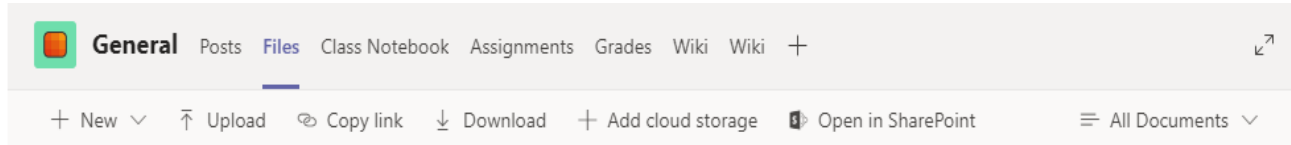


How to Add Files in Teams

Files can be uploaded that will be available to the entire team and saved to a custom SharePoint page for each team. From the files tab you have the following options:



New: Create a new SharePoint folder, or a Word, Excel, or PowerPoint file. These files can be edited within Teams, or they can be edited within the desktop applications. These documents can be modified collaboratively and will give a notification if anyone else is modifying the document at the same time.

Upload: Upload an existing file. If it can be modified, any other member of the Team will have access to do so.

Get link: Provides a shareable link to the specific documents or folders selected.

Add cloud storage: Allows you to add a variety of cloud storage services to be linked through the Team.

Open in SharePoint: This will open your Teams SharePoint site. When you create a new Team a SharePoint site is automatically created with associated Libraries.