

File management with Microsoft Teams (which uses a SharePoint document library) provides new options for working collaboratively. Some options will require assistance from ICT Desktop Support (eg: linking the SharePoint document to Microsoft Teams).

2. Open the required Team and the Channel, then select the files tab.

3. Click **Upload** from the toolbar and browse for the file to upload, select the file and click **open**.

## Creating Files

1. Open the required Team Channel and select the files tab.

2. Click **New** from the toolbar and choose: \_\_\_\_\_, to create a new file (or folder) and save it into the Team Channel

## Move Files and Folders

1. Open the required Team Channel and select the files tab.
2. Find the file or folder, and click the options menu ... to the left of each file or folder name, select **Move**.

3. Browse







