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 member permissions.
### Team Drives Cheat Sheet

**Permission** | **Full access** | **Edit access** | **Comment access** | **View access**
--- | --- | --- | --- | ---
Can view files and folders | ✔️ | ✔️ | ✔️ | ✔️
Can comment on files | ✔️ | ✔️ | ✔️ | —
Can edit files | ✔️ | ✔️ | — | —
Can create and upload files, can create folders | ✔️ | ✔️ | — | —
Can add or remove people as members of the Team Drive | ✔️ | — | — | —
Can change member permissions | ✔️ | — | — | —
Can add people to specific files | ✔️ | ✔️ | — | —
Can move files and folders | ✔️ | — | — | —
Can delete files and folders | ✔️ | — | — | —
Can restore files from trash | ✔️ | ✔️ | — | —