

How do I move a folder to Shared Drives from MyDrive?

Please note: The owner of a folder or file can move it to a shared drive where they have at least Contributor, Content manager, or Manager access. Editors can move a folder or file to a shared drive where they have Contributor, Content manager, or Manager access. For more information, refer to this <u>Google Knowledge Base article</u>:

1. Navigate to your <u>Google MyDrive</u>.

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+ New	My Drive -	
Home	X 1 selected ≗ 🛃 🗊 🗊 ☞ 🗄	
ActivityWorkspaces	Name 个	
My Drive		
Shared drives	the summaries	
• Computers	In the later way and the	
Shared with me		
S Recent	Right click on your fold	er in MyDrive
🕁 Starred		-
() Spam		
🔟 Trash	🗕 🛃 Dewnload	
	Refere	
4 GB used	the share →	Click Move
	🗁 Organize	Move O
	Folder information	Add shortcut
	Move to trash	Add to starred
	Fol	er color



2. Click on "All Locations" to see the various options for you to move your folder to:





3. Click on the arrow to view all of the Shared Drives available for you to move the folder to:

Move "" Current location: My Drive					
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۵	My Drive				
<u>41</u>	Shared drives			h	
	Computers			View s	
	Shared with me		The	en click	
			this	s arrow	
			Cancel	Move	



4. From here, you have two options for moving the folder. See the screenshot below for details:



5. If you choose to select a subfolder within a Shared Drive, you may click Move to move your folder from MyDrive to that selected subfolder in the selected Shared Drive.

Move "Training" Current location: My Drive	
Communications	Move >
Meetings	
Presentation Templates	
Strategy	
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Window Falder	· · · · · · · · · · · · · · · · · · ·
> Working Folder >	Cancel Move



6. If your MyDrive folder meets the requirements to be moved to the Shared Drive subfolder, you will see this confirmation dialog box. Click Move to confirm:

Move	e to	" Folder"?
`	1 iter	n will be moved
	மீ	Item owner will retain access to this item
	ä	"Folder" will become the owner of this item
	ප්	Everyone who can see "Folder" will gain access
		Cancel Move

7. The folder will now appear in your selected Shared Drive subfolder.