

Teams Resources for Students

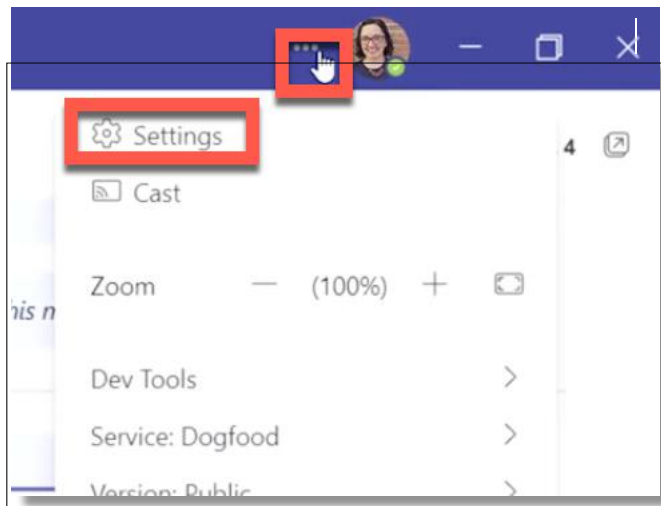
Sharing Files and Locating Shared Files

Knowing how to manage your files effectively will keep your projects on track.

Customizing File Opening Preferences

Control where your files open when shared in Teams:

1. Click the ellipses (⋮) next to your profile image
2. Select **Settings**



3. Navigate to the **Files** tab
4. Choose your preferred option for where files should open:
 - a. In Teams
 - b. In the Desktop app
 - c. In your Browser
5. Click the X to close Settings and save your preferences

Opening Shared Files

When someone shares a file with you:

1. Go to the chat or channel where the file was shared
2. Click directly on the file to open it using your default preferences

Alternative Opening Methods:

1. Click the three dots (⋮) on the file
2. Hover over **Open**
3. Select from available options

Additional File Options:

From the same three-dot menu, you can also:

- Download the file to your computer
- Get a shareable link to share with others

Sharing Files

There are multiple ways to share files in Teams:

Method 1: Share from Microsoft 365 Documents

1. From an open Microsoft 365 document, click "Share"
2. Select "Copy link"
3. Paste the link into a Teams chat or channel

Method 2: Drag and Drop

1. Click and hold on the file from your computer
2. Drag it directly into the Teams chat or channel
3. Release to upload

Method 3: Using the Paperclip Icon

1. Click the paperclip icon below the message compose box
2. Browse to select a file from your computer
3. Once the file uploads, it's ready to send with your message

Managing Files in Channels

When sharing files in Teams channels:

1. Follow the same methods as you would in a chat (drag-and-drop or paperclip)

OR

2. Use the Files tab:
 - a. Navigate to the channel
 - b. Select the **Files** tab
 - c. Drag and drop documents into the folder
 - d. Alternatively, click **Upload** and select documents to share

Locating Shared Files

To find all files you've shared or that have been shared with you:

1. Click on the **Files** tab in the left navigation pane of Teams
 - a. This shows files across all your conversations and channels

OR

2. Access files within a specific conversation:
 - a. Go to the particular chat or channel
 - b. Select the **Files** tab to view files shared in that context