



Office 365 Resources

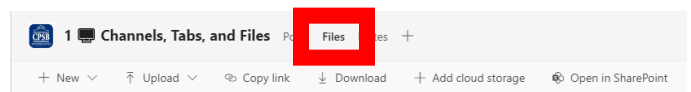
Adding Files

1. Files are located within Channels and allow users to access documents within the channel.

To get started, click on the channel where you would like to access or create files.



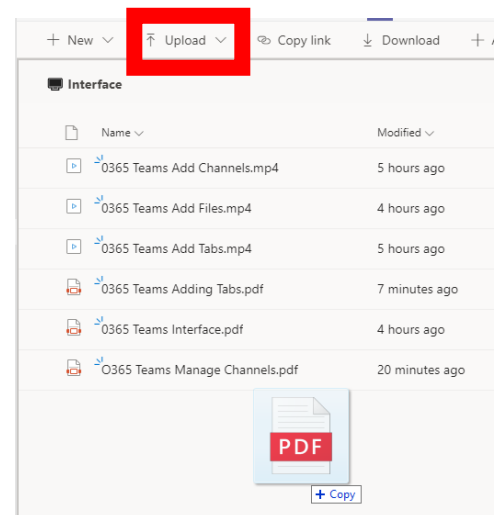
2. Click the **Files** tab.



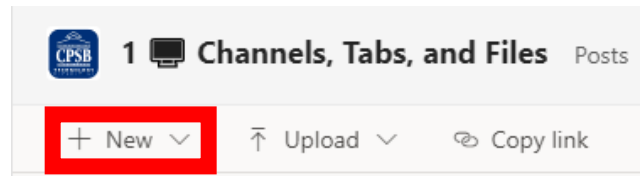
3. To upload a file, locate the file on your computer or cloud storage and drag and drop it within the Files window within Teams

or

Click **Upload** and locate the file on your computer or cloud storage and click **Open**.



4. To add a new document, click **New**.



5. Click on the type of file you would like to create: Word, Excel, PowerPoint, OneNote or Forms.

*A new document will be created within the Files section of the channel that can be edited within Teams.

