

GSD. MS Teams - Delete a File Shared in a Channel in Microsoft Teams

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General Information:

Possible symptoms/errors:

User wants to know how to Delete a File Shared in a Channel in Microsoft Teams

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

There are several ways in sharing files in Teams space and one of those is by uploading files in the teams channel. Shared files in the teams channel are uploaded in the Teams channel Files tab. In managing user's files, user may want to remove some of the files they have shared with a Team. This article shows a guide on how to delete files uploaded in the Files tab in a Teams channel.

Details:

Advise user to go to Teams then select the channel where they want to delete a file.

Select the Files tab.

Under Files tab, it displays all the files shared within the Teams channel. user has 2 options to delete the file they want.

To select the file they want to remove then click Delete. Or,

User can also remove a file by selecting the file and clicking the Show actions option. Then select Delete.

A confirmation message dialog box will appear on the screen. User must click on Delete to delete the file.

The file will be deleted from the channel and from the list of all files under the Files section on the navigation bar on the left.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

O365 Support

https://fmcna.service-now.com/sp?id=kb_article&sysparm;_article=KB0039429