

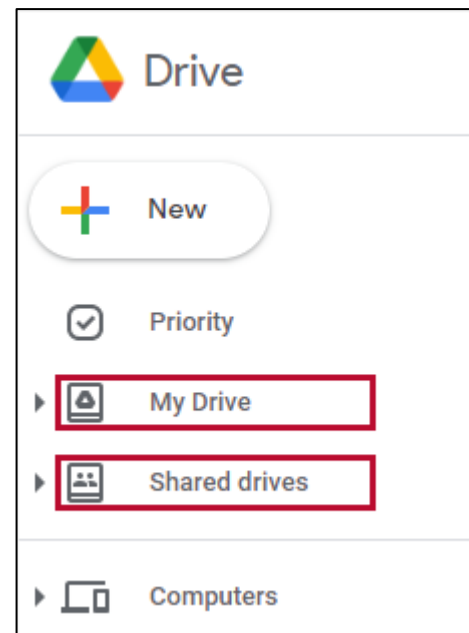
Move files to a Google shared drive

If you are new to shared drives, [Get started with shared drives](#).

Note

- You can move multiple files at once but you cannot move folders.
- Anyone you directly shared a file with retains access, unless your shared drive doesn't allow non-members.
- People who had access to the file from a folder that's been shared do not retain access once you move a file. If you want these people to keep access, update your permissions after moving your files to a shared drive.
- When you move a file to a shared drive, the team becomes the owner of the file.

To move files from My Drive into a shared drive or between shared drives, drag the files into the destination shared drive.



To move folders, first create the required folder structure in the destination shared drive, then move files into it.

Move files from My Drive to a shared drive

To move files from My Drive to shared drives, you must be a member of the shared drive as a **Contributor**, **Content manager**, or **Manager**.

You can move any file you own into a shared drive, whether it's from another Drive location or from your computer or mobile device.

If you're not the owner of a file in My Drive, but you have at least **Edit** access to the file, you might be able to move that file into a shared drive, if:

- The file's owner is a member of the shared drive where you want to move the file.
- You are a member of the destination shared drive with **Contributor**, **Content manager**, or **Manager** access.

Otherwise, you need to ask the owner to move the file into the shared drive.

Move files between shared drives

To move files between shared drives, you need **Manager** access to the original shared drive and at least **Contributor** access to the destination shared drive.

Move files or folders from a shared drive to My Drive

To move files or folders out of a shared drive, you need **Manager** access to the shared drive. To move files or folders into a folder in My Drive, you need **Editor** access to the parent folder.