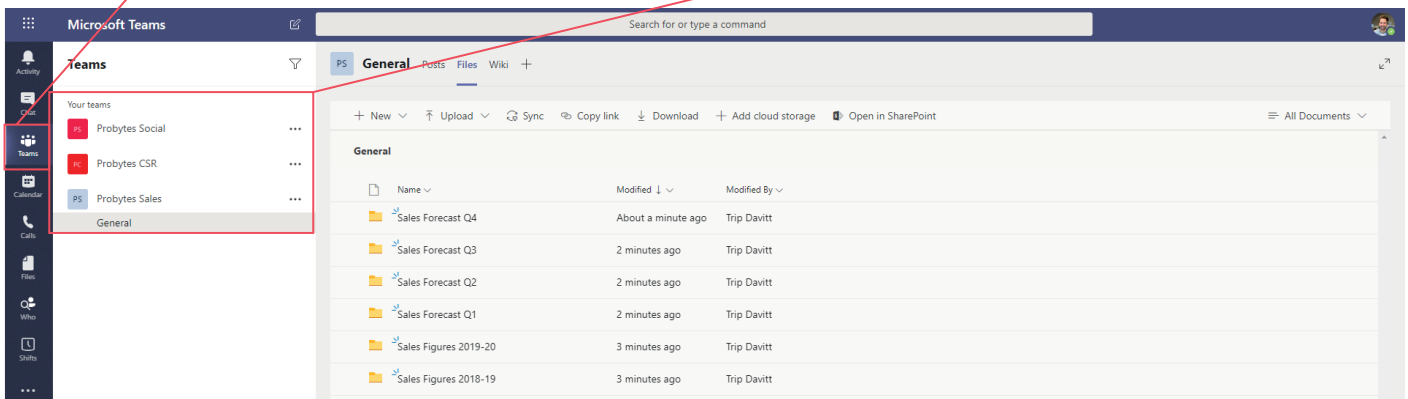


Files in Teams

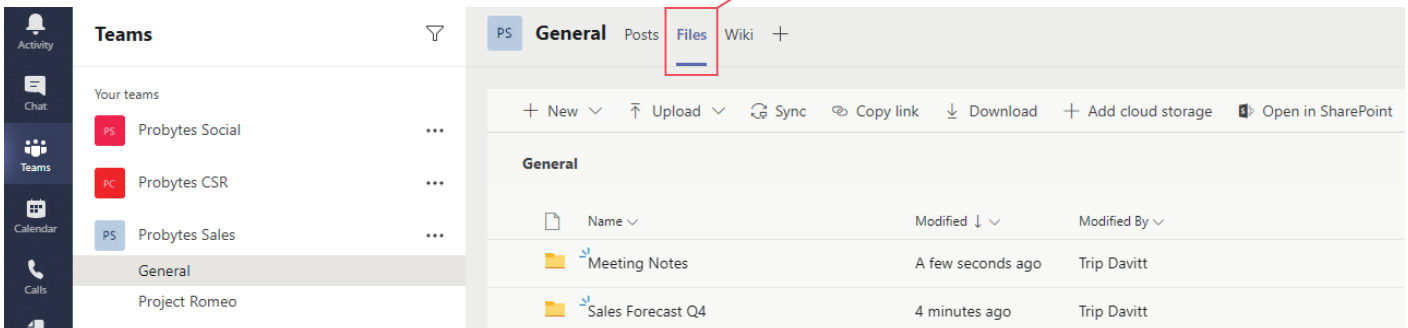
There are three ways to access your data within Teams; through the application, via File Explorer or in SharePoint. File Explorer provides the most familiar way to access your files, but ultimately the choice is down to how you feel comfortable working. Explore the options below:

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.

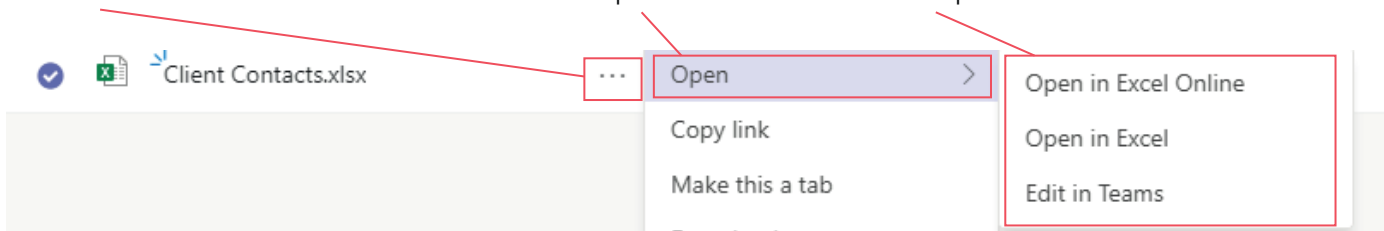


Once you have selected the relevant Team, you will see that each Team has a default channel named 'General' where the files are stored. Select the 'Files' tab across from 'General' to open the files for that Team.



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.

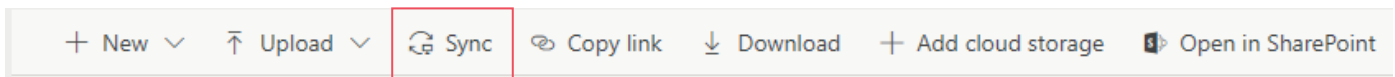


Files in Teams

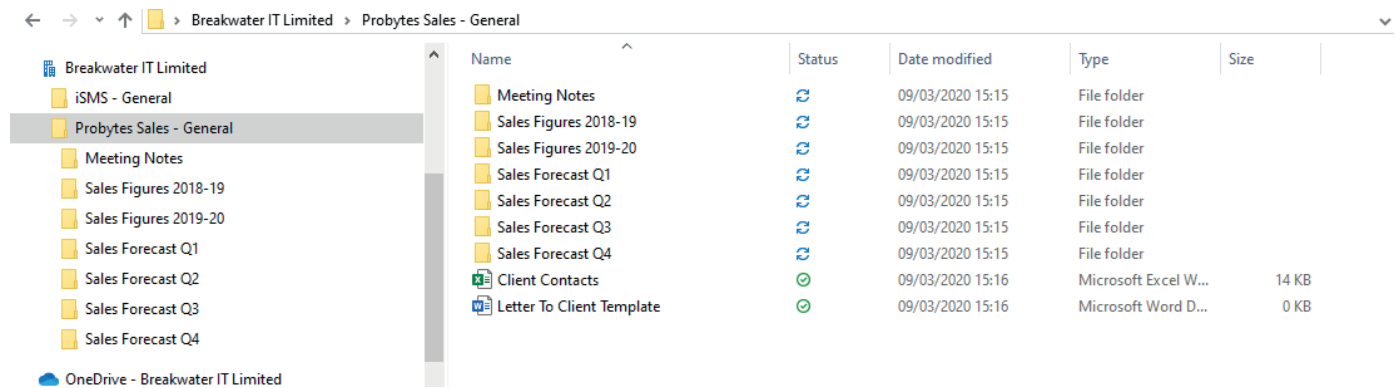
File Explorer

A more familiar way to access your files is by setting up the File Explorer option. Each Team can be 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.



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.



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.

