

Microsoft Teams

ACCESSING AND UPLOADS FILES

Back and Forward
Use these buttons to switch easily move back and forth between your pages in teams

Files
Each channel has a files tab this hosts all the exercise folders and documents

Upload a file
Choose this Upload section to upload a file. Or simply drag and drop into the folder you want the document to appear

Accessing documents within files
Click on files tab:
▪ Each folder may have additional folders within. Treat these like a usual file structure
▪ Open the folder and find the relevant document (circled document as example)

Name	Modified	Modified By
ExerciseOverview.pdf	June 1	Yuta Himura
GovTeams How to guide v1.0.pdf	Yesterday at 2:19 PM	Nicole Dash-Green...
GovTeams How to guide vC.01.docx	Yesterday at 2:19 PM	Nicole Dash-Green...
GovTEAMSRegistrationInstructions.docx	June 1	Yuta Himura
GovTEAMSRegistrationInstructions.pdf	June 1	Yuta Himura

COLLABORATING IN A SHARED DOCUMENT

Back and Forward
Hover over these two arrows and you can switch between an open doc and another page.
Alternatively, you can choose a screen from one you have previously viewed.

Open in Desktop App
To work on a document and not have it take over your Teams app, choose this option. Multiple people can still be in the document editing and once you are done hit save and it will automatically save to its original file.

Edit document
If this box comes up View you can drop-down and choose Editing to be able to make changes.
Changes are automatically saved.

Close document
Close a document here.

Microsoft Teams
How to use guide
2021

This virtual exercise will be run through [GovTEAMS](#) and will utilise a Microsoft Teams (MS teams) environment only available by registering an account with [GovTEAMS](#).