

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.

Donly 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.

(i) 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.

	🛐 Sales and Marketin 🗅 Admin 🖓 9 🏽 🛞 Manage 👻 📮 Q	① Buy 1 more licenses Zylker ∨ Q Q Q Image: Comparison of the second s
ြို All Unread	• • • •	+ New \uparrow \heartsuit \equiv
 ③ Recent Files ☆ Favorites 	NAME Q Search in Sales and Marketing	LAST MODIFIED ↓
A Labels	🗋 Social Media Copies 😤 Settings	Sep 21 by Anna Baker
🛇 Shared with Me	Feature videos Feature videos Changed larger Changed large	Jan 25 by Anna Baker
Collect Files	Important	Mar 8, 2022 by Anna Baker
My Folders	间 Trash	Feb 21, 2022 by Anna Baker
Team Folders	Inbound Marketing vs Digital Marketing	Sep 21 by Anna Baker
무 Digital Marketing 🖯	Handbook.zip	Sep 21 by Anna Baker
Sales and Marketi 🖨	$\square_{\mathcal{V}}$ Monthly report	Sep 21 by Anna Baker
APIs	Business Innovation Plan	Sep 21 by Anna Baker
ے Compliance	↓ Tips and tricks.pdf	Sep 21 by Anna Baker
General	Ef Blog on Effective Marketing	Sep 21 by Anna Baker
🖾 Libraries 🗅	E Meeting Theme	Aug 3 by Anna Baker
🔄 Millium Corp Case 🖯	🖆 Hybrid Workplace.docx	Dec 20, 2022 by Anna Baker
鐐 Admin Console	Sales Cadence - Zoho CRM.pdf	Jul 15, 2022 by Anna Baker

The Settings tab will open.

í	ස	-0	Ū		67	
Team Folder Details	Members	Settings	Trash	Activity	Shared Items	Data Templates
Team Folder t	vpe					
Public	Private					
Only the team mem	bers who have been a	added can collabora	te on files and fol	ders		
Allow file uplo	oads via email					
Enable this option	to let team membe	rs and external use	rs upload files to	this Team Folder v	ia email.	
Allow Team Fo	older member	s to share outs	side your tea	im		
Enable this option	to let Admins and C	Organizers of this Te	eam Folder to sha	are files and folders	s outside your team usin	ig email pormalinks with
access to anyone c	on the internet).	des, and external s	nare links (includ	ing both custome	Aternal share links, and	permannes with
Show downlo	ad and print o	ptions				
Enable this option	to show download	and print options fo	or users with view	v, and view & comr	ment access.	
	E 1 1	re and collaborator	s with edit acces	s or higher will hav	ve the download and pr	int options.

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 Ma	rketing â Admin 🕾	Э						×	
	(j) Team Folder Details	A Members	्र क्ष Settings	णि Trash	₩- Activity	↔ Shared Items	😅 Data Templates		
	Allow file uplo Attachments sent t Email address: Folder location: Allow email upl • Anyone with the	oads via email o the following em wd_92skfx Sales and I oads only from Edito e email address can u	ail address will be u :4d7ywb@in.zohov Marketing/Email Aı Marketing/Email Aı ors, Organizers, & Ad upload files to this Te	uploaded to the s workdrive.com ttachments Imins of this Team eam Folder, so be s	pecified location i Folder. sure to only share thi	n this Team Folder. Generate nev C is email address with trust	v Copy email hange location ed contacts.		
	Allow Team For Enable this option t addresses, downlo access to anyone o	blder members to let Admins and C ad links, embed co on the internet).	s to share out Organizers of this To des, and external s	side your tea eam Folder to sha share links (includ	im are files and folders ling both custom e	s outside your team usin xternal share links, and	g email permalinks with		
	Show downlo Enable this option to Note: By default, Te Learn more	ad and print o to show download i sam Folder membe	ptions and print options f rs and collaborato	or users with viev	v, and view & com ss or higher will hav	ment access. ve the download and pri	nt options.		

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.

Sales and M	arketing â Admin 🕾	9						×
	i) Team Folder Details	8 Members	Settings	ិយិ Trash	-%- Activity	↔ Shared Items	💬 Data Templates	
	Allow Team For Enable this option t addresses, downlo access to anyone o	older members to let Admins and C ad links, embed co n the internet).	s to share outs organizers of this Te des, and external s	side your tea eam Folder to sha hare links (includ	m are files and folders ing both custom e	s outside your team usir external share links, and	g email permalinks with	
	Show downlo Enable this option to Note: By default, Te Learn more	Show download and print options Categories 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 file Automatically conv file format. This will conversion setting	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					to WorkDrive's out file	
	Delete Team F Deleting this Team Folders > Deleted T	older Folder will erase all eam Folders > Rest	its files and folders ore Team Folder	s.To restore a del	eted Team Folder,	go to Admin Console, a	Delete nd click Team	

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 Vi**ewer** role, and team members and external users with **View and comment** or V**iew-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.

্রি Sales and Ma	arketing a Admin & S	Э						×	
	(j) Team Folder Details	A Members	Settings	ិយិ Trash	-%- Activity	⇔ Shared Items	😅 Data Templates		
	Allow Team For Enable this option t addresses, downlo access to anyone o	older member to let Admins and C ad links, embed co n the internet).	s to share outs organizers of this Te des, and external sl	side your tea eam Folder to sha hare links (includ	IT are files and folders ing both custom e	s outside your team usir external share links, and	ng email permalinks with		
	Show downlow Enable this option to Note: By default, Te Learn more	Show download and print options Image: Comparison of the second seco							
	Convert all file Automatically conv file format. This will conversion setting:	o WorkDrive's out file							
	Delete Team F Deleting this Team Folders > Deleted T	Folder Folder will erase all ream Folders > Rest	its files and folders ore Team Folder	s.To restore a del	eted Team Folder,	go to Admin Console, a	Delete nd click Team		

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 Marke	ting â Admin 🕾 s							×
	j Team Folder Details	A Members	Settings	ិញ Trash	₩- Activity	<i>⇔</i> Shared Items	🕞 Data Templates	
	Allow Team Folder Details Allow Team Folder Details Allow Team Folder Details Allow Team Folder Details Enable this option t access to anyone o Show downlow Enable this option t Note: By default, Te Learn more Convert all file Automatically conv file format. This will conversion settings Delete Team F Deleting this Team Folders > Deleted Team	Ider members Ider members Ider members Ider member Ider member Ider member Ider member Ider membe Ider membe Ider membe Ider membeIder m	settings s to share outs brganizers of this Te des, and external sl ptions and print options for rs and collaborator rkDrive's form readsheets, and pre- nese files with our b its files and folders ore Team Folder	side your tea man Folder to sha hare links (includ or users with view s with edit acces at on upload esentations that i puilt-in office app s. To restore a delo	m re files and folders ing both custom e , and view & comr s or higher will hav g your Team Folder r os Writer, Sheet, an	soutside your team usin xternal share links, and p ment access. re the download and pri nembers upload to Zoh d Show. Learn more ab	g email permalinks with nt options. o WorkDrive's out file Delete nd click Team	

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 <u>supported files for conversion</u> 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.

https://help.zoho.com/portal/en/kb/workdrive/team-folders/manage/articles/manage-team-folder-settings