

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.

Zylker ~	Admin № 9	(◎) Manage ★		1
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★ Favorites		Settings		
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My Folders	ecommerce poster design.jpg		Jun 13 by Anna baker	
🗟 Team Folders	New logos.png	New logos.png Meeting Theme		
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	7 Financial Concepts To Know	7 Financial Concepts To Know		
🎇 Admin Console 🛛 🖄	CRM handbook.pdf	CRM handbook.pdf		Þ

3. Enter a Team Folder name.

4. Click CREATE.

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

	Add Members to "Study Resources"		Esc 🗙
	mario.lorenzo × Add more		
	Role Commenter ~	ADD	
	Members (5)		
	Felix Brown felix.brown@zylker.com	Admin	
	Anna baker anna.baker@zylker.com	Admin	
	Sofia Deluca sofia.deluca@zylker.com	Organizer	
	Aaliya Khan aaliya.khan@zylker.com	Editor	
	Bianca Carlos bianca.carlos@zylker.com	Viewer	
	GO TO TEAM FOLDER		

- 5. Enter the email address of members you want to add.
- 6. Assign a Team Folder role and click **ADD**.