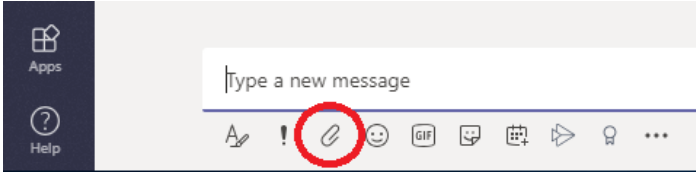


# Sharing and Collaborating Files in Microsoft Teams

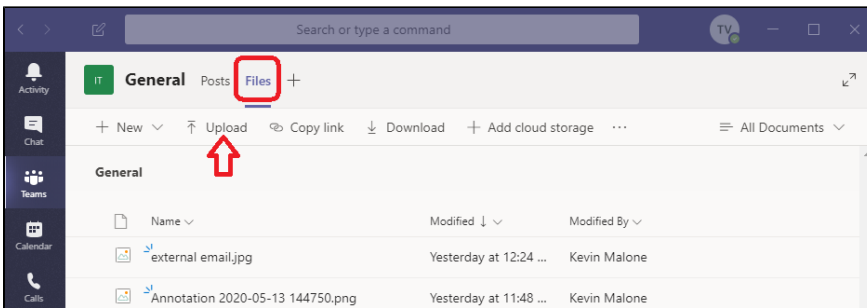
## Sharing Files

Files can be uploaded to Team channels and chats.

- To attach a file, look for the  icon, select your files, then click upload.



- While in a Team Channel select files from the list at the top and click Upload to add a file.



You can also attach files by:

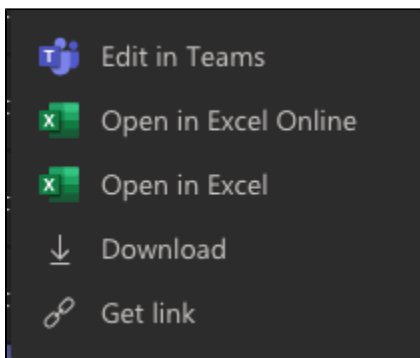
- Click-and-dragging an image or file to the message box of a chat or channel.
- Selecting the **Files** tab, and clicking the “Share” button.
  - Files can be uploaded from your computer, or shared from files within your OneDrive folder.

Watch this tutorial for further review of [Sharing Files in Microsoft Teams](#)

## Collaborating

Microsoft Teams lets you share and edit documents collaboratively, meaning multiple members of your team, chat, or channel can edit the same document at the same time!

1. From a channel or chat, select the **Files** tab. Locate the file you'd like to edit, then click the **More options** menu
2. From the menu that appears, select how you'd like to open the document for editing. Documents can be editing within Teams, Office online, or using the Office applications installed on your computer.




3. Begin making edits to the file. Others who are editing the file with you will appear as colored flags within the document.

Word adobewindowsinstructions - Saved

File Home Insert Layout References Review View Help Open in Desktop App Tell me what you want to do Editing Share Comments

Arial 14 A<sup>+</sup> A<sup>-</sup> B I U [Color] [Background Color] [Font Face] [Font Size] [Bulleted List] [Numbered List] [Decrease Indent] [Increase Indent] [Decrease Spacing] [Increase Spacing] [Decrease Line Spacing] [Increase Line Spacing] [Decrease Paragraph Spacing] [Increase Paragraph Spacing] [Decrease Paragraph Spacing] [Increase Paragraph Spacing] [Decrease Paragraph Spacing] [Increase Paragraph Spacing] Dictate Editor

## Instructions for Using Adobe Products



Click on the Windows Logo in the bottom left corner of the screen.

Double Click on the Adobe program you would like to use from the list of available applications.

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