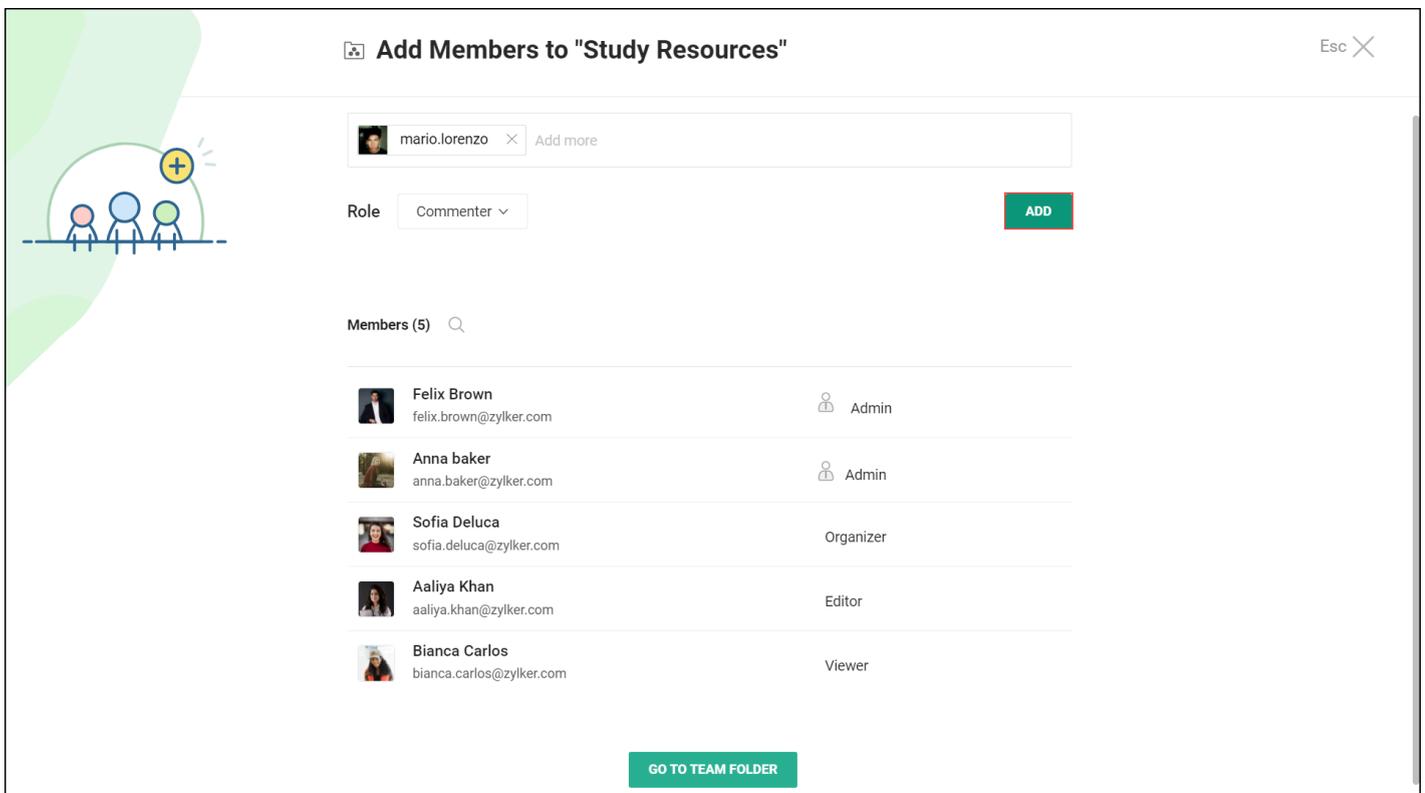
1. Navigate to the left pane and select a Team Folder.
2. Click **Manage** at the top and select **Duplicate Team Folder** from the dropdown.  
The *Duplicate Team Folder* tab will appear.



3. Enter a Team Folder name.

4. Click **CREATE**.

The Team Folder will be duplicated and the *Add Members* tab will appear.



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

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