



User Guide

Summary table:

Teamspace access permissions



1. Terms of use

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2. Distribution list

Company	Role
Oodrive Group	Oodrive Group colleagues and clients

Permissions granted by role

	Guest	Contributor	Owner	Custom*
COLLABORATION ON DOCUMENTS				
View documents	●	●	●	custom permissions set by the Owner
Download documents	●	●	●	
Upload documents		●	●	
Edit documents locally		●	●	
Edit documents online		●	●	
Delete documents		●	●	
SHARING				
Secure sharing via link or email		●	●	custom permissions set by the Owner
Manage shares		●	●	
STORAGE MANAGEMENT				
Modify allocated storage			●	
Restore from trash		●	●	
Delete from trash			●	
ACCESS MANAGEMENT				
Add member			●	
Delete member			●	
Manage member roles			●	
Manage joining requests			●	

*The Owner can set custom permissions to folders and subfolders, allowing or restricting specific actions to a specific user.



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