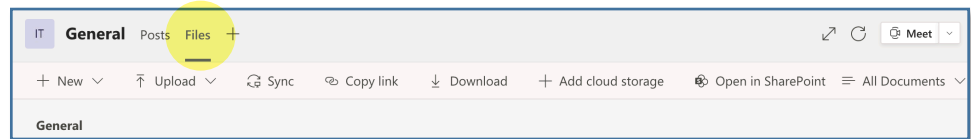


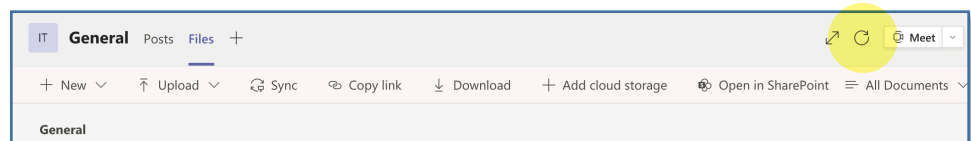
Working with Files in Microsoft Teams

Every channel in a team has a dedicated space for file storage. All files posted in the channel are automatically added to that channel's **Files** tab.



Information on what types of data can be stored in Teams can be found [here](#).

By default, all teams start with a **General** channel. If you see a message that says "We can't get your files" the first time you access a Files tab, switch to another tab for a few seconds or hit the **Reload** (the circular arrow) button in the top right.



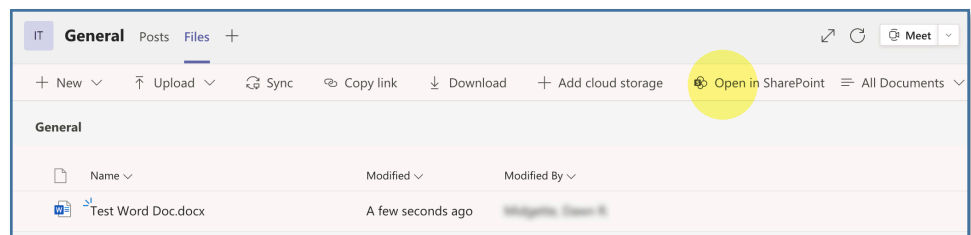
From the Files tab, the entire team can view, create or upload files and folders. (Further information on these tasks can be found [here](#).)

It's possible to edit common Microsoft Office files (Word, Excel) directly in Teams, but we recommend syncing your files with the OneDrive client if you work with the files frequently.

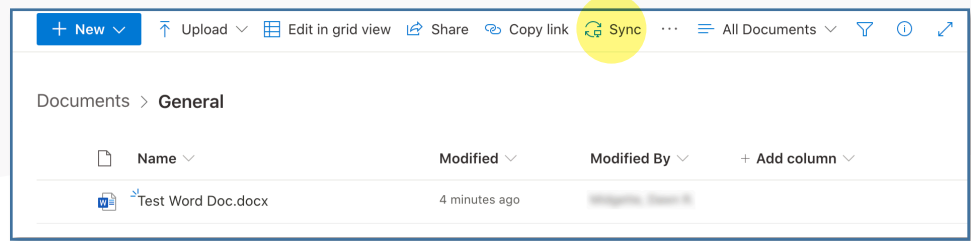
Syncing your Team to OneDrive

The OneDrive client can present your files to you as if they were stored in a folder on your computer, making it easy to work with them in any application.

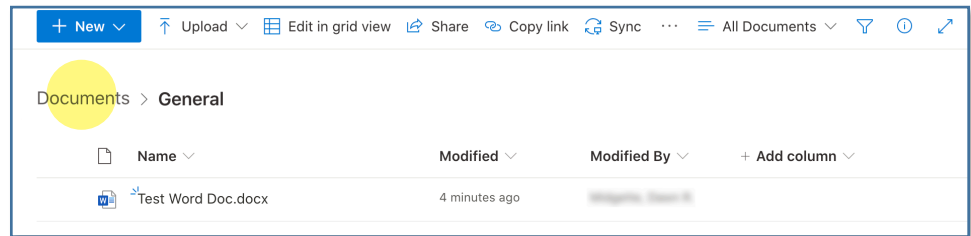
1. In the Teams app, click **Open in SharePoint** to open the current channel's files in your web browser.



- Click **Sync** to sync this channel's files to your OneDrive client.



- To sync all files stored on the Team's site (from all channels), click on **Documents** before hitting **Sync**.

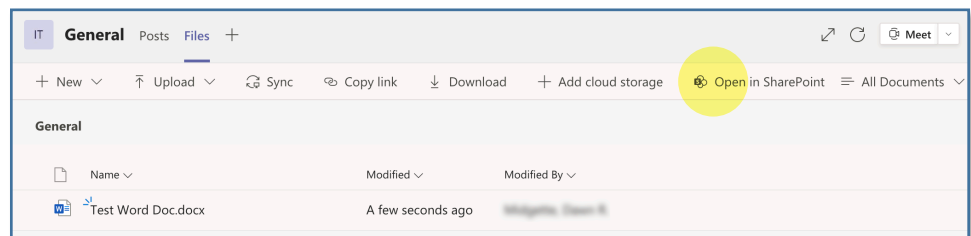


- If you are not already using OneDrive on your computer, you may be prompted to set it up. Enter the same ODU email address and password you use to log into Microsoft Teams and select your school account if prompted. Further information on using the OneDrive client can be found [here](#).

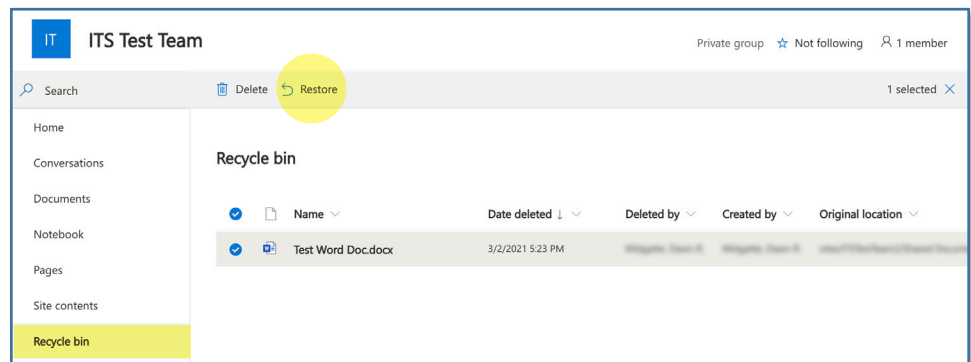
Recovering files

Files and folders that have been recently deleted can be recovered from the Recycle Bin.

- In the Teams app, click **Open in SharePoint** from the Files tab.



- Click **Recycle Bin** in the left side menu. Select the items you'd like to recover, then click **Restore**.



Permissions

By default, any files uploaded to a team can be viewed and edited by all other members of the team. For situations where other permissions are needed, there are a few options available:

Private Channels

Files stored in a private channel are only accessible to those with access to the channel. Private channels have their own owners and members who must also be part of the team. Each private channel has its own storage on its own SharePoint site. More information about private channels can be found [here](#).

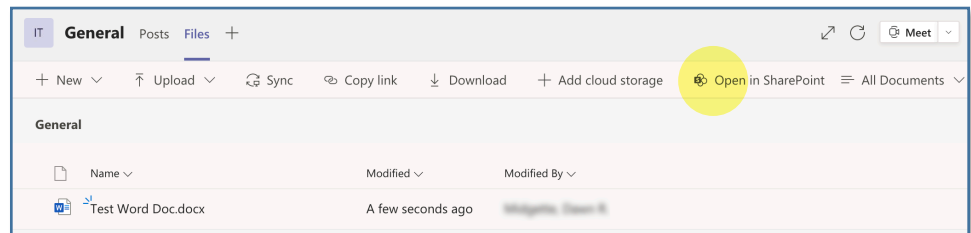
Creating a Team

If you need to share a large number of files with people who should not be added to the team, consider creating a new team and storing the files there instead. Information on creating a new team can be found [here](#).

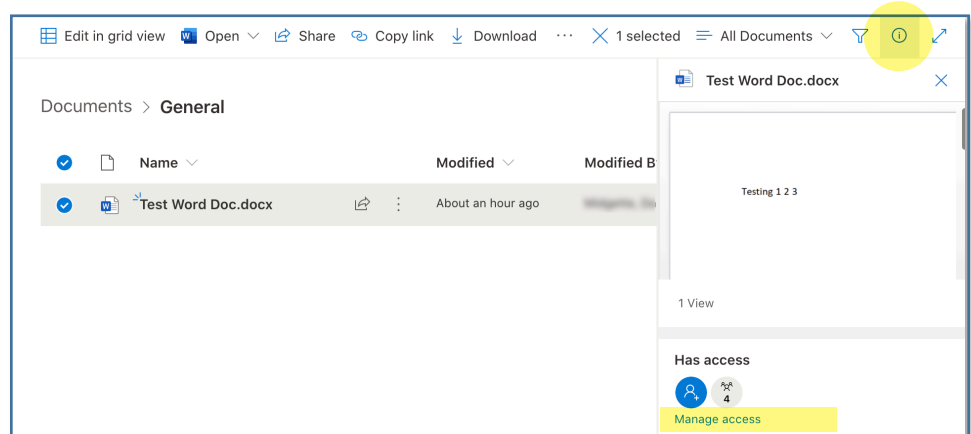
Custom Permissions

Custom permissions can be set on files and folders through the team's SharePoint site. This is most useful when sharing a small number of files with someone outside the team, or if you would like to make certain folders read-only to team members. Setting custom permissions can make it more difficult to tell who has access to a file, so we recommend only using them where necessary.

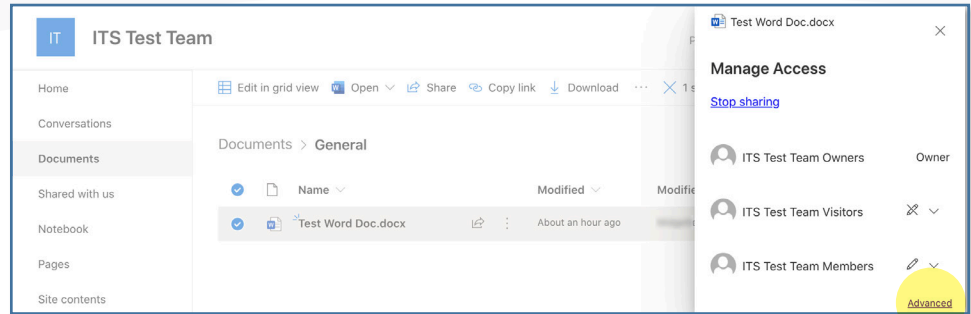
1. Hit the **Open in SharePoint** button on the team's Files tab.



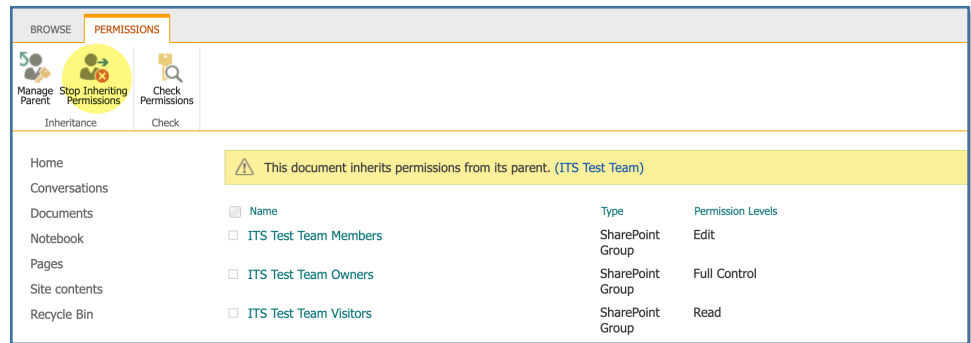
2. Select an item and hit **Manage Access** in the details pane. (If you don't see the details pane, hit the button in the top right that looks like a lower-case i inside a circle.)



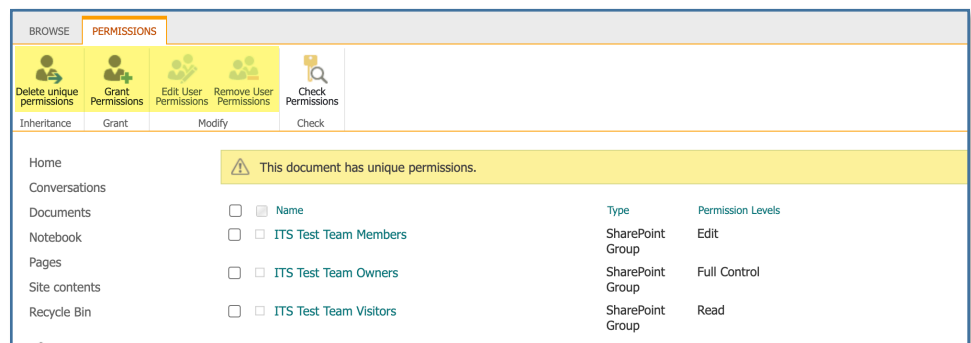
- Simple changes can be made from the **Manage Access** pane, or click **Advanced** (bottom right) to make more advanced changes.



- To make changes, you will need to **Stop Inheriting Permissions** if this has not already been turned off.



Click **Grant Permissions** to add new users or groups access; **Edit User Permissions** or **Remove User Permissions** to modify existing permissions; or **Delete Unique Permissions** to go back to inheriting permissions from the item's parent.



Retention

Retention labels can be applied to files and folders stored in Teams to automatically delete content that should only be retained for a certain amount of time. More information about Retention in OneDrive and SharePoint can be found [here](#).