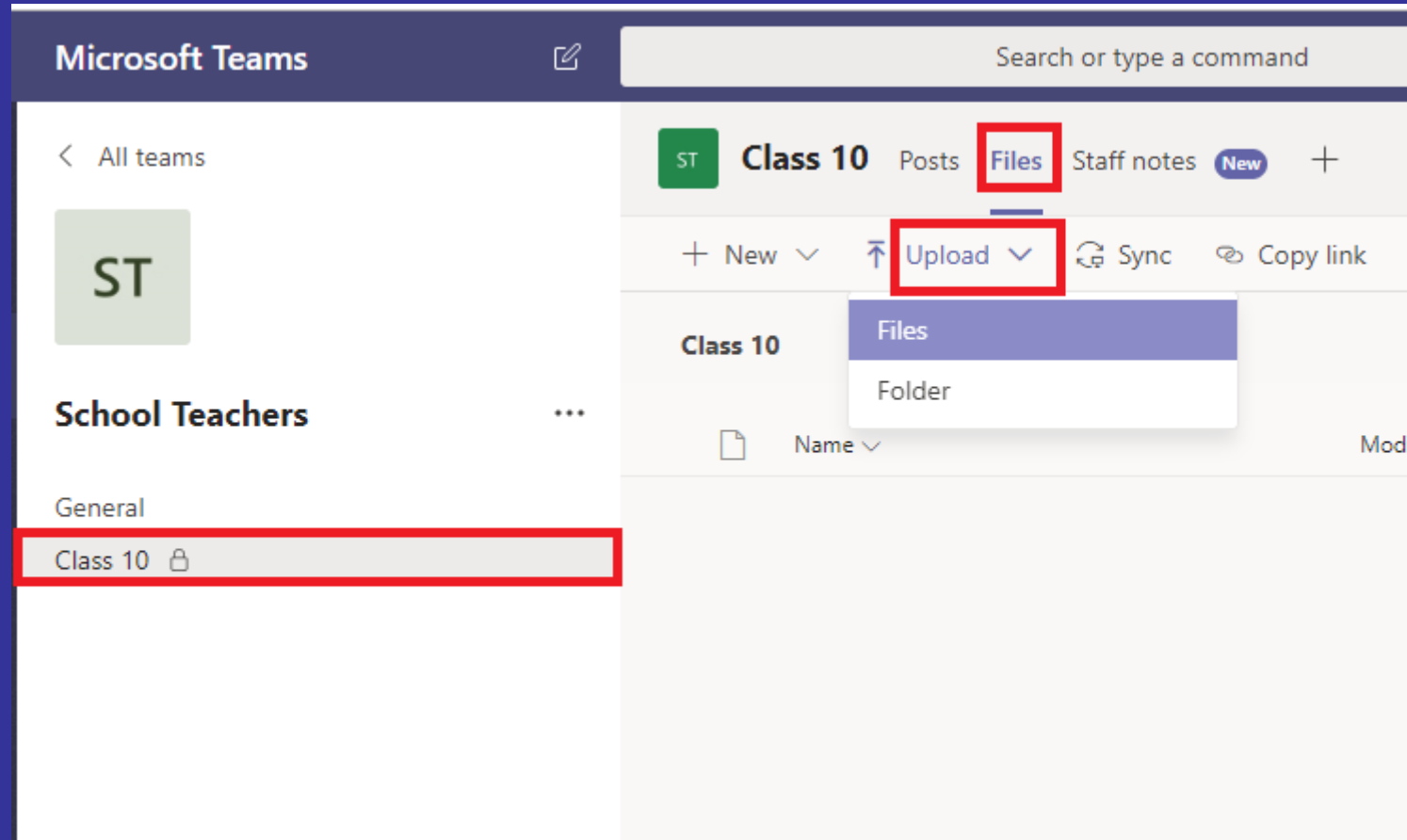


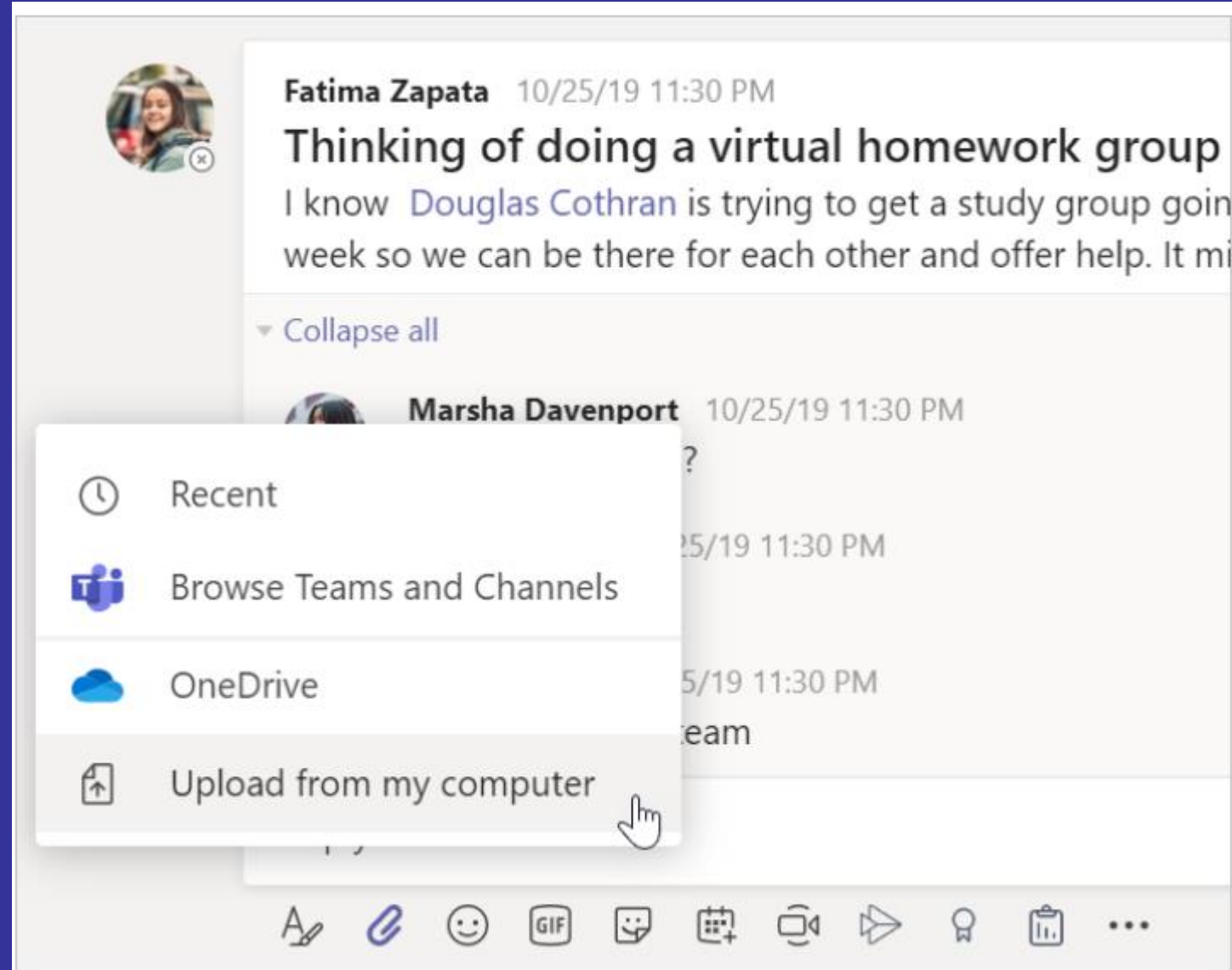
How to share a files in Teams?

To share a file with your team in a channel, select Choose file Choose file button beneath the compose box or go to the Files tab and select Upload.



Share a file in a channel or chat.

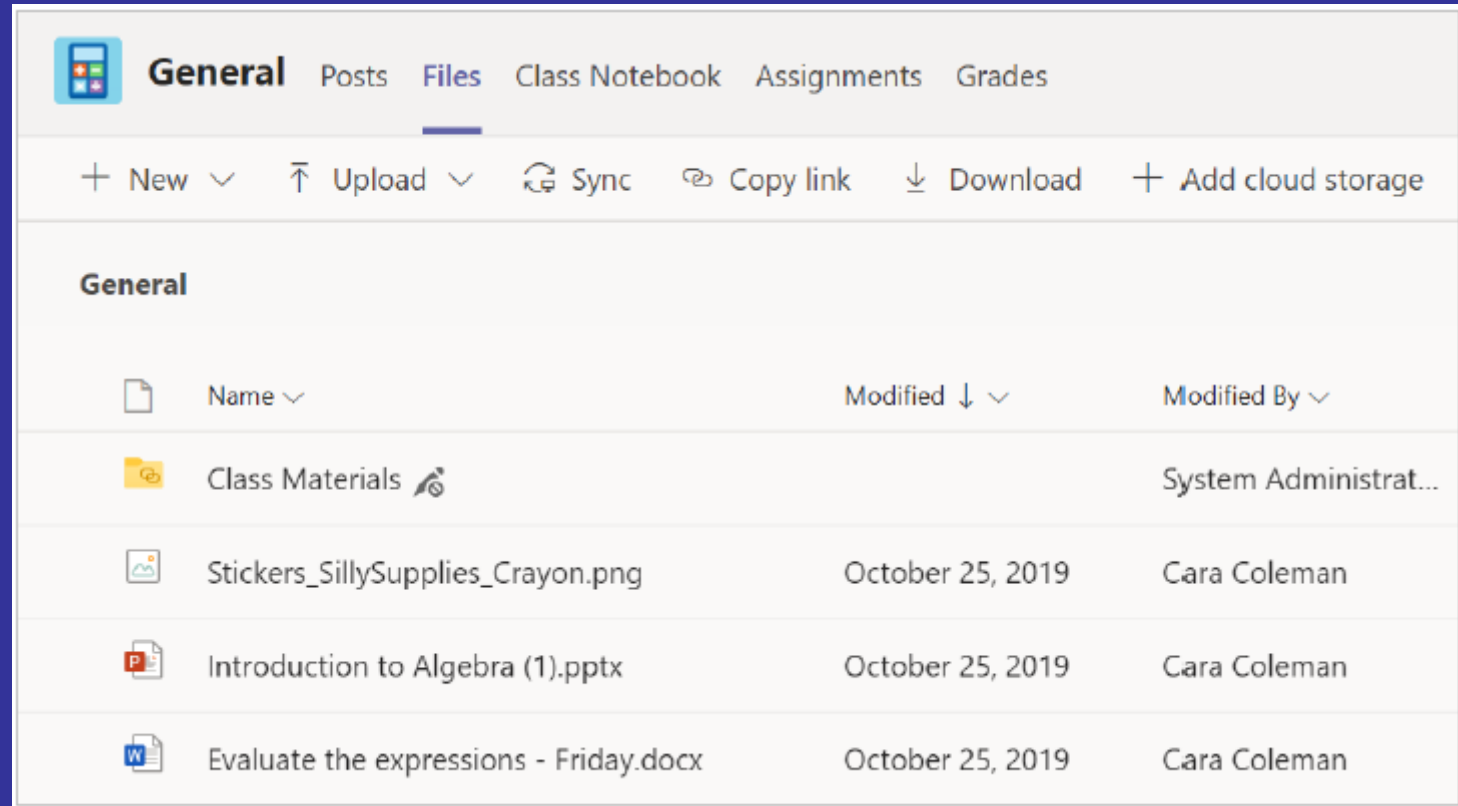
1. In a new message or reply, click **Attach**
2. Choose a file you'd like to share
3. Include a message if you want, then click **Send**



Find or create file.

See the files that you, your classmates, and your teacher have shared in chat or channel by selecting the **Files** tab.

While in Files, you can create new Word, Excel, or PowerPoint documents.



The screenshot displays the Microsoft Teams interface for a channel named "General". The "Files" tab is selected, showing a list of files and folders. The interface includes a top navigation bar with tabs for "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades". Below the navigation bar, there are action buttons: "+ New", "Upload", "Sync", "Copy link", "Download", and "Add cloud storage". The file list is organized into columns for Name, Modified, and Modified By.

| Name | Modified | Modified By |
|----------------------------------------|------------------|-----------------------|
| Class Materials | | System Administrat... |
| Stickers_SillySupplies_Crayon.png | October 25, 2019 | Cara Coleman |
| Introduction to Algebra (1).pptx | October 25, 2019 | Cara Coleman |
| Evaluate the expressions - Friday.docx | October 25, 2019 | Cara Coleman |