Microsoft Teams - File sharing
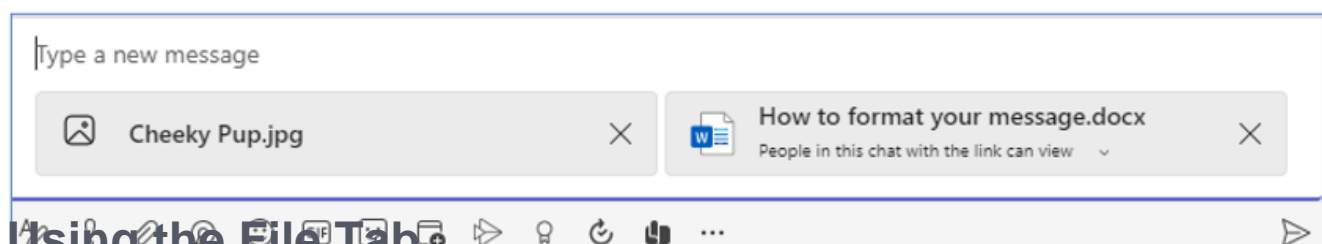
Files can be shared in channels, group, and individual chats.

Storing a file in chat

There are 2 ways you can share your files.

Using the chat window

Under the message box, where you type your message, click on the paper clip, then select the file you wish to share and send your message.

Using the File Tab

On the top menu of your chat select the files tab

In the files tab you can drag and drop the documents you wish to share; here you will be able to view any documents previously shared.

Any document added will be listed as individual document as chat does not allow you to create folders
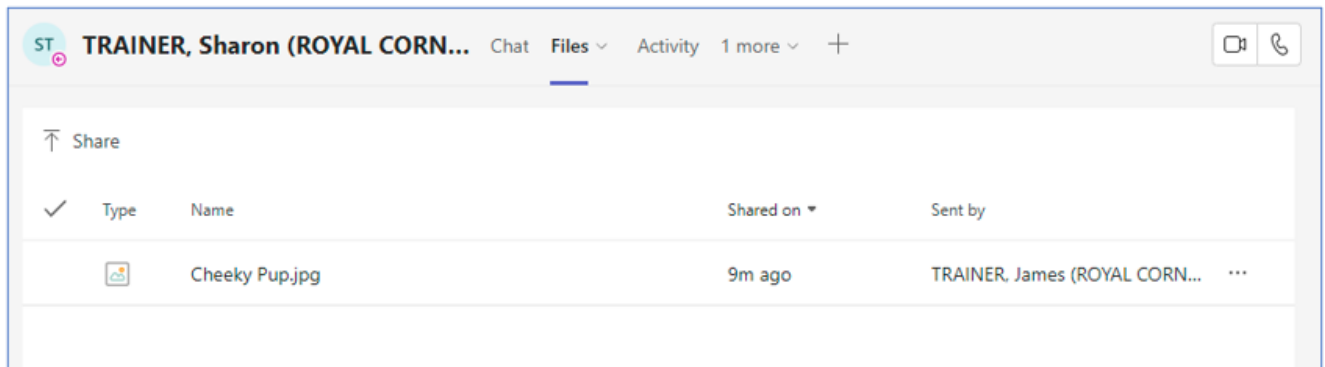
Sharing a file within a channel

From the left-hand menu select the Teams channel you would like to share your document in.

To attach your document, go to the channels tool bar at the top of the screen and click on upload, you will be given the option to upload a folder or file.

Within a Teams channel you can create folders so that your documents are not listed as individual documents.

To do this select the new tab next to the upload tab and select new folder. Once your folder has been created you can drag and drop any documents from the file list into it.

To view all the files that have been shared by you or with you select the file tab on the left-hand menu

How to turn a file into a tab or to pin

If you need quick access to a shared document, you may frequently visit for example a roster, this can be turned into a tab that will be displayed on the top menu.

To create the tab, firstly select the channel, go to files tab at the top of the

page, hover your mouse over the required document, left click on the 3 dots … after the document name.
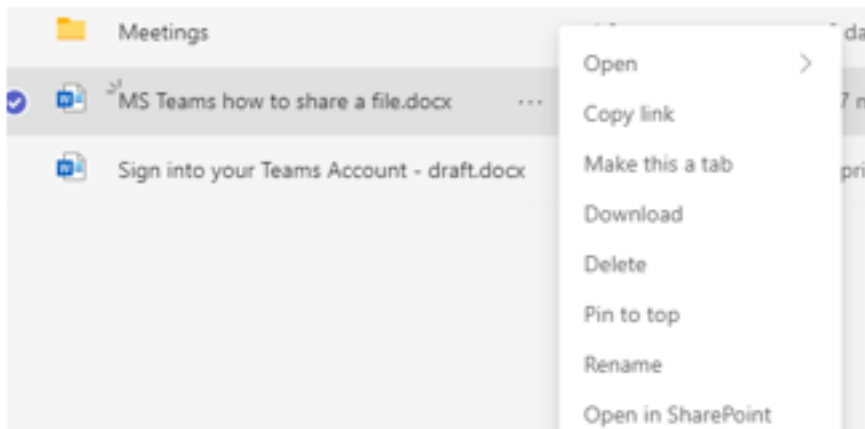
Select the make this a tab option, a new tab will appear at the top of your screen, by clicking on this new tab your document will be opened.

To remove the tab, either right click or use the drop-down arrow next to the document name and select remove, the tab will be removed, the document will still be available to you.

To pin the document, select the pin to top option in the dropdown box, the document will be displayed at the top of the channel

To remove the pin right click on the pinned document and right click from the menu select unpin

Do not delete the document to remove pin as this will remove the document from the Teams channel

To view a short File Sharing video click on the following links below

Upload and share files

Find and filter files