

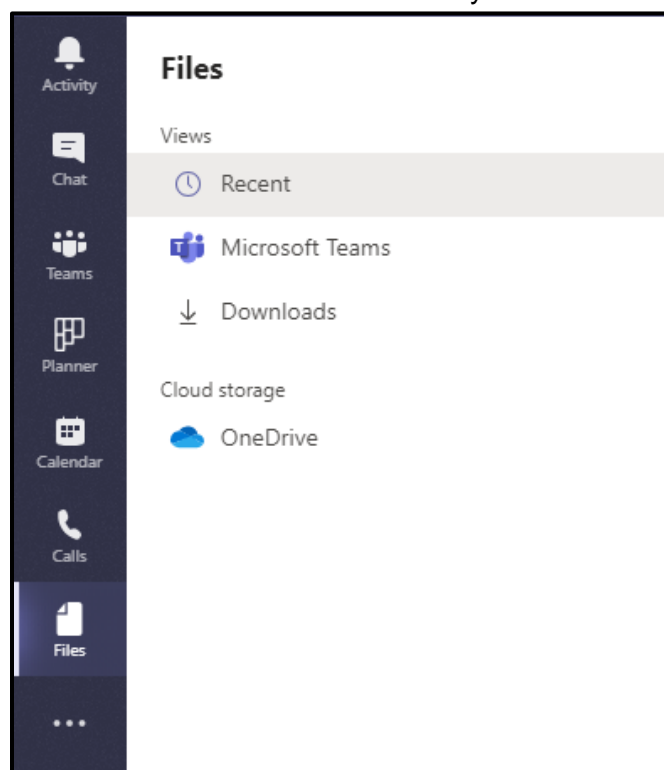
Working with Files on Teams

Quick Reference Guide

Microsoft Teams makes it easy to share files within channels. Word, Excel and PowerPoint files, can be viewed, edited and collaborated on within Teams and team members can see one another's changes in real time.

How to Explore the Files List

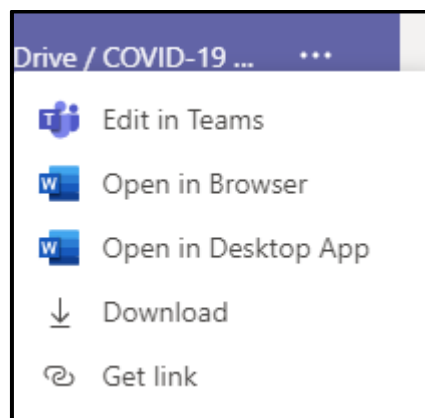
1. In Teams, click on **Files** on the left menu pane
2. Click **Recent** to display every file you have viewed or edited in recent history



3. When clicking **Microsoft Teams** below Recent, this will display the files created or edited recently within your active channels

Opening and Editing Files

On a file, click on the *three dots ...* to the right of the row



Edit in Teams

Will open the file within Teams and enable editing

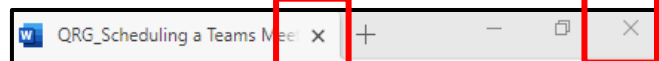
- click **Close** on the top right corner to save and close file



Open in Browser

Will open the file via your default web browser (i.e. Internet Explorer) and enable editing

- to save and close the file, simply close the tab or entire browser



Open in Desktop App

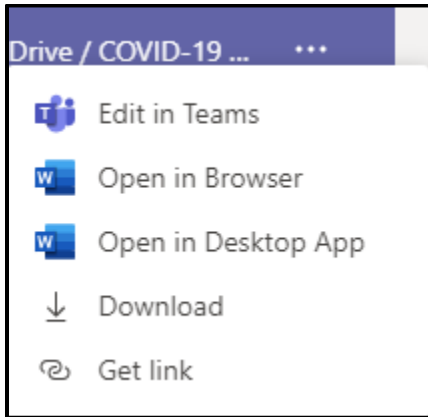
Will open the file in the desktop version of office (i.e. word) and enable editing

- click **X** on the top right corner to save and close



Download and Sharing Files

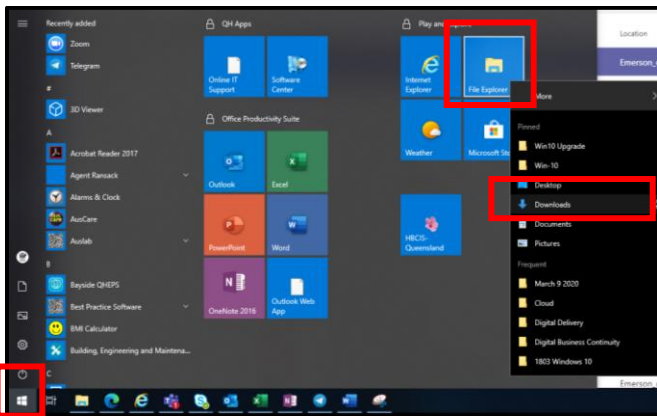
On a file, click on the *three dots ...* to the right of the row



Download

Will download a copy of the file and save it in your Downloads folder under File Explorer

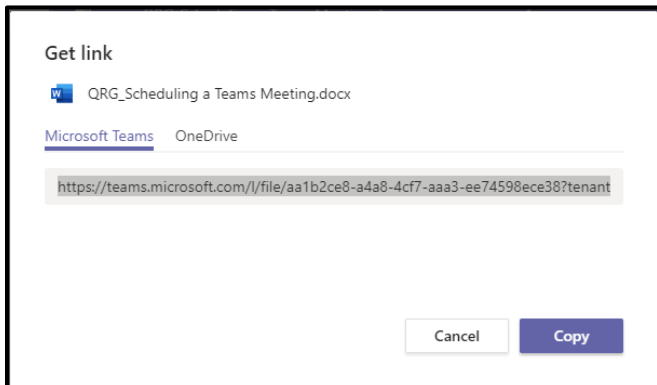
- to access the Downloads folder, click on start menu, then right-click on File Explorer, then click on Downloads



Get link

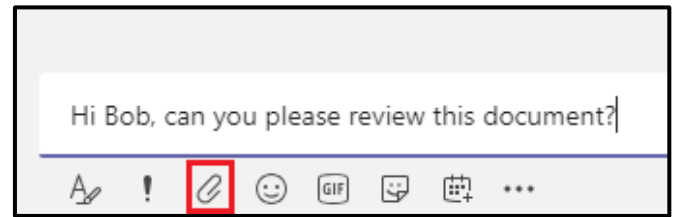
Will open a pop-up with the links to file via Microsoft Teams and OneDrive

- click Copy to copy the link to share with internal and external members



To send a file in a one-on-one or group chat:

1. Click Choose file beneath the compose box



2. From the menu, select where to upload your document from
3. Select the file you want to share
4. The file will then be uoloaded to the instant message

Managing Files in your Teams

You can manage your files directly from your Teams page through [creating folders](#), [uploading files through drag and drop functionality](#), [downloading files](#), [creating new files and sharing files](#)

1. Click on *Teams* on the left menu pane

