

Files

In Microsoft Teams Flexible file collaboration



Where you upload your files matters

Uploading files into the Files tab in a Channel saves it to SharePoint. Uploading a file into a private chat, saves it to the chat files, accessible by everyone in the chat, but not to a SharePoint folder.



Limit folders

Limit layers of files to three folder levels deep.

Keep files under 15GB in size

That's the limit! And remember you can only bulk upload 10 files at a time.

Customise permissions

Files and folders can have their own set of permissions. These are accessible via SharePoint back-end to Teams.

Straight to the point

Teams is a front-end view for the files stored in SharePoint. You can always view your files in SharePoint if you prefer and use all those great SharePoint features.

Put a pin in it!

Excel, Powerpoint, Word & PDF files can be pinned to the top of a Channel or chat using the *Make this a tab* feature.

Move it

If you need to change the location of a file, use the *Move* button in Teams and select the new Team and Channel and folder location for your file.

Sync files

Teams relies on being connected to the Internet. To work on your files offline, you'll need to use the sync feature in SharePoint.



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