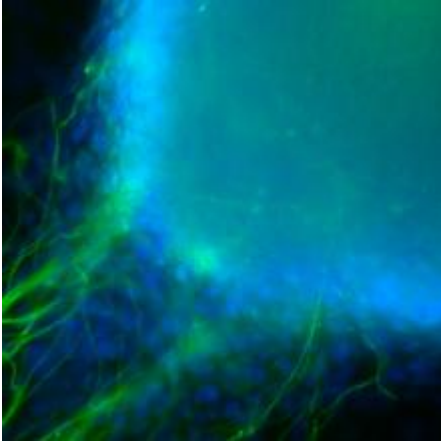


## Add, Edit, or Remove a Collaborator



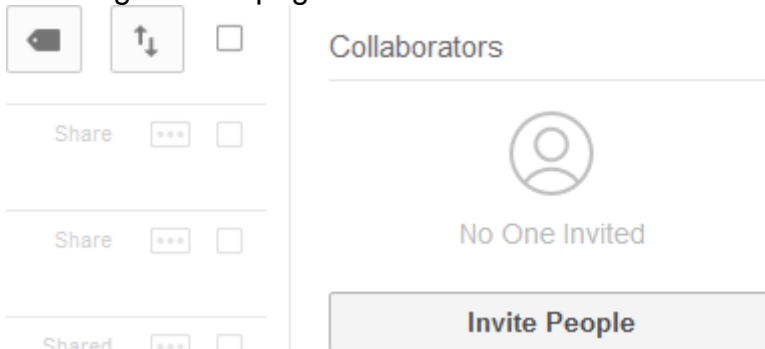
Dejon Lewis on January 27, 2020

Only the folder's Owner, Co-owner, or Editor can invite collaborators or change their collaborators' permission levels. For an explanation of the different Permission Levels, click [here](#) [1].

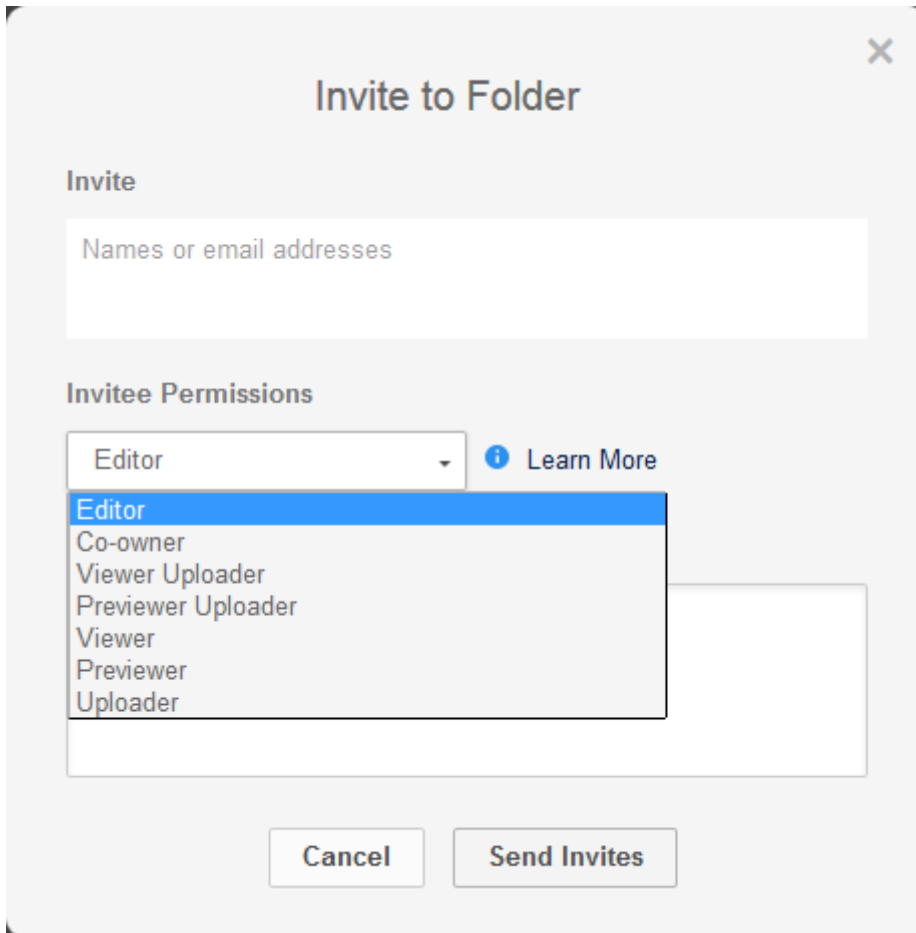
## Invite Collaborators

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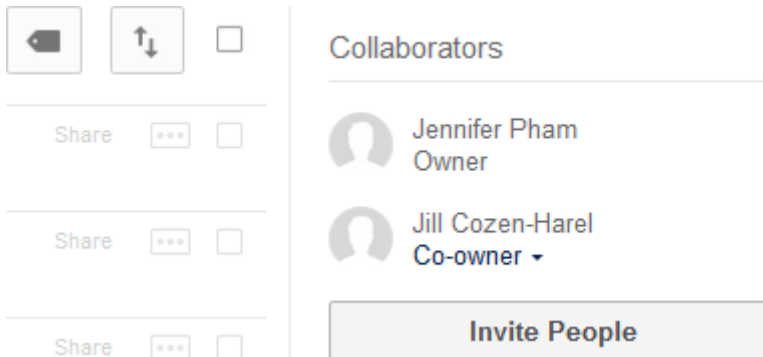
1. Click on the folder you would like to add collaborators to. Click the **Invite People** button to the right of the page.



2. Type the name of the collaborator in the **Invite** text area and select the collaborator's permission level in the **Invitee Permissions** drop down menu. After you have confirmed your selections, click **Send Invites** to finalize your selection.



3. Once you have started to invite collaborators to your folder, they will show up in the **Collaborators** section.



## Edit or Remove a Collaborator's Permission

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1. Locate the user in your shared folder and select their permissions level. This will bring up a drop down menu that will allow you to either change or remove the collaborator's permission. You can also remove yourself from a shared folder this way as well.





## Required Service Information

UCSF Box [3]

### Images

The image displays two screenshots of the UCSF Box interface, illustrating how to assign roles to collaborators. Each screenshot shows a list of collaborators on the right and a 'Share this Folder' button below it. The left side of each screenshot shows a vertical list of 'Share' buttons with a three-dot menu and a checkbox.

**Top Screenshot:**

- Collaborators:**
  - Janelle Fong (Owner)
  - Jennifer Pham (Editor) - The role 'Editor' is circled in red.
- Role Selection Menu:** A dropdown menu is open for Jennifer Pham, showing the following options: Editor (checked), Viewer Uploader, Previewer Uploader, Viewer, Previewer, Uploader, and Remove.

**Bottom Screenshot:**

- Collaborators:**
  - Jennifer Pham (Owner)
  - Jill Cozen-Harel (Co-owner) - The role 'Co-owner' is circled in red.
- Role Selection Menu:** A dropdown menu is open for Jill Cozen-Harel, showing the following options: Owner (checked), Co-owner, and Editor.

**GET IT HELP.** Contact the Service Desk online, or phone 415.514.4100

Site Login Site Index

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**Source URL:** <https://it.ucsf.edu/services/ucsf-box/additional/add-edit-or-remove-collaborator>

**Links**

[1] <https://it.ucsf.edu/services/additional/permission-levels>

[2] <https://it.ucsf.edu/services/additional/automated-deprovisioning-ucsf-box-accounts>

[3] <https://it.ucsf.edu/services/ucsf-box>