



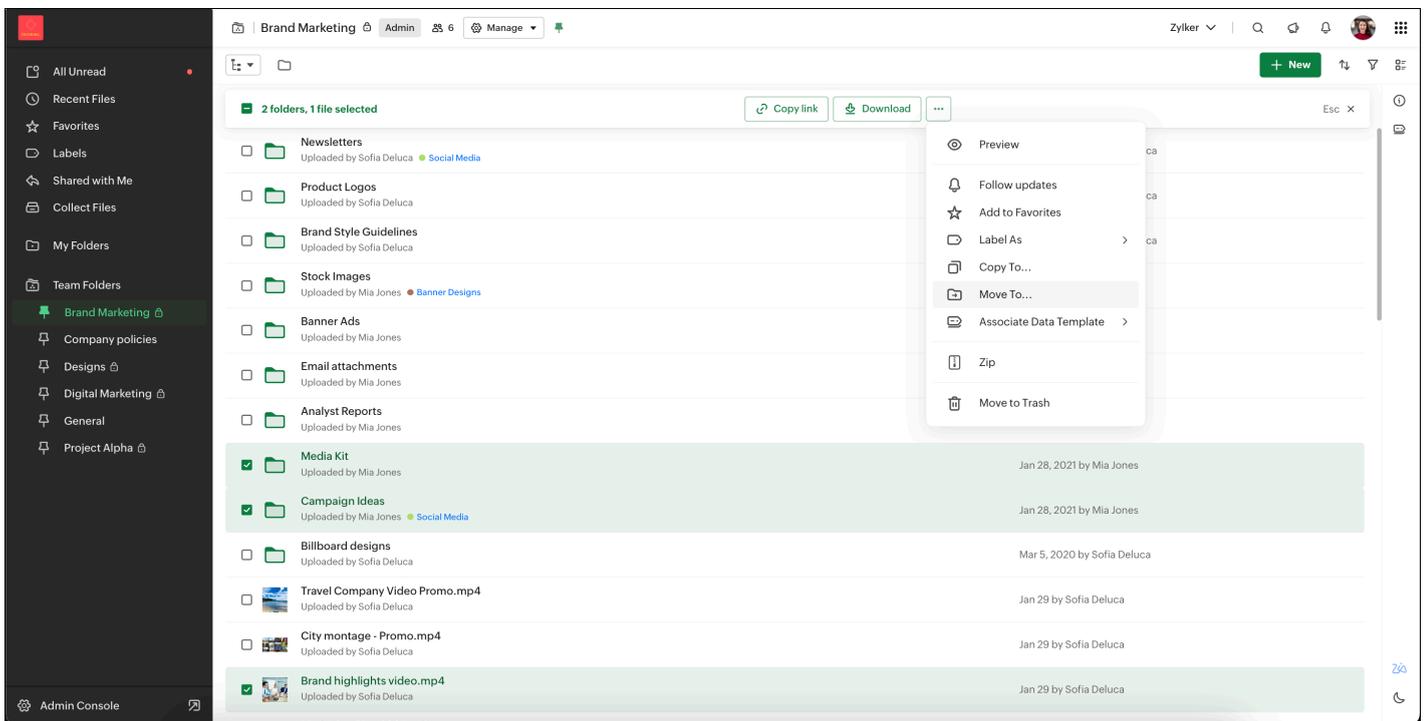
Move or copy files and folders in a Team Folder

In Zoho WorkDrive, a Team Folder is a shared folder which can be accessed by specific members (Private Team Folder) or all members (Public Team Folder) in your team.

Move files and folders within a Team Folder

Note: Only the Organizers and Admins of a Team Folder can move files and folders within the Team Folder.

1. Sign in to your WorkDrive account.
2. Choose your Team Folder in the left pane.
3. Select the required files and folders in the Team Folder.
4. Click the **More actions** icon (...) next to the Download button in the top action bar.
5. Select **Move To** from the dropdown.

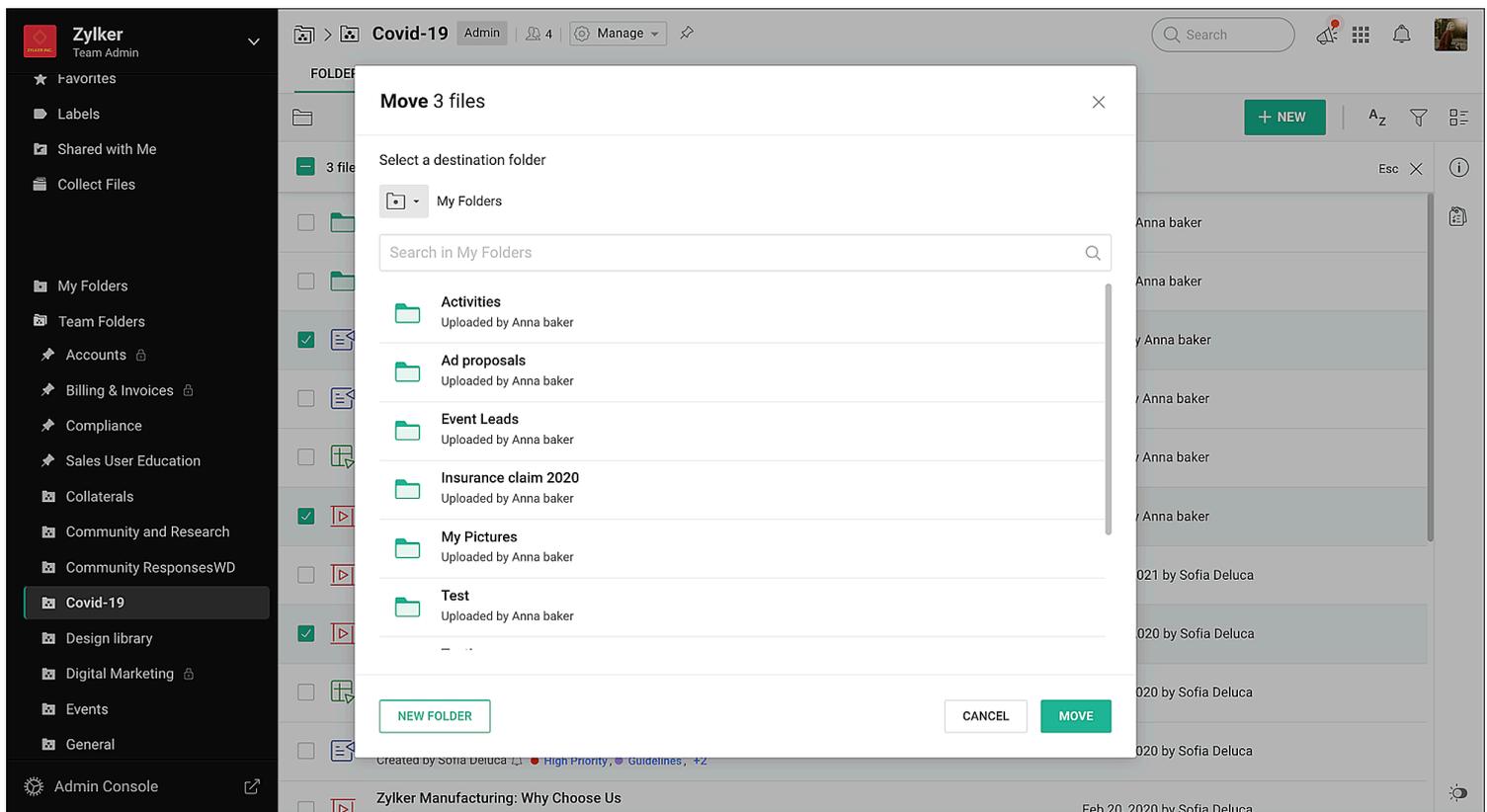


6. Select a folder in the Team Folder to move the selected items.
7. Click **Move**.

Move files and folders from a Team Folder to your My Folders

Note:
Only the Team Folder admins can move resources from their Team Folder to their My Folders.

1. Sign in to your WorkDrive account.
2. Choose your Team Folder in the left pane.
3. Select the required files and folders in the Team Folder.
4. Click the **More actions** icon (...) next to the Download button in the top action bar.
5. Select **Move To** from the dropdown.
6. Select My Folders to move the selected items.
7. Click **Move**.

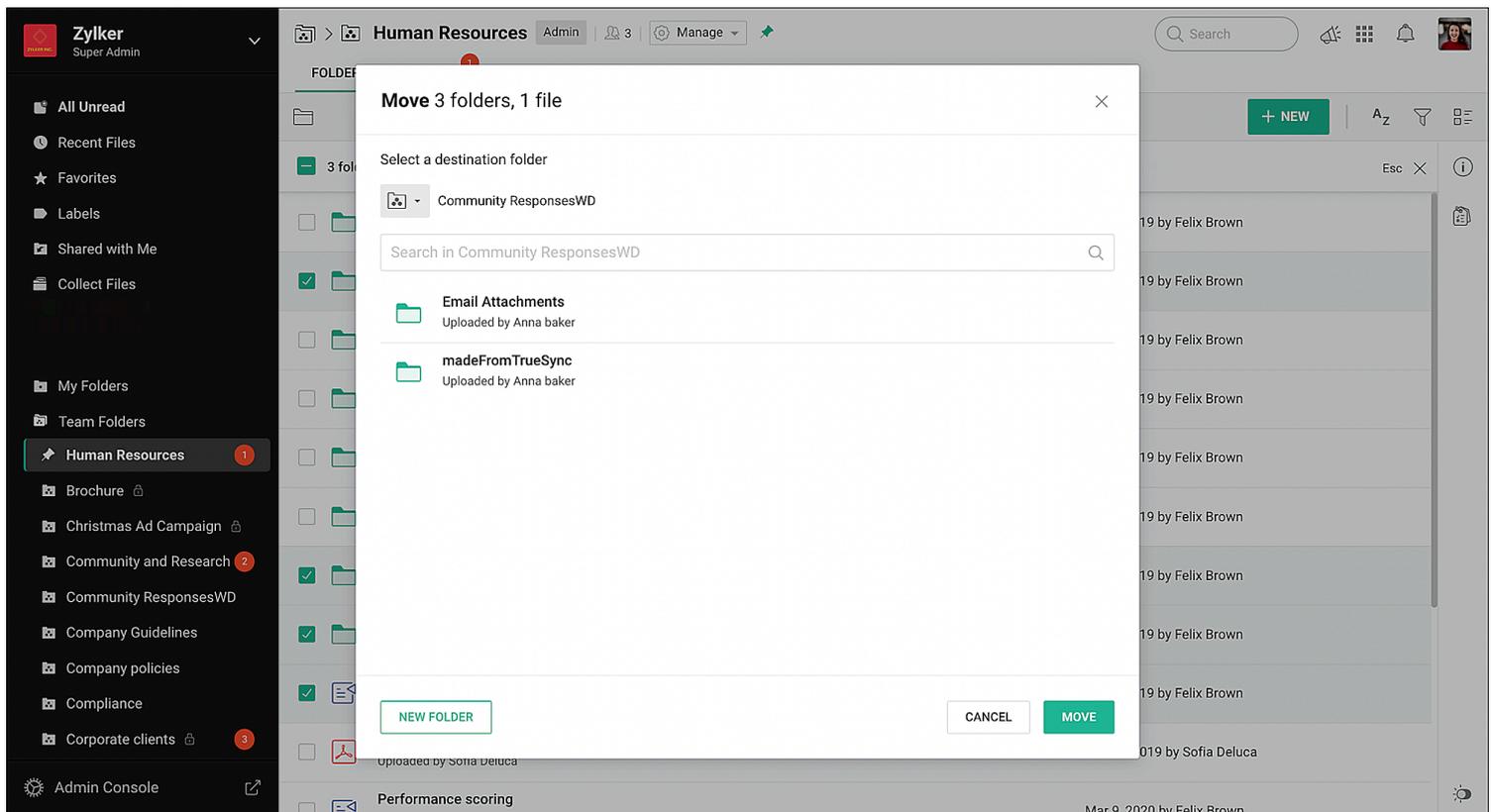


Move files and folders from one Team Folder to another

Note:
Only the Team Folder Admins can move files and folders from the Team Folder to another Team Folder. They must have at least the Editor role in the destination Team Folder.

1. Sign in to your WorkDrive account.
2. Choose your Team Folder in the left pane.
3. Select the required files and folders in the Team Folder.
4. Click the **More actions** icon (...) next to the Download button in the top action bar.
5. Select Move To from the dropdown.
6. Select a **Team Folder** to move the selected items.

7. Click **Move**.

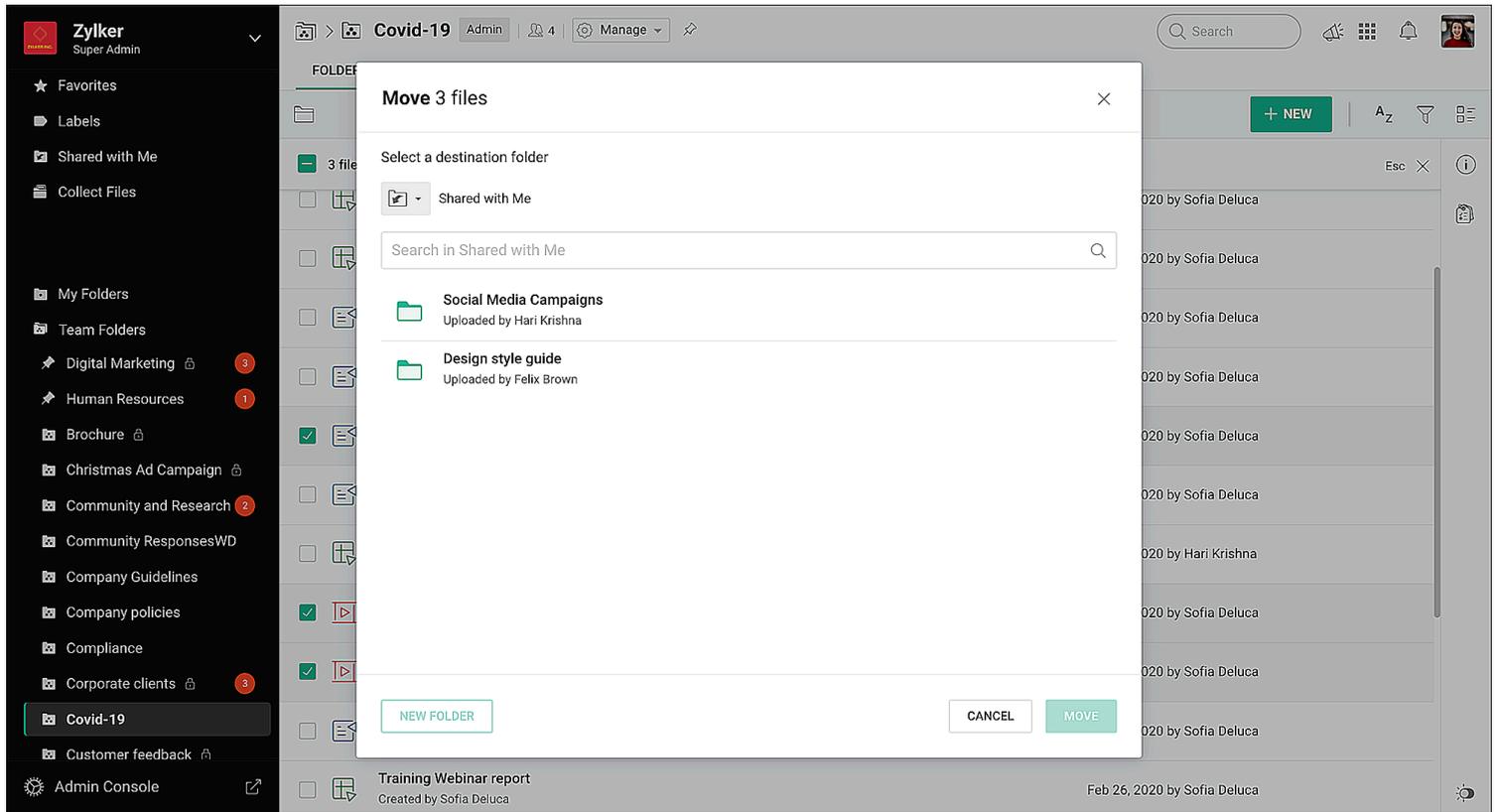


Move files and folders from a Team Folder to a shared folder

Note:

Only the Team Folder admins can move files and folders from that Team Folder to a shared folder. They must have at least the Editor role in the destination folder.

1. Sign in to your WorkDrive account.
2. Choose your Team Folder in the left pane.
3. Select the required files and folders in the Team Folder.
4. Click the **More actions** (...) icon in the top actions bar.
5. Select **Move To** from the dropdown.
6. Select Shared with Me, then select a shared folder to copy the file or folder to.
7. Click **Move**.



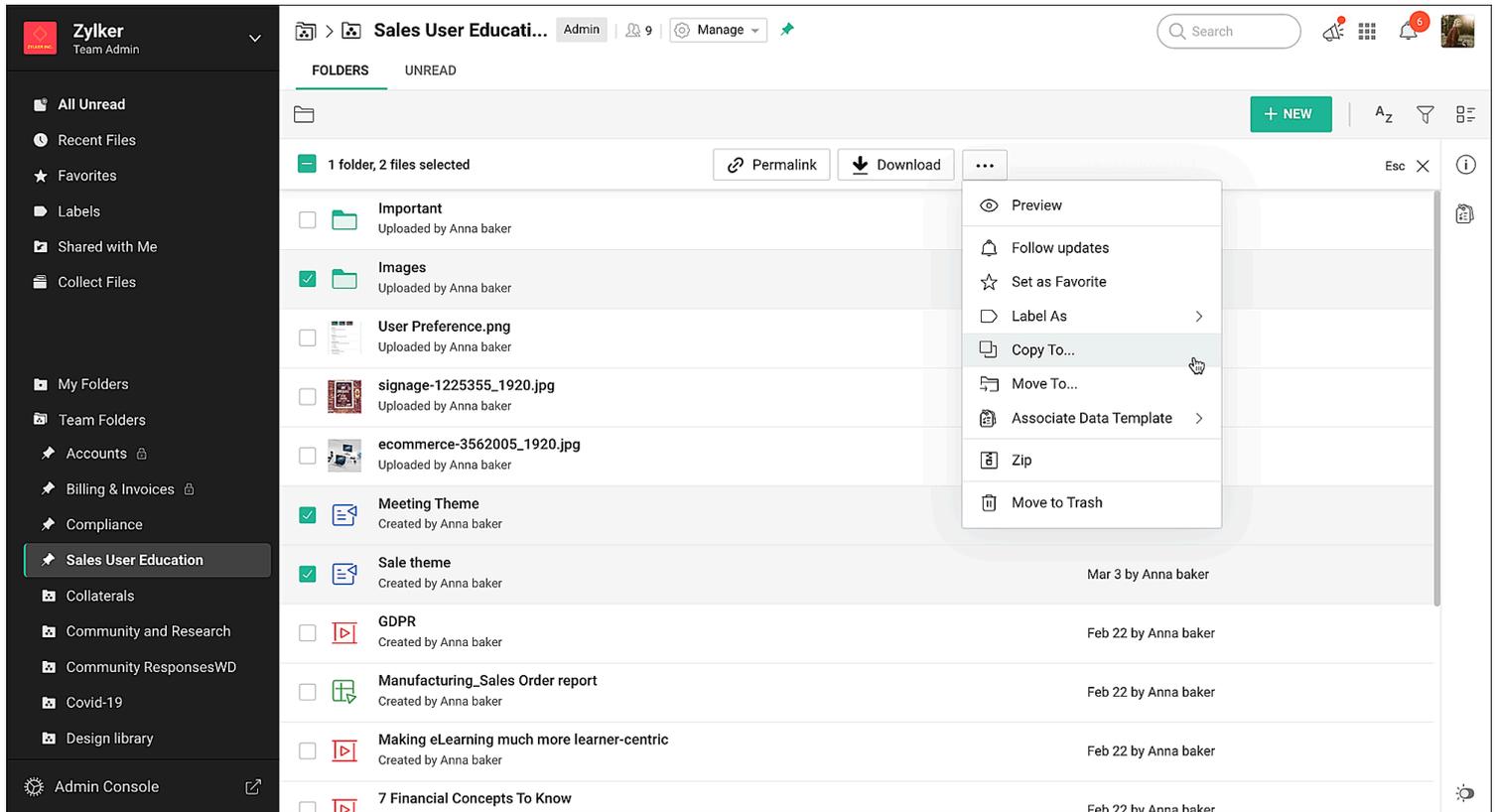
Copy files and folder within a Team Folder



Note:

To copy files and folders within a Team Folder, you must be a member of the Team Folder with at least the Editor role.

1. Sign in to your WorkDrive account.
2. Choose your Team Folder in the left pane.
3. Select the required files and folders in the Team Folder.
4. Click the **More actions** icon (...) next to the Download button in the top action bar.
5. Select **Copy To** from the dropdown
6. Select a folder in the Team Folder to copy the selected items.
7. Click **Copy**.

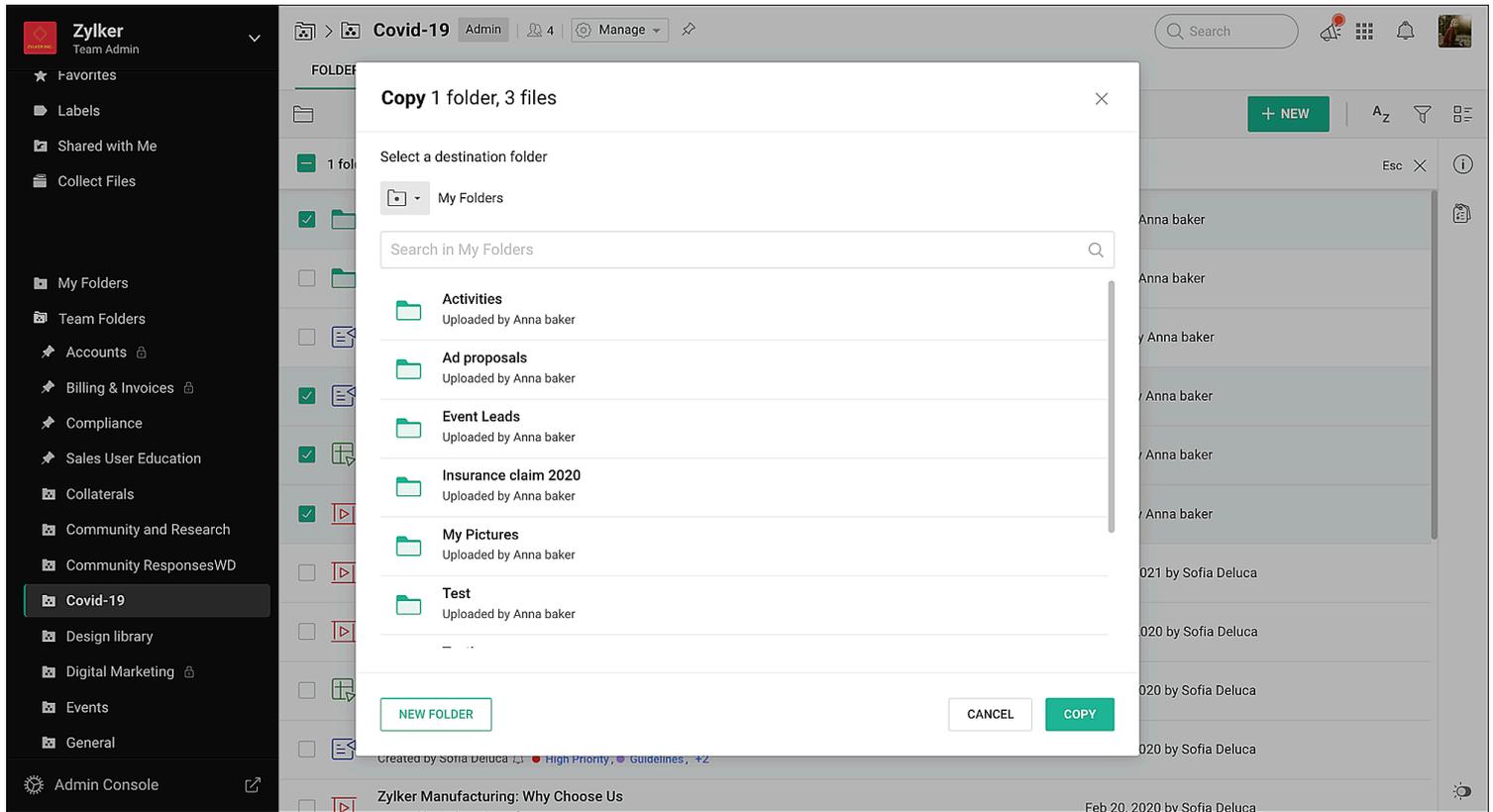


Copy files or folders from a Team Folder to your My Folders

Note:

To copy files and folders from a Team Folder to your My Folders, you must be a member of the Team Folder and can have any role.

1. Sign in to your WorkDrive account.
2. Choose your Team Folder in the left pane.
3. Select the required files and folders in the Team Folder.
4. Click the **More actions** icon (...) next to the Download button in the top action bar.
5. Select **Copy To** from the dropdown.
6. Select My Folders to copy the selected items.
7. Click **Copy**.

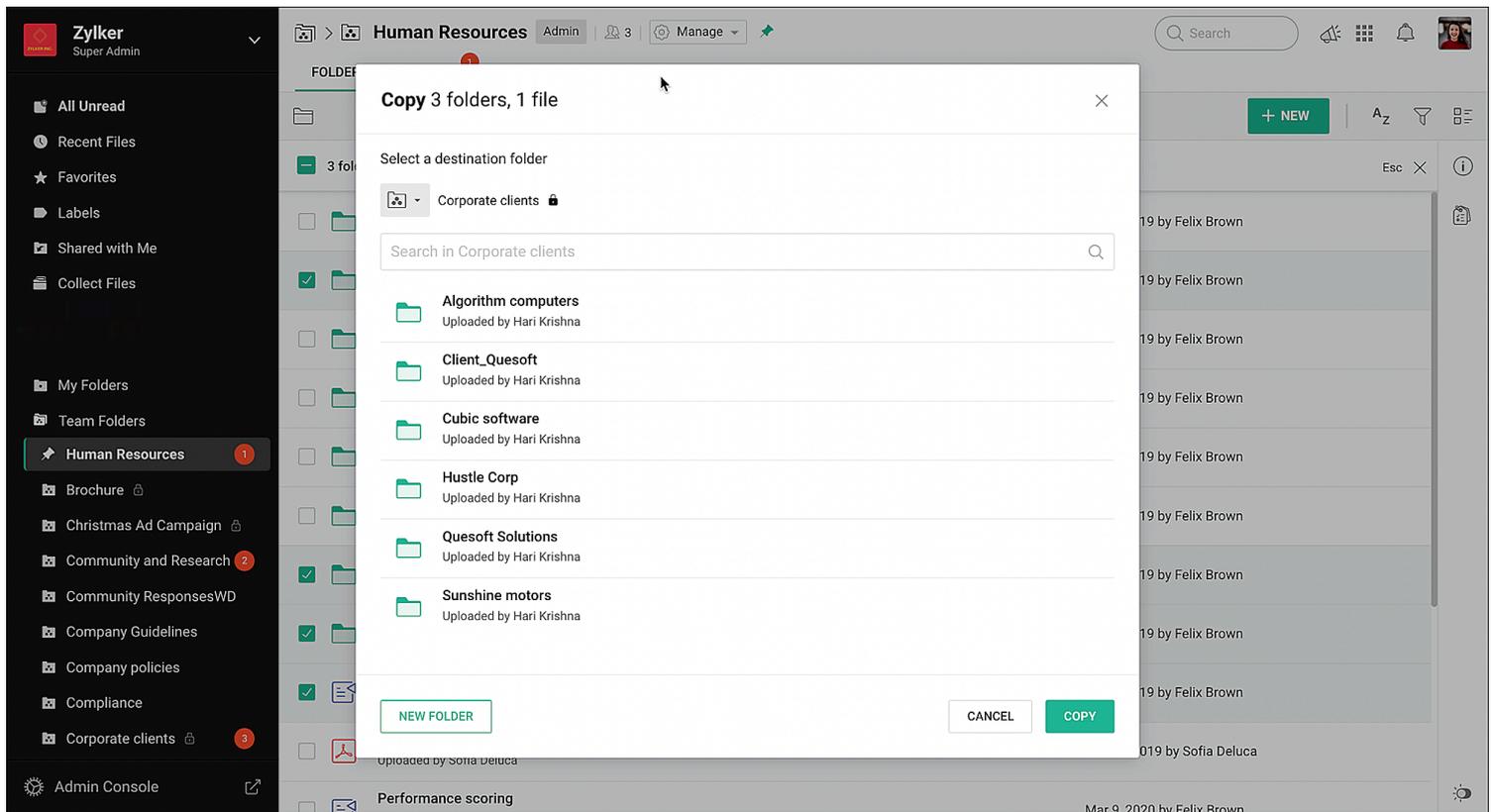


Copy files and folders from one Team Folder to another

Note:

A member with any role in a Team Folder can copy files to another Team Folder. The member must have at least the Editor role in the destination Team Folder.

1. Sign in to your WorkDrive account.
2. Choose your Team Folder in the left pane.
3. Select the required files and folders in the Team Folder.
4. Click the **More actions** icon (...) next to the Download button in the top action bar.
5. Select **Copy To** from the dropdown.
6. Select a Team Folder to copy the selected items.
7. Click **Copy**.



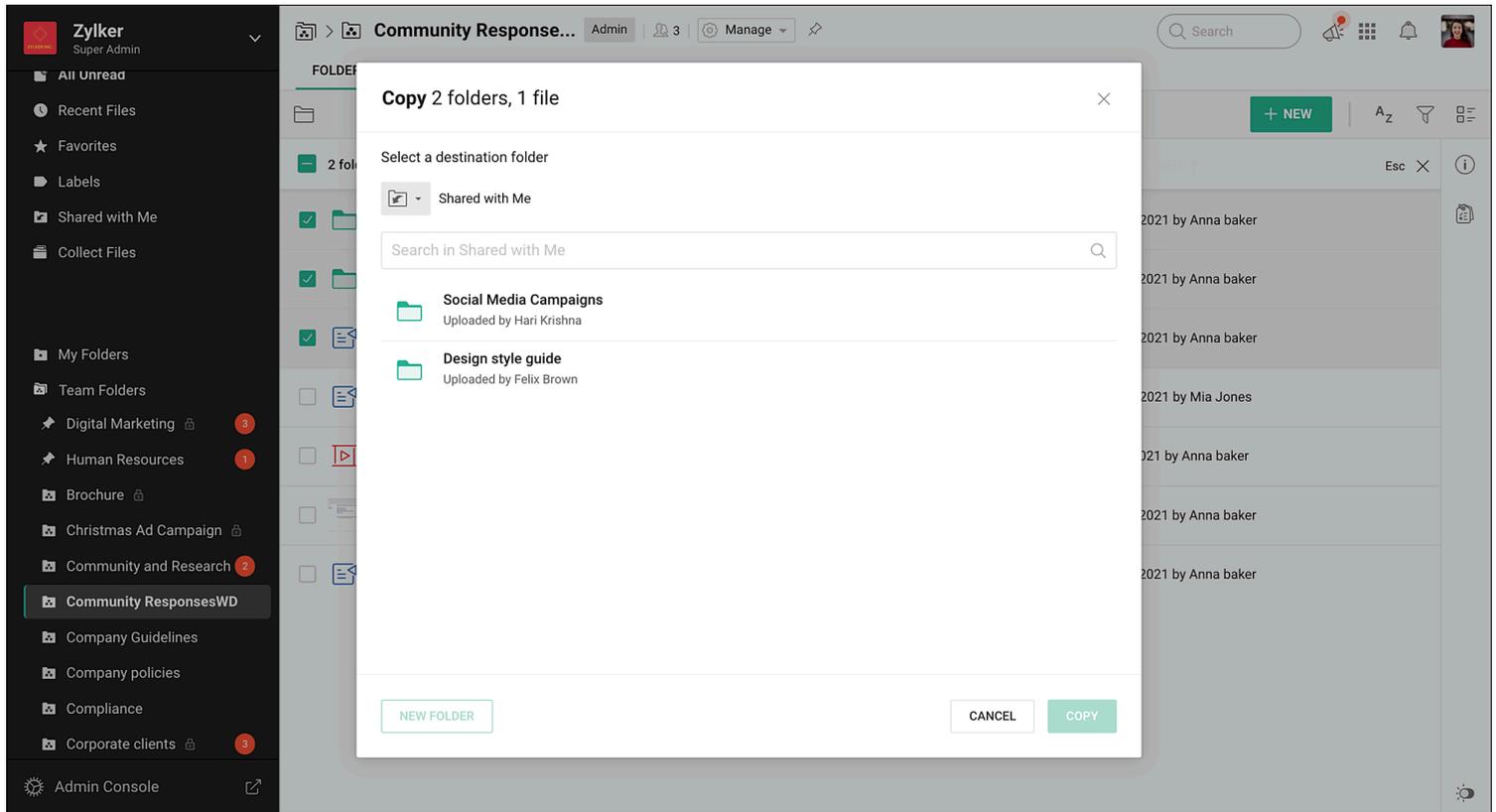
Copy files and folders from a Team Folder to a shared folder



Note:

You can copy files and folders from a Team Folder where you have any role to a shared folder where you have at least the Editor role.

1. Sign in to your WorkDrive account.
2. Choose your Team Folder in the left pane.
3. Select the required files and folders in the Team Folder.
4. Click the **More actions** icon (...) next to the Download button in the top action bar.
5. Select **Copy To** from the dropdown.
6. Select Shared with Me, then select a shared folder to copy the selected items.
7. Click **Copy**.



❗ A shared folder is a folder that is shared with you individually by a fellow WorkDrive user or via a group with permission to create, edit, or organize files and folders inside the shared folder.

You will find all the files and folders shared with you by other WorkDrive users in Shared with Me.

When you copy files or folders, the previous share permissions will be lost.

Also read: [Copy, move, and upload files using keyboard shortcuts](#)