

Managing Google Shared Drives For GSuite



Unlike files in My Drive, files in a Team Drive belong to the team instead of an individual. Even if members leave, the files stay exactly where they are so your team can continue to share information and get work done.

Users with **Manager** permission can edit members and protect all files in a team drive by adjusting the settings:

1. Next to the Team Drive name click the down arrow and choose **Team Drive settings**.
2. Click **Edit** to set any of these permissions:
 - Sharing files with people outside of your organisation
 - Sharing files with people in your organisation who aren't Team Drive members
 - Allowing people with comment and view only access to download, copy or print files.
3. Click **Apply** then **Done**

Access Permissions

Permissions	Manager	Content Manager	Contributor	Commenter	Viewer
Add & remove members	✓				
Change member permissions	✓				
View files and folders	✓	✓	✓	✓	✓
Comment on files	✓	✓	✓	✓	
Edit files	✓	✓	✓		
Create and upload files and folders	✓	✓	✓		
Move files and folders	✓	✓			
Delete files and folders	✓	✓			
Restore files from trash	✓	✓			

