

Transfer ownership

Users can transfer the ownership of files and folders to other users. Sharing settings and permissions for transferred files and folders will also be transferred to the new owner.

1. Navigate to *Settings > Sharing*.
2. In the *Files* section, 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*.



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

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



a minute ago X

Incoming ownership transfer from  **Jim**

Do you want to accept **Jims Files?**

Note: The transfer process after accepting may take up to 1 hour.

Reject

Accept

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.

 #2

 cocobook-sync  2020-06-03 18:54:53 UTC

 cocobook-sync  2026-05-13 13:42:53 UTC