



# Follow important files and folders

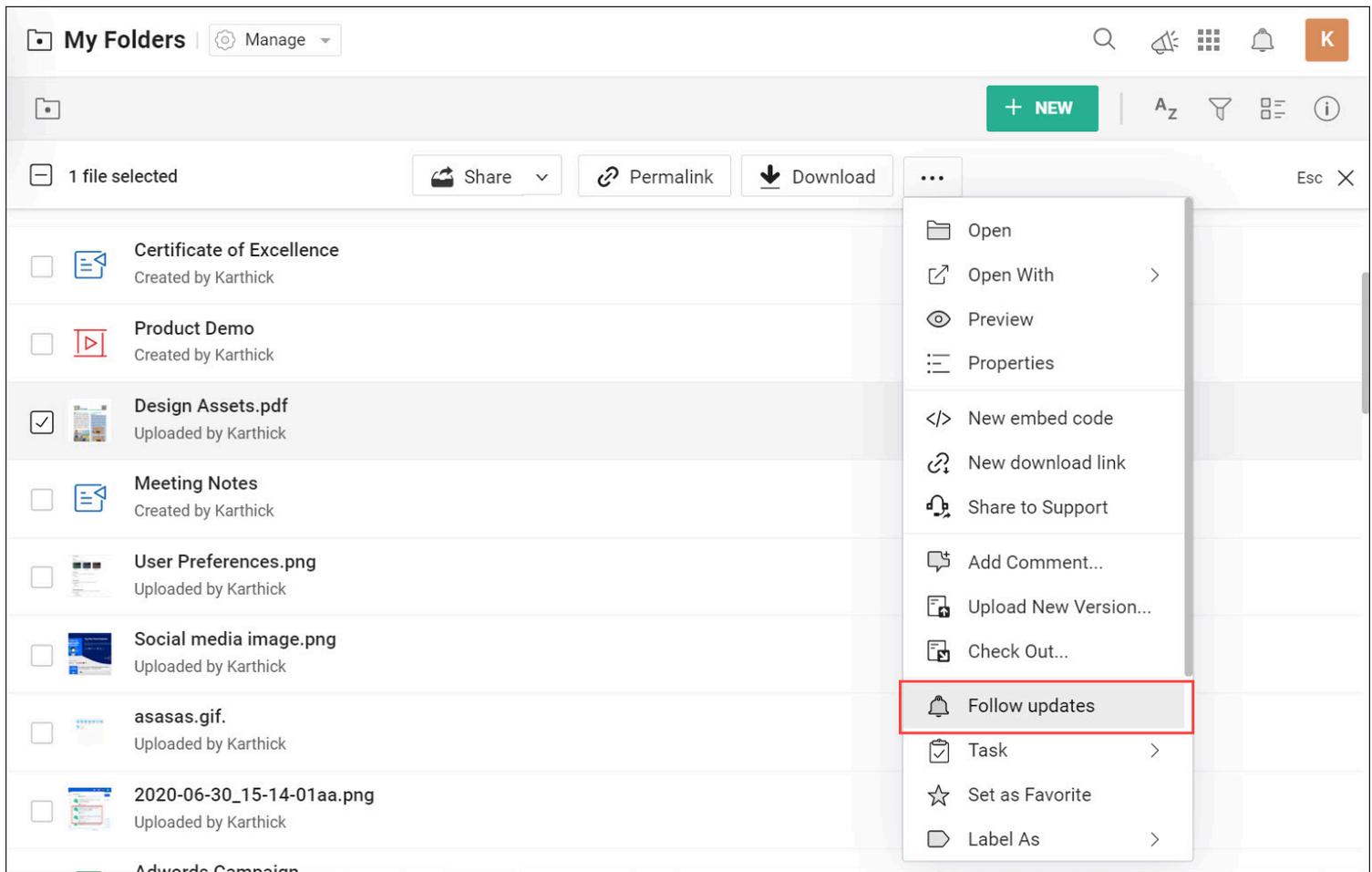
Follow important files and folders to stay up to date on all changes made by collaborators. For **files**, you will get notifications for version updates, renaming, and comments. For **folders**, you will get notifications for create, upload, add, or remove actions.



- 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.



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:**

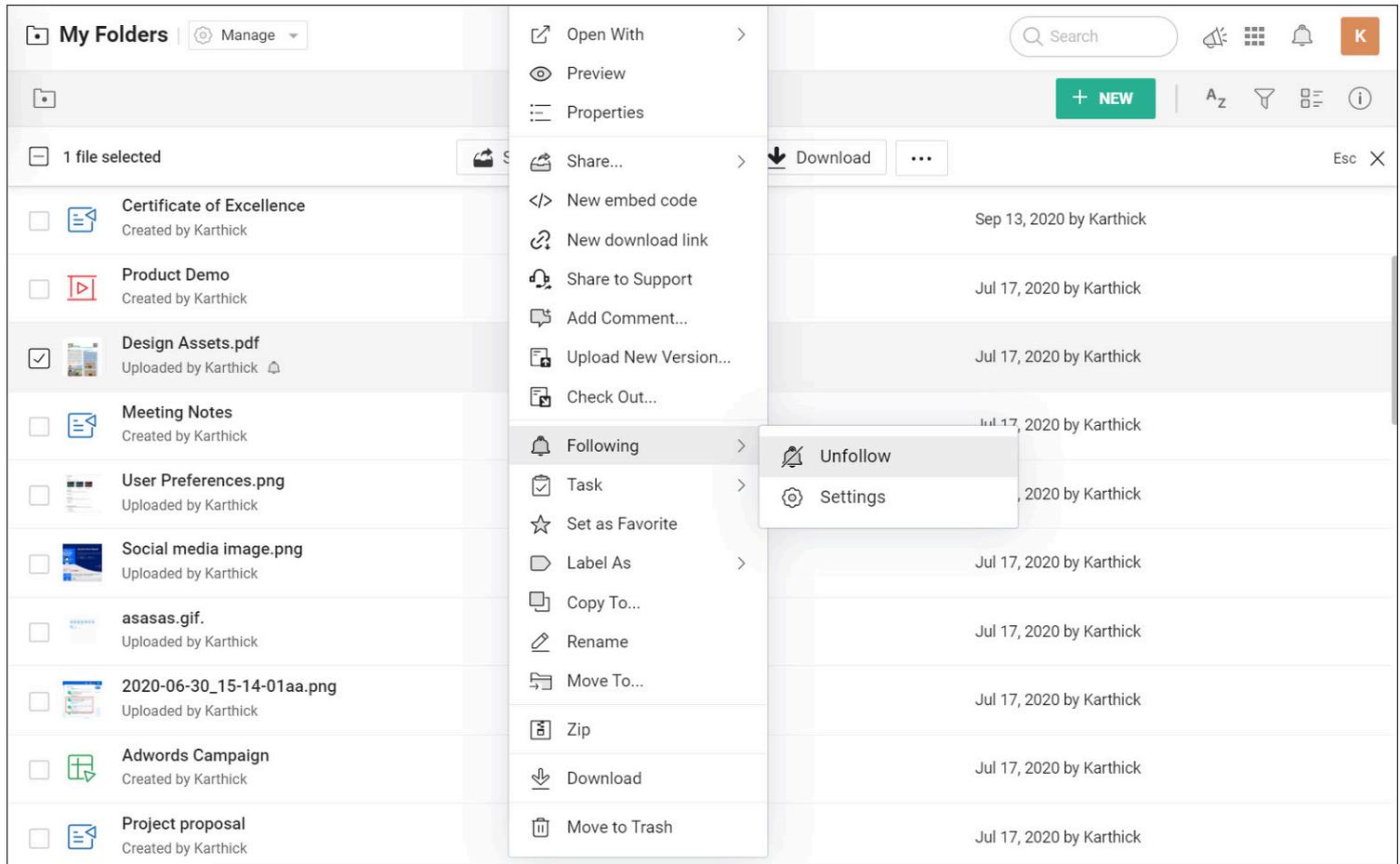
1. Select the required files and folders.

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**.



### 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.

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### **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](#)