

Backing Up Data Associated With a Team

This works best in Internet Explorer (off VPN), you can try on VPN or NMCI Network, but may have issues:

1. In Teams, go to the "General" channel of your team.
2. In the main window, on the top right-corner, click on the "..." and choose "Open in SharePoint"
3. This will open in your default browser.
4. After signing in and the page loads SharePoint, copy the link in the address bar and open in Internet Explorer (you might be prompted for CVR credentials)
5. Click on the main "Documents" tab on the left
6. In the main window, under "All Documents" (this will have a down arrow), change the view to "View in File Explorer"