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Transferring Ownership of Teams files and folders

Aashir Nuri - 2025-02-07 - Comentarios (0) - General IT Resources

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.

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Calendar	상 Shared ☆ Favorites	× =	Notebooks	May 17, 2024	Nuri, Aashir Aswad	5 items	Private	
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OneDrive	Browse files by		Aashir @ PennO365	November 6, 20	Nuri, Aashir Aswad		Private	

1. Under the "Sharing" column, click on "Shared'.

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OneDrive	S People						

 Under the "Manage Access" pop-up, click on the three dots (...) and select "Advanced settings".

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Ē	My files				50 TO 10		

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

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Delete unique permissions Inheritance Search everything	r percent ber permissions permissions creat permissions creat permissions creat permissions creat permissions creater the creater of the creater of th							
About me	I Name	Туре	Permission Levels					
People	🗹 🗆 Cooper, Elizabeth G.	User	Read					
Apps	🗌 🗆 Garcia Ramos, Edwin	User	Read					
EDIT LINKS	Odintsov, Peter	User	Read					

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.

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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.