

## **Office 365 Resources**

## **Adding Files**

<ol> <li>Files are located within Channels and allow users to access documents within the channel.</li> <li>To get started, click on the channel where you would like to access or create files.</li> </ol>	<ul> <li>Fechnology Training Classroom for Te</li> <li>General</li> <li>Conversations and Questions</li> <li>Conversations and Questions</li> <li>Conversations and Questions</li> <li>Conversations and Questions</li> <li>Conversations and Piles</li> <li>Conversations and Piles</li> <li>Class Notebook Integration</li> <li>Class Notebook Integration</li> <li>Class Notebook Integration</li> <li>Meetings</li> <li>Support Meetings - Every Monday at 3PM</li> </ul>
2. Click the <b>Files</b> tab.	Set Tiles     Set Tiles
<ol> <li>To upload a file, locate the file on your computer or cloud storage and drag and drop it within the Files window within Teams</li> <li>or</li> <li>Click Upload and locate the file on your computer or cloud storage and click Open.</li> </ol>	+ New ∨       T       Upload ∨       So Copy link       ± Download       + ,         ■ Interface       Modified ∨       Modified ∨         ■ Name ∨       Modified ∨       10365 Teams Add Channels.mp4       5 hours ago         ■ <sup>1</sup> 0365 Teams Add Files.mp4       4 hours ago         ■ <sup>1</sup> 0365 Teams Add Tabs.mp4       5 hours ago         ■ <sup>1</sup> 0365 Teams Add Tabs.mp4       5 hours ago         ■ <sup>1</sup> 0365 Teams Add Tabs.pdf       7 minutes ago         ■ <sup>1</sup> 0365 Teams Interface.pdf       4 hours ago         ■ <sup>1</sup> 0365 Teams Manage Channels.pdf       20 minutes ago         ■ <sup>1</sup> 0365 Teams Manage Channels.pdf       20 minutes ago

4. To add a new document, click <b>New.</b>	<ul> <li>I ■ Channels, Tabs, and Files Posts</li> <li>+ New ∨ ↑ Upload ∨ � Copy link</li> </ul>
<ol> <li>Click on the type of file you would like to create: Word, Excel, PowerPoint, OneNote or Forms.</li> <li>*A new document will be created within the Files section of the channel that can be edited within Teams.</li> </ol>	+ New ∨ ↑ Upload ∨         ■ Folder         ● Word document         ● Excel workbook         ● PowerPoint presentation         ● OneNote notebook         ● Forms for Excel