



Microsoft Teams

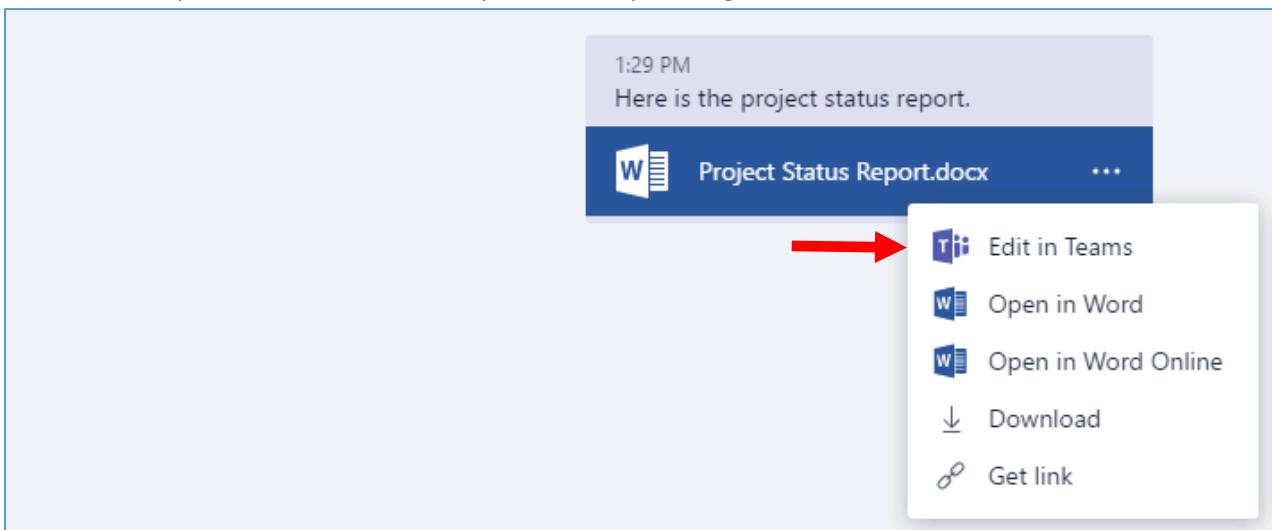
Send and Collaborate on Documents

Teams allows you to attach documents to a message in a conversation.

1. To attach a document, click on the paperclip icon below the message window and then "Upload from my computer" to attach a document.



2. Locate the document you wish to send and then click Open.
3. Once the document finishes uploading to Teams, you will be able to send it
4. You can now open the document directly in Teams by clicking on the 3 dots and then "Edit in Teams".



This feature only works for Office documents and they must be saved with the newer filename extension (.docx, .xlsx, .pptx, etc)



5. Multiple people in the conversation can then edit the document simultaneously and see each other's changes in real-time

A screenshot of a Microsoft Word Online document titled "Project Status Report.docx". The document contains a title "Project Status Report", a placeholder "Overall Status: [Select]", and a "Project Name: [Project Name]" field. It includes a "Status Code Legend" with three items: "On Track: Project is on schedule", "At Risk: Milestones missed but date intact", and "High Risk: At risk, with a high risk of going off track". A note states: "The project is [SELECT] the week of [Select Start Date] - [Select End Date], due to the following: Issues: [Issue No. 1] [Issue No. 2]". The Word ribbon shows tabs like FILE, HOME, and DESIGN, and a ribbon bar with various tools. The left sidebar shows activity, Teams, Meetings, Files, Assignments, and a feedback icon. The bottom status bar shows "PAGE 1 OF 2 252 WORDS ENGLISH (U.S.)" and "100% HELP IMPROVE OFFICE".

6. At the top of every conversation, there is a "Files" tab that lists all documents that have been sent in a conversation. This makes it easier to locate documents in a long chat conversation.

A screenshot of a Microsoft Teams conversation with a participant named "Jon DeGroot". The "Files" tab is highlighted with a red arrow. The conversation history shows a call ended at 3s on Wednesday 11:28 AM. A message from "Wednesday 12:52 PM" says "Hello". A message from "Wednesday 1:29 PM" says "Here is the project status report." Below the messages, a file icon with "Project Status Report.docx" is listed, along with an ellipsis icon. The top of the screen shows a search bar and the Microsoft Teams ribbon.



7. From the “Files” tab you will see a list of all the files that have been sent in the conversation and can open them directly from here.

A screenshot of a messaging application window. At the top, there is a search bar with the placeholder text "Search or type a command". To the right of the search bar are window control buttons (minimize, maximize, close) and a user status indicator showing "LF" with a green checkmark. Below the search bar, the recipient's name "Jon DeGroot" is displayed with a blue star icon. To the right of the recipient's name are three circular icons: a video camera, a phone, and a document. Below the recipient's name, there are five tabs: "Conversation", "Files" (which is highlighted in blue), "Organization", "Activity", and a plus sign tab. Under the "Files" tab, there is a "Share" button with a hand icon. A table lists the shared files. The columns are "Type", "Name", "Shared on", and "Sent by". The table shows one file: "Project Status Report.docx", which is a Word document (indicated by the ".docx" extension). The file was shared on "2/21" and sent by "Elliott, Layne S". There is also a "..." button at the end of the row. The entire window has a light gray background.