

Transfer Ownership

Users can transfer the ownership of files and folders to other users. Share ownerships of those transferred files/folders will also be transferred.

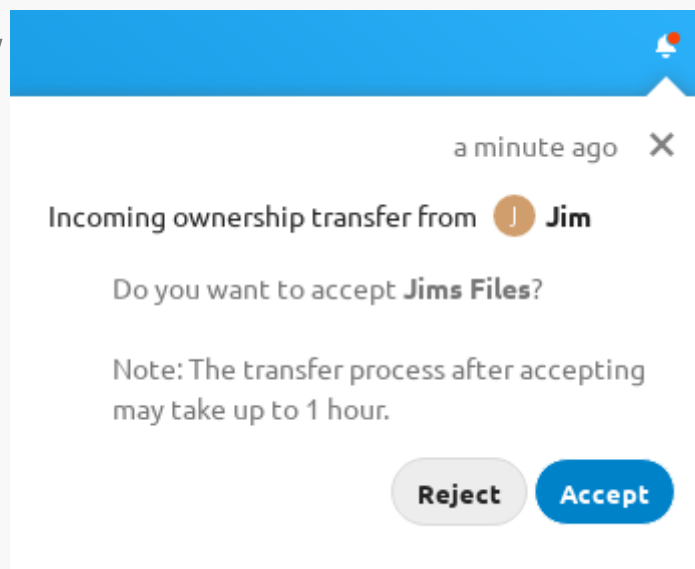
1. Navigate to *Settings > Personal > Sharing > Files*
2. Click on *Choose file or folder to transfer >>* A file picker opens, showing all files and folders in the user's account
3. Pick a file or folder and click on *Choose >>* The chosen file or folder name gets displayed
4. Click on *Change* to change the choice if necessary
5. Pick a new owner by typing their name into the search field next to *New owner*
6. Click on *Transfer*

“ Note

The username autocompletion or listing may be limited due to administrative visibility configuration. See [admin documentation](#) for details.

7. The target user receives a notification where they are being asked whether to accept or reject the incoming transfer.

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8. If accepted, the target user finds the transferred files and folders in their root under a folder *Transferred from [user] on [timestamp]*
9. The source user gets informed about the acceptance or rejection by a notification

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