



Introduction

Follow the instructions below to change ownership of your WCPSS Google files and folders to someone else in WCPSS.

IMPORTANT: When you make someone else the owner of a **folder**, it does not make them the owner of the **files** within. You must change ownership **individually** for each file.

You can change ownership for the following items:

- Google Docs
- Google Forms
- Google My Maps
- Google Sheets
- Google Drawings
- Folders
- Google Slides


NOTE: When you make someone else the owner of a file or folder you:

- Can continue to edit the file unless the new owner changes your permissions.
- Cannot transfer ownership again, even back to yourself.
- Cannot permanently delete the file from Google Drive.

Change Ownership

NOTE: To make someone else the owner, the file must be shared with them first.


1. Using Google Chrome, visit <http://google.wcpss.net>.
2. Click the appropriate **Google Apps Login** link.
3. Sign into your **WCPSS Google** account using your **WakelD** credentials.
 - These are the same credentials used to log into your WCPSS email account.
4. Click **file** or **folder** you want to transfer to someone else.

5. In upper-right corner, click .

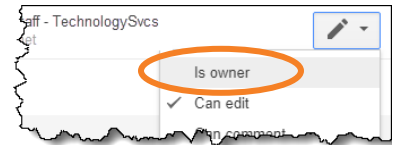


6. Click **Advanced**.



7. To the right of the person you would like to make the new owner, click .

8. Click **Is owner**.



9. Click .

Repeat the process for each file or folder you want to transfer to another owner.