

Office 365 Resources

Adding Files

 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. 	 Fechnology Training Classroom for Te General Conversations and Questions Conversations and Questions Conversations and Questions Conversations and Questions Conversations and Piles Conversations and Piles Class Notebook Integration Class Notebook Integration Class Notebook Integration Meetings Support Meetings - Every Monday at 3PM
2. Click the Files tab.	Set Tiles Set Tiles
 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. 	+ New ∨ T Upload ∨ So Copy link ± Download + , ■ Interface Modified ∨ Modified ∨ ■ Name ∨ Modified ∨ 10365 Teams Add Channels.mp4 5 hours ago ■ ¹ 0365 Teams Add Files.mp4 4 hours ago ■ ¹ 0365 Teams Add Tabs.mp4 5 hours ago ■ ¹ 0365 Teams Add Tabs.mp4 5 hours ago ■ ¹ 0365 Teams Add Tabs.pdf 7 minutes ago ■ ¹ 0365 Teams Interface.pdf 4 hours ago ■ ¹ 0365 Teams Manage Channels.pdf 20 minutes ago ■ ¹ 0365 Teams Manage Channels.pdf 20 minutes ago

4. To add a new document, click New.	 I ■ Channels, Tabs, and Files Posts + New ∨ ↑ Upload ∨ � Copy link
 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. 	+ New ∨ ↑ Upload ∨ ■ Folder ● Word document ● Excel workbook ● PowerPoint presentation ● OneNote notebook ● Forms for Excel