



# HOW TO SHARE FILES IN MS TEAMS

Date: 15<sup>th</sup> March 2023



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## How to Share Files in MS Teams

Microsoft Teams allows users to share and co-author all document types easily, you can share files through one on one chats, a group chat or even a Teams channel. One of the advantages with sharing files this way, is preventing what is called version control. As we move further into MS 365 it will be features like the sharing of files that can reduce the amount of time wasted waiting on the a file to be updated.

### Step 1: Creating a Chat

1. Open MS Teams

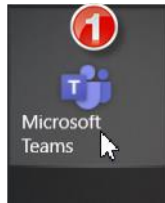


Figure 1: MS Teams Icon

2. On the MS Teams toolbar, right-click on Chat

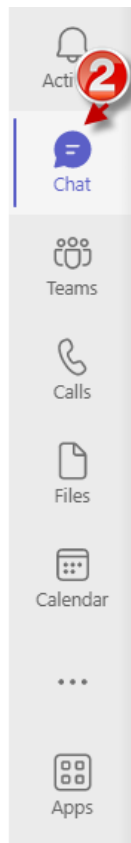


Figure 2: MS Teams sidebar



3. Right Click on Chat and Select New Chat

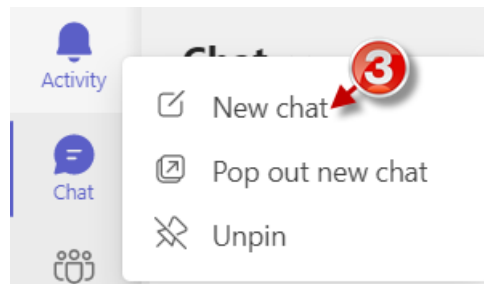


Figure 3: New chat

4. Enter in the person's name or email address.

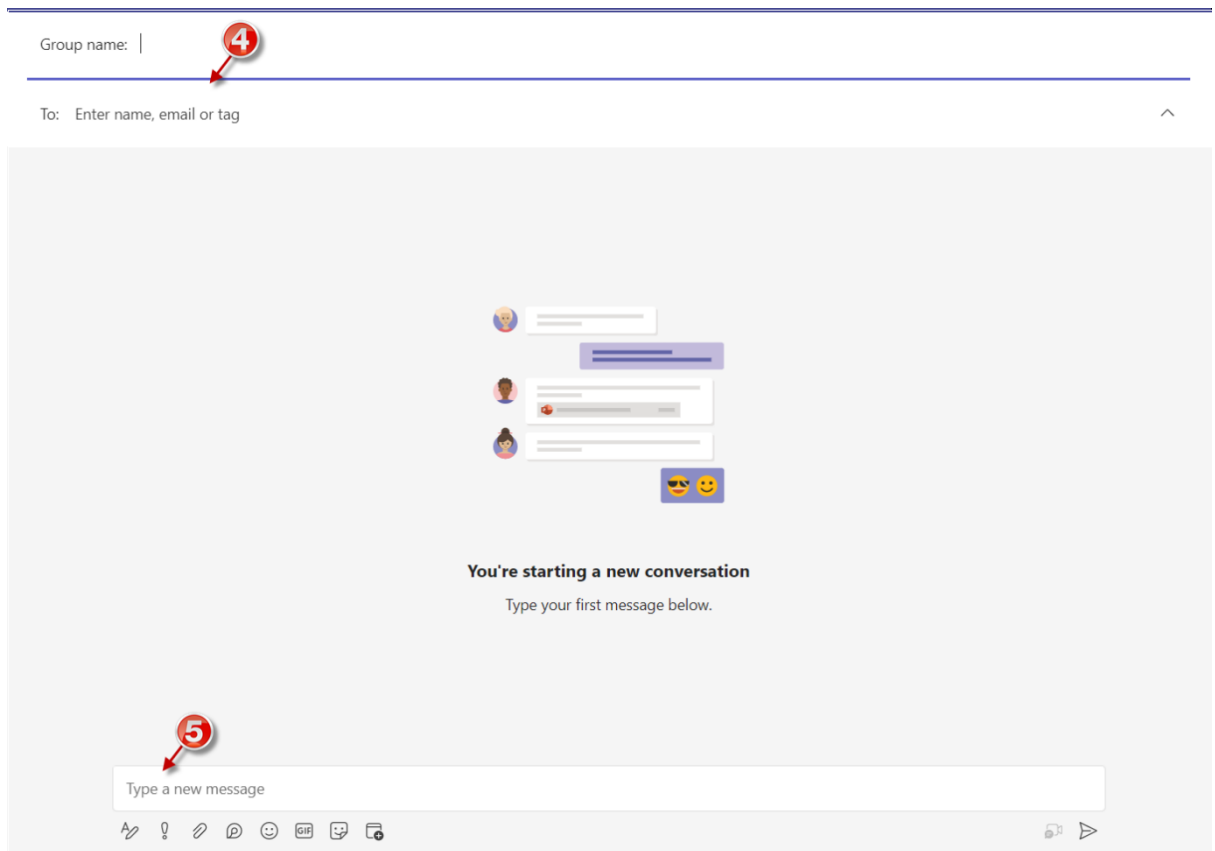


Figure 4: Add New Contact.

5. Type in the message to your added contact.



## 6. Message sent to your contact.

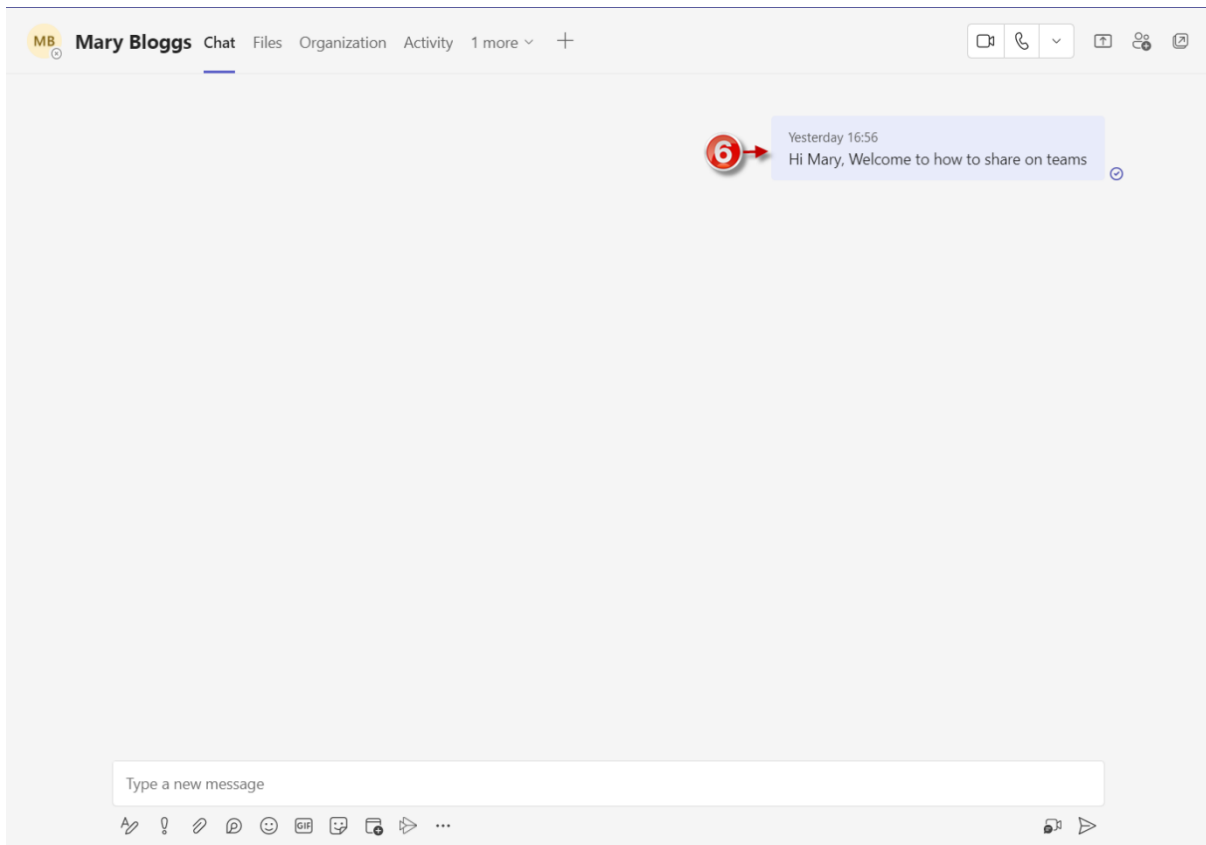


Figure 5: Message sent.



## Uploading and Sharing Files in MS Teams

Within the message that has just been created you will see under the new message bar and list of tools that we can use within this message. Now let us explore how to share a file in Teams.

### Step 2: Sharing a file.

1. The Toolbar.



Figure 6: The Toolbar

2. Click on the paper clip.



Figure 7: Paper clip

3. You will see two options.

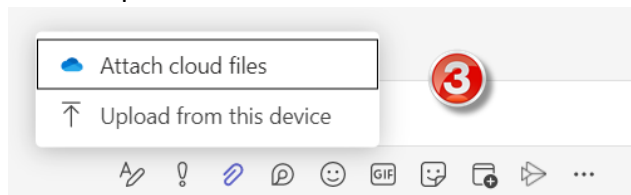


Figure 8: Upload Options

4. Click Upload from this device.

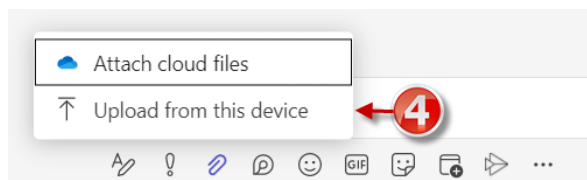


Figure 9: Upload from Device.



5. The Open explorer will appear.

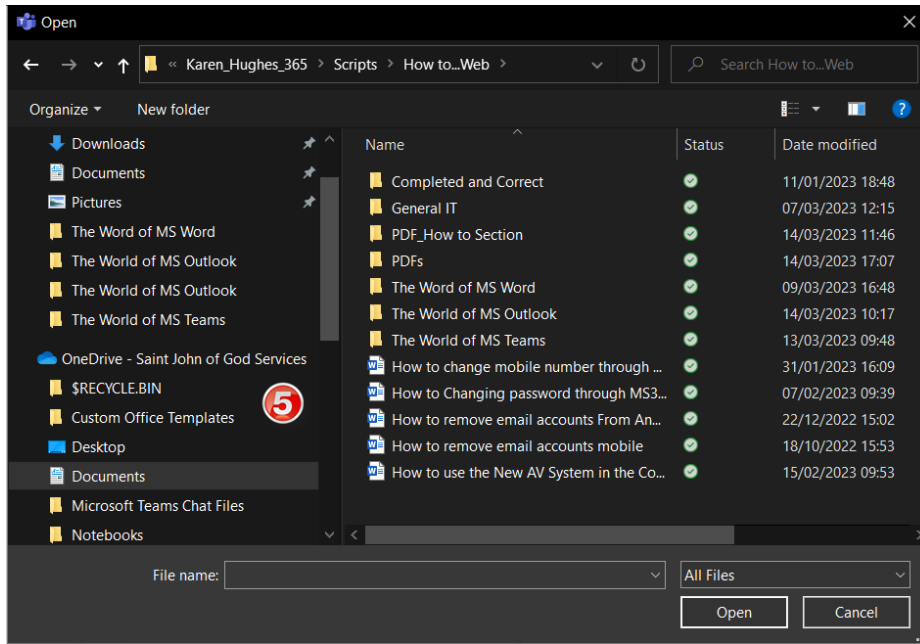


Figure 10: Open

6. Locate the file you wish to share, Click open.

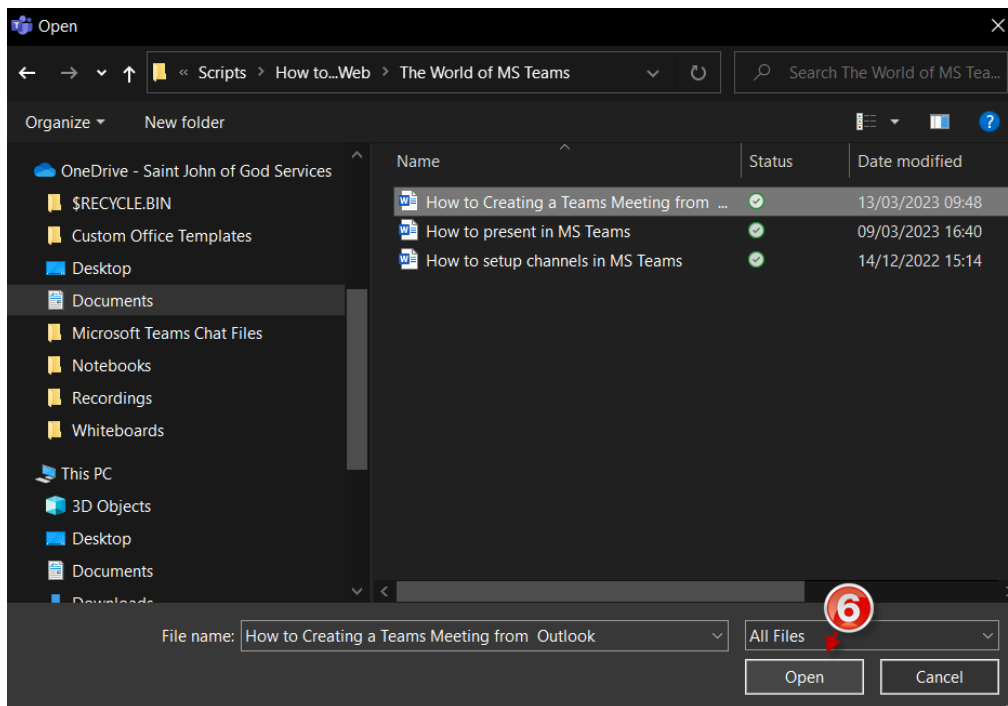


Figure 11: Opening the file.



7. Click Send.

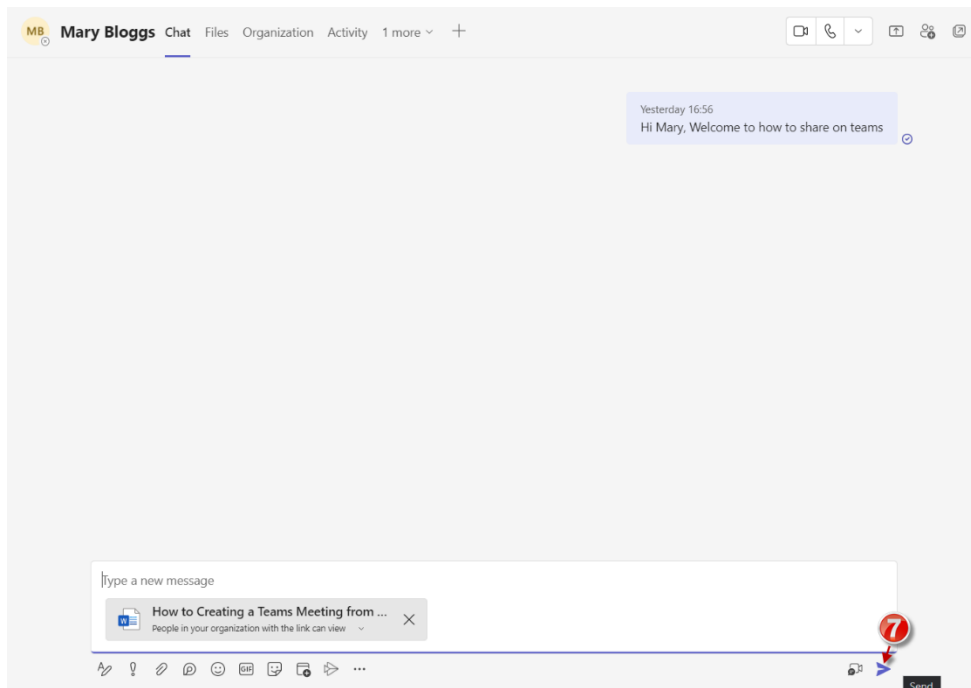


Figure 12: Sending file to share.

Your file is now being shared with your contact.

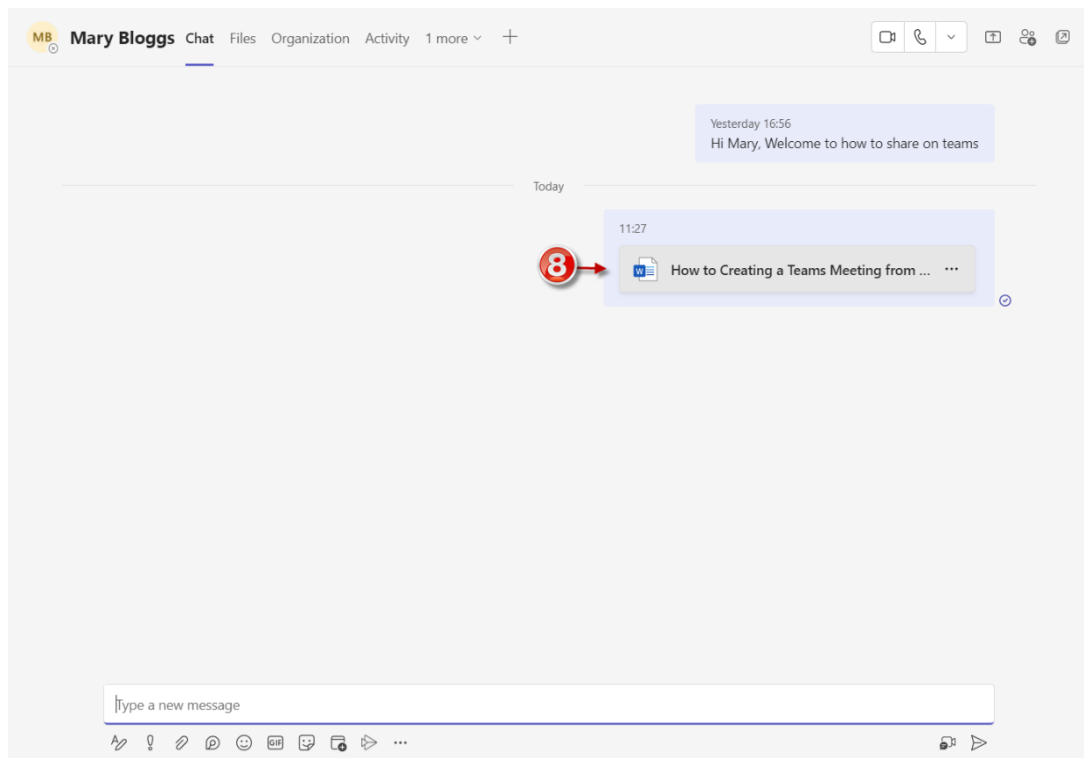


Figure 13: File Shared



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