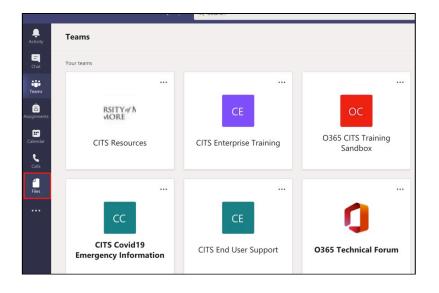


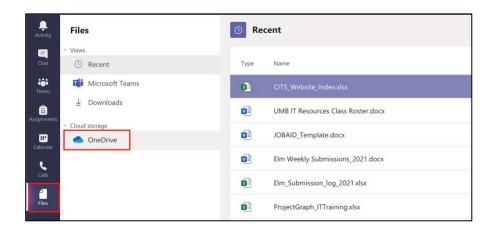
How to Upload Files from OneDrive into Microsoft Teams

Microsoft Teams is considered the hub for team collaboration in Office 365 and provides an easy way to share information and documents amongst your team. The following instructions will showcase how to upload files from your OneDrive directly into Microsoft Teams so you can store and access your files all in one place.

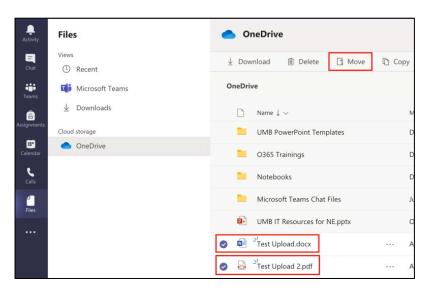
1. Open Microsoft Teams and navigate to the left-hand panels and click on the *Files* option.



2. You should be prompted with the screenshot below. On this page, click on *OneDrive* to bring up your files from there.

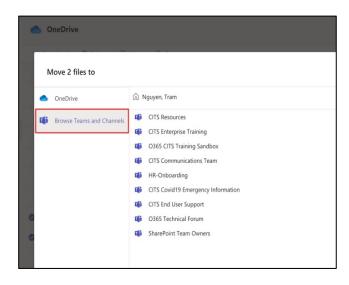


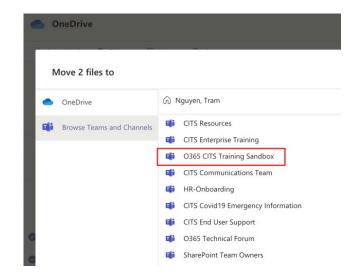




3. From your OneDrive List, choose the files you would like to move into Microsoft Teams and click *Move*.

4. You will be prompted with the menu below (left) to choose where you would like to move your files. Click on *Browse Microsoft Teams and Channels* and a list of MS Teams you are a part of (right) should pop up. **Choose the MS Team** you would like to move the files to.







5. Once you choose your MS Team, you will see a list of Channels that belong to that team (right). **Choose the Channel** you would like to move the file to and then click *Move*.

		Move 2 files to	Move 2 files to	
		OneDrive	1 Brand New Channel Test	
Move 2 files to		Browse Teams and Channels		
 OneDrive 	↑ O365 CITS Training Sandbox			
Browse Teams and Channels	📒 General			
	🚞 Brand New Channel Test			
	PrivateTest		There are no files at this location.	
			Cancel Move	

6. Now, once you go into your designated MS Team (ex. O365 CITS Training Sandbox) and click on the channel you moved the files to (ex. Brand New Test Channel), you should see the 2 files there!

< All teams	oc Brand New Channel Test	Posts Files +
ОС	$+$ New \vee $\overline{\uparrow}$ Upload \vee \mathbb{Q} S	Sync ☜ Copy link ≟ Download + Add cloud storage
	Brand New Channel Test	
O365 CITS Training Sandbox ····	□ Name ∨	Modified \sim Modified By \sim
General	🗟 ¹ Test Upload 2.pdf	A few seconds ago Nguyen, Tram
Brand New Channel Test	Test Upload.docx	
PrivateTest 🔒	Test Upload.docx	A few seconds ago Nguyen, Tram