



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](#)

 Viewer	 Commenter	 Editor	 Organizer	 Admin
View access level for files and folders + extra permissions	Comment access level for files and folders + extra permissions	Edit access level for files and folders + extra permissions	Organize access level for folder and share access level for files + extra permissions	Full Access level for files and folders + extra permissions
+ View + Copy + Download/Sync	Everything the Viewer can do + + Comment	Everything the Commenter can do + + Create/Upload + Edit files and Upload + Check-IN/Check-Out Files + Access Stats and Activity for files + Rename file/folder	Everything the Editor can do + + Move files/folder within Team Folder + Trash + Restore + Share + View + Add/Remove Team Folder members + Manage Team Folder member permissions	Everything the Organizer can do + + Delete Team Folder + Manage Team Folder Settings + Move File/Folder outside Team Folder + Delete files and folders from Team Folder trash

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.