

G Suite Learning Center

English

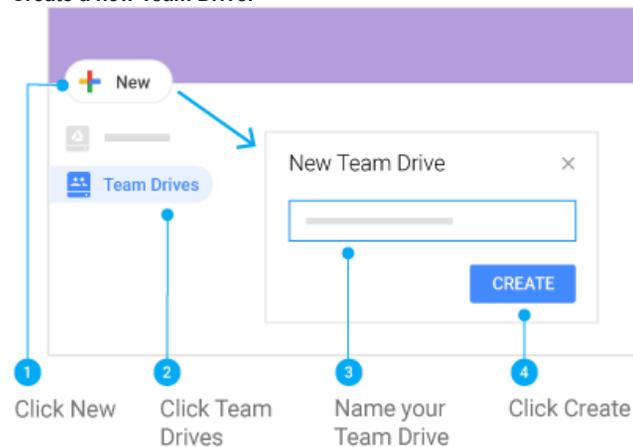
Team Drives Cheat Sheet

Store, search, and access team files anywhere, from any device.

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.

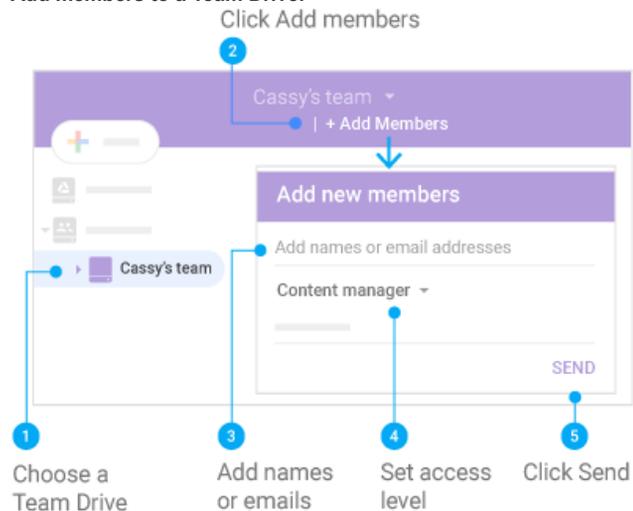
1

Create a new Team Drive.



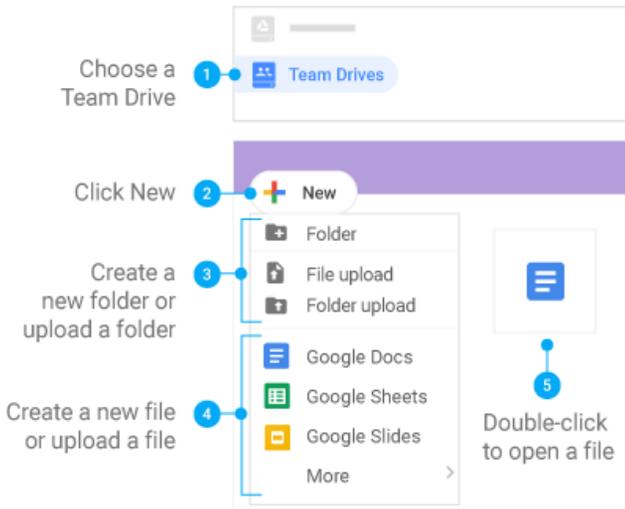
2

Add members to a Team Drive.



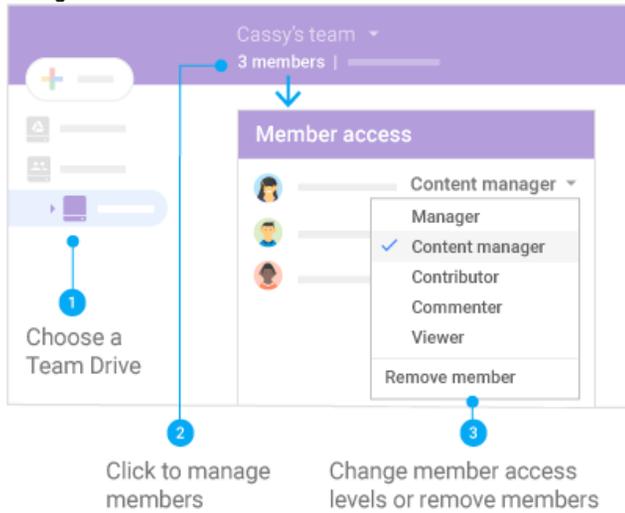
3

Add files or folders to a Team Drive.



4

Change access levels for members.



Permission	Manager	Content manager	Contributor	Commenter	Viewer
Can view files and folders	✓	✓	✓	✓	✓
Can comment on files	✓	✓	✓	✓	—
Can edit files	✓	✓	✓	—	—
Can create and add files, can create folders	✓	✓	✓	—	—
Can add people to specific files	✓	✓	✓	—	—
Can restore files from the Trash (up to 30 days)	✓	✓	✓	—	—
Can move files from My Drive to a Team Drive	✓	✓	✓	—	—
Can move files out of a Team Drive or between Team Drives	✓	✓	—	—	—
Can move files and folders to the Trash	✓	✓	—	—	—

Can move files and folders within a Team Drive	✓	✓	—	—	—
Can add or remove members of a Team Drive	✓	—	—	—	—
Can change member access levels	✓	—	—	—	—
Can permanently delete files in the Trash	✓	—	—	—	—