

Transferring Ownership of Teams files and folders

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There are instances in which the creator / owner of a Teams file or folder needs to transfer ownership. For example, files and folders that are shared with others will be deleted when the owner leaves Penn unless they are transferred.

To transfer ownership of your Teams files and folders, please follow the instructions below:

Part 1:

1. Launch Teams
2. Open the OneDrive app within Teams and locate the file or folder.
 1. Under the "Sharing" column, click on "Shared".
 1. Under the "Manage Access" pop-up, click on the three dots (...) and select "Advanced settings".
 1. A new SharePoint web page will open, and you'll be able to edit the permissions of the users that file or folder is currently being shared with
 1. To grant Ownership of the file or folder to another user, select "Full Control" in the check box and click OK.
 1. You can confirm that another team member has been granted Ownership of the file or folder by looking at the share settings within OneDrive.

Part 2:

The second part of this process requires that the new Owner of the file or folder download the shared files from OneDrive to local storage such as the C: drive or a thumb drive, and then re-upload the file or folder to their OneDrive. After the files have been uploaded to the Owner's OneDrive, the Owner can share the file or folder with other team members.

