Upload and Share Files
Microsoft Teams
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Introduction

Microsoft Teams is a complete chat and online meetings solution. Host audio, video, and web conferences, and chat with anyone inside or outside your organization. Teams also makes collaboration teamwork easy with the ability to co-author and share files using popular Office 365 apps like Word, Excel, PowerPoint, and OneNote.

This booklet was written using Microsoft Edge. Although Microsoft Teams is supported on Firefox, Chrome, Safari, and Microsoft Edge, full functionality of the web version of Microsoft Teams is only available in Microsoft Edge at this time. Microsoft Edge fully supports the majority of the features the web version of Microsoft Teams has to offer, including audio and voice chat.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Access Microsoft Teams from a variety of web browsers
- Upload files to Microsoft Teams
- Access files within Microsoft Teams
Accessing Microsoft Teams through the Web

You can access *Microsoft Teams* using your KSU Mail account, or by accessing Office 365:

1. Navigate your web browser to [ksumail.kennesaw.edu](http://ksumail.kennesaw.edu) or [o365.kennesaw.edu](http://o365.kennesaw.edu).
2. Log-in using your KSU email address credentials.
3. In the upper-left corner, click the **App Launcher**.

![Click App Launcher](image1)

4. Select **Teams** from the list of available apps.

![Select Teams](image2)

5. **Microsoft Teams** will open.

![Microsoft Teams](image3)
Uploading Files through Microsoft Teams

Uploading a file through Microsoft Teams is as simple as adding an attachment to a chat message, either through the Chat or Teams panel, or uploading the file to the files tab in your team’s channel.

Uploading through Chat Panel

When sending files within a chat session, all users who are in the chat session will be able to access the file. In this example, we will begin a new chat conversation and share a file with a colleague:

1. Click the new chat icon (See Figure 4).
2. In the To: field, type the name of a person or contact you wish to send a file to (See Figure 4).
3. The person’s name will auto-populate below. Click the name or press enter to select (See Figure 4).

4. The Chat Panel will open a chat session with the person/contact. If desired, enter a comment to the person in the chat field (See Figure 5).
5. Click the Attachment icon (See Figure 5).

6. Upload locations will display giving you the option to upload an existing file from your OneDrive for Business account, or from your local machine. For this example, we will select OneDrive.
7. A preview of your OneDrive for Business documents will open and display all files stored under your account. Click a file to select (See Figure 7).

8. Click **Share** (See Figure 7).

```
<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agenda.docx</td>
<td>4/5/18</td>
</tr>
<tr>
<td></td>
<td>LTAO Project breakdown.docx</td>
<td>3/16/18</td>
</tr>
<tr>
<td></td>
<td>Project Roadmap 2018.docx</td>
<td>1/23/18</td>
</tr>
<tr>
<td></td>
<td>Timeline.xlsx</td>
<td>6/10/16</td>
</tr>
</tbody>
</table>
```

Figure 7 - Share

9. The selected file will be attached within the chat field. Click **Send** or press **enter** to send your file.

Figure 8 - File Sent

10. The file will be sent within the chat session.

Figure 9 - File Sent
Uploading Files through Channels

The files tab within a team’s channel gives some additional options for users to manage their files within a team. By using the files tab, users can upload files, get a share link, and even create a new file. The following example will demonstrate how to upload a file directly to the file tab in an existing team’s project channel:

1. Click the Teams Panel (See Figure 10).
2. The Teams Panel will open and display your teams. Click the channel under the team you wish to upload your file to (See Figure 10).
3. Within the channel, click the Files tab (See Figure 10).
4. Files that have been uploaded to this channel will be displayed. Click Upload (See Figure 10).

Note: Files can be uploaded directly to the files tab, or through conversations.

5. The File Manager will open. Select the file from your local machine you wish to upload (See Figure 11).
6. Click Open (See Figure 11).

7. The file will be uploaded to the file tab within the team’s channel.
Uploading through Teams Panel
Uploading a file via the Team’s Panel is similar to uploading via a chat session. The primary difference is anyone with access to the team will be able to access any files uploaded through team channels. In this example, we will post a message and file to be accessed by members on a project committee:

1. Click the **Teams panel** (See Figure 12).
2. Select the **Team and Channel** you wish to post your file to (See Figure 12).
3. If desired, enter a **comment** to the person in the **chat field** (See Figure 12).
4. Click the **Attachment** icon (See Figure 12).

![Figure 12 - Add Attachment to Team Channel](image)

5. A list of upload sources will be displayed:
   a. **Recent** – Select from a list of files recently accessed from within **Microsoft Teams** (See Figure 13).
   b. **Browse Teams and Channels** – Select files that have been uploaded in other Teams/Channels that you are a member of (See Figure 13).
   c. **OneDrive** – Select files from your **OneDrive for Business** account (See Figure 13).
   d. **Upload from my computer** – Select a file from your local machine (See Figure 13).

![Figure 13 - Upload Options](image)

6. For this example, we will select **Upload from my computer**.
7. The File Explorer will open. Select a file from your local machine that you wish to share (See Figure 14).

8. Click **Open** (See Figure 14).

![Figure 14 - Upload From Computer](image)

9. The selected file will be attached within the chat field. Click **Send** or press **enter** to send your file.

![Figure 15 - Send File](image)

10. The file will be added to the conversation and anyone with access to the team/channel will be able to interact with the file.

![Figure 16 - File Added to Conversation](image)
Accessing Files within Microsoft Teams

Files that have been uploaded to Microsoft Teams will be available either through the chat/conversation it was uploaded in, through the Files panel, or in the files tab within a channel.

Accessing Uploaded Files through Chat or Conversations

Files that have been uploaded to a chat session, or within a channel’s conversation can be easily accessed within the chat/conversation. You can also open Microsoft Office files and edit them within Microsoft Teams:

1. Navigate to the chat/conversation that contains the file you wish to access.
2. Click the file name to open the file.
3. The file will open within Microsoft Teams. If you wish to edit the file, click Edit (See Figure 18).
4. Click the drop-down for options to edit the file in Microsoft Office or Office 365 (See Figure 18).
5. Click Close to stop viewing/editing the file and return to Microsoft Teams (See Figure 18).

6. Click the ellipsis next to any file found within a chat/conversation to access additional options. In this example, we are accessing additional options for a Microsoft Word file, but other Microsoft Office files can be used as well.
   a. Edit in Teams – Edit the selected file from within Microsoft Teams (See Figure 19).
   b. Open in Word – Open the file in the desktop version of Microsoft Office (See Figure 19).
   c. Open in Word Online – Open the file in Office 365 (See Figure 19).
   d. Download – Download the file to your computer (See Figure 19).
   e. Get Link – Generate a link to the file (See Figure 19).
Accessing Files through Channels
You can access files that have been uploaded directly to the files tab within a channel.

1. Click the Teams Panel (See Figure 20).
2. The Teams Panel will open and display your teams. Click the channel under the team you wish to upload your file to (See Figure 20).
3. Within the channel, click the Files tab (See Figure 20).
4. Files that have been uploaded to this channel will be displayed. Click the file you wish to access (See Figure 20).

5. The file will open within Microsoft Teams.

Access Files through the Files Panel
Files that have been uploaded throughout your teams and chats can also be access through the Files Panel.

1. Click the Files Panel (See Figure 21).
2. The Files Panel will open. Select a view from the list of options (e.g. Recent) (See Figure 21).
   a. Recent – Displays files you recently opened or accessed through Microsoft Teams (See Figure 21).
   b. Microsoft Teams – Displays files that have been uploaded through chats or teams/channels that you have access to (See Figure 21).
   c. OneDrive – Displays files from your OneDrive for Business account (See Figure 21).
3. A list of files will be displayed according to the selected view. Click the file to open (See Figure 21).
4. Click the **ellipsis** next to any file to access additional options. In this example, we are accessing additional options for a *Microsoft Word* file, but other Microsoft Office files can be used as well (See Figure 22).

   a. **Edit in Teams** – Edit the selected file from within *Microsoft Teams* (See Figure 22).
   b. **Open in Word** – Open the file in the desktop version of *Microsoft Office* (See Figure 22).
   c. **Open in Word Online** – Open the file in the *Office 365* (See Figure 22).
   d. **Download** – Download the file to your computer (See Figure 22).
   e. **Get Link** – Generate a link to the file (See Figure 22).

![Figure 22 - Access Additional File Options](image)

### Additional Help

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

- **Phone:** 470-578-6999
- **Email:** service@kennesaw.edu
- **Website:** [http://uits.kennesaw.edu](http://uits.kennesaw.edu)

**KSU Student Helpdesk**

- **Phone:** 470-578-3555
- **Email:** studenthelpdesk@kennesaw.edu
- **Website:** [http://uits.kennesaw.edu](http://uits.kennesaw.edu)