Manage collaborators

Update collaborator permissions

Collaborators can either have manage permissions, edit permissions, or view permissions on the folder.

To update the permissions assigned to a collaborator on a shared folder

2. Click Shared Content. The Shared Content page appears.
3. In the Shared Content tab, click the row of the folder for which you want to update the collaborator permission, and then click Share icon and then click Manage Collaborators. The Manage Collaborator window appears.
4. In the drop-down list adjacent to each collaborator, click the appropriate permission.
5. Click Done.

Remove collaborators from a shared folder

To remove collaborators from a shared folder

2. Click Shared Content. The Shared Content page appears.
3. In the Shared Content tab, click the row of the folder for which you want to update the collaborator permission, and then click Share icon and then click Manage Collaborators. The Manage Collaborator window appears.
4. Click the Delete icon adjacent to the collaborators you want to remove.
5. Click Done.