Files in Teams

There are three ways to access your data within Teams; through the application, via File Explorer or in SharePoint. File Explorer provides the most familiar way to access your files, but ultimately the choice is down to how you feel comfortable working. Explore the options below:

Teams Application

Within the Teams Application installed on your PC, simply go to the left menu bar and click on the 'Teams' icon. You will then see a list of the Teams that you are a member of.

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4			Sales Forecast Q3	2 minutes ago	Trip Davitt	
Files			Sales Forecast Q2	2 minutes ago	Trip Davitt	
Q Who			Sales Forecast Q1	2 minutes ago	Trip Davitt	
C Shifts			Sales Figures 2019-20	3 minutes ago	Trip Davitt	
			Sales Figures 2018-19	3 minutes ago	Trip Davitt	

Once you have selected the relevant Team, you will see that each Team has a default channel named 'General' where the files are stored. Select the 'Files' tab across from 'General' to open the files for that Team.

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Files can be accessed either via the application, opening them straight up in the Teams interface, or in their own desktop applications e.g. Excel. Note: opening files in the Teams interface does restrict functionality.

To open the files in their own application, hover your mouse over the file and select the three dots next to the file name. Then select Open to see the relevant options.

	<u> </u>	
Client Contacts.xlsx	Open >	Open in Excel Online
	Copy link	Open in Excel
	Make this a tab	Edit in Teams
	<u> </u>	



Files in Teams

File Explorer

A more familiar way to access your files is by setting up the File Explorer option. Each Team can by synced to your computer, minimising the impact of the transition to Teams by providing that familiarity.

When you want to sync a folder, make sure you are at the top level of the folder you wish to sync e.g. select an overall Marketing folder as opposed to a Social Media file within the Marketing folder.

$+$ New $ \sim$	$\bar{\uparrow}$ Upload \vee	G Sync	🐵 Copy link	\downarrow Download	+ Add cloud storage	Open in SharePoint

In the navigation menu, click 'Sync'. This then uses the One Drive tool to sync the files to your computer. Once the sync has complete, open File Explorer to view the files.

Breakwater IT Limited	^ Name	Status	Date modified	Туре	Size
iSMS - General	Meeting Notes	C	09/03/2020 15:15	File folder	
Probytes Sales - General	Sales Figures 2018-19	g	09/03/2020 15:15	File folder	
Meeting Notes	Sales Figures 2019-20	g	09/03/2020 15:15	File folder	
Sales Figures 2018-19	Sales Forecast Q1	g	09/03/2020 15:15	File folder	
	Sales Forecast Q2	C	09/03/2020 15:15	File folder	
Sales Figures 2019-20	Sales Forecast Q3	C	09/03/2020 15:15	File folder	
Sales Forecast Q1	Sales Forecast Q4	2	09/03/2020 15:15	File folder	
Sales Forecast Q2	Client Contacts	\odot	09/03/2020 15:16	Microsoft Excel W	14 KB
Sales Forecast Q3	Letter To Client Template	\odot	09/03/2020 15:16	Microsoft Word D	0 KB
Sales Forecast Q4					

SharePoint

Teams data can be embedded into SharePoint sites and accessed via a company intranet. The menu options in SharePoint offer a similar functionality to the Teams app.

PS Probytes Sales Private group								
Home	+ New \checkmark $\overline{\uparrow}$ Upload \checkmark \checkmark Quick edit 🖄 Share	👁 Copy link 🛛 🤂 Sync	🛓 Download 🔳 Exp	ort to Excel 🔅 PowerApps 🗸 💅 Flow 🗸				
Conversations								
Documents	Documents > General							
Shared with us								
Notebook	🗋 Name 🗸	Modified \smallsetminus	Modified By \searrow	$+$ Add column \smallsetminus				
Pages	Meeting Notes	29 minutes ago	David Loveridge					
Site contents	Sales Figures 2018-19	28 minutes ago	David Loveridge					
Recycle bin	Sales Figures 2019-20	28 minutes ago	David Loveridge					
Edit	Sales Forecast Q1	28 minutes ago	David Loveridge					

