

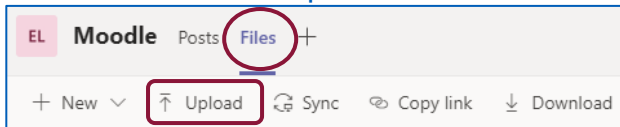
Upload, Manage and Share Files in Teams

Upload a file in Teams, manage content within the Files list and share files in Posts.

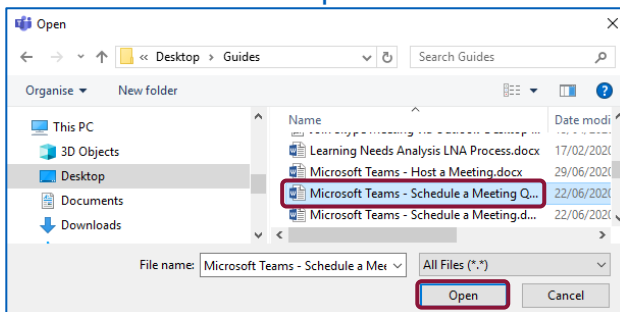
Quick Reference Guide

Upload a File to Teams

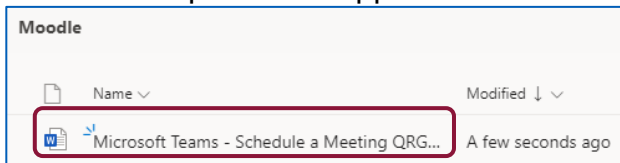
- Select the appropriate **Channel** → click the **Files** tab → **Upload**.



- Navigate to where the file is located → select the file → **Open**.



The file will upload and appear in the list.

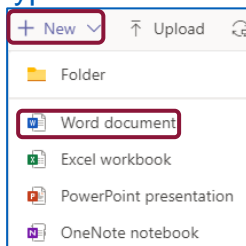


Create a New File

A new File can be created from within the Files tab. This includes

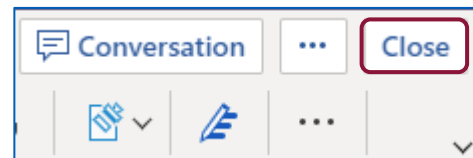
- Word document
- Excel workbook
- PowerPoint presentation
- OneNote notebook

- In **Files** click **New** → Select the **File type** → enter a **File Name** → **Create**.



The application will open and the file can be created.

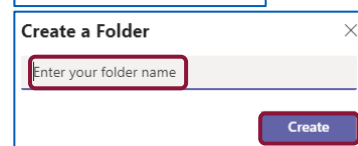
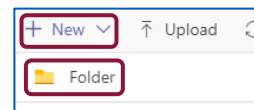
- Click the **Close** button to save the file.



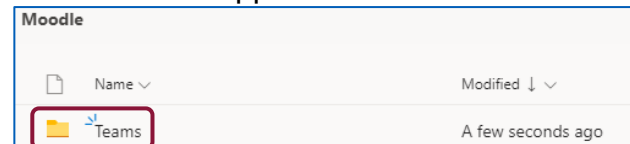
Create a New Folder

A new Folder can be created from within the Files list.

- From the **Files** list click **New** → **Folder** → enter a **File Name** → **Create**.

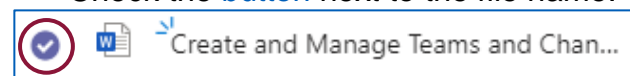


The folder will appear in the **Files** list.

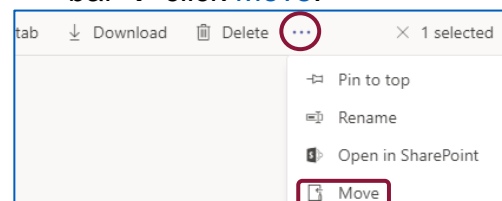


Move a File or Folder

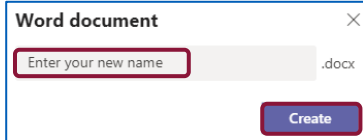
- Check the **button** next to the file name.



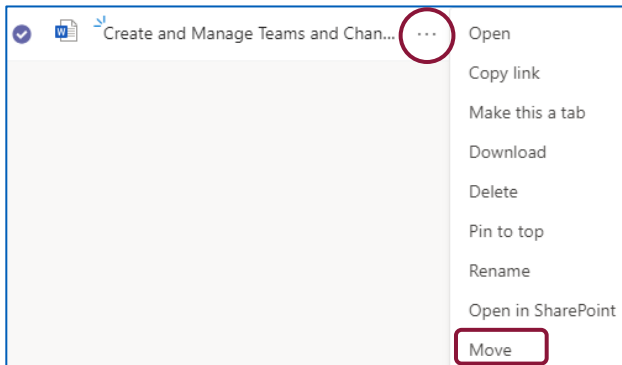
- Click the **3 dots** found on the top menu bar → click **Move**.



- Navigate to the new location → select the appropriate folder → **Move**.

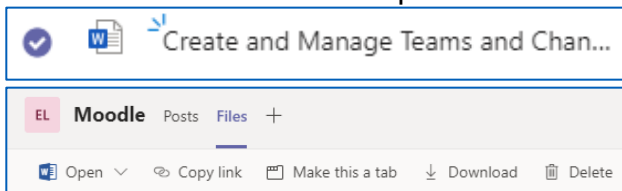


This process can also be completed via the 3 dots next to the file name. A similar menu will appear which includes the **Move** option and the above steps should be followed.



Delete a File

- Check the **button** next to the file name → click **Delete** on the top menu bar.

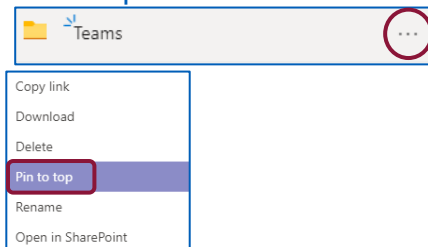


Manage Files and Folders

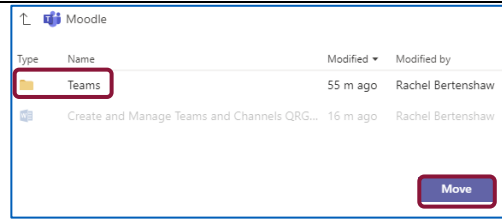
Files and folders can be organised for easier access and use within the **Files** list.

To view the file or folder at the top of the list

- Right click on the **3 dots** → select **Pin to top**.



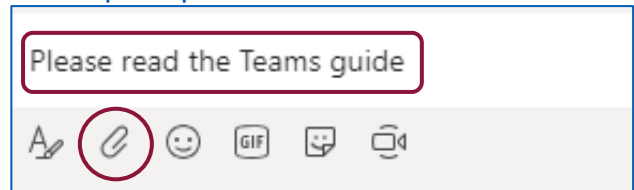
The file or folder will now appear at the top of the list.



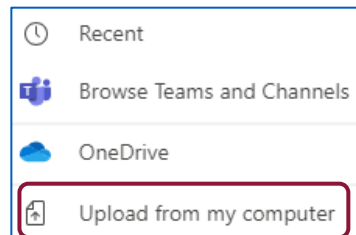
Share a File in a Post

A file can be attached to a Post and it will be available for the Channel members to access. Any files shared in a Post are automatically saved to the Files list.

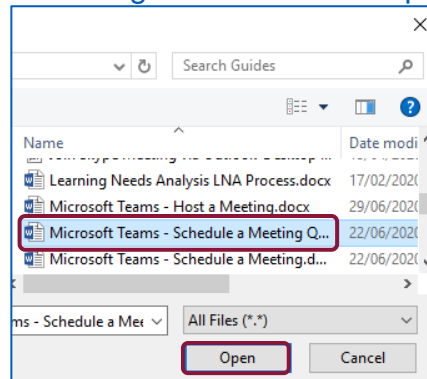
- Type your **Post** then click on the **Paperclip** icon.



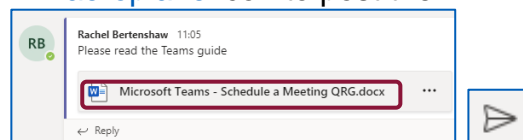
- Select the current file **Location**



- Navigate to the file → **Open**.



- Once the file is attached, click the **airplane** icon to post the link.



The file will automatically be added to the **Files** list.

To book training or speak to a trainer, please get in touch via:
e training@imerseyside.nhs.uk