Transfer Files ownership of a suspended user

Drive Audit & Management · https://gatlabs.com/knowledge/tech-tips/transfer-files-ownership-of-a-suspended-user/

Embedded media:
https://www.youtube.com/embed/ZlhLg2oJ7Vg?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_loa

Ownership Change with GAT Unlock

GAT Unlock feature within GAT+ allows Admins to **change ownership** of Google drive files.

NOTE: The transfer will work on both Active and Suspended accounts.

First, you need to have your file or folder ID.

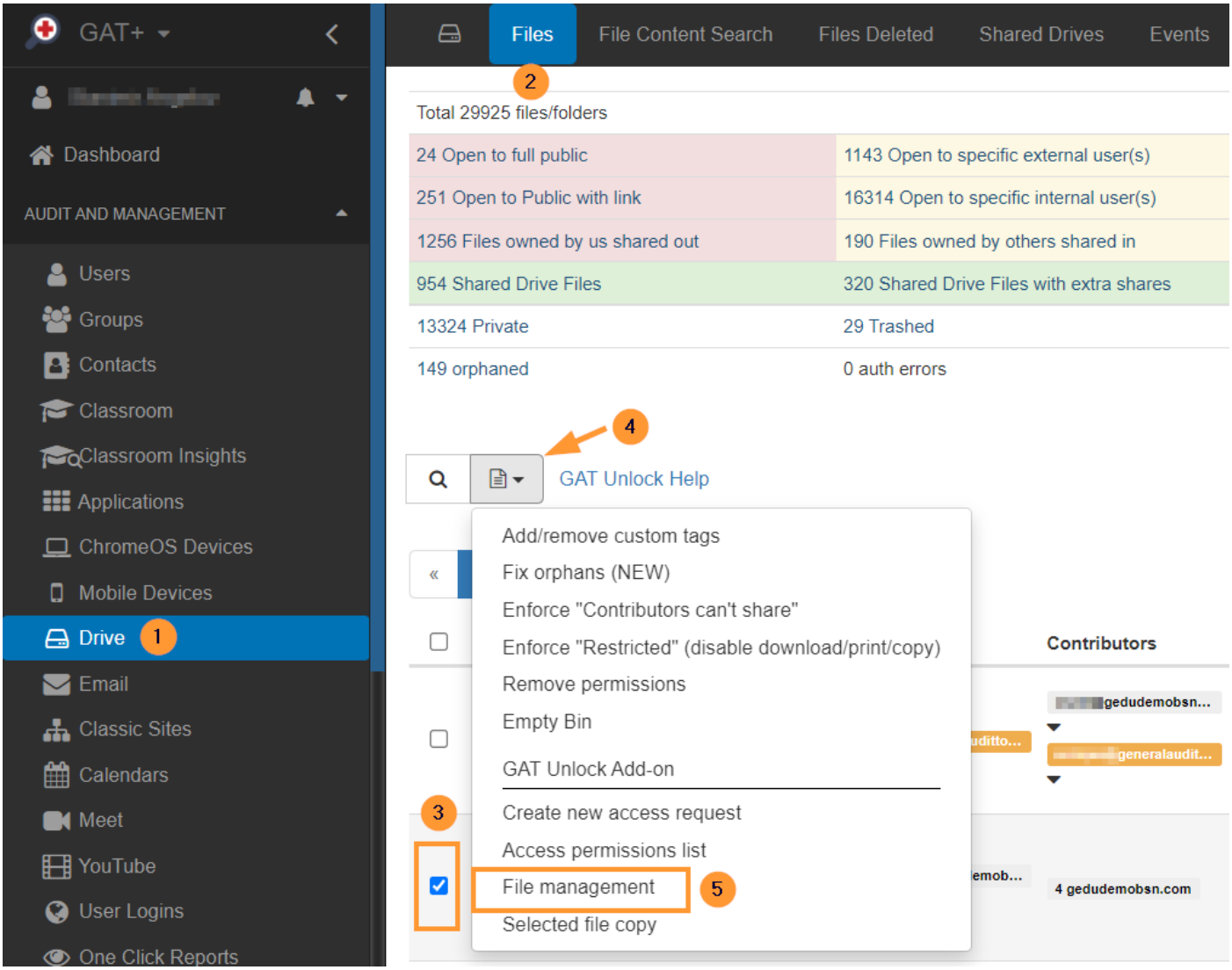
Go to **GAT+ > Drive > Files Tab >** and apply custom filter for **File ID**

[How to Transfer Files Ownership of a Suspended User? 1]

Apply filter to find File

Action on File

For the **File** you can click on the **checkmark beside the title** of the file then the **File operation** button then **File management.**



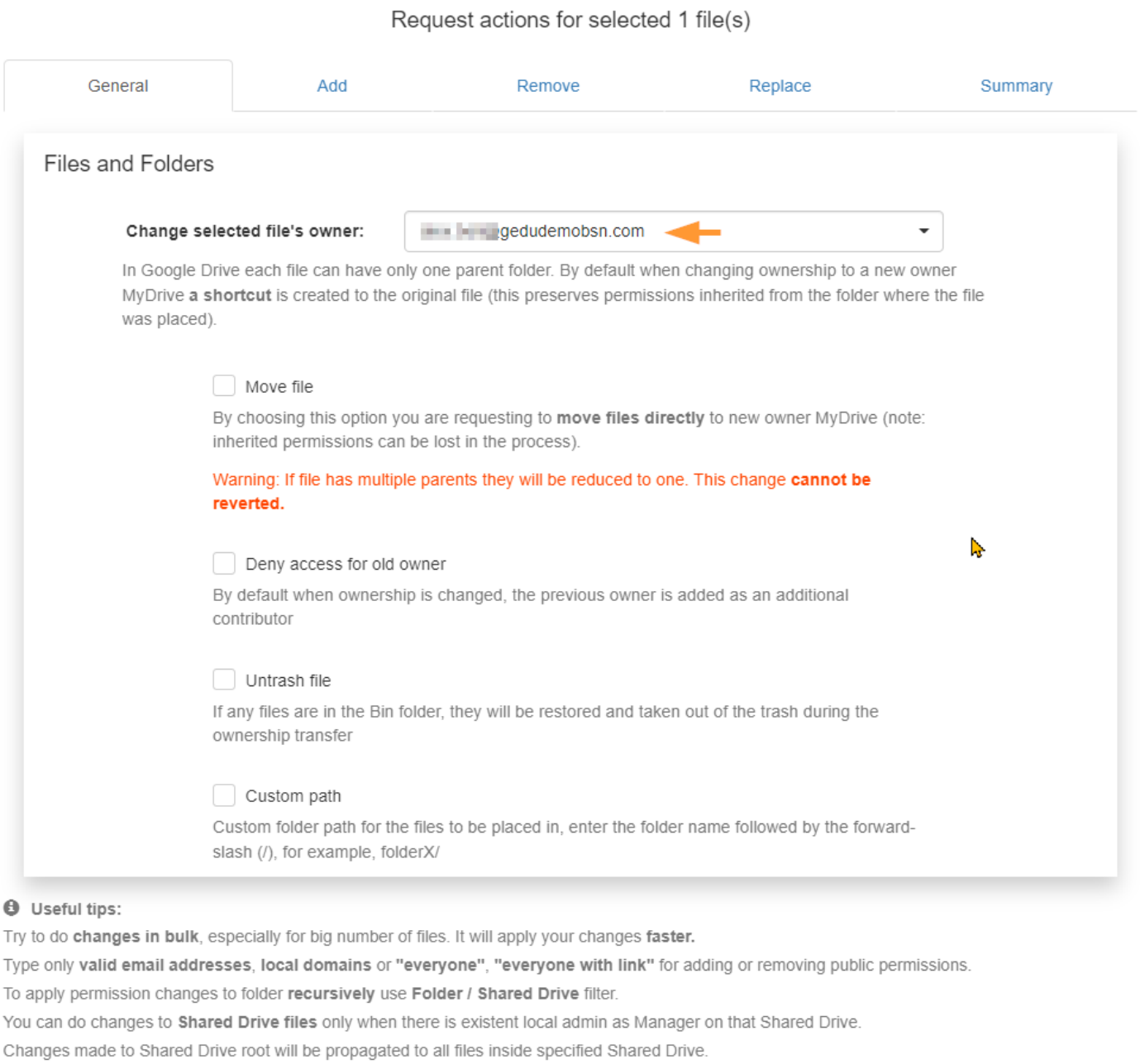
Action on Folder

For **Folder** click on the arrow beside the folder name and then select **“Apply permission change to this folder (recursive)”**

[How to Transfer Files Ownership of a Suspended User? 3]

In both cases, a new window will be displayed called **‘File management.**

- **File:** Request actions for selected 1 file(s) Note: changes will be applied to all files inside folder and it’s subfolders
- **Folder:** Request actions for selected 1 file (s) Note: changes will be applied to all files inside folder and it’s subfolders (including parent folder)



Change ownership menu

Files and Folders - change ownership

- **Change selected file's owne**r - enter email of the user who you want to change ownership to

    - In Google Drive each file can have only one parent folder. By default when changing ownership to a new owner MyDrive **a shortcut** is created to the original file (this preserves permissions inherited from the folder where the file was placed)

- **Move file** - By choosing this option you are requesting to **move files directly** to new owner MyDrive (note: inherited permissions can be lost in the process)
    - **Warning:** If file has multiple parents they will be reduced to one. This change **cannot be reverted.**

- **Deny access for old owner** - By default when ownership is changed, the previous owner is added as an additional contributor
- **Untrash file** - If any files are in the Bin folder, they will be restored and taken out of the trash during the ownership transfer
- **Custom path** - Custom folder path for the files to be placed in, enter the folder name followed by the forward-slash (/), for example, folderX/
    - Without ancestry path (FM_requestId/From email@domain.ltd/...) - disable the "custom ancestory path created by GAT+

Choose and fill in any additional changes you would like to do on the selected Files/Folder.

Click **Next** to proceed, and in the **summary** tab, click on '**Send request**'.

Security Officer

This will be sent an email notification to the Security Officer to approve the request.

When the request **is approved**, the Ownership of the selected **Files**, **Folder,** and **subfolders** will be changed.