

# GSD. MS Teams - How to Share Files in Microsoft Teams

**Article ID:** KB0039193

**Created:** 2025-01-28 08:29:13

**Updated:** 2025-01-28 12:45:52

**Author:** {'link':

'https://fmcnadev.service-now.com/api/now/table/sys\_user/acaf843397d74958f7e3bb8fe153afe3',

'value': 'acaf843397d74958f7e3bb8fe153afe3'}

**Category:** {'link':

'https://fmcnadev.service-now.com/api/now/table/kb\_category/67c11840c38a1a100acd33001501312a',

'value': '67c11840c38a1a100acd33001501312a'}

General Information:

Possible symptoms/errors:

How to Share Files in Microsoft Teams.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

In a collaborative environment, sharing of files is essential in helping team members work together. There are cases where user needs to post or share a specific file in a chat or a channel conversation. This article provides a guide on how to do that in Microsoft Teams. Details: A. Send files in a chat<sup>1</sup>. Advise the user to click Attach under the box where they type their message.

Note: User can also upload a file by going to the Files tab of the chat conversation > Share.<sup>2</sup> User can select a file from their computer or OneDrive for Business account.

OneDrive:

Ask the user to Select the file they wish to share > Share. Once the file is attached, ask them to click the Send button.

Upload from my computer

Ask the user to select a file then to click on Open. Once the file is attached, ask them to click the Send button.

B. Share files in a Teams channel<sup>1</sup>. In the channel conversation, ask the user to click on Attach under the box where they type their message.<sup>2</sup> User can select from these options:

Recent: Choose to share from your recent files.

Ask the user to select File > Upload a copy. Once the file is attached, ask them to click the Send button.

Browse Teams and Channels

Advise the user to select a file then to click on Open. Once the file is attached, ask the user to click the Send button.

## OneDrive

Ask the user to select File > Upload a copyOnce the file is attached, ask them to click on the Send button.

### Upload from my computer

Advise the user to select a file then to click on Open.Once the file is attached, ask them to click on the Send button.

3. User can always see all the files they post to a channel by going to the Files tab.

Instruct the user to select Teams and the channel > click on the Files tab

Note: User can also upload a file by going to the Files tab > Upload. How to Upload and Manage your Files in Microsoft Teams

They can also find an instruction here at Microsoft 365 Learnings: Chat and share files in Teams

If this article did not resolve the issue, advise the user to contact O365 support.

Assignment Group:

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

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A