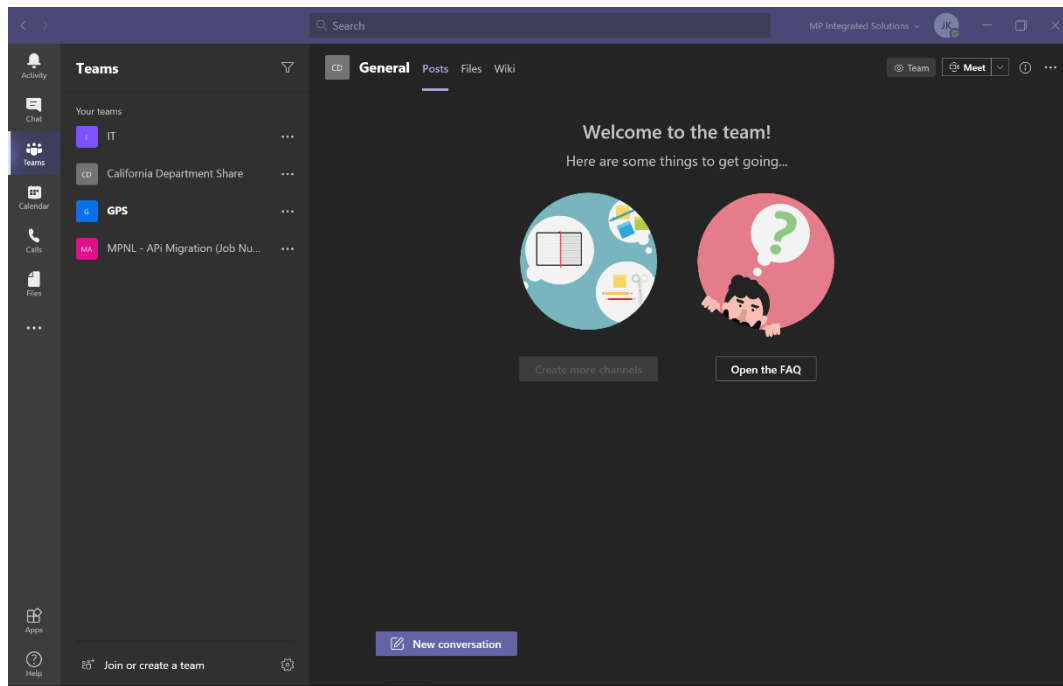
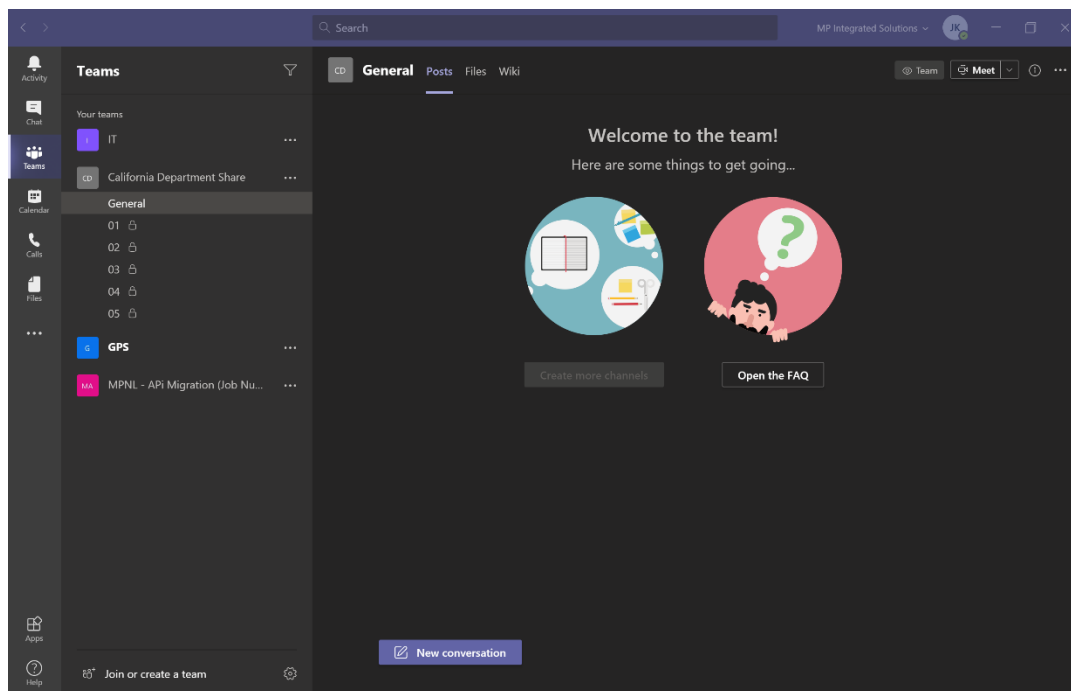


# Finding Documents in Teams

1. Click TEAMS on the left menu.

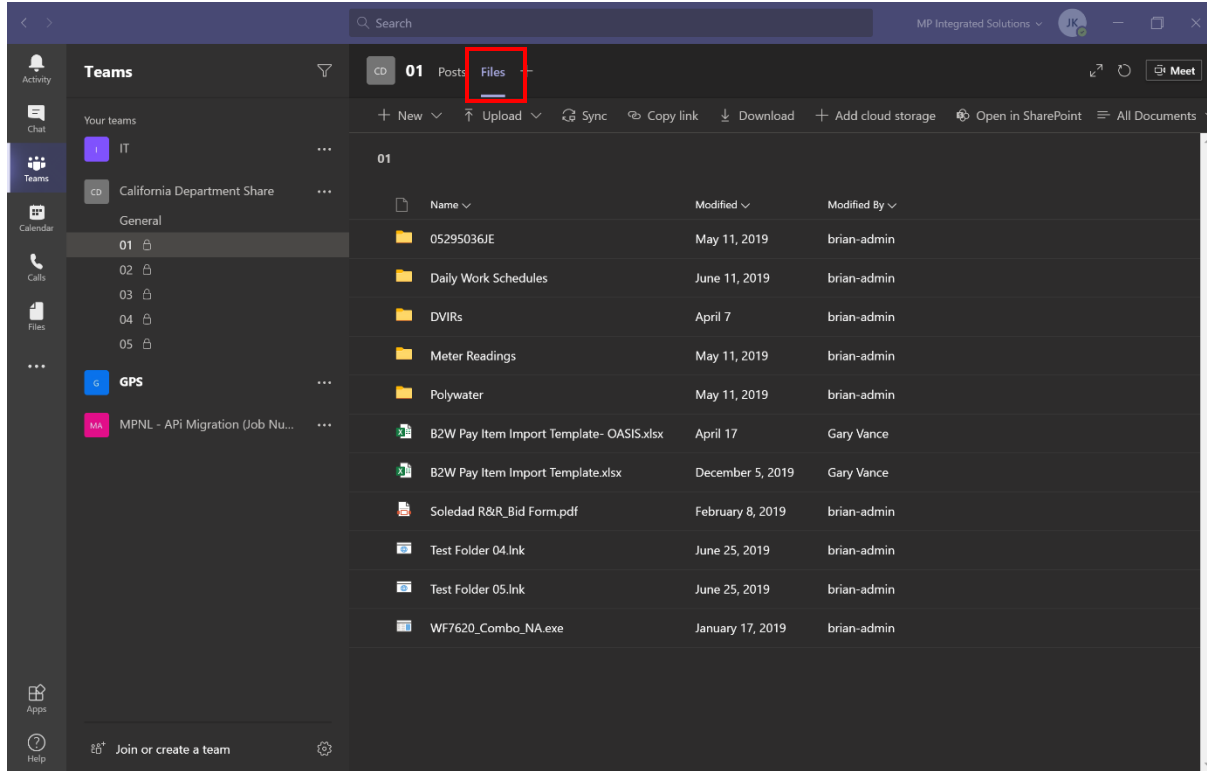


2. Click YOUR Dept Share Team.



3. Choose the FILE HOLDER (set up in TEAMS as a “Channel”) = example 01, 02, 03, etc.

4. Click **Files** on top menu to see all folders available.
5. Choose which **FOLDER** to view/upload a document.



6. Just as in the Department Share folder, click on the desired folder, document to open.

### Additional options:

- Click **NEW** to create new Folder or Document.
- Click **UPLOAD** to add existing Folder(s) or Document(s).
- Click **OPEN IN SHAREPOINT** to view the entire folder in the browser. Works the same way. Added bonus is that you can drag/drop documents and folders instead of uploading them, best for multiple items.

