



# Manage Team Folder Settings

Let's take a look at how Team Folder type, email upload, external sharing, download, and file conversion settings can be set in a Team Folder.

 Only the **Admins** in a Team Folder can manage its settings.

## Team Folder Type

There are two types of Team Folder: Private Team Folder and Public Team Folder. If you are a Team Folder admin, you can change the team folder type from private to public, and vice-versa.

### **Private Team Folder**

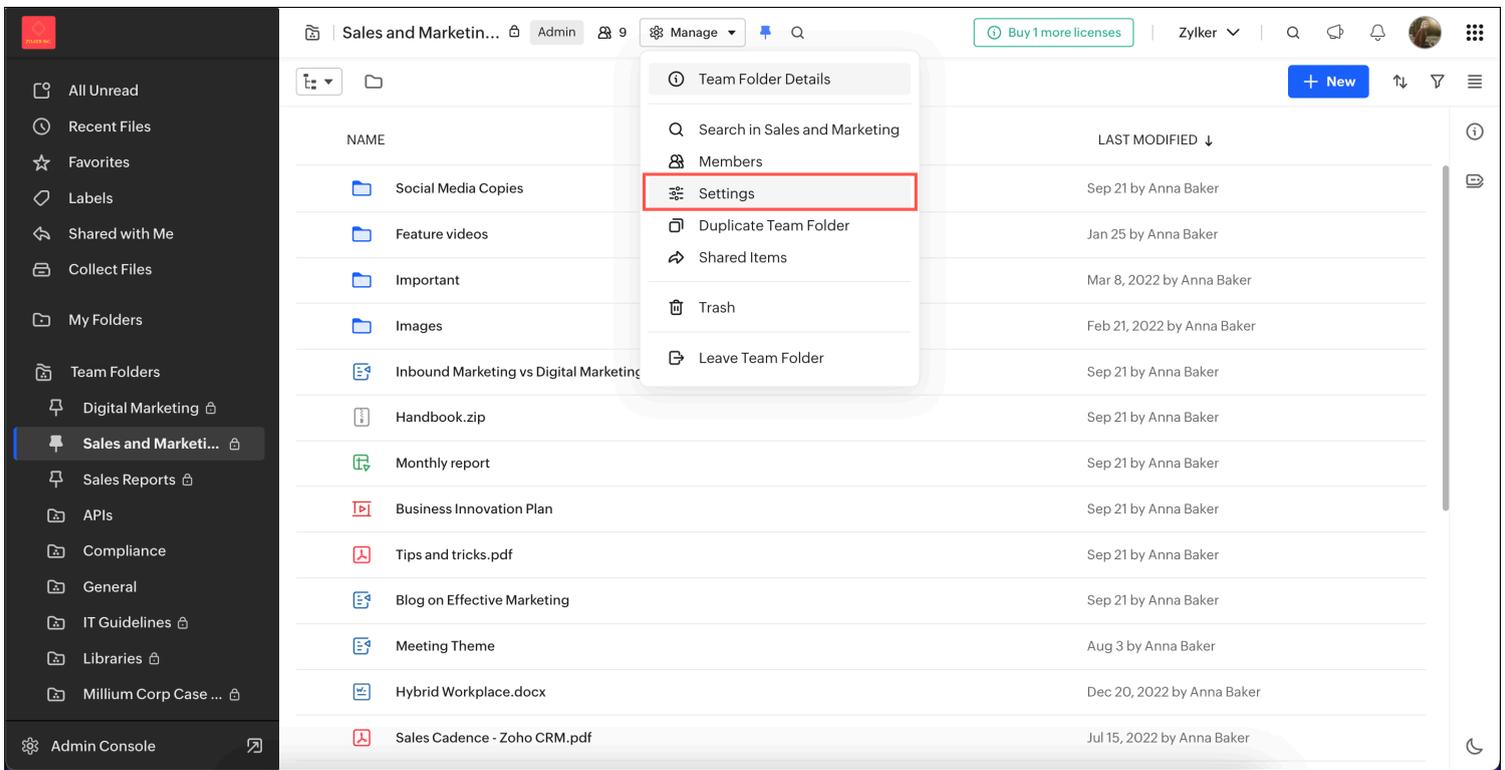
Only the members who have been added to a private Team Folder can access its files and folders.

### **Public Team Folder**

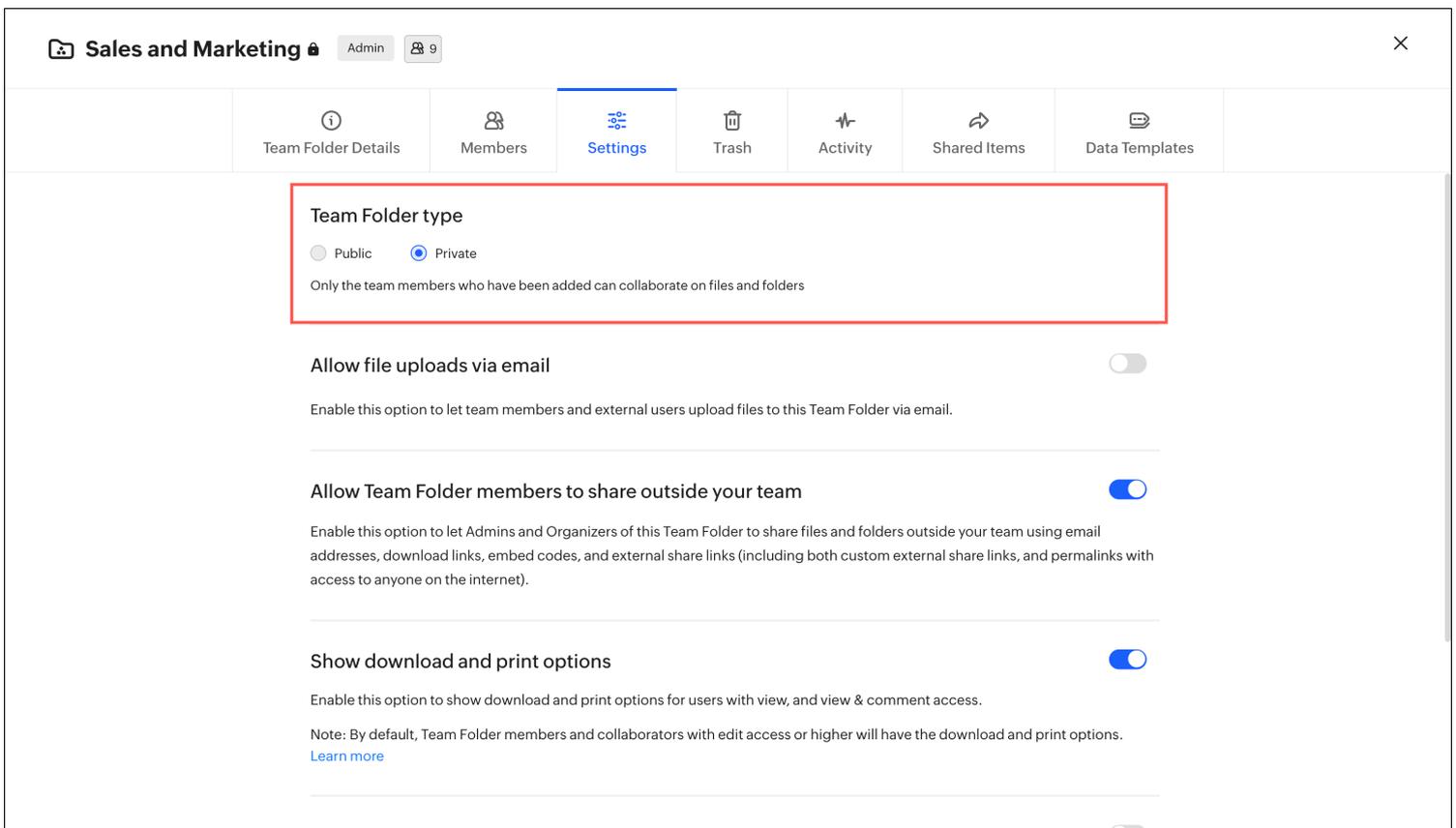
Anyone on your team can view and join a public Team Folder. All team members can browse through its documents, participate in discussions, and contribute value.

### **To change the Team Folder type:**

1. Navigate to the left panel and click on a Team Folder to open it on the right.
2. Click **Manage** next to the Team Folder name in the top and select **Settings** from the dropdown.



The *Settings* tab will open.



3. If it is a private Team Folder, choose **Public** . If it is a public Team Folder, choose **Private** .

## File Upload via Email

Team Folder admins can choose to allow team members and external users to send files to their Team Folders via email. If file uploads via email is enabled in a Team Folder, WorkDrive will generate a **unique email address** for the Team Folder. Any attachments sent to this email address will be uploaded to the default Email Attachments folder or the location you specify in the Team Folder.

### To allow or restrict file uploads via email:

1. Navigate to the left panel and click on a Team Folder to open it on the right.
2. Click **Manage** next to the Team Folder name in the top and select **Settings** from the dropdown.

The *Settings* tab will open.

3. Toggle ON/OFF **Allow file uploads via email** .

When you allow file uploads via email, WorkDrive will generate a unique email address for the Team Folder.

**Sales and Marketing** Admin 9

Team Folder Details Members **Settings** Trash Activity Shared Items Data Templates

**Allow file uploads via email**

Attachments sent to the following email address will be uploaded to the specified location in this Team Folder.

Email address: wd\_92skfx4d7ywb@in.zohoworkdrive.com [Generate new](#) | [Copy email](#)

Folder location: Sales and Marketing/Email Attachments [Change location](#)

Allow email uploads only from Editors, Organizers, & Admins of this Team Folder.

• Anyone with the email address can upload files to this Team Folder, so be sure to only share this email address with trusted contacts.

**Allow Team Folder members to share outside your team**

Enable this option to let Admins and Organizers of this Team Folder to share files and folders outside your team using email addresses, download links, embed codes, and external share links (including both custom external share links, and permalinks with access to anyone on the internet).

**Show download and print options**

Enable this option to show download and print options for users with view, and view & comment access.

Note: By default, Team Folder members and collaborators with edit access or higher will have the download and print options. [Learn more](#)

4. Click **Generate new** to generate a new email address.

Once a new email address is generated, the old email address will be invalid and WorkDrive will no longer allow file uploads through that email address.

5. Click **Copy email** to copy the email address, then share it with other team members or external users to allow them to upload files via email.

6. Attachments sent to the Team Folder email address will be uploaded to the specified location in that Team Folder. The default folder location will be **Team Folder -> Email Attachments** . To change the folder location, click **Change location** . Once the folder location is changed, all new files sent via email will be uploaded to the new location.

7. Mark the checkbox below *Folder location* if you want to allow only email uploads from members with editor, organizer, or admin roles in this team folder.

 Files sent via email **will not be uploaded** to the specified location in a Team Folder if:

- File uploads via email is disabled in the Team Folder
- The user has no permission to upload or their role has been changed
- The Team Folder is no longer available
- The Team Folder email address is invalid or it has been changed
- Your WorkDrive storage is full

Based on the email service you use (such as Gmail, Outlook, or Zoho Mail) to upload files, their respective **upload limitations** will apply to:

- Maximum size per file
- Total number of files to be uploaded in an email
- Total size limit of all files in an email

## External Sharing in a Team Folder

Team Folder admins can choose whether to allow files and folders to be shared outside this team or not.

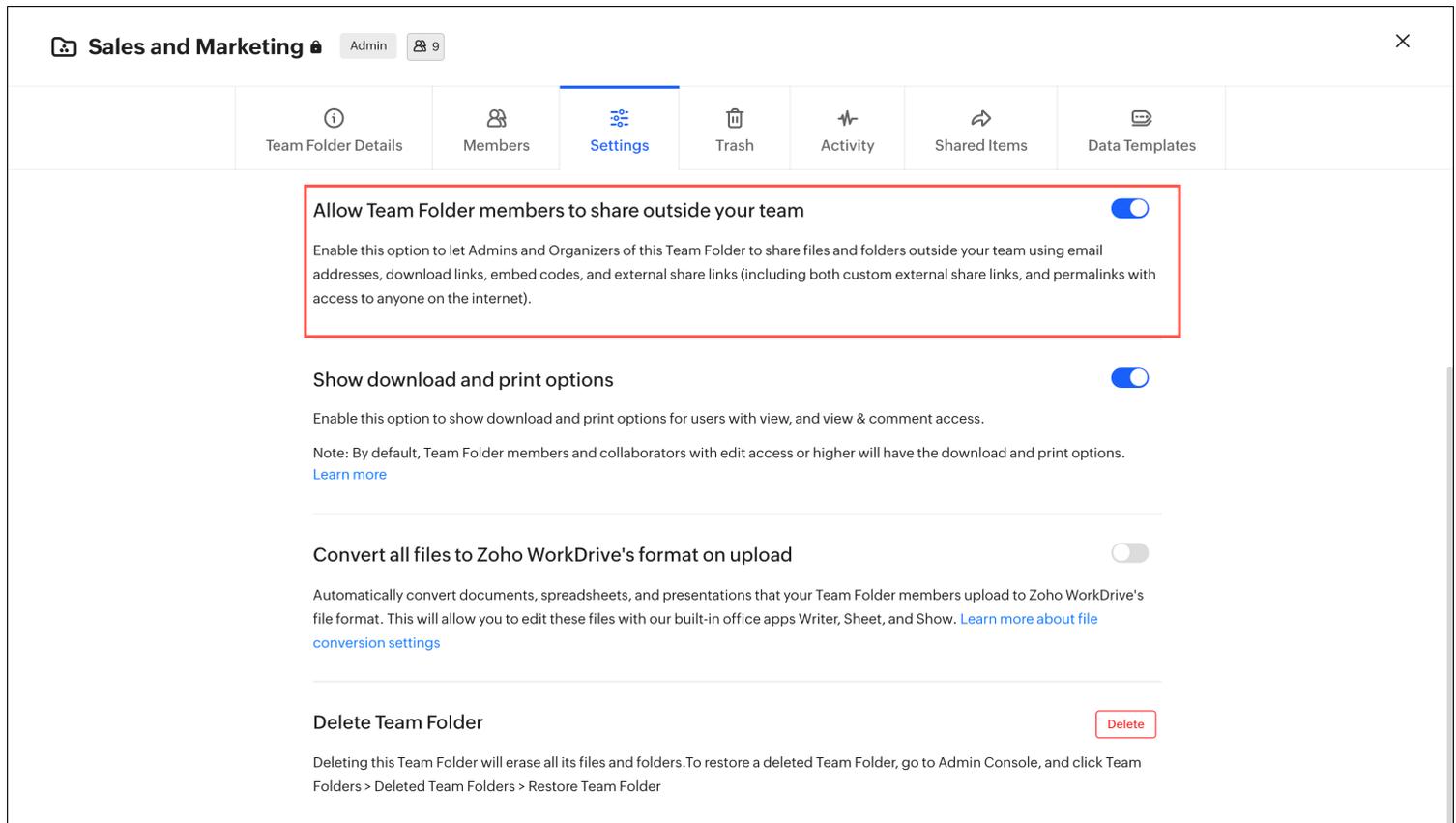


- If external sharing is disabled at the team level, then Team Folder Admins cannot enable or disable it in their Team Folders.
- If external sharing is enabled at the team level, then Team Folder Admins can choose to enable or disable external sharing in their Team Folder.
- If external sharing is enabled in a Team Folder, only the **Admins** and **Organizers** of the Team Folder can share files and folders externally

**To choose external sharing setting in a Team Folder:**

1. Navigate to the left panel and click on a Team Folder to open it on the right.
2. Click **Manage** next to the Team Folder name in the top and select **Settings** from the dropdown.

The *Settings* tab will open.



The screenshot shows the 'Settings' tab for a Team Folder named 'Sales and Marketing'. The interface includes a top navigation bar with tabs for 'Team Folder Details', 'Members', 'Settings' (selected), 'Trash', 'Activity', 'Shared Items', and 'Data Templates'. Below the navigation bar, there are several settings sections:

- Allow Team Folder members to share outside your team**: This setting is currently turned ON (indicated by a blue toggle switch). The description states: "Enable this option to let Admins and Organizers of this Team Folder to share files and folders outside your team using email addresses, download links, embed codes, and external share links (including both custom external share links, and permalinks with access to anyone on the internet)." This section is highlighted with a red border in the image.
- Show download and print options**: This setting is currently turned ON (indicated by a blue toggle switch). The description states: "Enable this option to show download and print options for users with view, and view & comment access. Note: By default, Team Folder members and collaborators with edit access or higher will have the download and print options. [Learn more](#)"
- Convert all files to Zoho WorkDrive's format on upload**: This setting is currently turned OFF (indicated by a grey toggle switch). The description states: "Automatically convert documents, spreadsheets, and presentations that your Team Folder members upload to Zoho WorkDrive's file format. This will allow you to edit these files with our built-in office apps Writer, Sheet, and Show. [Learn more about file conversion settings](#)"
- Delete Team Folder**: A red button labeled 'Delete' is visible. The description states: "Deleting this Team Folder will erase all its files and folders. To restore a deleted Team Folder, go to Admin Console, and click Team Folders > Deleted Team Folders > Restore Team Folder"

3. Toggle ON/OFF **Allow Team Folder members to share outside your team** to enable or disable external sharing.

**Also read:** [Share files and folders externally from a Team Folder](#)

## Allow or Restrict Downloads

Team Folder Admins can allow or restrict the option to download and print files in a Team Folder. When download is restricted in a Team Folder, team folder members with the **Commenter** or **Viewer** role, and team members and external users with **View and comment** or **View-only** access on shared files and folders will not be able to download and print files.

### To allow or restrict downloads in a Team Folder:

1. Navigate to the left panel and click on a Team Folder to open it on the right.
2. Click **Manage** next to the Team Folder name in the top and select **Settings** from the dropdown.

The *Settings* tab will open.

**Sales and Marketing** Admin 9

Team Folder Details Members **Settings** Trash Activity Shared Items Data Templates

**Allow Team Folder members to share outside your team**

Enable this option to let Admins and Organizers of this Team Folder to share files and folders outside your team using email addresses, download links, embed codes, and external share links (including both custom external share links, and permalinks with access to anyone on the internet).

**Show download and print options**

Enable this option to show download and print options for users with view, and view & comment access.

Note: By default, Team Folder members and collaborators with edit access or higher will have the download and print options. [Learn more](#)

**Convert all files to Zoho WorkDrive's format on upload**

Automatically convert documents, spreadsheets, and presentations that your Team Folder members upload to Zoho WorkDrive's file format. This will allow you to edit these files with our built-in office apps Writer, Sheet, and Show. [Learn more about file conversion settings](#)

**Delete Team Folder**

Deleting this Team Folder will erase all its files and folders. To restore a deleted Team Folder, go to Admin Console, and click Team Folders > Deleted Team Folders > Restore Team Folder

### 3. Toggle ON/OFF **Show download and print options**.



- If a Team Folder member (with **Commenter** or **Viewer** role) is also part of a **Group** that is added to the team folder (with **Editor role** or **above**), the member can download or print files irrespective of the download setting in the Team Folder. Support for Groups is only available for Zoho One users.
- When download is restricted in a Team Folder, team folder members with the **Commenter** or **Viewer**, and team members and external users with **View and Comment** or **View-only** access on shared files and folders will not be able to **sync** any files or folders to their computer using the **WorkDrive Sync** and **TrueSync** apps.

## File Conversion in a Team Folder

Choose whether newly uploaded documents, spreadsheets, and presentations to your Team Folder should be automatically converted to the respective Zoho WorkDrive format (Writer, Sheet, or Show) or not

**To choose the file conversion setting in a Team Folder:**

1. Navigate to the left panel and click a Team Folder to open it on the right.
2. Click **Manage** next to the Team Folder name in the top and select **Settings** from the dropdown.

The *Settings* tab will open.

**Sales and Marketing** Admin 9

Team Folder Details Members **Settings** Trash Activity Shared Items Data Templates

**Allow Team Folder members to share outside your team**

Enable this option to let Admins and Organizers of this Team Folder to share files and folders outside your team using email addresses, download links, embed codes, and external share links (including both custom external share links, and permalinks with access to anyone on the internet).

**Show download and print options**

Enable this option to show download and print options for users with view, and view & comment access.  
Note: By default, Team Folder members and collaborators with edit access or higher will have the download and print options.  
[Learn more](#)

**Convert all files to Zoho WorkDrive's format on upload**

Automatically convert documents, spreadsheets, and presentations that your Team Folder members upload to Zoho WorkDrive's file format. This will allow you to edit these files with our built-in office apps Writer, Sheet, and Show. [Learn more about file conversion settings](#)

**Delete Team Folder**

Deleting this Team Folder will erase all its files and folders. To restore a deleted Team Folder, go to Admin Console, and click Team Folders > Deleted Team Folders > Restore Team Folder

3. Toggle ON/OFF **Convert all files to Zoho WorkDrive's format on upload** to enable or disable file conversion.

- Only when the file conversion is enabled at the team level, and Team Folder admins are allowed to choose this setting, the Team Folder admins can enable or disable the automatic file conversion setting in their Team Folders. [Learn more](#)
- Check the [supported files for conversion](#) in WorkDrive.
- WorkDrive's file conversion setting will not affect the files directly uploaded to **Writer**, **Sheet**, and **Show**, where all non-Zoho format files will be converted and opened in their corresponding editor app.
- Files uploaded via **WorkDrive Sync** and **TrueSync** apps will not be converted automatically. You will need to manually open these files in their respective apps to convert them.

