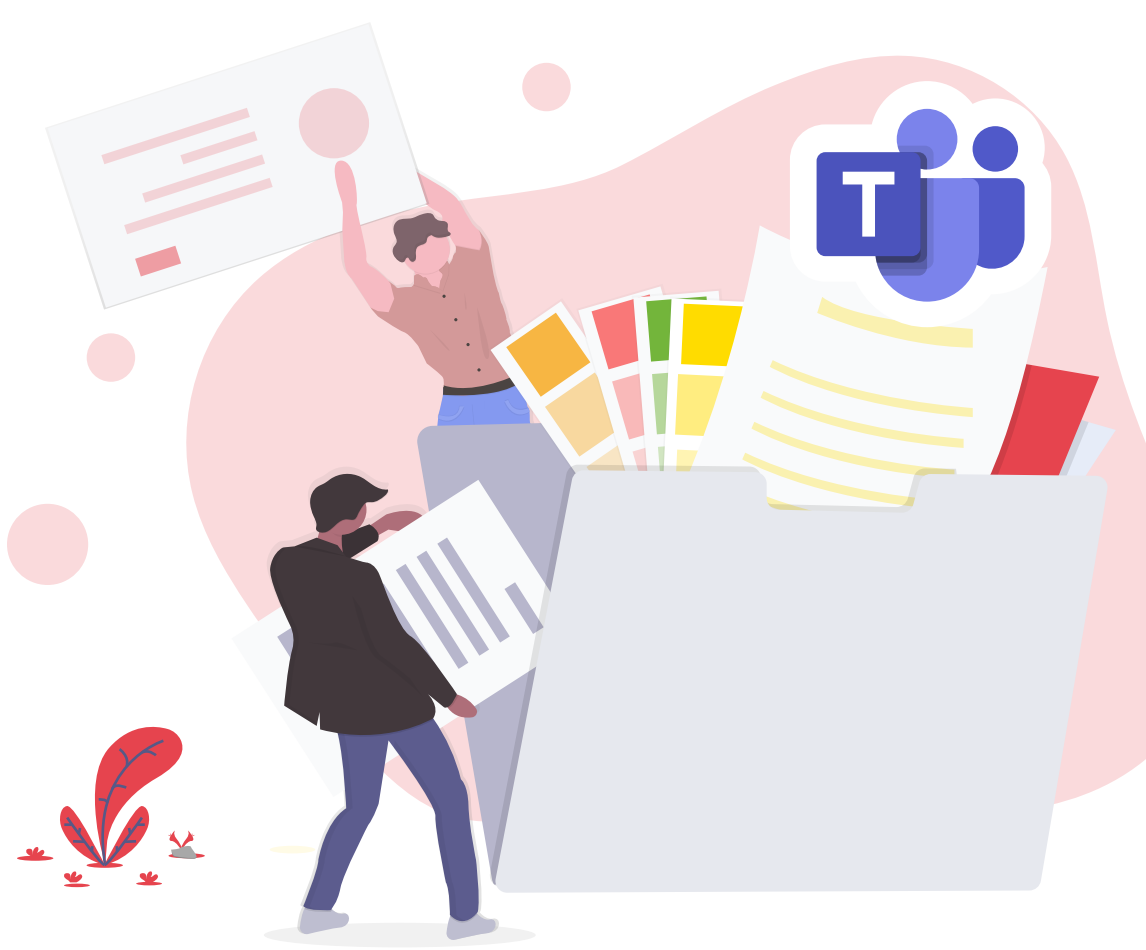


ORGANIZE YOUR FILES

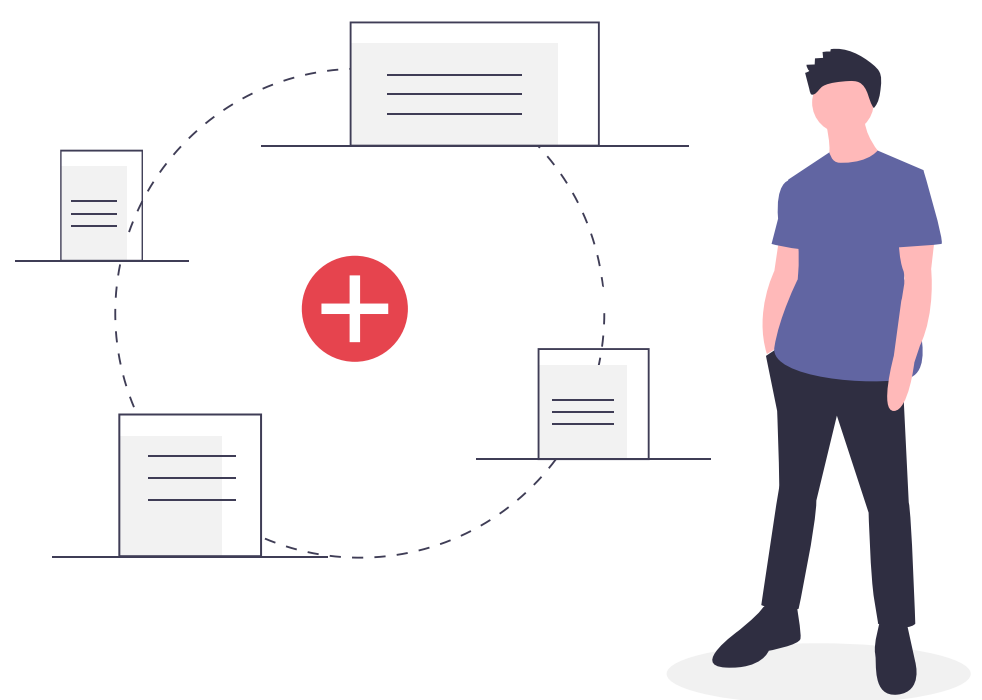
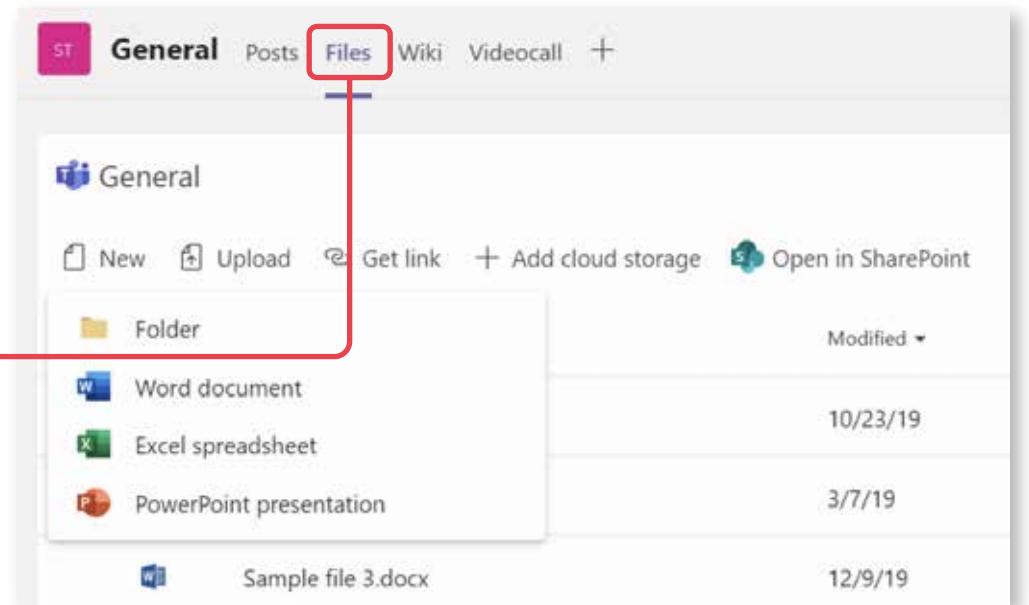


How to organize files in a channel

Each channel has its File tab where you can save files and share them with the other channel members.

To access that folder, go to the channel and click on the **Files tab**. From here you can click:

- **New** to directly create a new file in Word, Excel or PowerPoint online or to add a folder
- **Upload** to upload a file
- **Get link** to copy the link of your files referring to both Teams and SharePoint
- **Open in SharePoint** to open your file directly in SharePoint



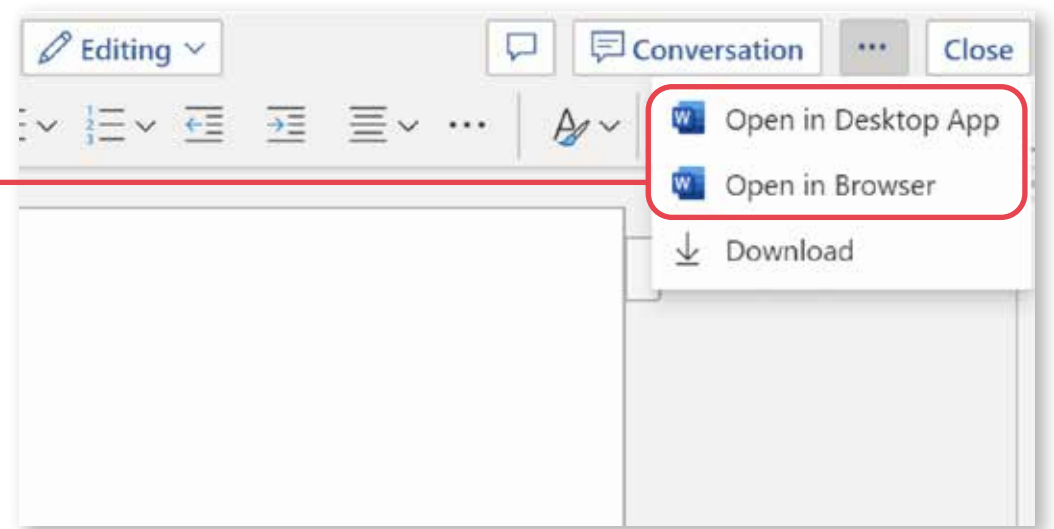
How to edit a file

You can edit and co-edit a file in their respective Microsoft 365 or Microsoft 365 Online

Click on ... when you select the file name or when you have opened it within Teams.

If you are making small changes it's better to edit a file in the browser. If you wish to make bigger changes, we suggest you open it with the desktop app (you will be working from your PC).

When you're editing a file, it's automatically saved. If you want a new version of your document, save it with a new name first, then proceed with the changes. Otherwise, if you save it with a new name only after having done all the changes, both files will have the same content.



Currently it's not possible to edit and change an Excel file containing macros in the Excel Online version. You should open it in the Excel client version (desktop app).

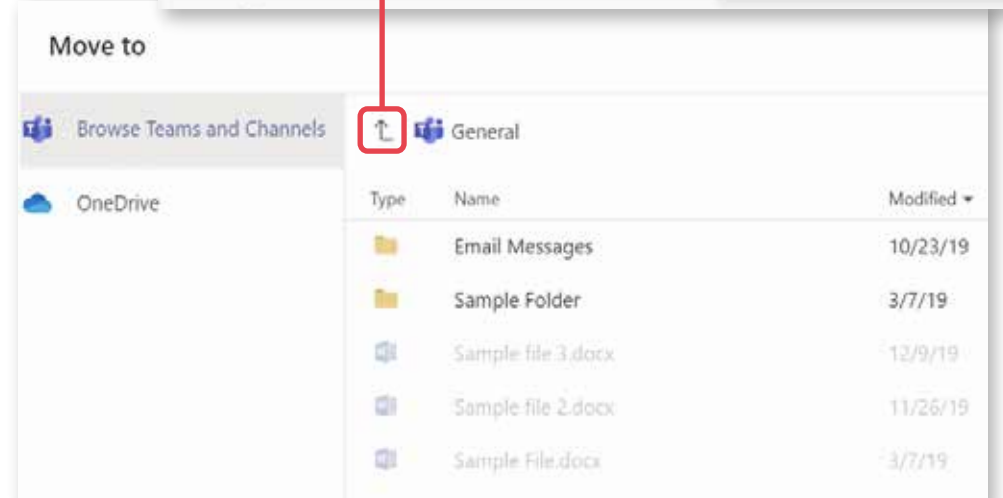
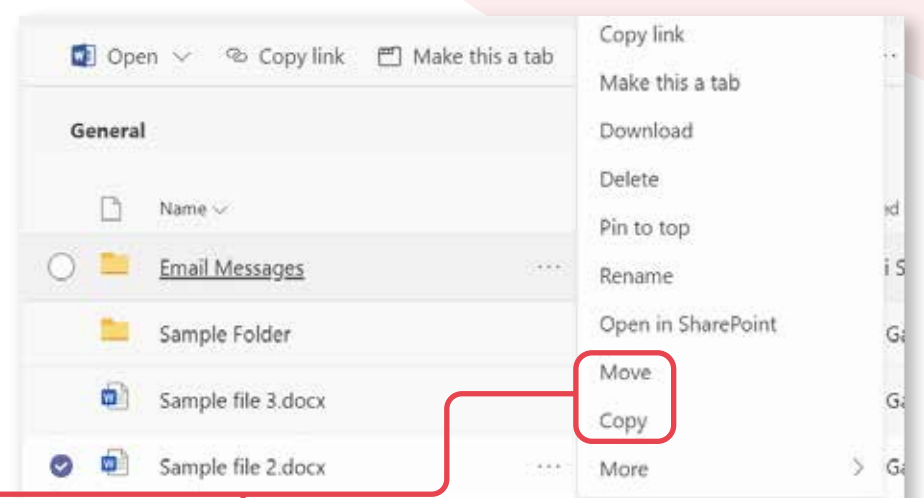
How to move or copy a file from one team to another

To move or copy a file from one channel to another one or to a different team:

- Go to the channel and select the Files tab on the top.
- Locate the file you'd like to move and click on ...
- Select **Move** or **Copy** and choose the new location by browsing with the arrow on top (you can move your file even to another team)

When you add a file to a conversation it is saved directly in the Files tab. To move this file into a folder, follow the same procedure.

When you copy a file, you create a whole new version.



You are allowed to copy files from one team to another, but not folders.

