

Google Drive: Change Document & Folder Ownership

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2023-06-12

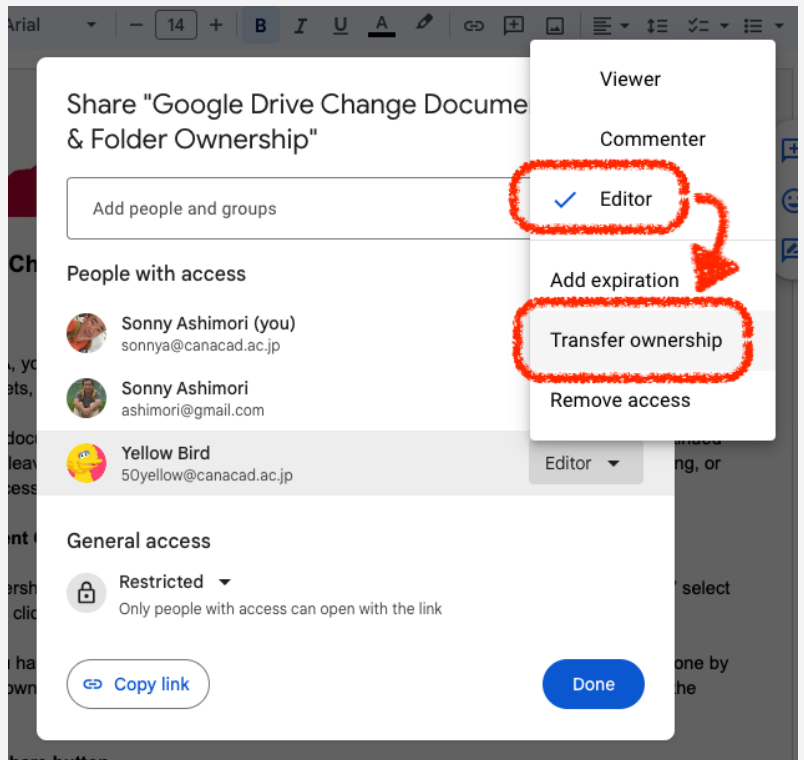
When you leave CA, your school account is closed after a while, and the Google Drive documents (Google Docs, Sheets, Slides, etc.) you own will be lost.

If you have documents or folders shared with your colleagues, which they may need after you leave CA, you must transfer the ownership of the documents or folders to a new owner in your department.

Changing Ownership

Before you transfer the file or folder ownership, it must be shared with the owner with the "Editor" privileges. If it is already shared, share it with the new owner set as "Editor" first.

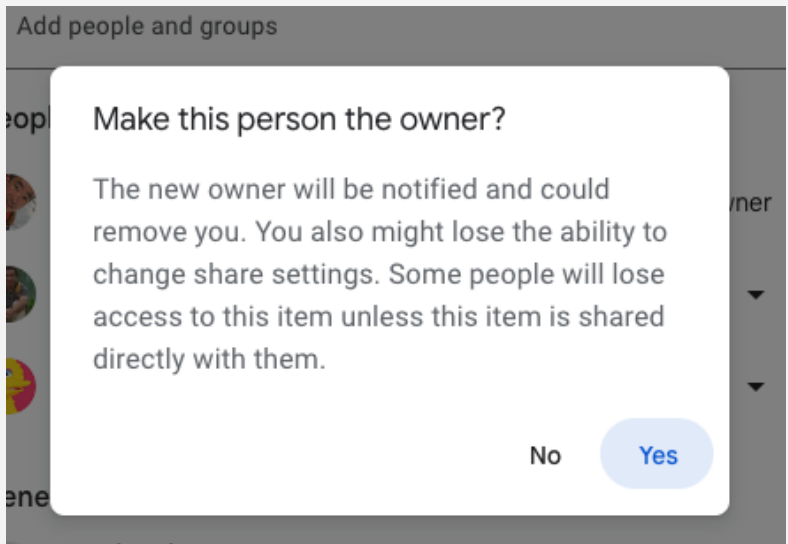
To change the ownership of a shared item, open the document or folder and click "Share." Find the name of the new owner, and click the pull down menu on right side where it says "Editor," and select "Transfer ownership."



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In the next window, click Yes to proceed.



If you have many shared documents or folders, you have to do this manually for each one. Note that changing the ownership of a folder does not change the ownership of documents in the folder.

If the document is shared with multiple colleagues, after the document has a new owner, the access privileges of the others will remain unchanged.

What if the owner has already left?

If the owner of a shared document has left without transferring the ownership...

While you still have access, you can make a duplicate of the same document (File menu > Make a copy) and become the owner of the new copy. You can start using this document instead of the old one, and share it with the others in your department.

In the worse scenario...

In the worst scenario where the owner has left and the shared document lost with the old owner's account, in some cases the IT Department may still be able to help. Please consult with your CA Tech Support.