

# Enhance Course Management with File Sharing

## How to Share Files in Microsoft Teams

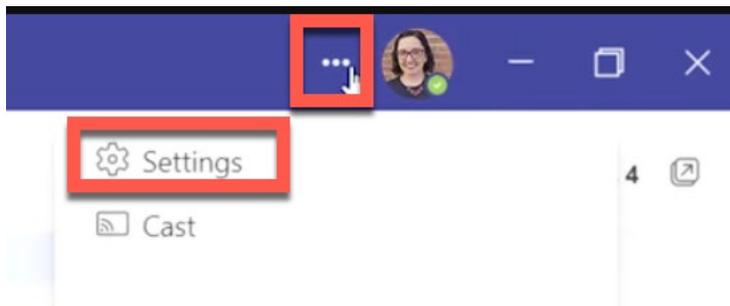
This guide covers the essential file sharing features in Microsoft Teams, including customizing settings, sharing methods, and locating your shared files.

### Customizing File Sharing Settings

Before you start sharing files, you can customize where files open when shared in Teams:

#### 1. Access Settings

- a. Click the ellipses (three dots) next to your profile image
- b. Select "Settings" from the dropdown menu

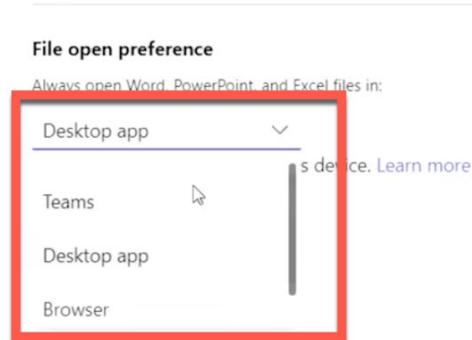


#### 2. Configure File Opening Preferences

- a. Select the "Files" tab in the settings menu
- b. Choose where you want files shared in Teams to open:
  - i. In Teams (web interface)
  - ii. In the Desktop app
  - iii. In your Browser

## Settings

- General
- Accounts
- Privacy
- Notifications
- Devices
- App permissions
- Accessibility
- Captions and transcripts
- Files**
- Calls



### 3. Save Your Settings

- a. Click the X to close the settings window
- b. Your file opening preferences are automatically saved

## Opening Shared Files

### Basic File Opening

1. Navigate to a chat or channel where files have been shared
2. Click on the file you want to open
3. The file will open according to your configured preferences

### Alternative Opening Methods

If you want to open a file in a different way than your default setting:

1. Click the three dots on the file
2. Hover over "Open" in the menu
3. Select from the available opening options

### Additional File Actions

From the same file menu, you can also:

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

## Methods for Sharing Files

### Method 1: Share from Microsoft 365 Document

1. Open any Microsoft 365 document
2. Click the "Share" button
3. Select "Copy link"
4. Paste the copied link into a chat or channel in Teams

### Method 2: Drag and Drop

1. Locate the file on your computer
2. Click and hold the file
3. Drag it over into the Teams chat or channel window
4. Release to upload

### Method 3: Upload via Paperclip Icon

1. Click the paperclip icon below the message compose box
2. Choose the file from your computer
3. Once uploaded, the file is ready to send

## Sharing Files in Channels

### Using Chat-Like Methods

Follow the same steps as sharing in individual chats (drag-and-drop, paperclip icon, or copying links).

### Using the Files Tab

1. Navigate to the specific channel
2. Click on the "Files" tab within the channel
3. Choose one of these options:
  - a. **Drag and drop** your document directly into the folder
  - b. **Click "Upload"** and browse for the document you want to share

## Locating Your Shared Files

To find all the files you have shared in Teams:

### Main Files Tab

- Click on the "Files" tab in the left pane of Teams

- This shows all your shared files across Teams

### Specific Chat or Channel Files

- Navigate to a specific chat or channel
- Click on the "Files" tab within that conversation
- This shows files shared only in that specific location

### Quick Tips

- Files shared in channels are accessible to all channel members
- Files shared in private chats are only visible to chat participants
- Your file opening preferences apply to all files opened in Teams
- Downloaded files are saved to your computer's default download location
- Shared links maintain the same permissions as the original file