GSD. MS Teams - Uploading and Managing Files in Microsoft Teams

General Information:

Possible symptoms/errors:

How to Upload and Manage Files in Microsoft Teams.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Microsoft Teams provides options on how user can manage their files which allow more flexibility when working collaboratively.

This introduction shows how to move files and folder:How to Move Files and Folders

In Teams, advise the user to select the required Team and the channel.2. Then, to click on the Files tab.3. Ask the user to select the file or folder, and to click the options menu … to the left of each file or folder name, then to select Move.4. Now, user needs to browse to the new folder and click Move to move the file or folder into the new location.

Attach a file from a channel

In a channel, under a message box, advise the user to select Attach files. Then, to select how they want to attach it:

Recent: Attach recent files. Browse Teams and Channels: Attach files from a team or channel.OneDrive: Select single or multiple files from a OneDrive for Business account.Upload from my computer: Upload files from your device.

Ask the user to select a file > Open.If user wants, they can add a message and @mention someone in their post.Advise the user to select Send.

Upload a file to the Files tab

Every channel has a Files tab. User willl find everything that's been shared there.

Advise the user to select Upload > Files or Folder.Now, user can choose their files.

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:

N/A