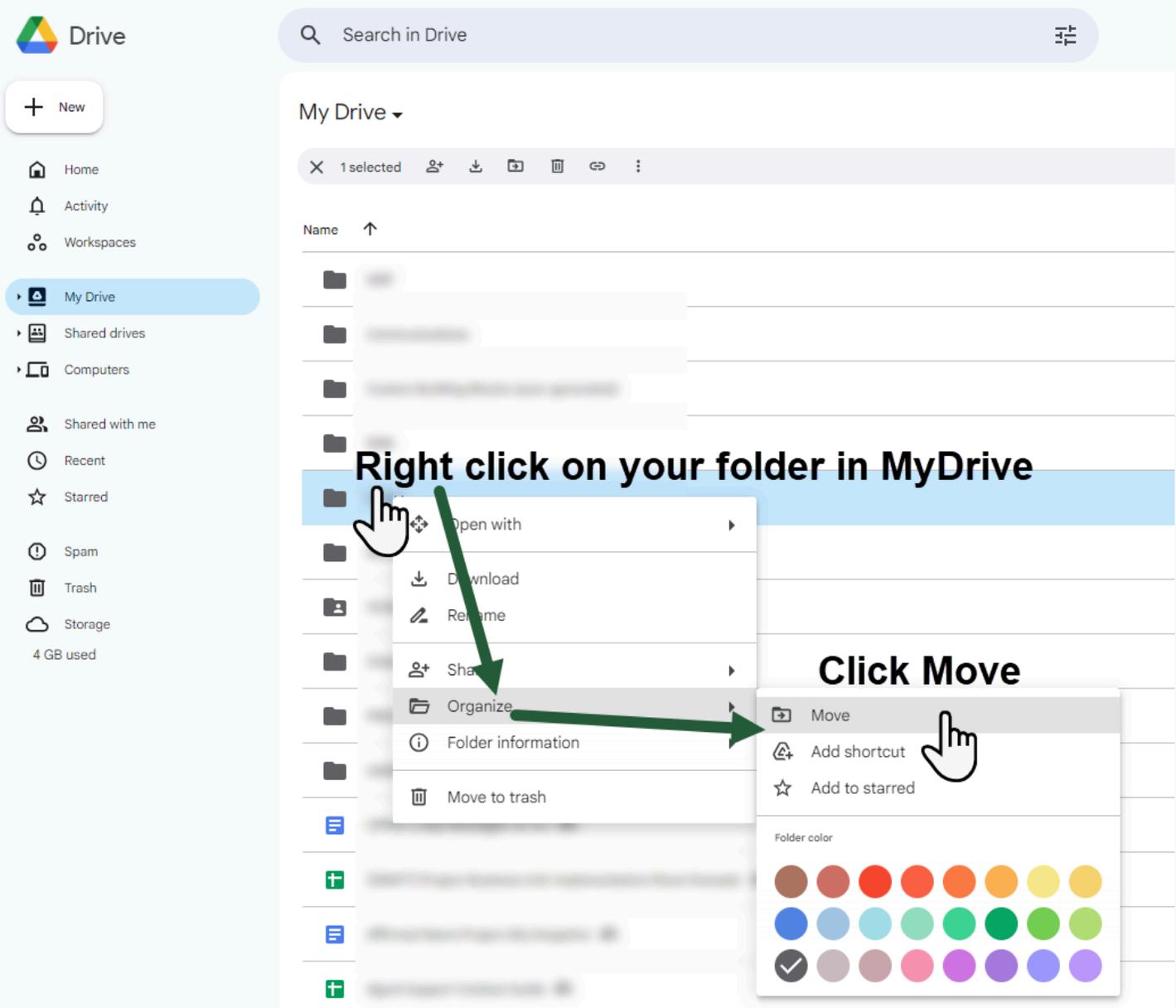


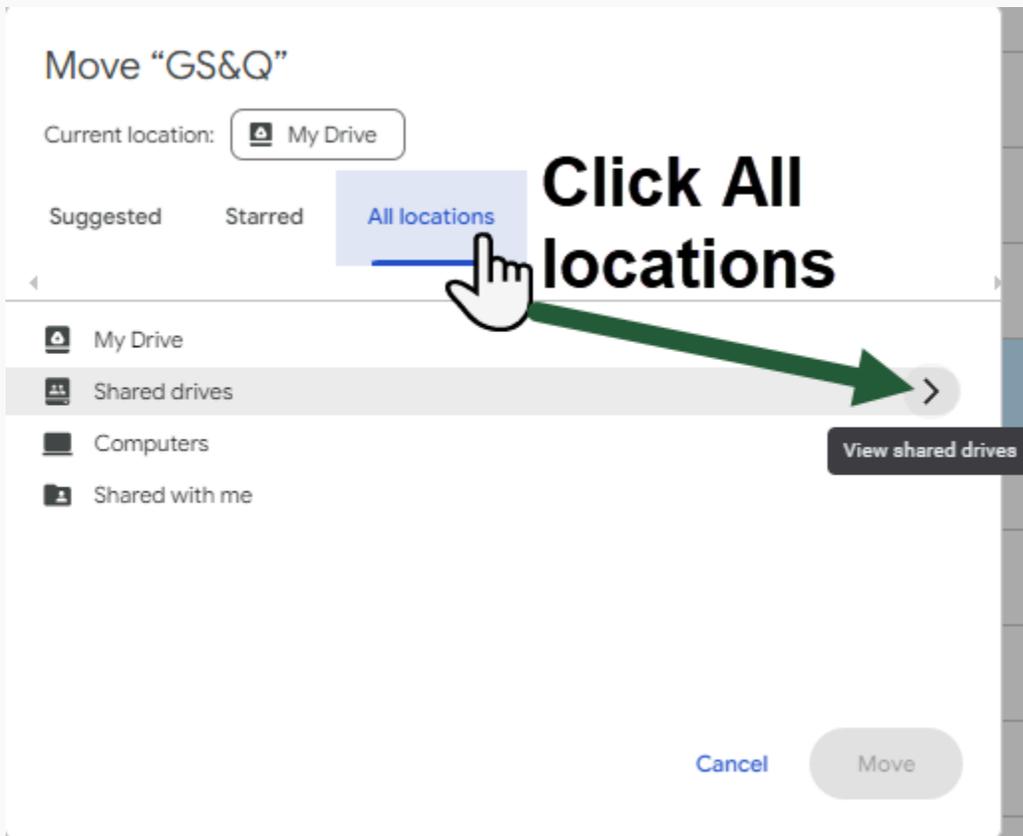
How do I move a folder to Shared Drives from MyDrive?

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 [Google Knowledge Base article](#):

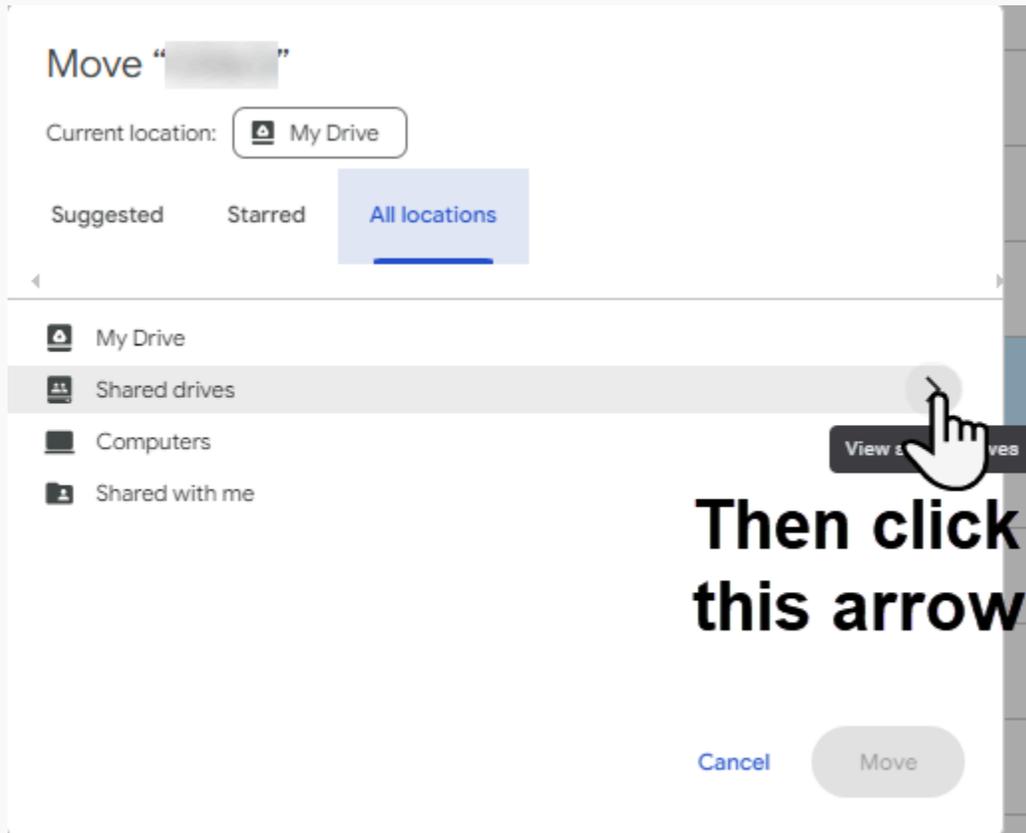
1. Navigate to your [Google MyDrive](#).



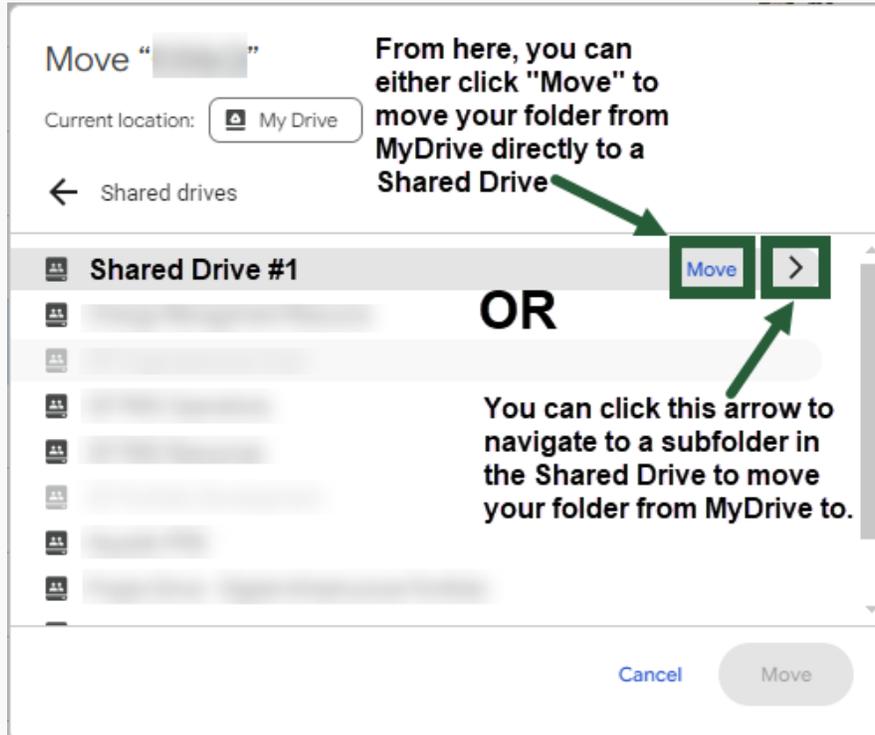
2. Click on "All Locations" to see the various options for you to move your folder to:



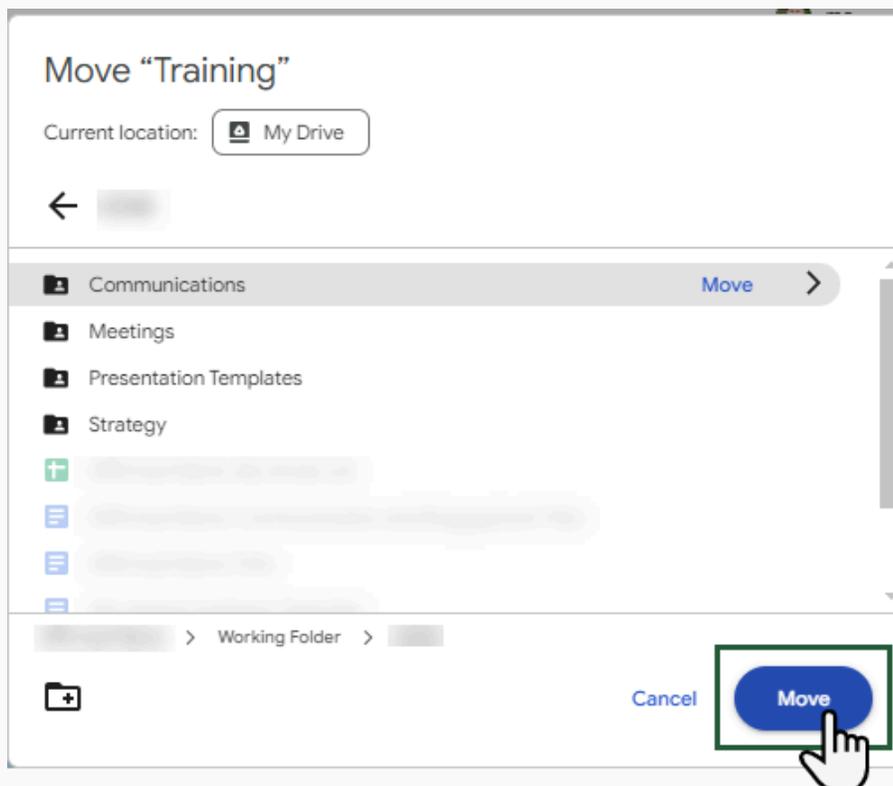
3. Click on the arrow to view all of the Shared Drives available for you to move the folder to:



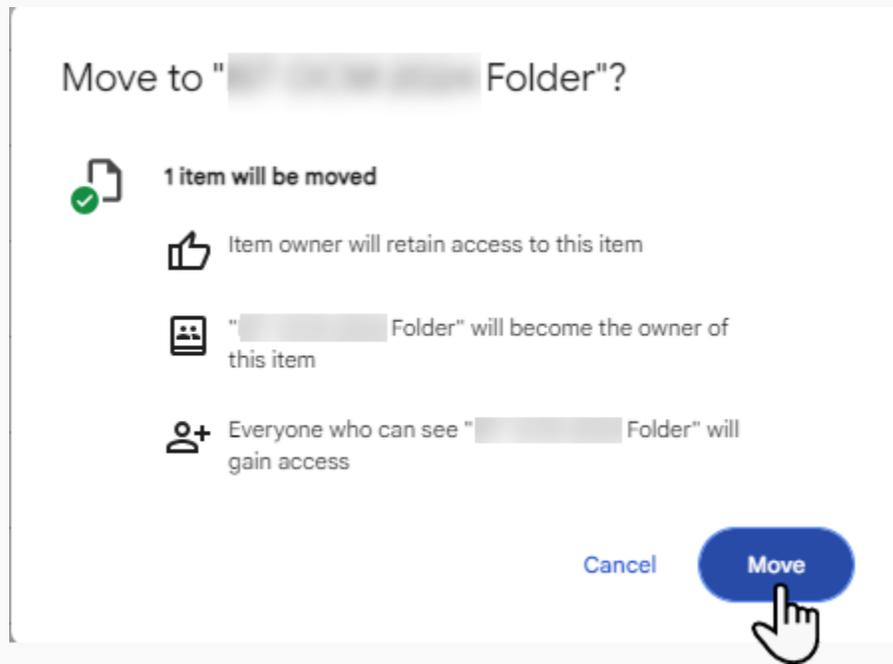
4. From here, you have two options for moving the folder. See the screenshot below for details:



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.



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:



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