



Zoho Corporation

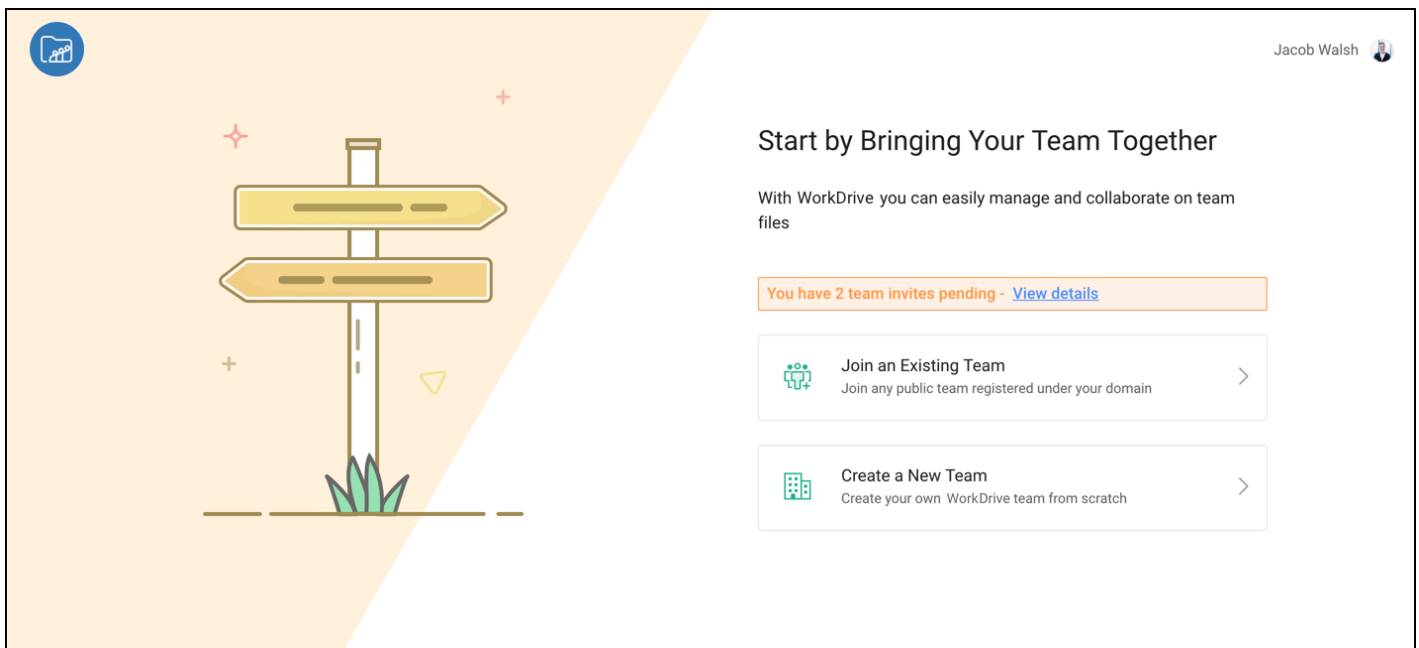
Join your Team

Collaborate with your co-workers on Zoho WorkDrive to get work done from anywhere at any time.

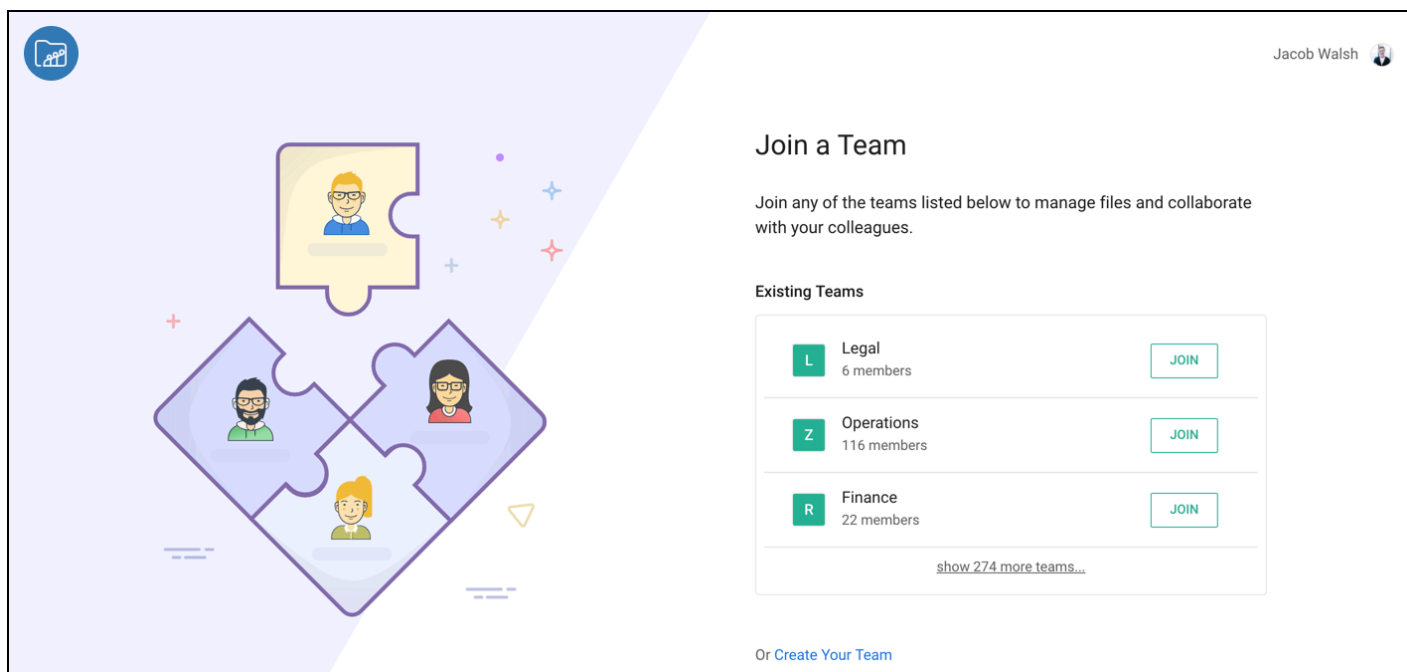
The Admins will send out invites to users, and the users will receive an invitation via email. The users need to accept the invitation in order to join the team.

You can join existing teams on Zoho WorkDrive by finding and choosing teams in your organization domain. Here's how:

1. Sign into Zoho WorkDrive using your credentials.

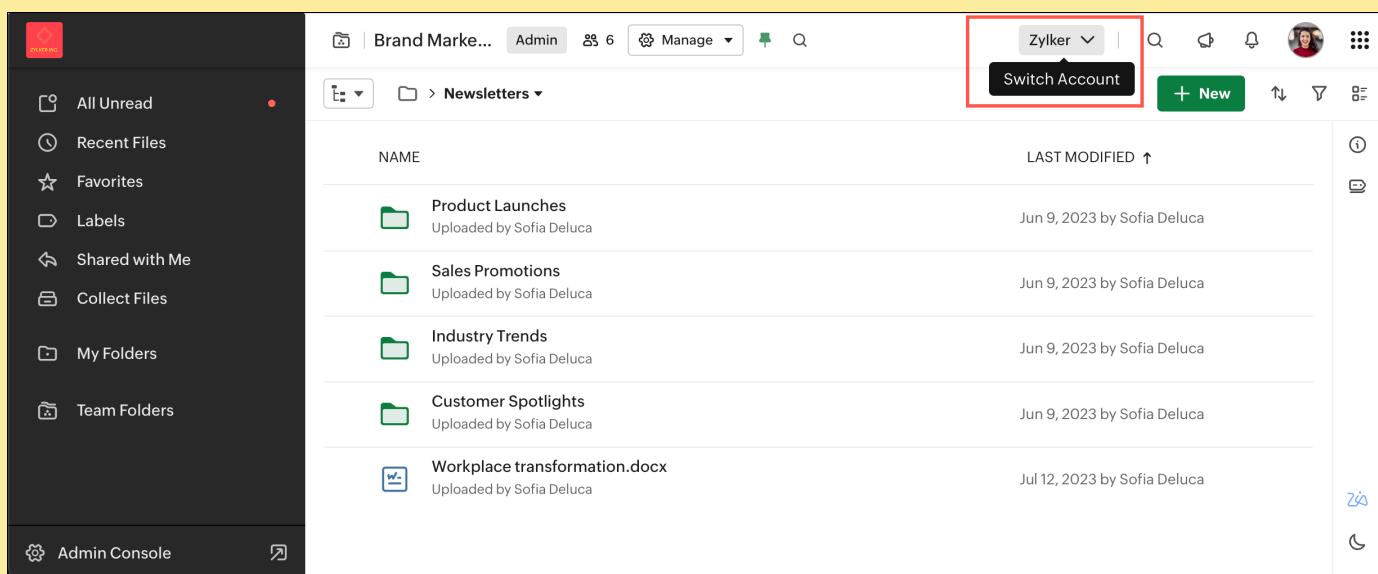


2. Click **Join an Existing Team**. A list of all the teams already created in your organization will get displayed.



3. Hover over the team name and click **Join**. You'll be automatically navigated to your team account within WorkDrive.

Note: Users can join multiple team accounts and switch teams at any time by clicking the **Switch Account** dropdown at the top and selecting the required team.



For users with an existing individual account

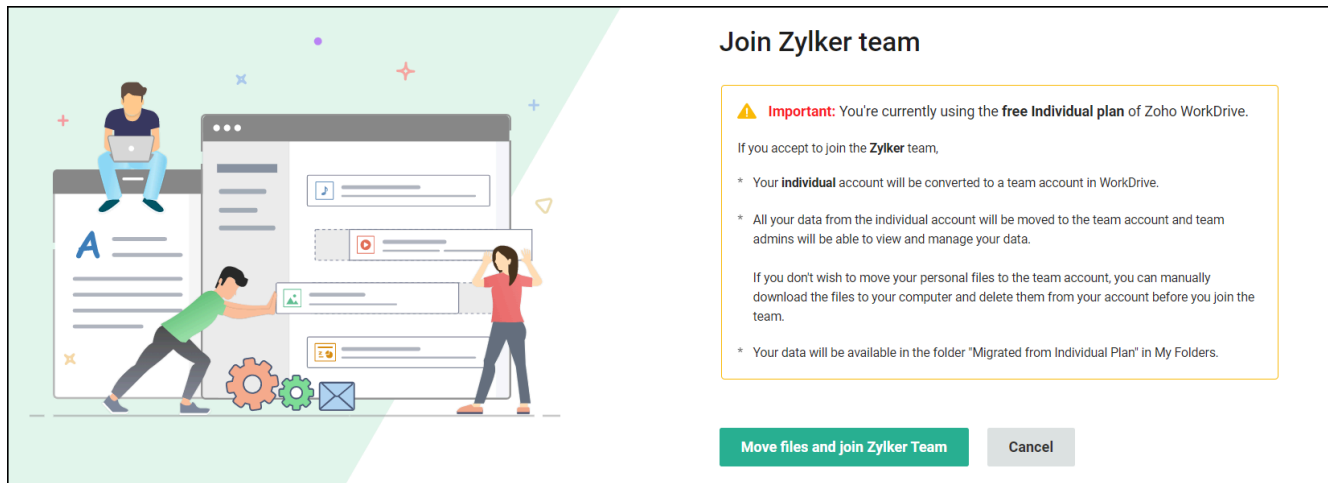
WorkDrive individual plan users cannot join a team using their same email addresses. Individual accounts must be converted to team accounts in order to join a team in WorkDrive.

To join a team account from an individual account:

1. Open the team invite email and click **Join Team**. You'll be redirected to the *Join team* page.

Notes:

- If you accept the invitation to join the team account, your **individual account will be converted to a team account** in WorkDrive.
- All your data in My Folders from the individual account will be **migrated** to the corresponding My Folders section of your team account.



2. Click **Move files and join Team**.

- Your migrated data will be available in the folder, *Migrated from Individual plan* in *My Folders*.
- If you **don't want to move your personal data** to the team account, you can download your files to your computer, and delete them from your account before you join the team account.