



## Upload and Find Files


### Upload and share files

Anywhere in Teams, look for the paperclip icon  to **Attach** a file. Alternately:

- Go to the **Files** tab.
- Select **Upload**.
- Select single or multiple files from device computer or OneDrive for Business account.
- Select **Open**

There are a couple ways to upload files to Teams. Once you upload a file, you can also share a link to it. That way, you don't have to upload multiple copies of the same file to share it in different places.

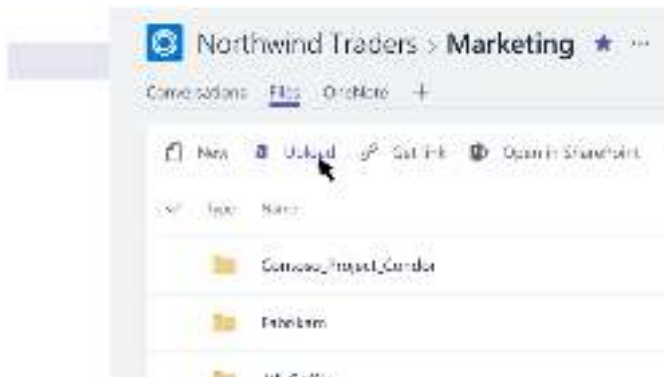
#### Share a file in a one-on-one or group chat

Select **Choose file**  beneath the box where you type a message. This will upload a copy of your original file. You can also upload a file by going to the **Files** tab of a chat and select **Share**.

You'll have access to files from your computer, OneDrive for Business account, and any third-party cloud storage you or your admin have added to Teams.

#### Share a file with your team in a channel

**Choose file**  beneath the box where you type your message in a channel, or go to the **Files** tab and select **Upload**.



[Click to watch the "Upload and share files" video.](#)

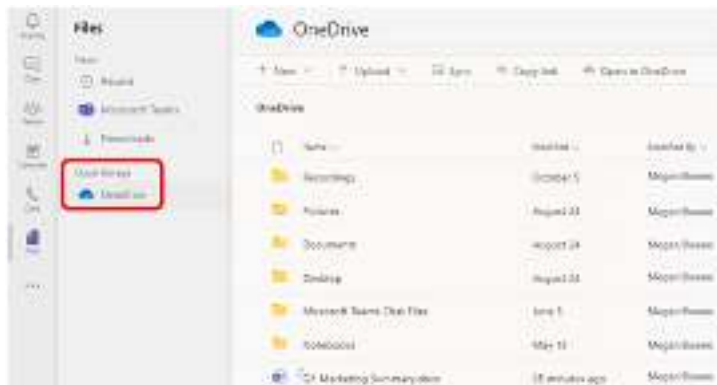


## Upload and Find Files

### Explore the Files list in Teams

Select **Files**  on the left side of Teams for quick access to all your files, arranged in the following views:

- **Recent** lists every file you've recently viewed or edited.
  - Tip:** Another way to view your recent files is to enter **/files** in the command bar at the top of Teams.
- **Microsoft Teams** contains all the documents that were recently created or edited in the channels that appear in your teams list.
- **Downloads** shows all the files you've downloaded from Teams. This list is cleared each time you sign out of Teams.
- **Cloud storage** shows the cloud storage services you've connected to Teams. Select a service to view your cloud files.



From here, you can delete any personal file you've added to Teams, upload files, and create new files. Files added to cloud storage are private until you share them.

By default, OneDrive cloud storage will be available. If your IT admin made it possible to add other cloud storage services, you'll see an **Add cloud storage** button at the bottom of the screen.

[Click to watch the "Find and filter files" video.](#)

### Edit an Office file

Open and edit a file directly in Teams on the desktop or, if you prefer, quickly access the file's desktop or web app to make your changes there.

**Note:** Non-Office files must be edited in their corresponding apps and then uploaded to Teams again.



## Upload and Find Files

### Edit a file directly in Teams


1. Select a file from any of these locations:
  - The files list when you select **Files** on the left side of Teams
  - The **Files** tab at the top of a chat or channel
  - The message where the file was attached

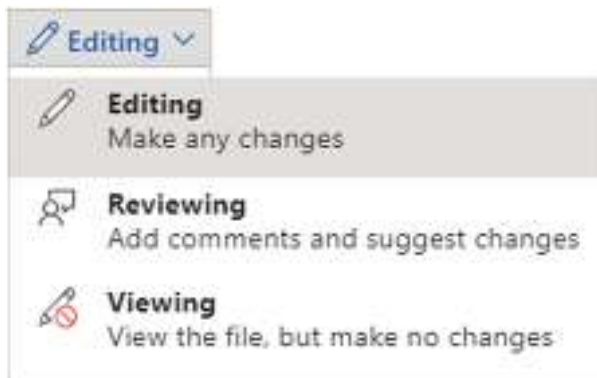
By default, the file opens inside Teams with the standard Office tools available at the top of the screen.





2. Start editing.

### Additional tools

Depending on the file type, you'll see some of the following buttons in the top right of the Teams screen.

- **Editing**  Here you can indicate whether you want to work with the file as an editor (the default) or reviewer, or simply view the file.



- **Copy Link**  To share the file with others, send them the copied link. To change who can open the file and whether they can edit or download it, select **People in your organization with the link can edit** and make your choices.
- **Catch up**  Here you can view changes that others have made since you last viewed the file.
- **Conversation**  This will show you the chat or channel thread inside Teams that relates to the file.
- **More options**  Here you can choose to open the file in its web app or download it.
- **Close** This will close the file and take you back to where you were in Teams when you first opened the file.

### Edit a file in its desktop or web app

1. Right-click a file from any of these locations:
  - The files list when you select **Files** on the left side of Teams



## Upload and Find Files

- The **Files** tab at the top of a chat or channel
  - The message where the file was attached
2. Select **Open in Desktop App** or **Open in Browser**.

Or

For a file on the **Files** tab of a channel, select **Open** and then **Open in app** or **Open in browser**.

## File storage in Teams

Files that you share in a channel are stored in your team's SharePoint folder. Which can be found in the **Files** tab at the top of each channel.

Files that you share in a private or group chat are stored in your OneDrive for Business folder and are only shared with the people in that conversation. These will be found in the **Files** tab at the top of a chat.

**Note:** The OneDrive files you see in Teams are OneDrive for Business files associated with your Office 365 account—not your personal OneDrive. Teams can't currently connect to your personal OneDrive.

## Find and filter files

Filter files to find recent documents, ones that have been created or edited in your channels, or downloaded to your computer.

1. Select **Files** and choose a filter:
  - **Recent:** Recent files you've viewed or edited.
  - **Microsoft Teams:** Files created or edited across your channels.
  - **Downloads:** Files you've downloaded from Teams. Select Open Downloads Folder to find them.
2. OneDrive is connected by default. If you'd like, choose another cloud storage provider to use in Teams.

[Click to watch the "Find and filter files" video.](#)

For more information, please refer to the Microsoft training resource page [HERE](#)