



Share and organize class team files

Microsoft Teams for Education

Share files in conversations and use the **Files** tab to keep track of them.


Teachers


Students

Share a file

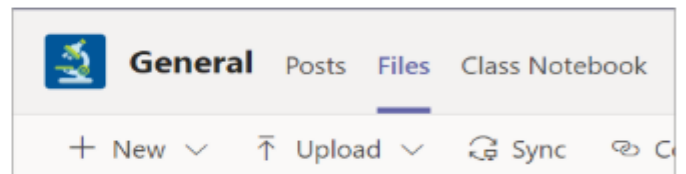
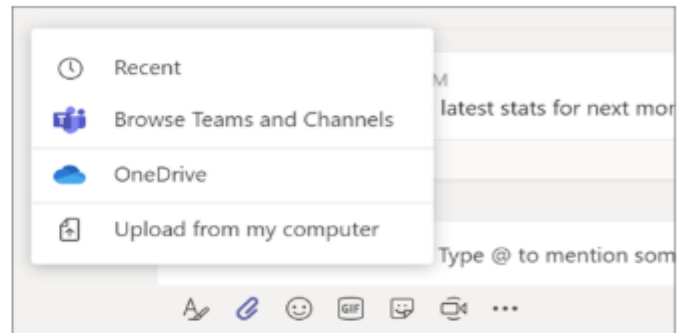
Any file you share in a channel or chat can be opened by all the students in that channel or chat.

Tip: Teams works particularly well with [Microsoft Office documents](#).

1. In your channel conversation, click **Attach**  under the box where you type your message.
2. Select from these options:
 - **Recent**
 - **Browse Teams and Channels**
 - **OneDrive**
 - **Upload from my computer**
3. Select a file > **Share a link**.

If you're uploading a file from your computer, select a file, click **Open**, and then **Send** .

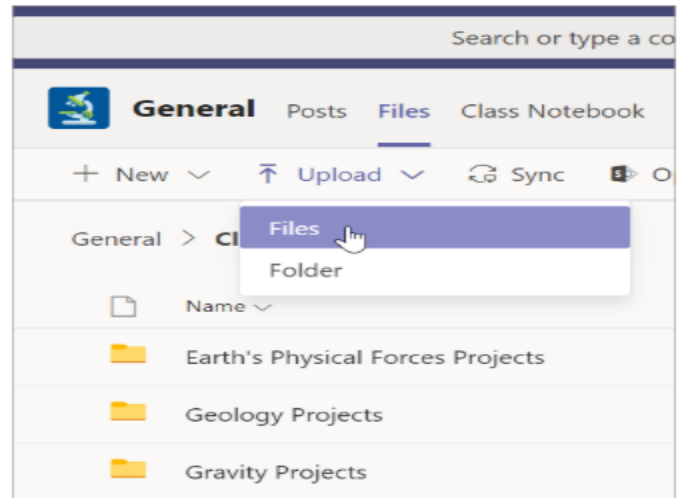
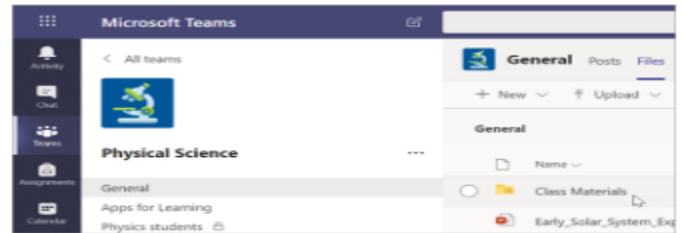
The file you shared can be found in the **Files** tab.



Add Class Materials

Do you have important files you don't want students to edit, like a syllabus or class rules? The Class Materials folder is a great place to upload them.

1. Navigate to the **General** channel in your class team.
2. Select the **Files** tab, then the **Class Materials** folder.
3. Select **Upload** to add files from your OneDrive or device.





Share files in conversations and use the **Files** tab to keep track of them.

Teachers

Students

Share a file in a channel or chat

1. Click **Attach**  .
2. Choose a file you'd like you share.
3. Include a message if you want, then click **Send**  .

Find or create a file

See the files that you, your classmates, and teacher have shared in one of your team's channels by selecting the **Files** tab.

While in **Files**, you can create a new Word, Excel, or PowerPoint document for you and your classmates to collaborate in.

Class Materials

In the **Files** tab, your teacher might add read-only resources to the **Class Materials** folder. Look here for important documents that can help you with assignments, projects, or just staying up to date on class expectations.

