

Share an Attachment in Microsoft Teams with a Contact

Sign in to MS Teams and share an attachment with a contact. You can share attachments, such as Word documents, spreadsheets, presentations, PDFs, and media files.

Prerequisites

- Access to MS Teams
- Name of the contact

To share,

1. On your Desktop/Laptop, sign in to MS Teams.
2. On **Chat**, perform one of the following options:
 - Using New Chat
 - a) On the top pane, select the **New chat** icon.
 - b) In the search box, enter and select the contact's name.
 - Using Search
 - a) On the top pane, select the search box.
 - b) In the search box, enter and select the contact's name.
 - Using Contacts
 - a) On the left pane, go to **Contacts** and select the desired person.

Note: If you have already chatted with a contact, you can select them from **Recent**. Your Chat window with the selected contact opens.
3. On the bottom pane, perform the following steps:
 - a. In the text box, select the **Attach files** icon.
 - b. Perform one of the following options:
 - Drag and drop the desired file into the text box.
 - Select **Upload from this device** and select the desired file from your device.
 - Select **Attach cloud files** and select the desired file from OneDrive.
 - c. Select the **Send** icon.

Your attachment is shared to the contact.