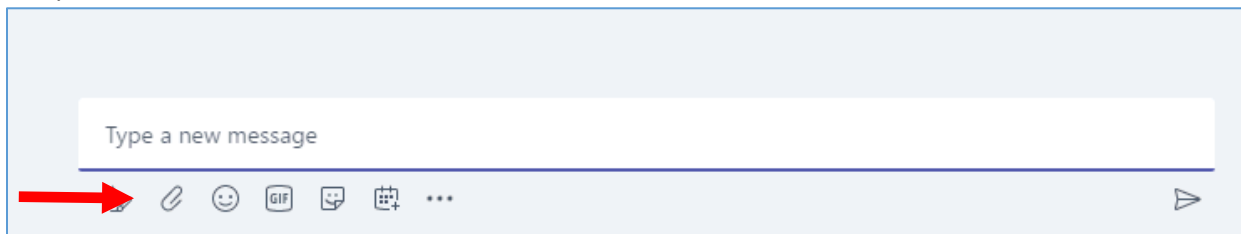


Microsoft Teams

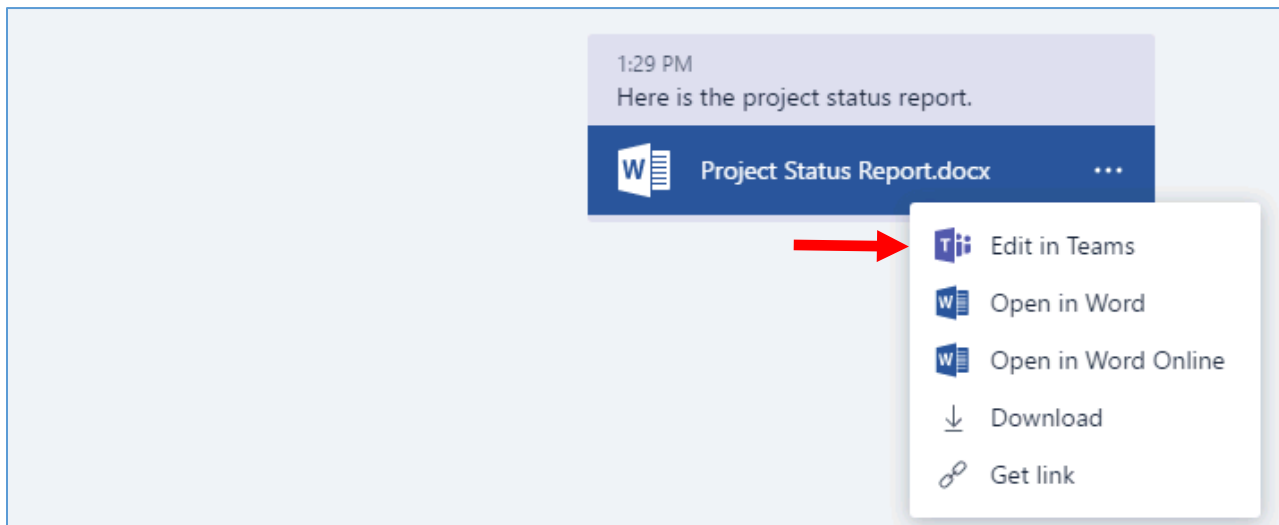
Send and Collaborate on Documents

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.

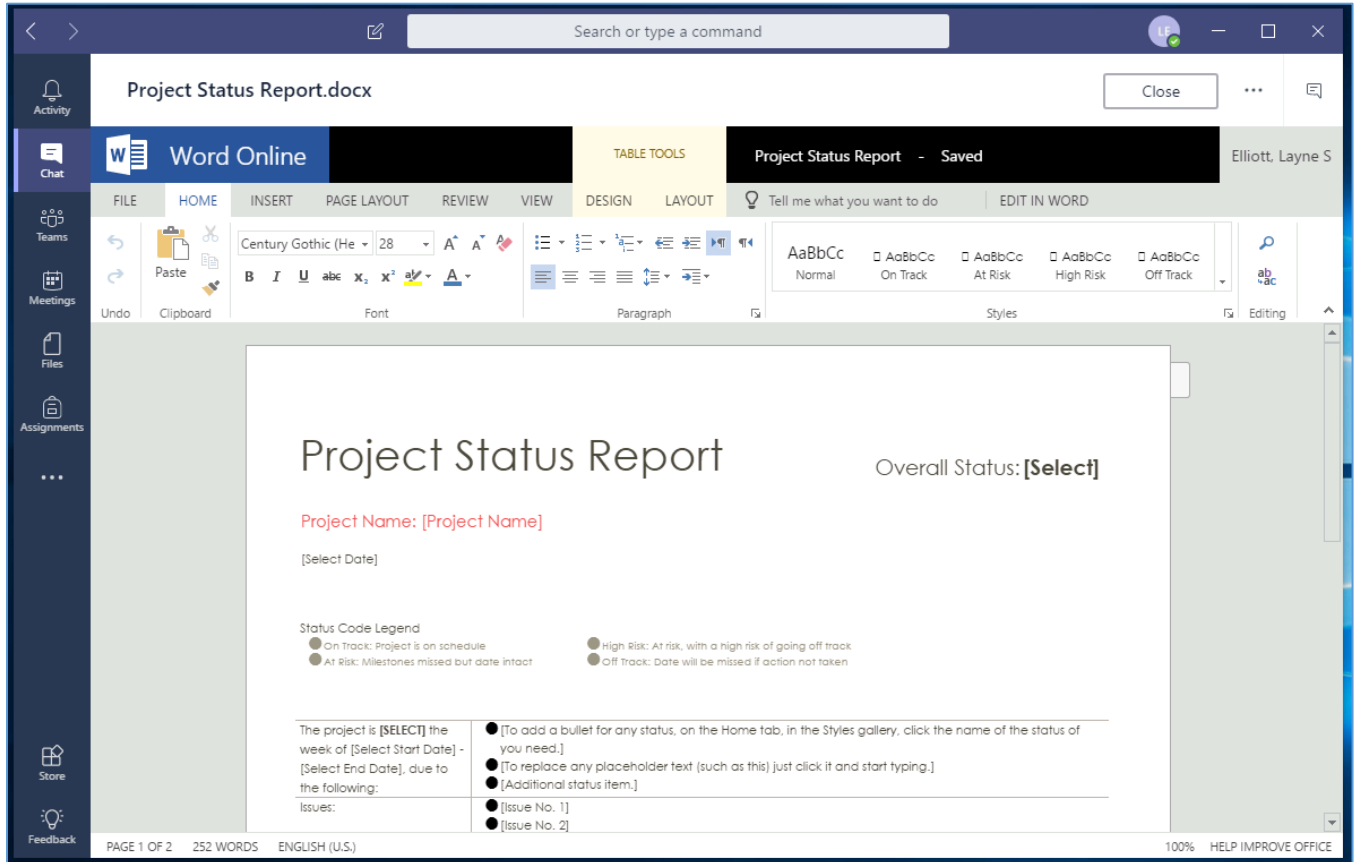


2. Locate the document you wish to send and then click Open.
3. Once the document finishes uploading to Teams, you will be able to send it
4. You can now open the document directly in Teams by clicking on the 3 dots and then “Edit in Teams”.

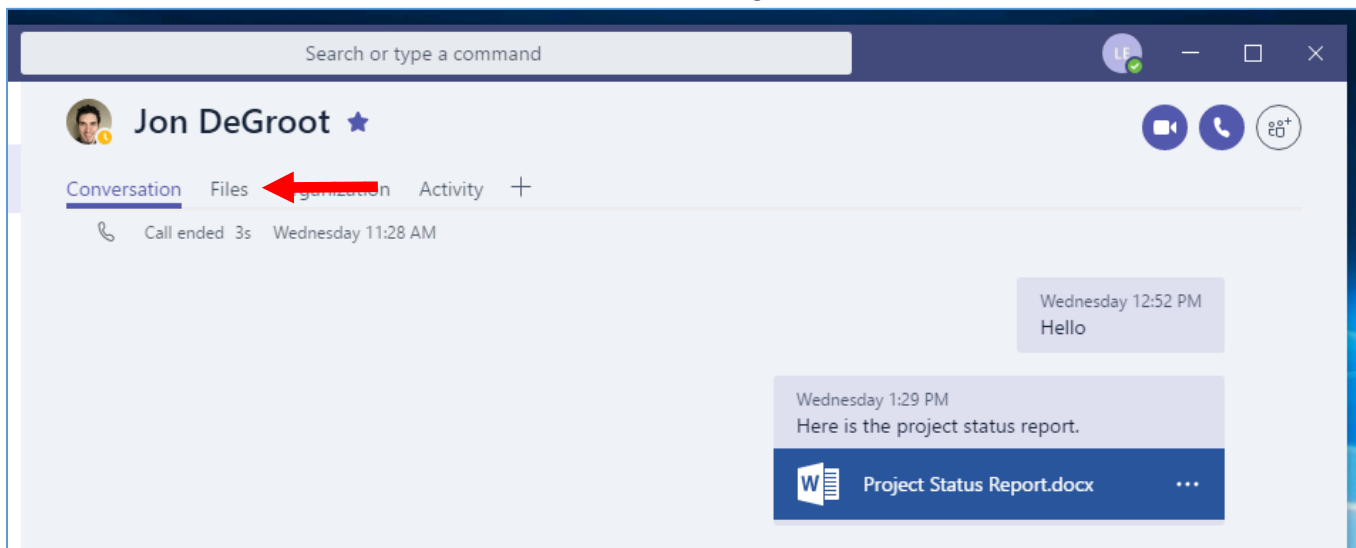


****This feature only works for Office documents and they must be saved with the newer filename extension (.docx, .xlsx, .pptx, etc)****

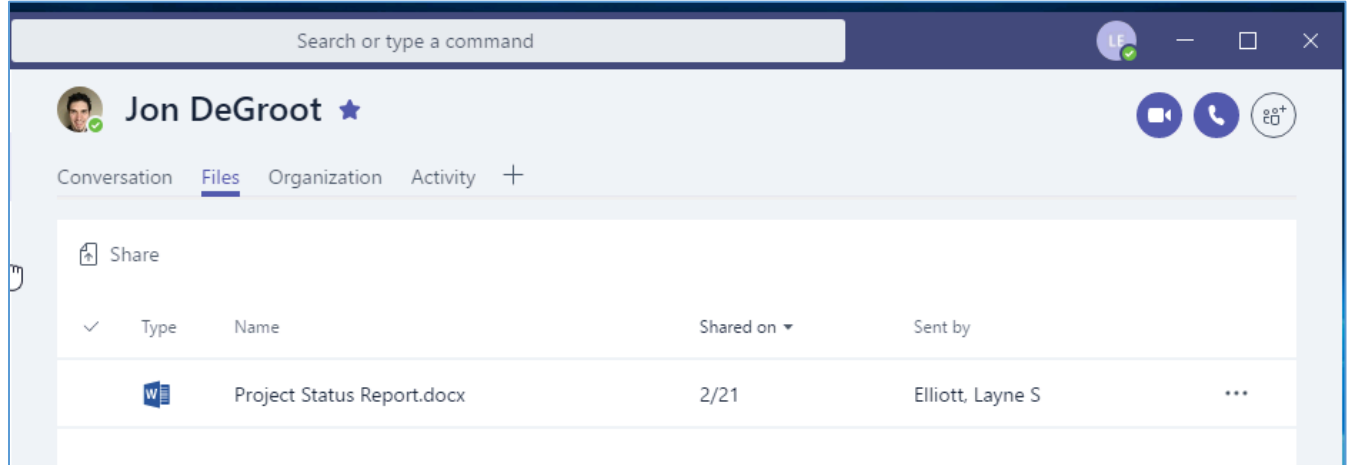
- Multiple people in the conversation can then edit the document simultaneously and see each other's changes in real-time



- 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.



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.




Search or type a command

Jon DeGroot ★

Conversation **Files** Organization Activity +

Share

✓	Type	Name	Shared on ▼	Sent by
		Project Status Report.docx	2/21	Elliott, Layne S