



Information Technology

Microsoft Teams

Files

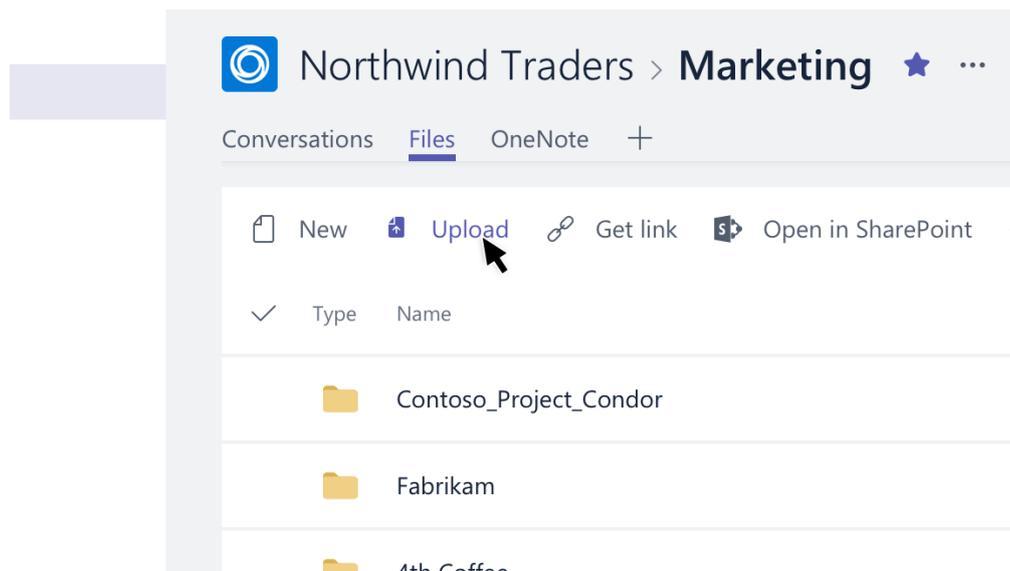
User Manual



Share a File in Teams

To send a file in a one-on-one or group chat, select **Choose file**  beneath the compose box, select the file you want to share, and then send. You can also upload a file by going to the **Files** tab and clicking **Share**. You can select a file from your computer or OneDrive for Business account.

To share a file with your team in a channel, select **Choose file**  beneath the compose box or go to the **Files** tab and select **Upload**.



Once you share a file, you can also share a link to it. That way, you don't have to upload multiple copies of the same file to share it in different places.

Share a Link

You can grab a link to a previously uploaded file without leaving the channel you're chatting in. Just click **Choose file**  beneath your compose box, then select **Browse Teams and Channels**. Go to the file you want, and then click **Share a link**. Teams posts your link in the channel conversation, including the name of the team and channel where the file is stored.



↑ General ↻

Type	Name	Modified ▼	Modified by	Size
	graphs-draft-3.png	Minutes ago	Corey Little	2.4 KB
	budget-graphs-1	Yesterday	Corey Little	2.4 KB
	budgetreport-draft.xlsx	Yesterday	Daniela Madera	2.4 KB
	budgetreport-draft-presentation.pptx	Yesterday	Daniela Madera	5.9 KB
	budget-julytracking.onenote	6/20	Daniela Madera	2 KB
	budget-graphs.ai	6/20	Daniela Madera	1.2 MB

Alternatively, you can go to the file's location in Teams, click **More options** **⋮** next to the file name, and then select **Get link**. You can now paste the link into any channel or chat.

Don't forget that you can share links to files in other channels (even if they belong to different teams). That way, you never have to upload multiple copies of the same file to work with it in different places.