Southern Connecticut State University

Teams – Channels: File Management

Introduction

Team provides a space for collaborating with others in your organization. File sharing is a great way to begin! This guide will walk you through how to file share within a channel. The file section allows users to upload, create, link, and edit documents. Any files uploaded can be edited by other members of the team.

File management

1. Open Microsoft Teams via the software application or the web. If going through the web, go to: teams.microsoft.com.
2. Select the channel, then "Files".
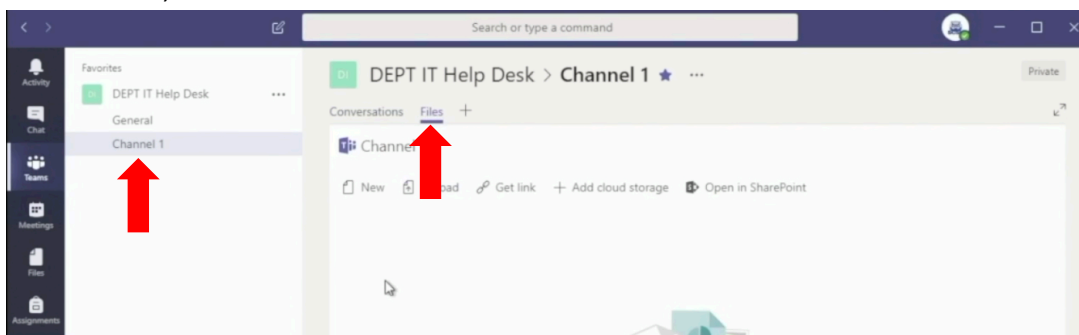
3. The file tab will show all files uploaded to the channel, as well as when it was last updated and by whom.
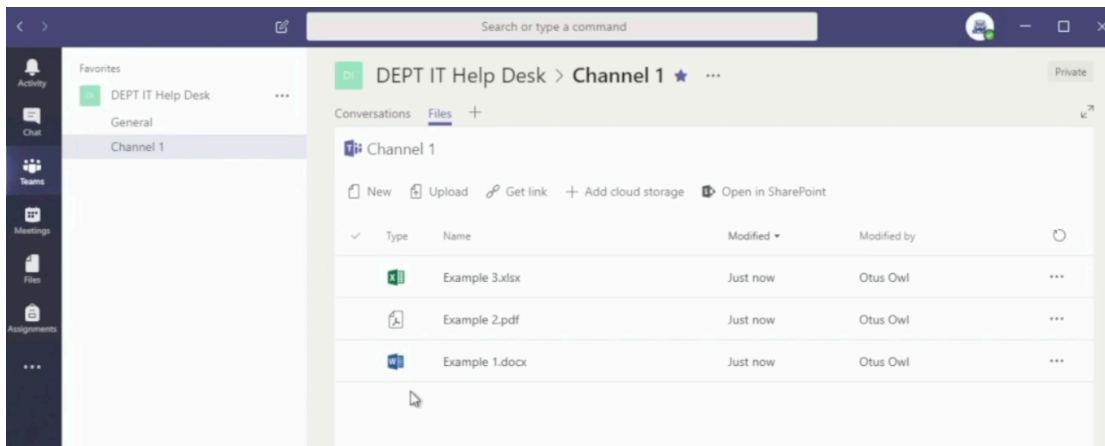
4. Selecting the three dots next to a file will open the options menu. Here, you can choose to open a file in various locations, as well as explore other file management choices.
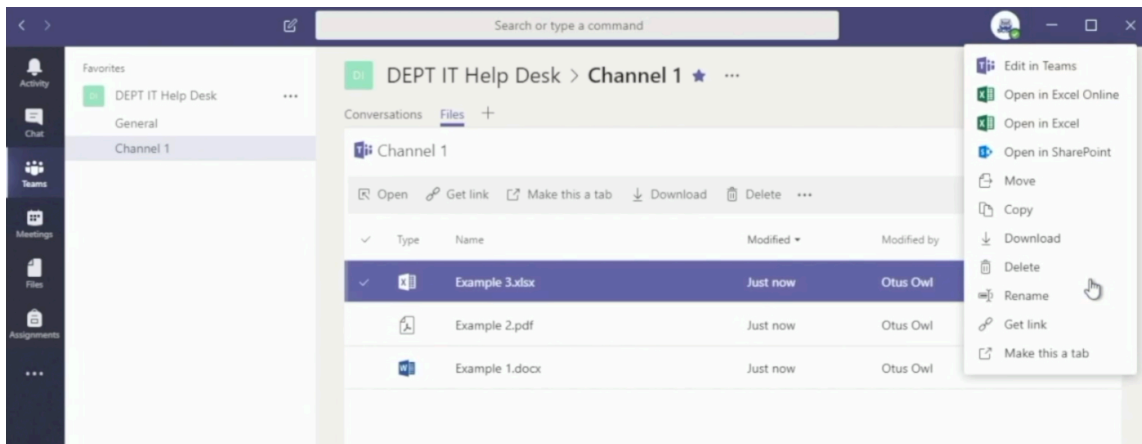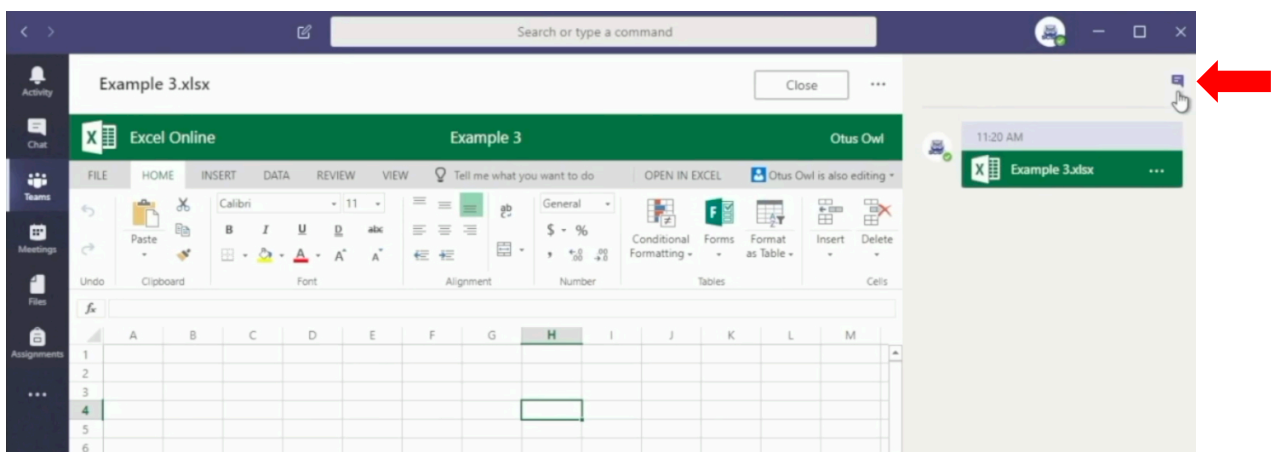

Editing documents

Teams makes editing documents easy with the option to edit directly in the Teams program. Doing this allows you to work simultaneously with others on the document, and chat about the document as well!
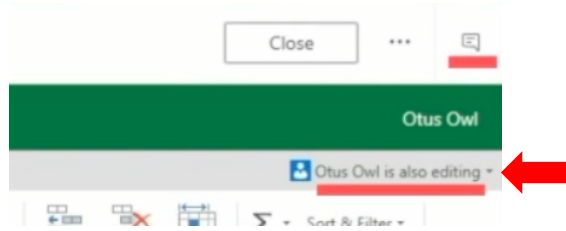
1. Select the three dots next to a file, then "Edit in Teams".
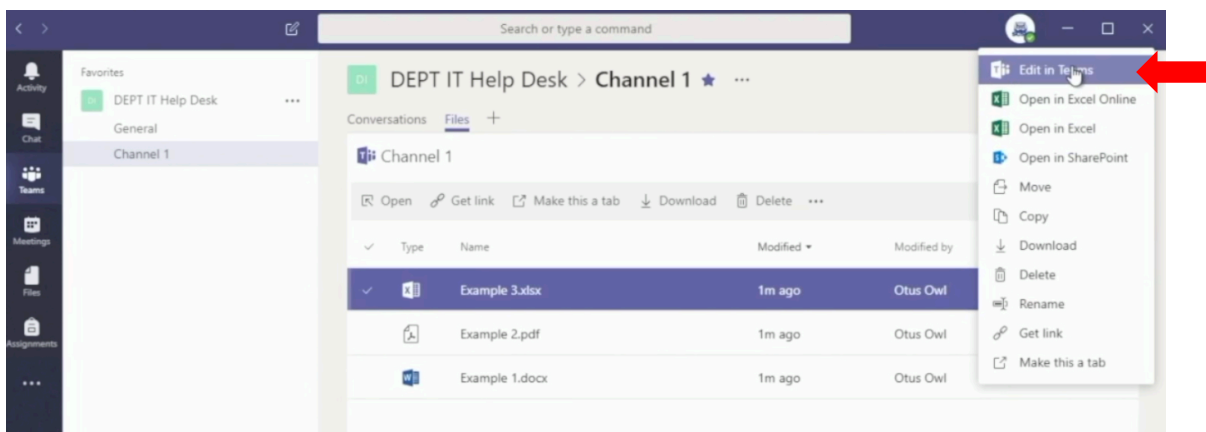
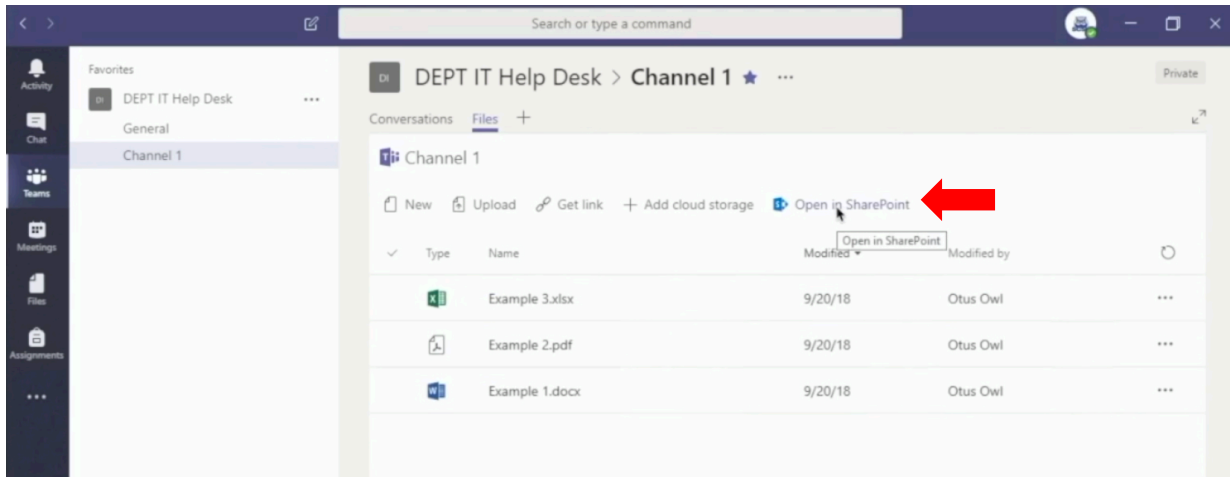2. Select the chat icon in the upper right-hand corner to open or close the chat window.

3. View who else is currently editing the document in the upper right-hand corner.
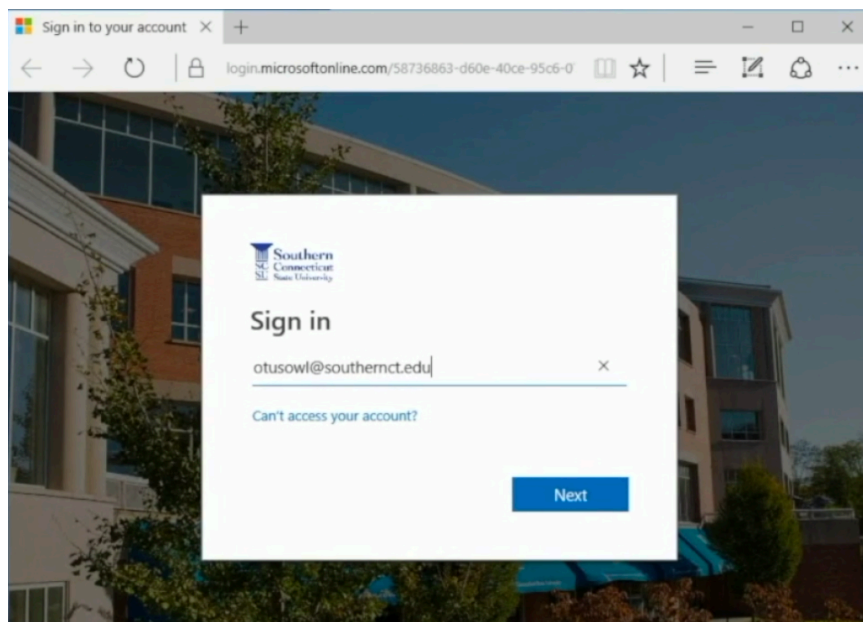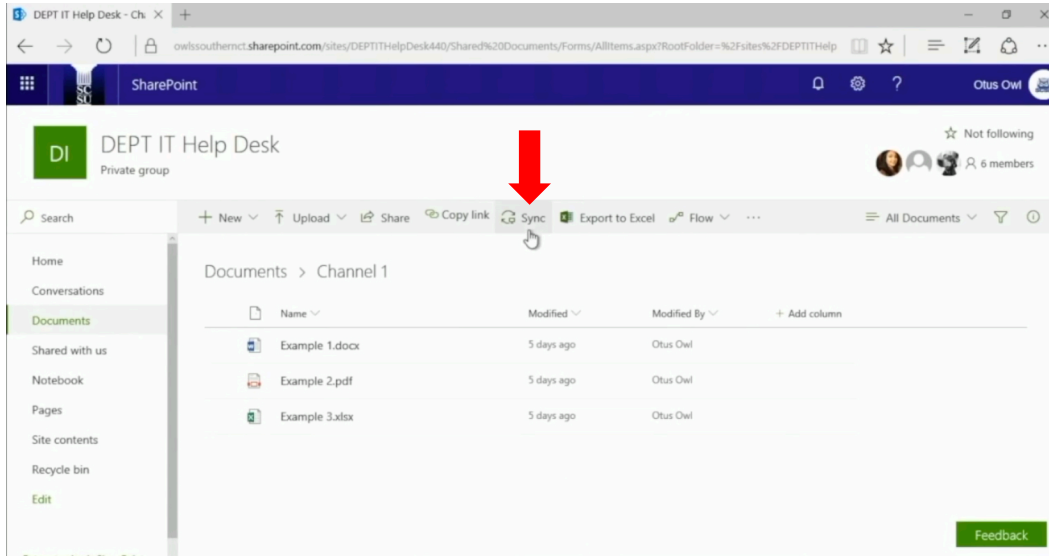

Syncing files to your computer
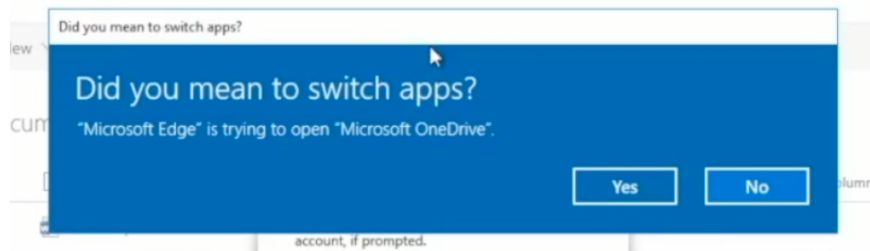1. Under the "File" tab, select "Open in SharePoint".

2. A separate window will appear in an internet browser. Sign in with your full SCSU email address and password.
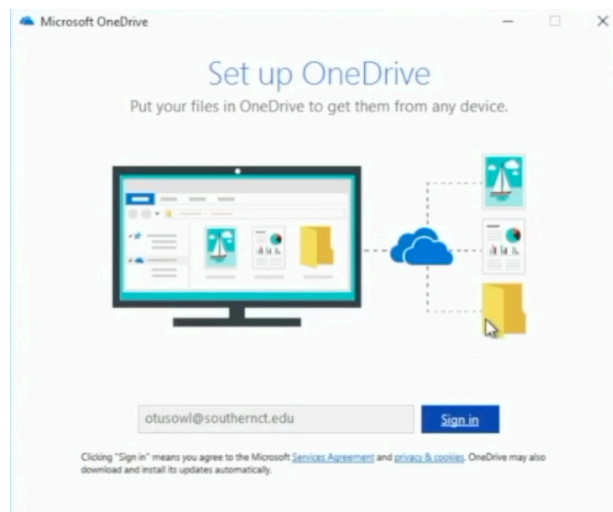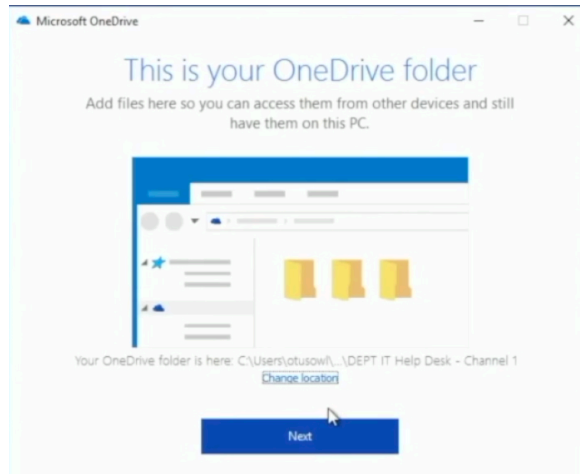
3. Select "Sync".

4. The OneDrive app will attempt to launch. Select "Yes" if prompted to allow to switch apps.
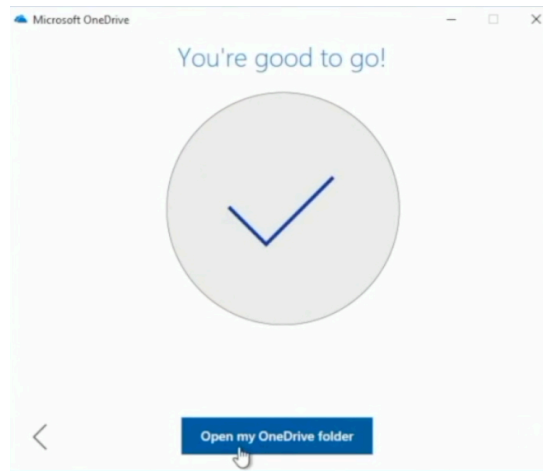

5. If you have not used the OneDrive application yet, you will be prompted to set it up. Enter your full SCSU email address and password again.

6. Proceed through any tutorials.

7. Open the OneDrive folder.

8. Your Teams' channel files can now be accessed by opening your computer files and selecting "Southern Connecticut State University".