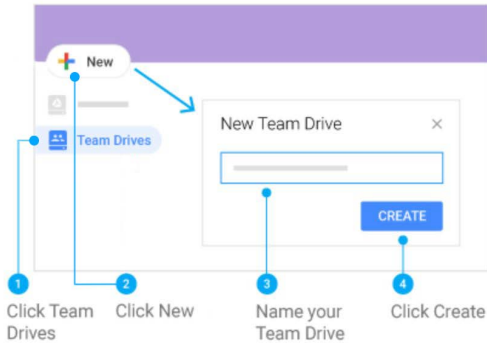
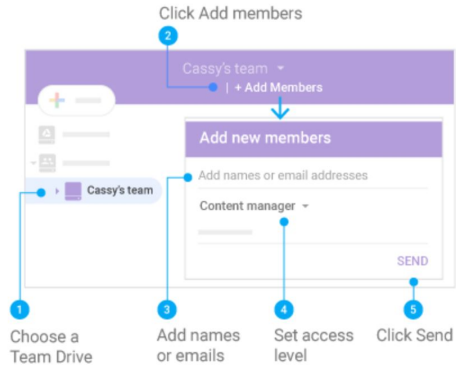


The instructions on this page are sourced from [G Suite Learning Center](#)

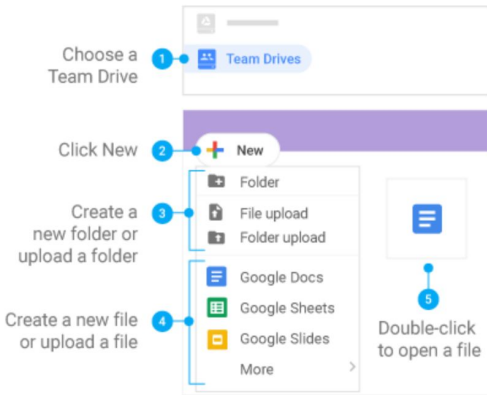
**1 Create a new Team Drive.**



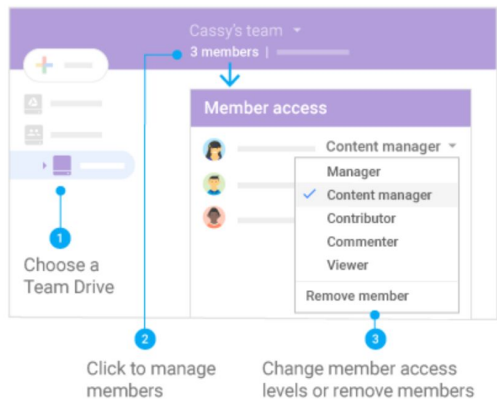
**2 Add members to a Team Drive.**



**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	✓	—	—	—	—