

# View Team Folder Activity

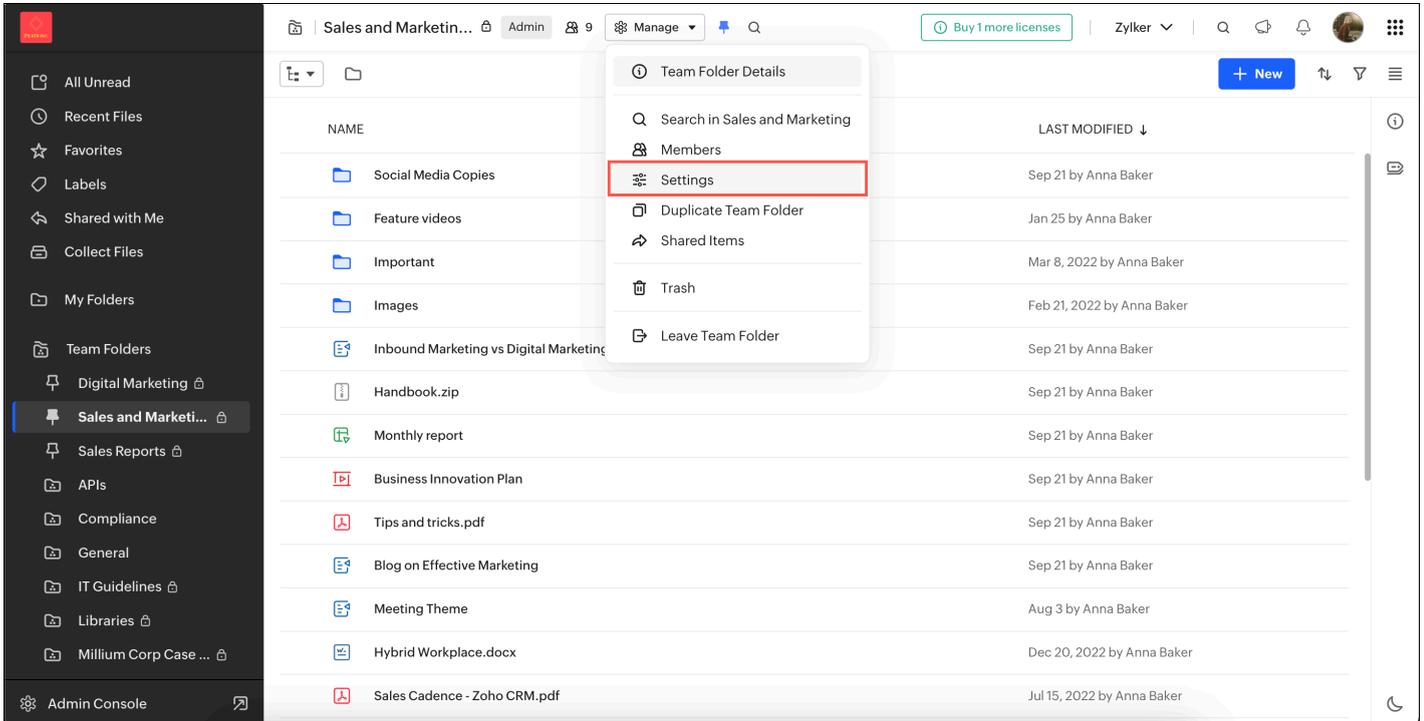
## Feature availability:

- Available for Team and Business plans. [Compare plans](#)

With the activity timeline in Team Folders, you can view the activities of your Team Folder members, collaborators, and external users. The timeline shows activity message for upload, move, rename, share, comment, trash, delete, and restore actions.

## To view Team Folder activity:

1. Select a Team Folder in the left panel.
2. Click **Manage** next to the Team Folder name in the top and select **Settings** from the dropdown. The *Settings* tab will appear.



The screenshot shows the Zoho Drive interface. On the left is a navigation sidebar with 'Team Folders' expanded, showing 'Sales and Marketin...' selected. The main area displays a list of files and folders. A 'Manage' dropdown menu is open over the 'Sales and Marketin...' folder, with 'Settings' highlighted in red. The table below shows the activity timeline for this folder.

NAME	LAST MODIFIED ↓
Social Media Copies	Sep 21 by Anna Baker
Feature videos	Jan 25 by Anna Baker
Important	Mar 8, 2022 by Anna Baker
Images	Feb 21, 2022 by Anna Baker
Inbound Marketing vs Digital Marketing	Sep 21 by Anna Baker
Handbook.zip	Sep 21 by Anna Baker
Monthly report	Sep 21 by Anna Baker
Business Innovation Plan	Sep 21 by Anna Baker
Tips and tricks.pdf	Sep 21 by Anna Baker
Blog on Effective Marketing	Sep 21 by Anna Baker
Meeting Theme	Aug 3 by Anna Baker
Hybrid Workplace.docx	Dec 20, 2022 by Anna Baker
Sales Cadence - Zoho CRM.pdf	Jul 15, 2022 by Anna Baker

3. Click the **Activity** tab.

**Sales and Marketing** Admin 9

Team Folder Details Members Settings Trash **Activity** Shared Items Data Templates

All Activities ▾ Export Activity Report

Sep 21 9:52 PM You Made changes in the file [Inbound Marketing vs Digital Marketing - Blog](#)

Sep 21 7:51 PM You Created an embed code for the file [Monthly report](#)

Sep 21 7:51 PM You Created an external share link for the file [Monthly report](#)

Name: Sharing for collaborator [View](#) [Lock](#)

Link: <https://workdrive.zohoexternal.com/external/fad78a7af9488ffe03b7...>

Download is allowed

Anyone with the share link can [View](#)

Here, you can scroll down to view all activities performed in the Team Folder.

4. Click **All Activities** in the top and filter activities from the dropdown by upload, view, download, move, rename, share, comment, trash, delete, or restore.
5. Click **EXPORT ACTIVITY REPORT** in the top to download a copy of all your Team Folder activities for the past 30 days in a CSV file format.

**Note:** Only **Admins** and **Organizers** can view activities in their Team Folders.