

Teams: Channels – File Management

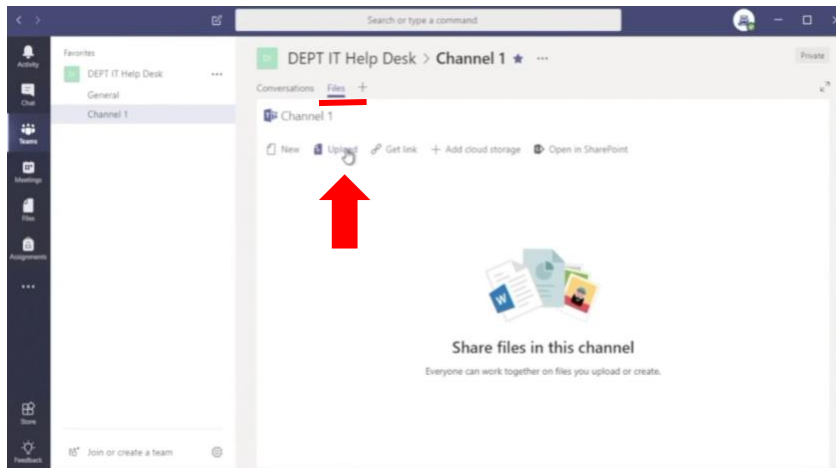
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Introduction

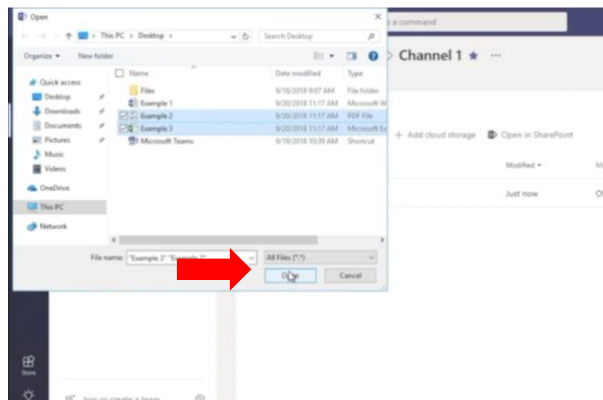
This guide will walk you through how to manage files within a channel on the Microsoft Teams application. Files can be uploaded, created, linked, and/or edited all within the channel. Any documents shared with the Team are editable by members, thus each file displays when a file was last updated, and by whom. To make file management even easier, these files can also be synced with the computer.

Upload Files

1. Go into the desired team channel to upload files using the “Upload” feature under the “Files” tab.

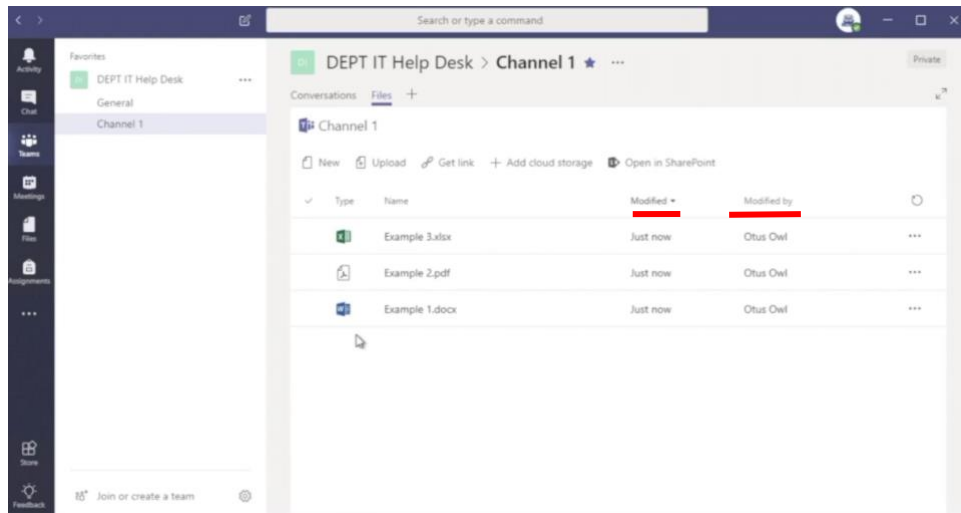


2. Select files to upload, then “Open”. Your files are now accessible in the channel and can be edited by other members.

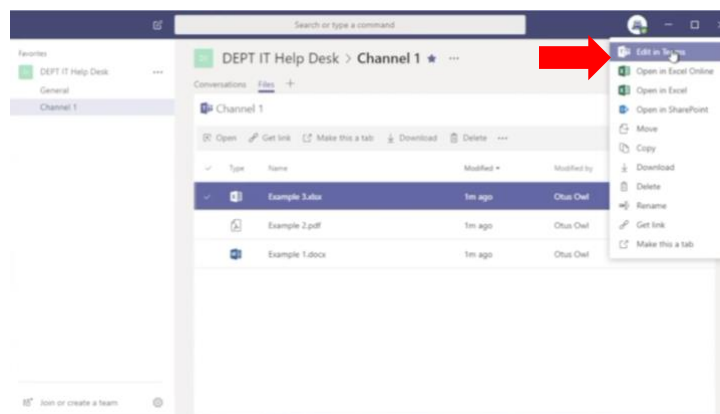


Editing and Opening Files

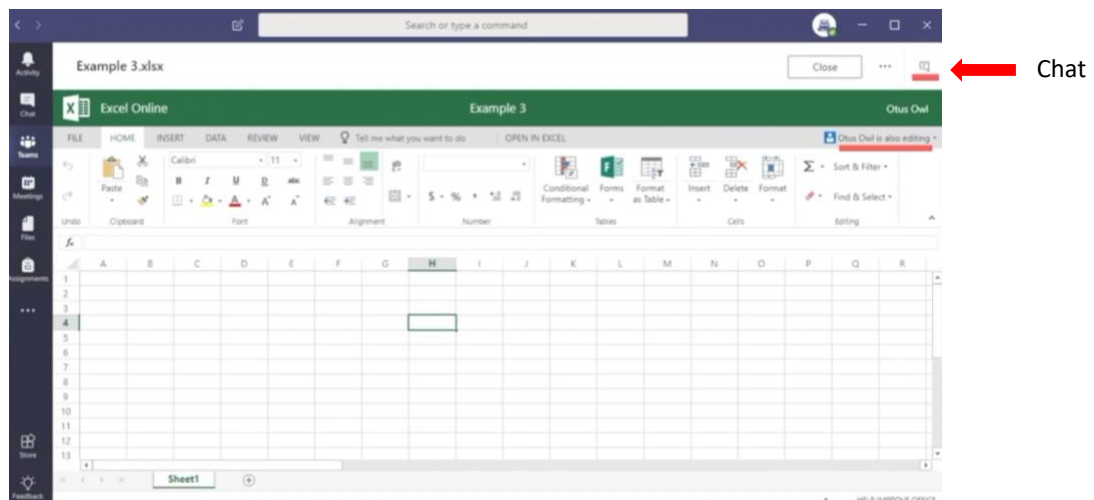
1. Edits may be performed by all members of the team. The last time of modification and its editor will be shown.



2. Files may be edited in the Teams app by clicking on the ellipses (●●●) at the end of the file's row and selecting "Edit in Teams".

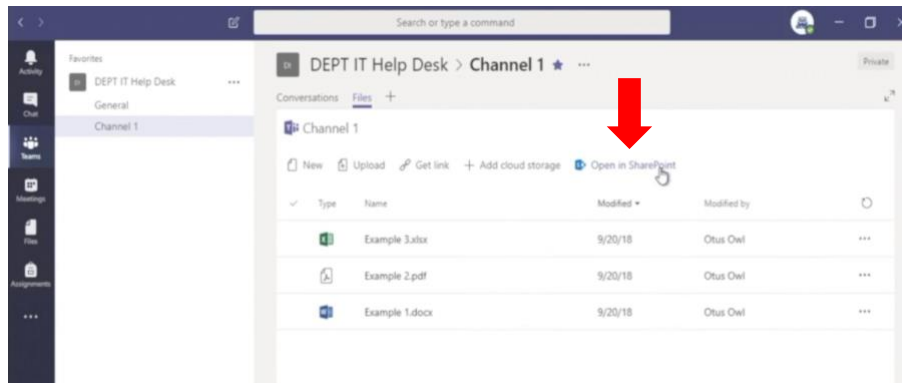


3. When editing in Teams, multiple users can work on the same document, with all changes displayed in real time. Users may communicate in the Chat feature, and see who else is editing the document.

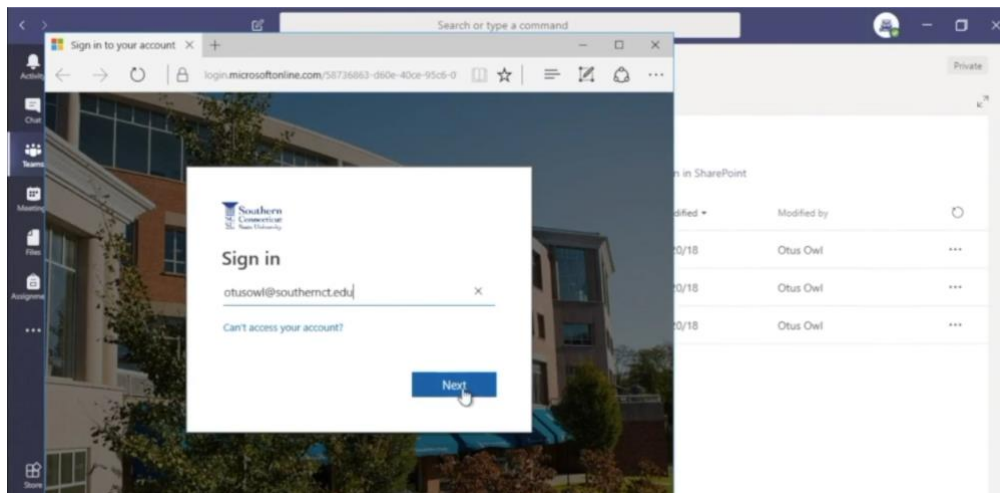


Local Edits on Your Computer

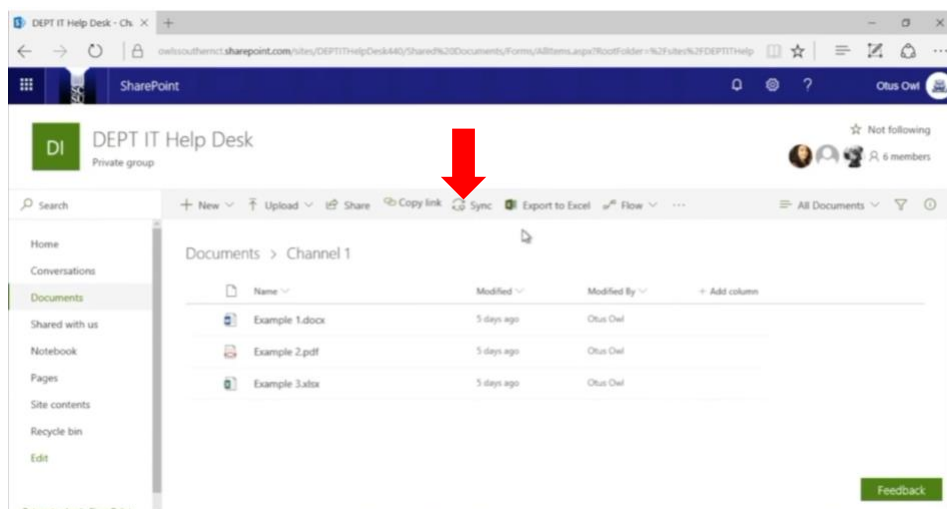
1. Teams also allows for you to save channel files and sync them right onto your device. First select “Open in SharePoint”.



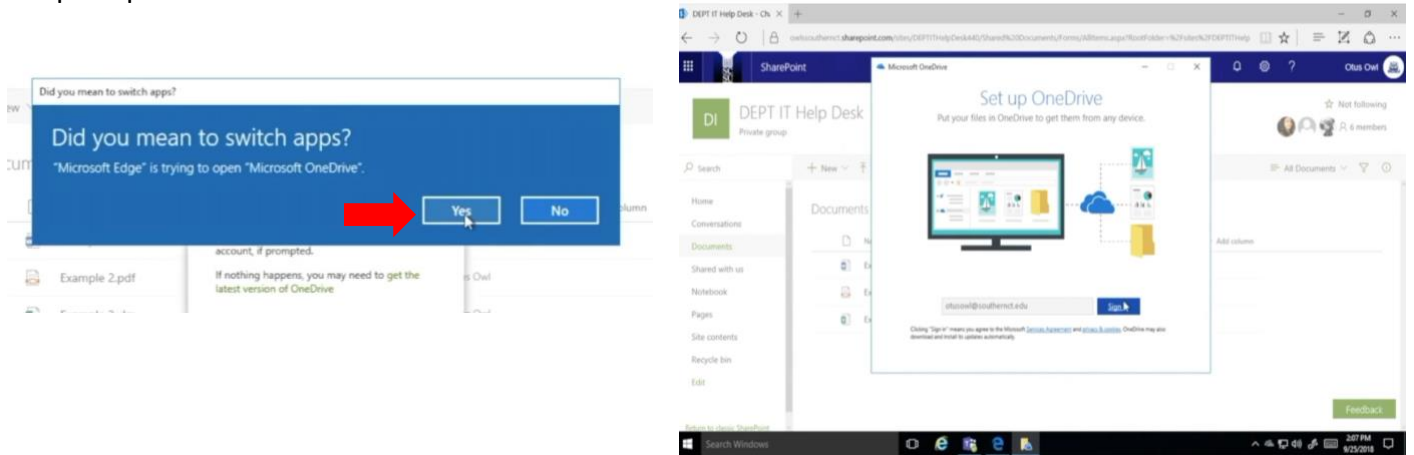
2. Sign in with your SCSU full email address and password.



3. You will be taken to the SharePoint web page. Select “Sync”.



4. The OneDrive application will launch after agreeing. Sign-in using your full SCSU email and password, if prompted.



5. Your Teams files are now available and synced under the "Southern Connecticut State University" tab, and ready to use!

