

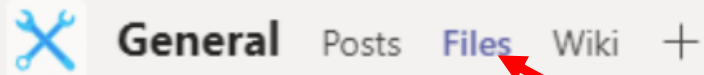
2.3.2 Files Tab in Teams

This tutorial discusses the files tab. This tab is automatically created when a channel is created. It holds all files for the channel. When you share files in a post or a live meeting they will also be linked to the file tab corresponding to that channel.

UPLOADING FILES

STEP 1

Open the Files Tab



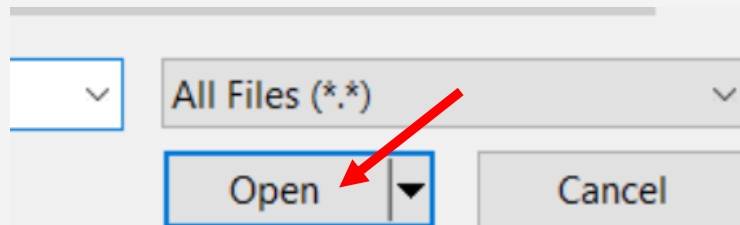
STEP 2

Select Upload

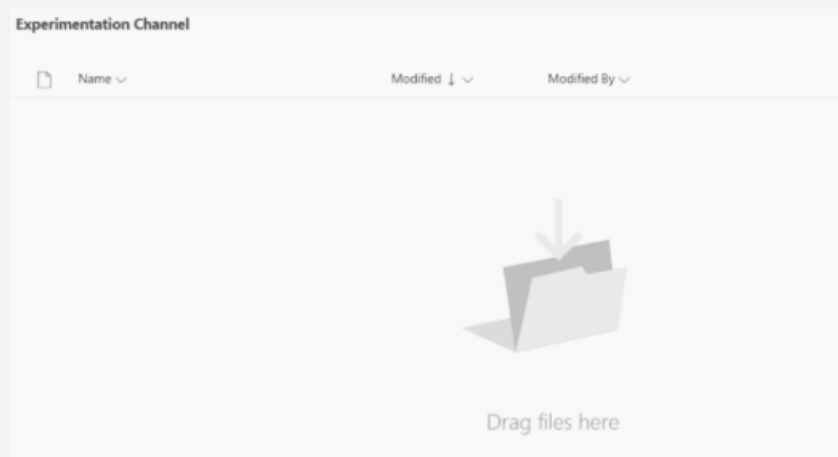


STEP 3

Windows Explorer will open, select files you want to upload and Click Open



Alternatively, you can simply drag and drop into the file area.



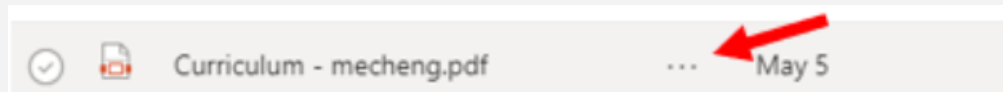
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MOVING FILES

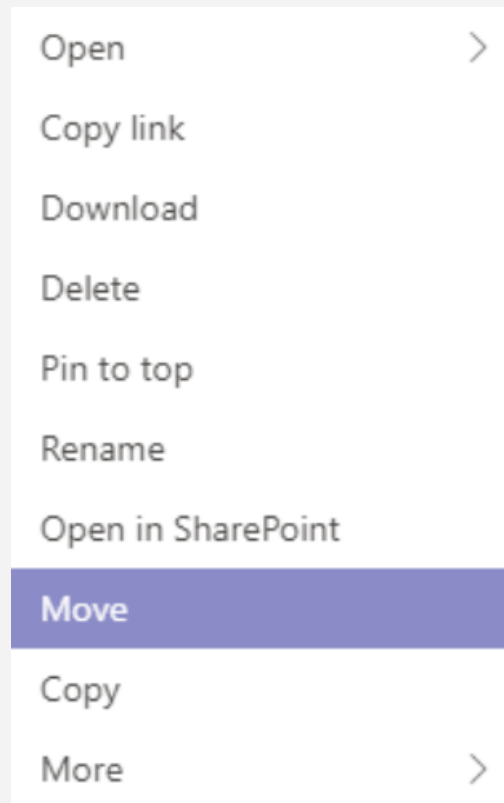
STEP 1

Select your file and press the **three dots** to the right



STEP 2

Press **Move** and choose your desired destination



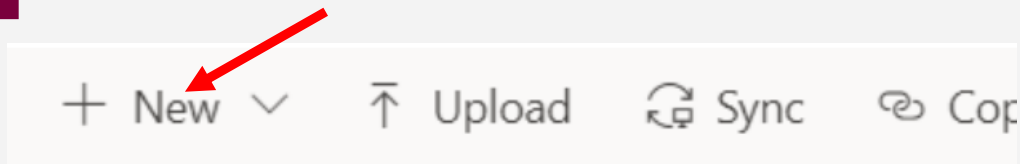
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ORGANIZING WITH FOLDERS

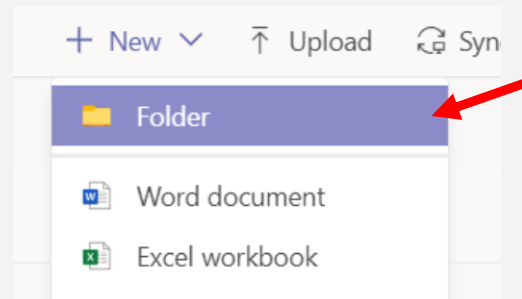
STEP 1

Click **New**



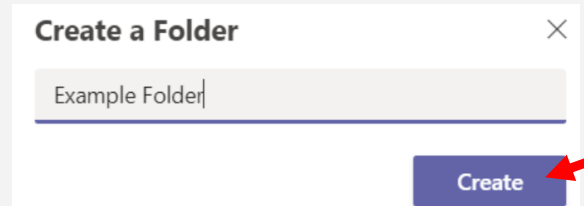
STEP 2

Click **Folder**



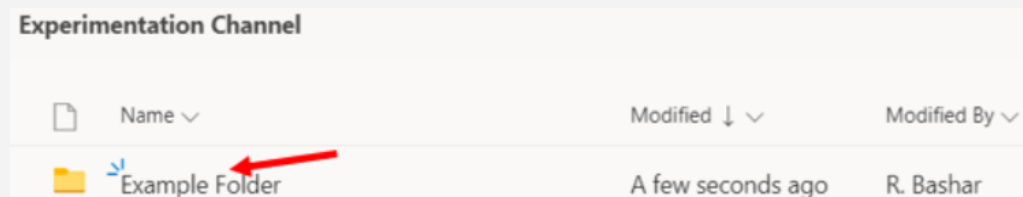
STEP 3

Name the folder then click **Create**



STEP 4

Click the folder name in order to open the folder



STEP 5

To go back to the first screen click on the name of the channel

