



File Sharing in Microsoft Teams

How to get a file to a teacher and to your Teams

If you have a phone, take a picture on your phone and email it to your teacher. Chromebook users, the next step is to download the app OneLens Uploads for your phone.

- iPhone link: <https://apps.apple.com/us/app/microsoft-office-lens-pdf-scan/id975925059>
- Android link: <https://www.microsoft.com/en-us/store/top-free/apps/mobile>

You will be prompted to put your email and password in when you are installing it. On your phone:

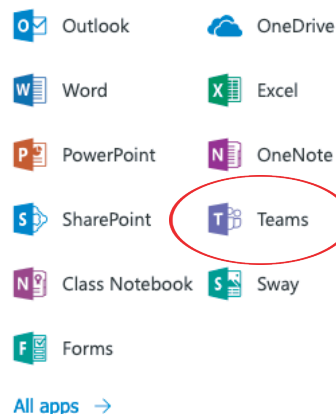
- Open OneLens.
- Click on the camera.
- Take a picture.
- Save your file in one of the available formats.
- Name the file under the top where the pencil is. It will save to a file to a folder called OneLens under your oneDrive.
- Open your Microsoft365 on the web browser on your computer.
- Click on the waffles on the left (see below).



- Open Teams.

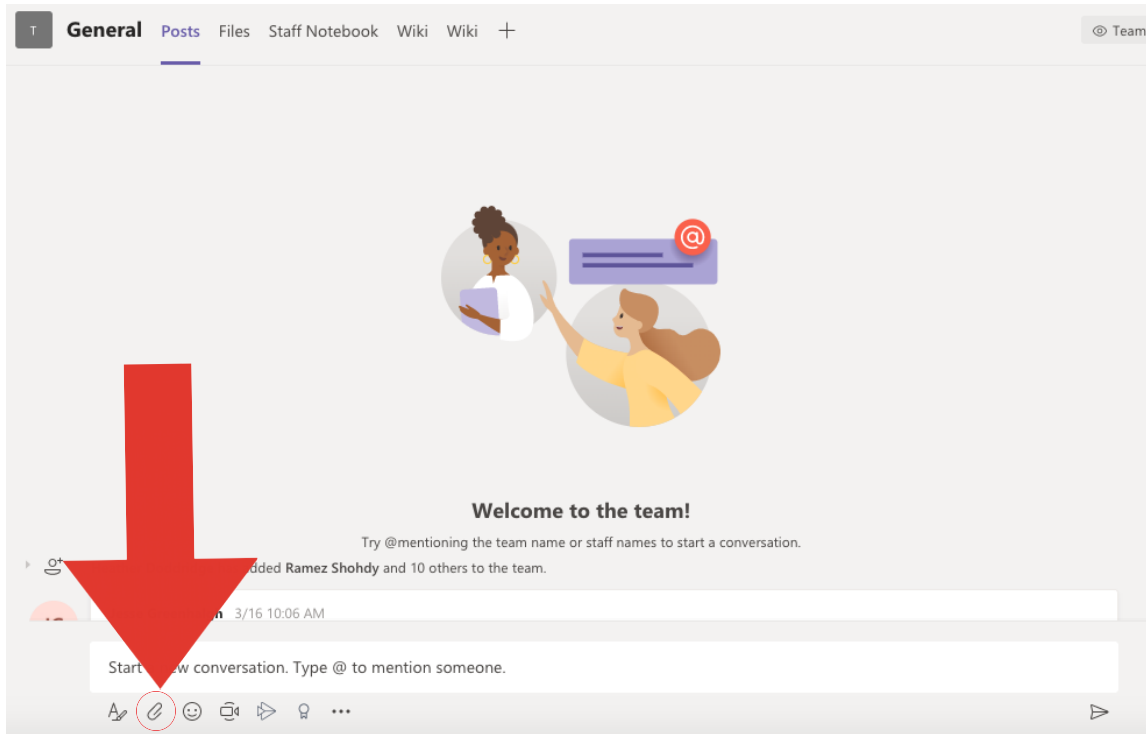


Apps

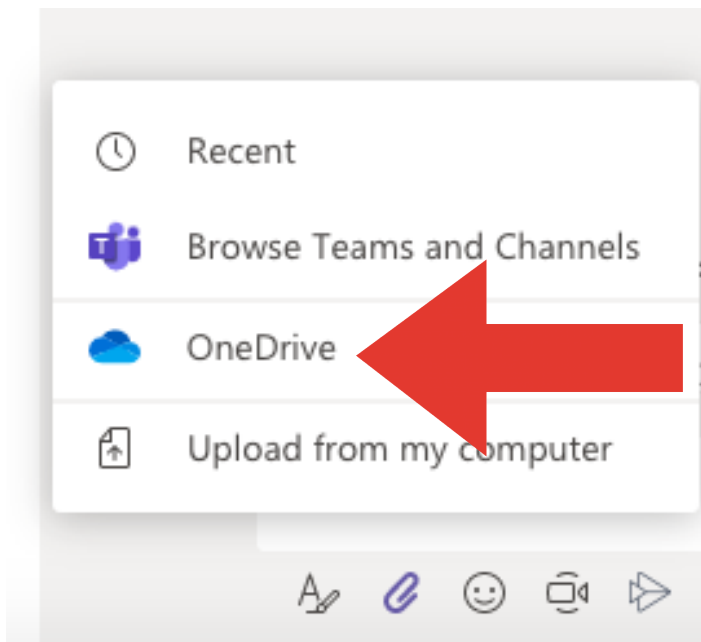




- Select your desired team and find the post you are supposed to reply to, or create a new post depending on your class instructions. Click on the paper clip icon.



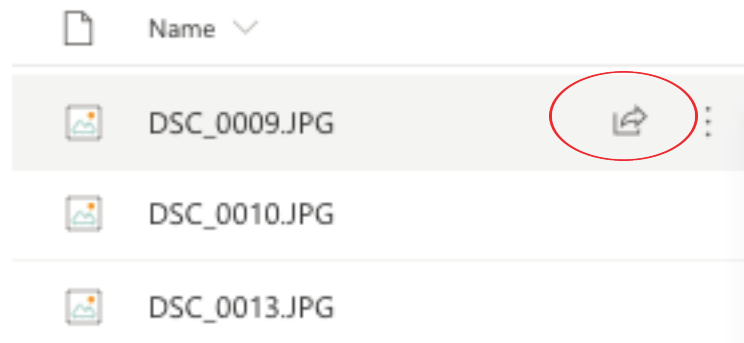
- Click on OneDrive and select the file that you just uploaded with your phone. It will be located in the OneLens folder. Click on the file that you want posted to upload a copy.



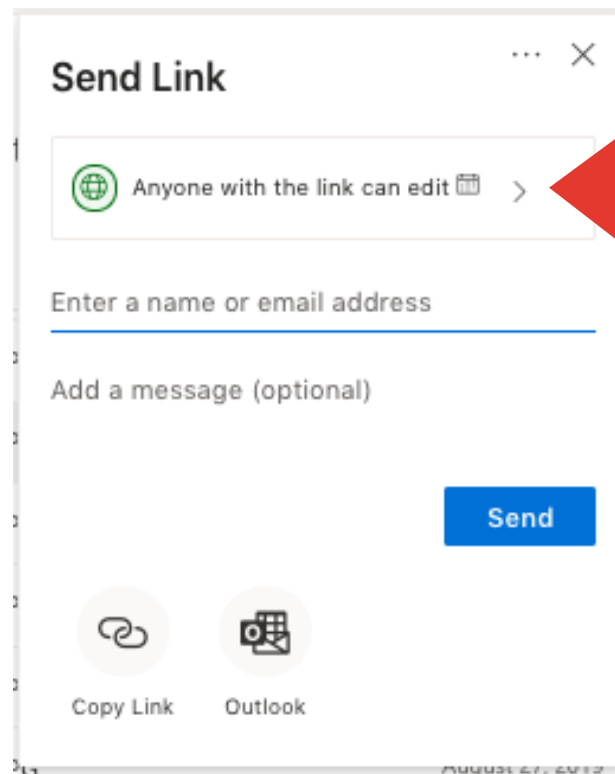


Extra:

There are many ways to share a file once you have uploaded it. Begin by navigating to the file. Hover over the file with your mouse and click on the share icon:



- Make sure the link is set to anyone with the link can edit(or view) depending on your preference:




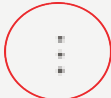



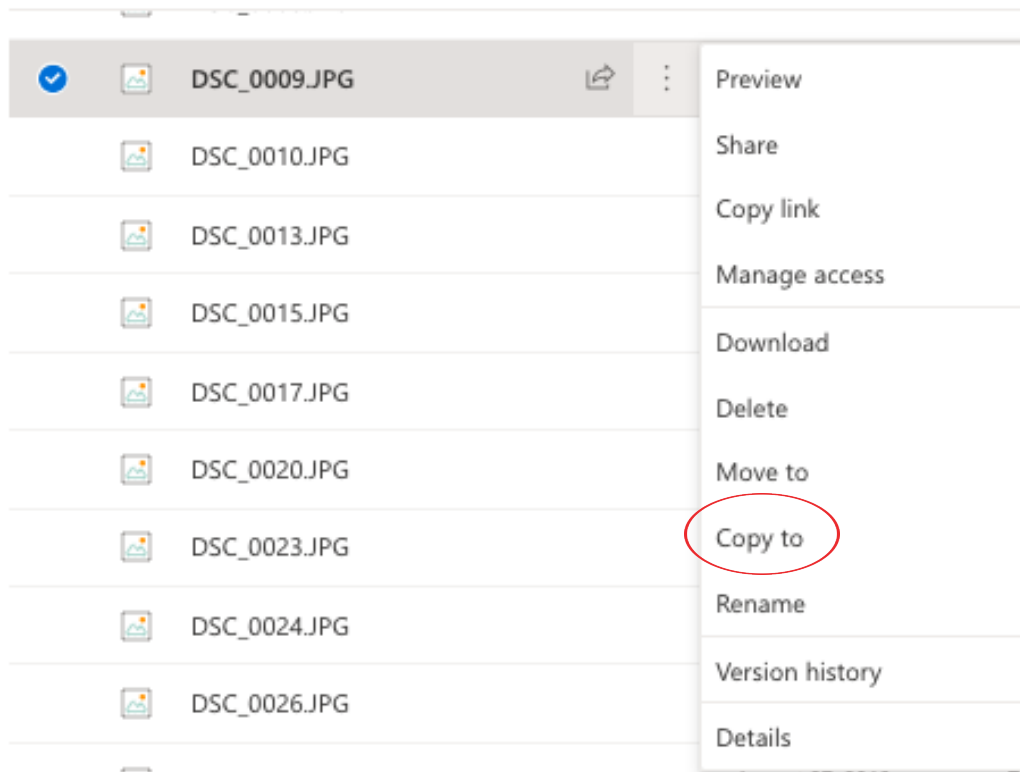
- From this screen, you can email directly to a user or select “Copy Link” and receive a shareable link.














Finally:

Another way to share it directly to teams is to navigate to your file, click on the ellipse (three dots) it will give you the option to share directly to your team at that point. Select “Copy to” and click on the Team you would like the file to go to:

	Name ▾		Modified ▾
	DSC_0009.JPG	 	August 27, 2019
	DSC_0010.JPG		August 27, 2019



<input checked="" type="checkbox"/>	 DSC_0009.JPG	 	Preview
	 DSC_0010.JPG		Share
	 DSC_0013.JPG		Copy link
	 DSC_0015.JPG		Manage access
	 DSC_0017.JPG		Download
	 DSC_0020.JPG		Delete
	 DSC_0023.JPG		Move to
	 DSC_0024.JPG		Copy to
	 DSC_0026.JPG		Rename
			Version history
			Details