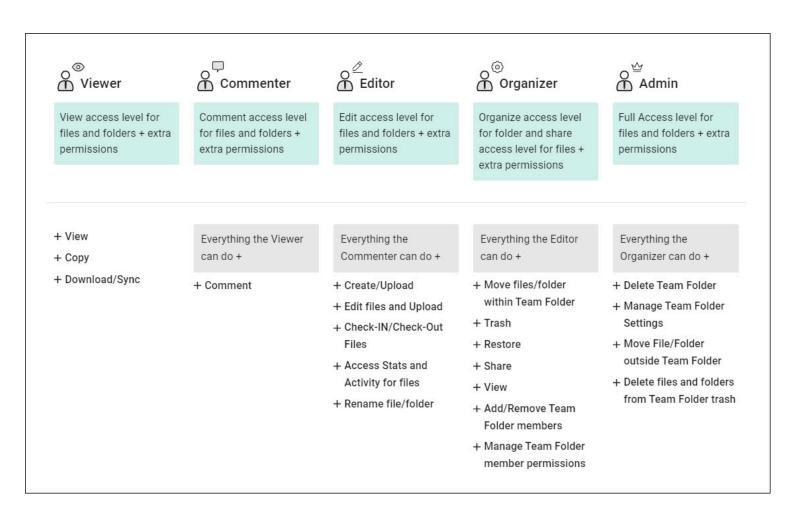


Team Folder roles and permissions

Roles with specific access permissions in a Team Folder help facilitate a better understanding on what each member can do when work is assigned to them.

There are five different roles for members in a Team Folder:

- **Admin** By default, the creator of a Team Folder is the admin of that Team Folder. The admin can add or remove members, add, edit, rename, move, and share files and folders while managing Team Folder settings.
- **Organizer** Organizers can add new members to a Team Folder, but cannot assign the admin role to anyone. They can also add, edit, rename, move and share files and folders. Note that Organizers can move files and folders only within their respective Team Folders.
- **Editor** Editors can view, add, edit, copy, and rename files and folders, but cannot share or move, or delete them.
- **Commenter** Commenters can view, copy, comment on, and download files.
- Viewer Viewers can view, copy, and download files.
- When download is restricted in a Team Folder, team folder members with the viewer role, and team members with view-only access on shared files and folders will not be able to download and print files.
 Learn more



A large project has many moving parts and requires full team collaboration. Zoho WorkDrive gives you the advantage of working with **clearly defined roles and responsibilities**. This feature is designed to help team members understand their responsibilities with respect to tasks assigned to them, thereby providing a clear, supportive work environment.