Zoho Corporation

Team Folders: Overview

A Team needs a communal space where its individual members can create, upload, edit, and share files and folders to collaborate effectively on complex projects. Team Folders fill this need by helping you add specific people from your team and assign correct **access levels** (Admin/Organizer/Editor/Commenter/Viewer).

For an organization that's divided into teams such as marketing, sales and research, each team can create many Team Folders for their projects or tasks to store and collaborate on their team's files and folders.

Types of Team Folders

1. Private Team Folder
Create a private Team Folder to collaborate on tasks specific to a particular department or project within your team.

Only the members who have been added to a private Team Folder can access its files and folders. Admins and Organizers of a private Team Folder can add any required members to it.

Individual members of a team can even create their own informal private Team Folders with their coworkers to help organize the work they need to complete.

2. Public Team Folder
Create a public Team Folder to collaborate on tasks common to all departments or projects in your team.

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.

The default role of a member who joins a public Team Folder is **Viewer**. The Team Folder Admins and Organizers can then change the role of the member as necessary.