

# Microsoft Teams: File storage and sharing

Last Modified on 10/04/2024 8:53 am EDT

This article reviews the **file storage and sharing** features for **Microsoft Teams**.

## See also:

- [Microsoft Teams: Accessibility features](#)
- [Microsoft Teams: Instant messaging](#)
- [Microsoft Teams: Video conferencing](#)

**Warning:** This functionality requires a Team. See [Microsoft Teams: Overview](#) for how to request one.

## File storage basics

Storing files in a Team has a variety of benefits:

- **All members of a Team** are automatically granted access.
- Files are **owned by the Team**, instead of an individual.
- Files can be easily **accessed across devices**.

## Team versus Channel

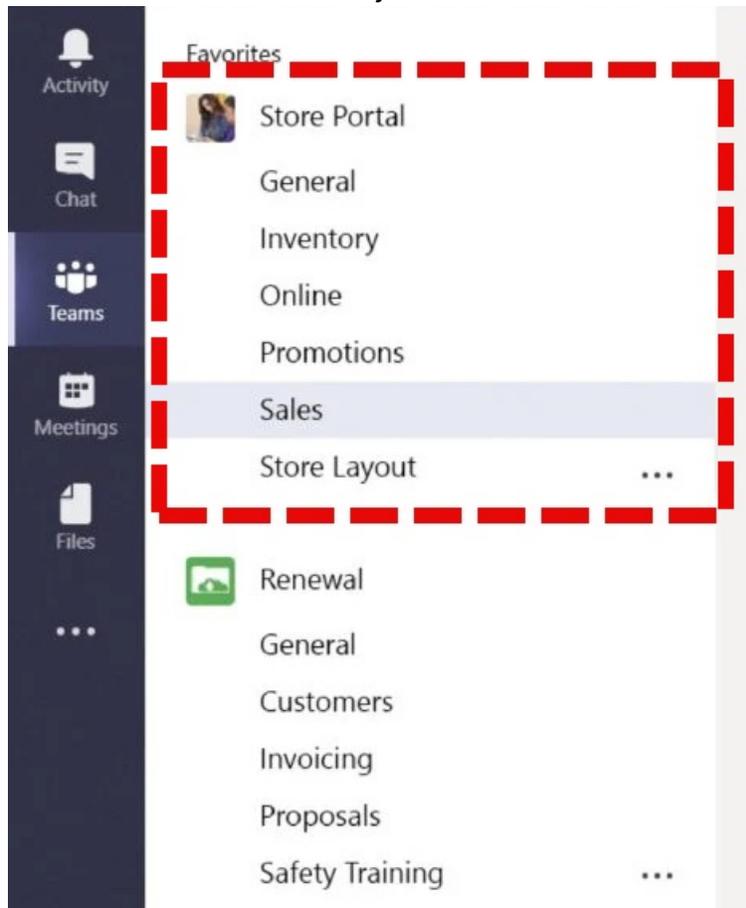
Every Team has at least one Channel (the default Channel is called "General"), each with their own file storage structure. Always upload files to a specific Channel.

## Access and upload files

## From Microsoft Teams

**Note:** The following process works for your phone and computer!

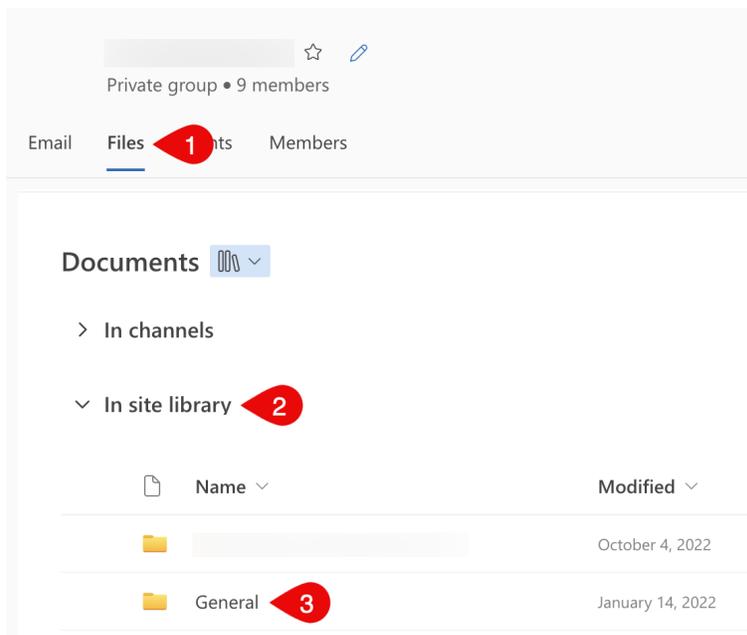
1. Open **Microsoft Teams**
2. Click the **Teams icon** 
3. Select the **Team and Channel** you'd like to access



4. Click the **Files** tab
5. To **Upload**, select one of the following
  - Tap the **Upload icon**  +
  - Click the  **Upload** button

## From the web

1. Open **Google Chrome**
2. Navigate to [Webmail](#) 
3. Click the **Groups icon** 
4. Click **your Team > Files**
  - **NEVER** upload files directly here.  
If you do, they will be **inaccessible** by some Team members.
5. Under "In Site Library", click the **folder for the Channel** you'd like to access



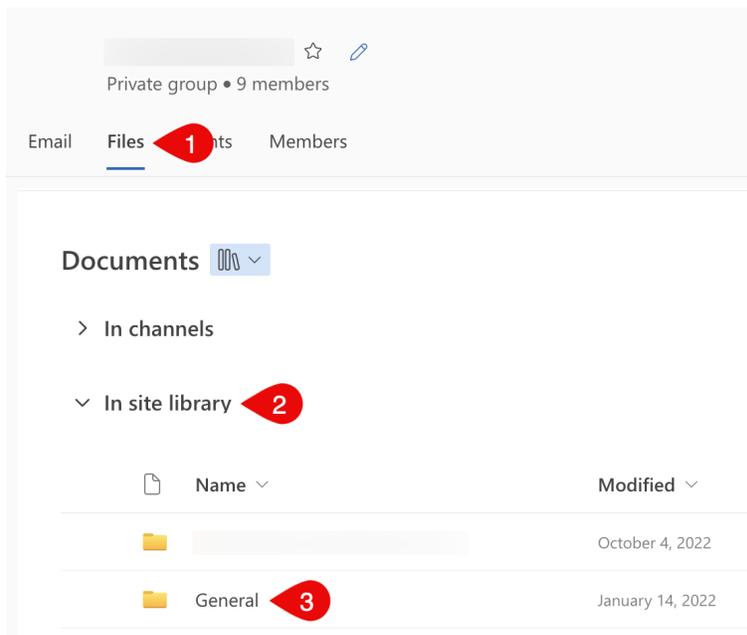
## 6. Scroll up to access the file controls



## From Outlook

**Warning:** This process only works for Windows (Windows logo) computers.

1. Open **Outlook**
2. Click the **Groups icon** 
3. Click **your Team > Files**
  - o **NEVER** upload files directly here.  
If you do, they will **be inaccessible** by some Team members.
4. Under "In Site Library", click the **folder for the Channel** you'd like to access



### 5. Scroll up to access the file controls



## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

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