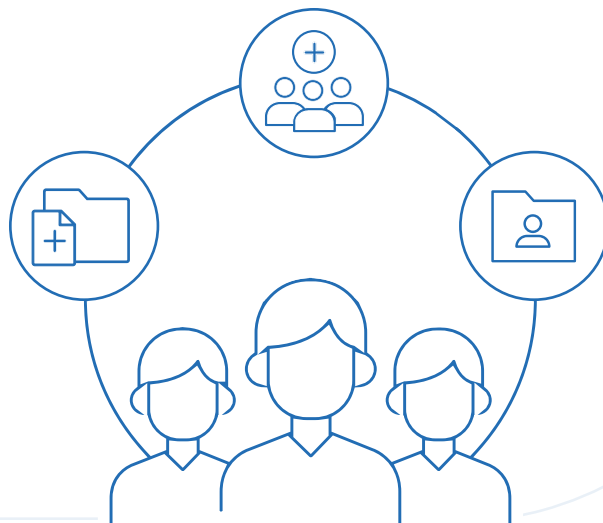**Zoho WorkDrive**

Getting started guide for Team Members

Join your team on Zoho WorkDrive and get started by collaborating with your members instantly. Create Private or Public Team Folders, assign roles, edit files, and more. Work on a shared space online and exchange ideas better.

## This document will help you do the following:

Join or Create a Team Folder

Team Folders contain files related to a specific department, project, or idea. There are public and private Team Folders. Public Team Folders can be joined by anyone in the team, but Private Team Folders require an invitation from the Team Folder Admin.

Join a Team Folder

To join public Team Folders:

1. Click **Team Folders** in the left pane. All public Team Folders in your organization will be displayed.

2. Hover your mouse over the Team Folder's name and click **Join**.
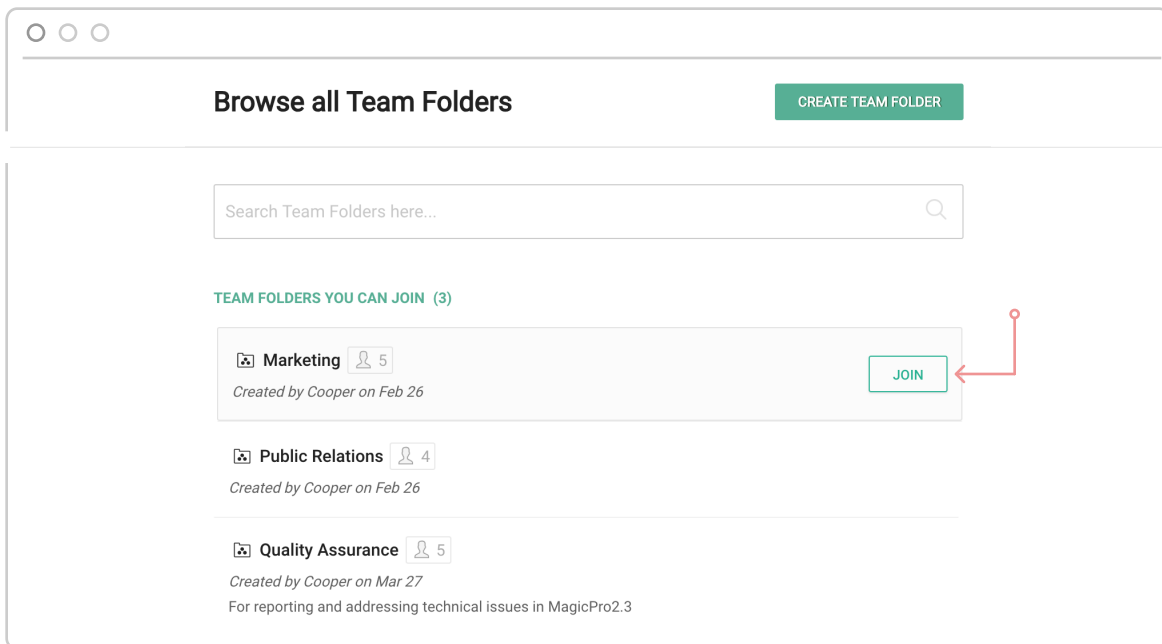
Members of a Team Folder have one of the following four roles:

1. **Admin** - The creator of the Team Folder is the admin by default. Only an admin can grant the admin role to other members of the Team Folder. The Admin has full rights to manage files, members and control settings in the Team Folder.

2. **Organizer** - Can organize, share, create, upload, and edit files and manage members.

3. **Editor** - Can create, upload, edit, and comment on files.

4. **Viewer** - Can view and comment on files. New members are assigned the Viewer role by default when they join a public Team Folder.

Create a Team Folder

You can create public Team Folders if your admin has enabled Team Folder creation for members in your team.

To create a Team Folder:

1. Click the '**+**' sign next to **Team Folders** in the left panel.
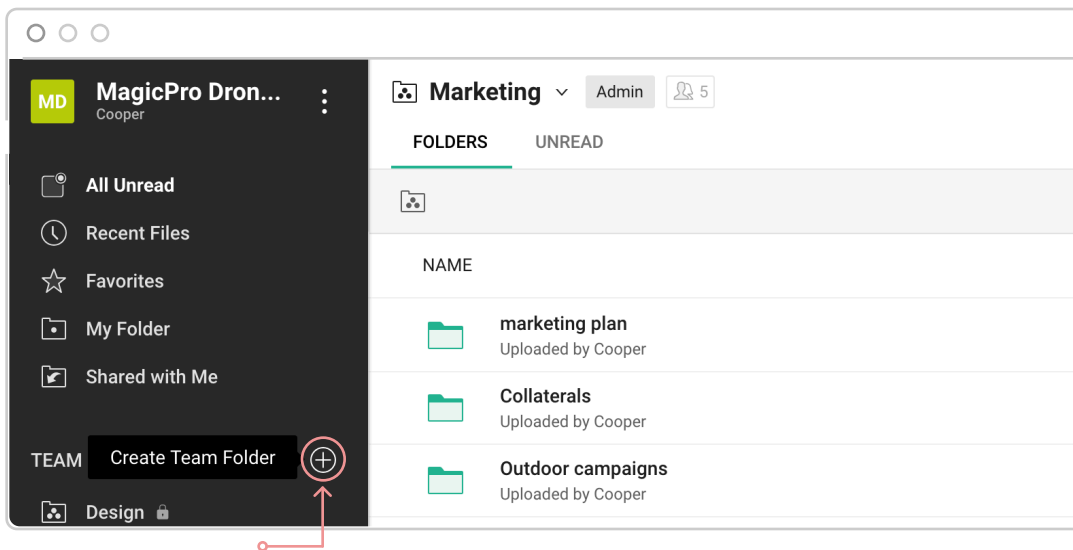
2. Enter a name for your Team Folder and select the type of Team Folder you want to create. Add a short description.

3. Click **Create**

📁 Add Files to Your Team Folder

You can now add files to the Team Folder you've created. Create files and folders to work on your team projects and collaborate with your team members

Create a file

1. Click the **Folders** tab in your Team Folder.

2. Click the **+New** button in the top menu bar.

   a. **To create a file** - Select the type of file you want to create **(Document, Spreadsheet, or Presentation).**

   b. **To create a folder** – Select **Folder** from the dropdown menu. Type in a name and press **Enter**.

   c. **To upload a file/folder** –Select **File Upload/Folder Upload** from the dropdown menu. Select the file/folder to upload and click **Open**. Alternatively, you can drag and drop files from your computer.
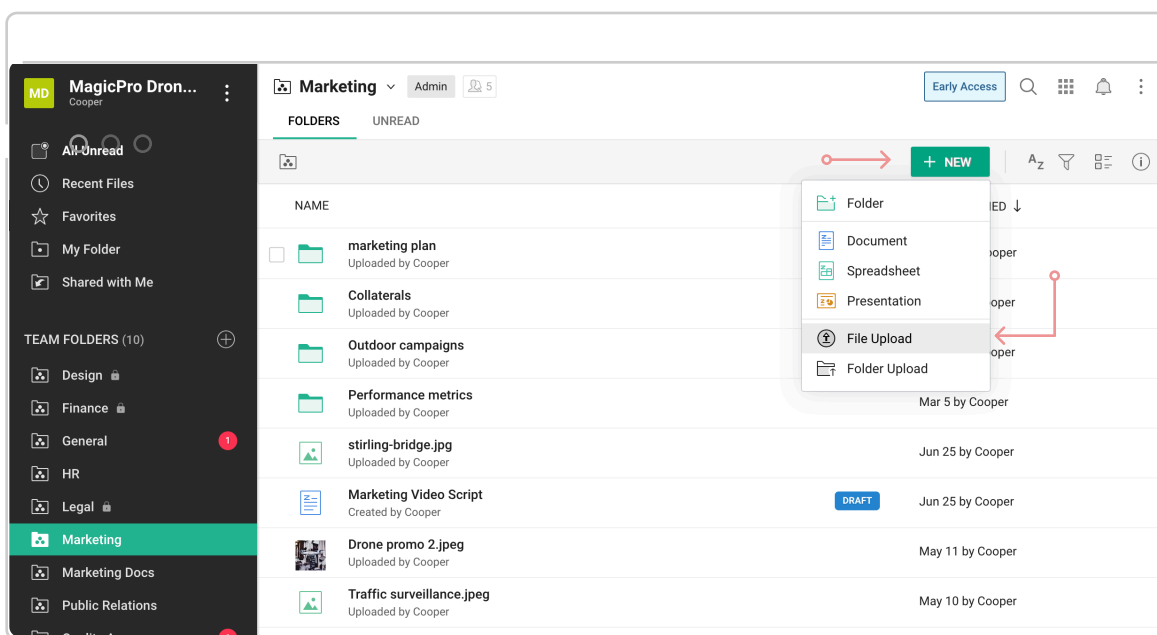
📋 Newly created Zoho Office Suite files in a Team Folder are called 'Drafts'. Drafts remain invisible to other members in the Team Folder until you click **Mark as Complete**. This feature gives you the time and freedom to work on your first drafts without others viewing or commenting on it too soon.

Maintain Personal Files in My Folders

Keep your own personal folder to store files which need to remain private. You can move files from My Folders to any of the Team Folders for which you have at least the Editor role. You can create and upload files and folders to My Folders in the same way as a Team Folder. You can also share files with your colleagues or friends.
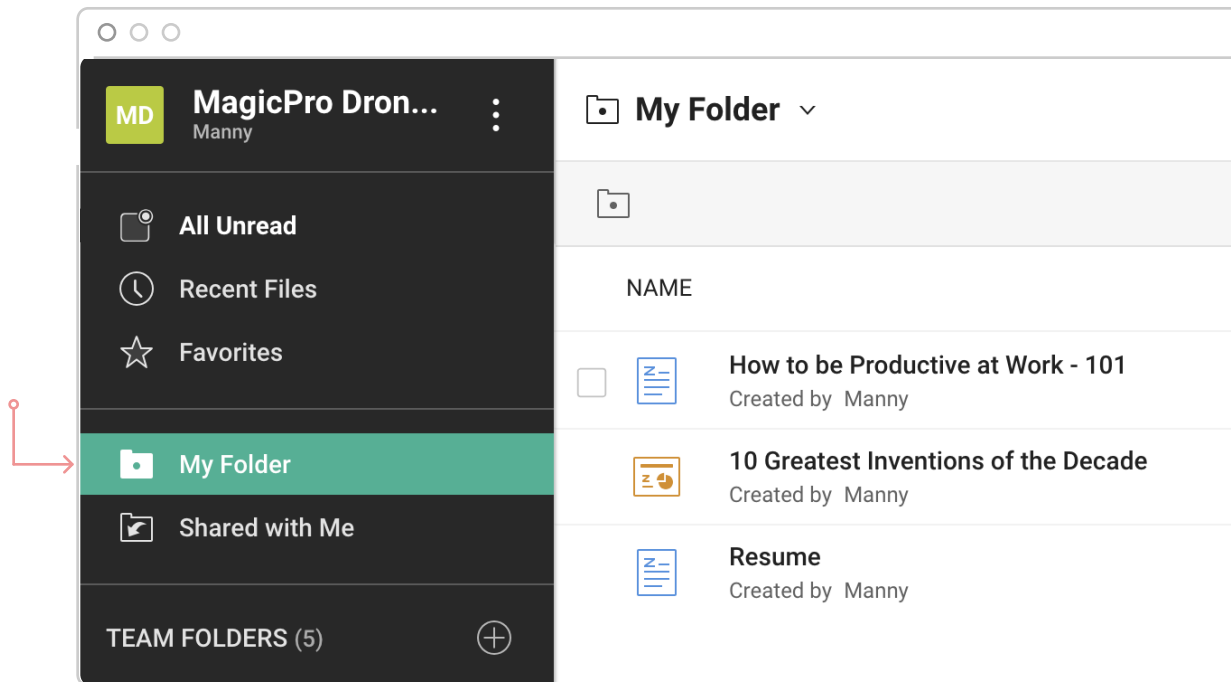
Create, collaborate and make work happen :)