

Follow important files and folders

Follow important files and folders to stay up to date on all changes made by collaborators. For **files**, you will get notifications for version updates, renaming, and comments. For **folders**, you will get notifications for create, upload, add, or remove actions.

Ē

- You can choose a preferred **notification setting**: bell notifications, email notifications, or both bell and email notifications.
- The follow updates feature is available for WorkDrive's **Starter**, **Team**, and **Business plans**.

To follow files and folders:

1. Select the required files and folders.

2. Click the **More actions** icon (...) on the top action bar, then select **Follow updates** from the dropdown.

Alternatively, you can right-click the selected items and select **Follow updates**.

A Follow Updates dialog will open.

• My Folders Manage -				Q	₫:		Ĵ	К
			+ NEW	1	Az	A	0 - 0 -	í
1 file selected	ermalink 👲 Download							Esc 🗙
□ E Certificate of Excellence Created by Karthick □ ▶ Product Demo Created by Karthick		□ 2 () ()	Open Open With Preview Properties		>			
Design Assets.pdf Uploaded by Karthick			New embed co	ode				
Created by Karthick		۲ <u>ی</u> ۲	New download	ort				
User Preferences.png Uploaded by Karthick		Ç\$ Ē∎	Add Comment. Upload New Ve	 ersion				
Uploaded by Karthick		E	Check Out					
asasas.gif. Uploaded by Karthick		Ļ Ī	Follow updates Task	8	>			
Diploaded by Karthick			Set as Favorite Label As	2	>			

3. Choose your notification preference: bell notifications (within product), email notifications, and both bell and email notifications.

4. Click **START FOLLOWING**.

To update settings:

1. Select the required files and folders.

2. Click the **More actions** icon (...) on the top action bar, then select **Following** from the dropdown.

Alternatively, you can right-click the selected items and select **Following**.

3. Select Settings.

A Follow Updates dialog will open.

4. Choose your notification preference: bell notifications (within product), email notifications, and both bell and email notifications.

5. Click UPDATE SETTINGS.

To unfollow files and folders:

1. Select the required files and folders.

2. Click the **More actions** icon (...) on the top action bar, then select **Following** from the dropdown.

Alternatively, you can right-click the selected items and select Following.

A Follow Updates dialog will open.

3. Select Unfollow.

My Folders Manage	Open With Preview Properties			Q Search + NEW	→ 4 [±]	₩ ♣ €
1 file selected	🖆 🤄 Share	> 4	Download ····			Esc 🗙
Created by Karthick	New emb	ed code nload link		Sep 13, 2020 by Karthick		
Created by Karthick	り Share to S	Support		Jul 17, 2020 by Karthick		
Uploaded by Karthick		ew Version		Jul 17, 2020 by Karthick		
Created by Karthick	En Check Ou	t		ul 17, 2020 by Karthick		
User Preferences.png Uploaded by Karthick	♂ Task Set as Fail	> orite	 Settings 	, 2020 by Karthick		
Social media image.png Uploaded by Karthick	D Label As	>		Jul 17, 2020 by Karthick		
asasas.gif. Uploaded by Karthick	년] Copy To 🖉 Rename			Jul 17, 2020 by Karthick		
2020-06-30_15-14-01aa.png Uploaded by Karthick	Move To	: 		Jul 17, 2020 by Karthick		
Adwords Campaign Created by Karthick	ت کتب <u>ا</u> Download			Jul 17, 2020 by Karthick		
Created by Karthick	ញិ Move to T	rash		Jul 17, 2020 by Karthick		

How to access bell notifications for the files and folders you follow:

- 1. Go to your Zoho WorkDrive account.
- 2. Click the bell icon in the top-right corner.

All notifications will be shown by default.

3. Click the dropdown next to All and select Following.

All notifications from the files and folders you follow will be shown. You can scroll down to see all the notifications.

4. Select **Clear** to clear all following notifications.

(i) Bell notifications will also be shown on WorkDrive mobile apps.

- Anyone can follow files and folders, provided they have at least **viewer** or **view access**.
- Root folders or primary folders (My Folders, Team Folders, and Shared with Me) cannot be followed. Only the files and subfolders inside the root folders can be followed.

Following as a label

The default label Following will be created automatically and list all files and folders you are following. You cannot modify or delete this label.

Learn more about Labels