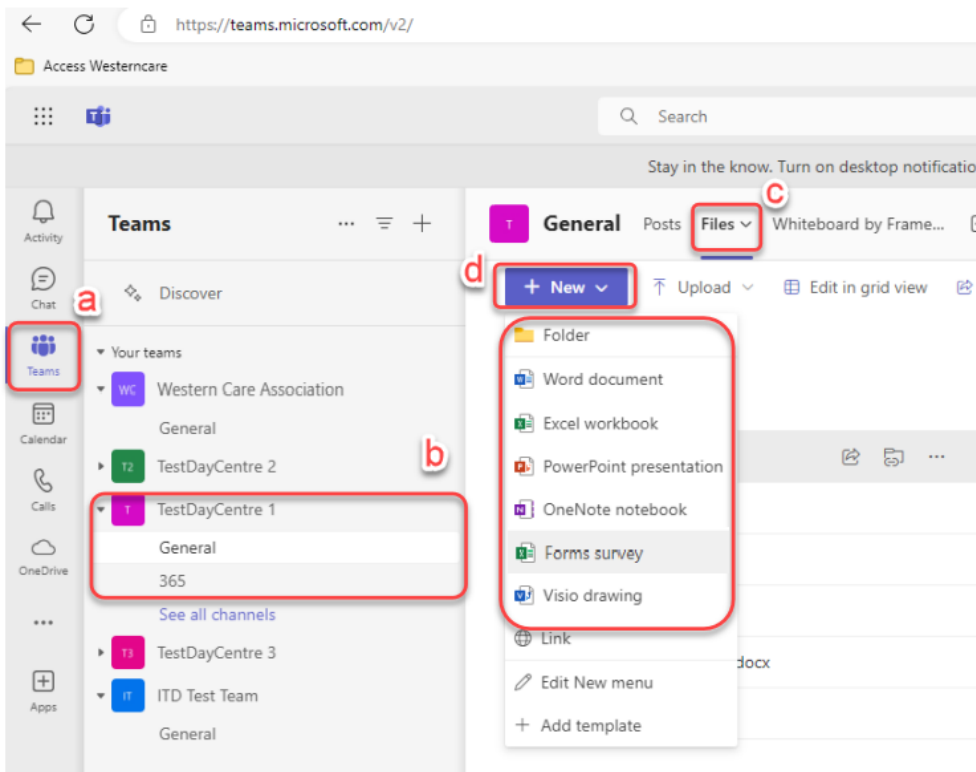


HOW TO CREATE FILES AND FOLDERS IN TEAMS

You can create files in Office 365 in different ways and move them to Teams but there is only one way to create folders in Teams. In the same way you create folders in Teams you can also create new files of formats that are available in the drop-down selection.



1

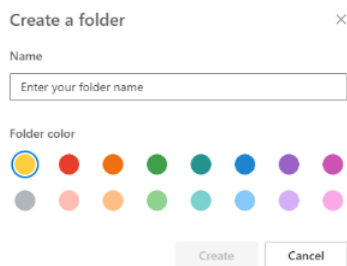
In Office 365

a) go to Teams

b) go to your group's channel (or personal one)

c) click on "Files"

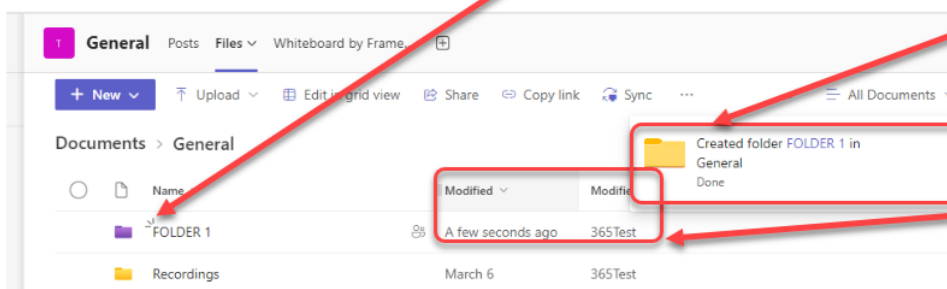
d) click on "+New" and select either Folder or the document type you wish to create



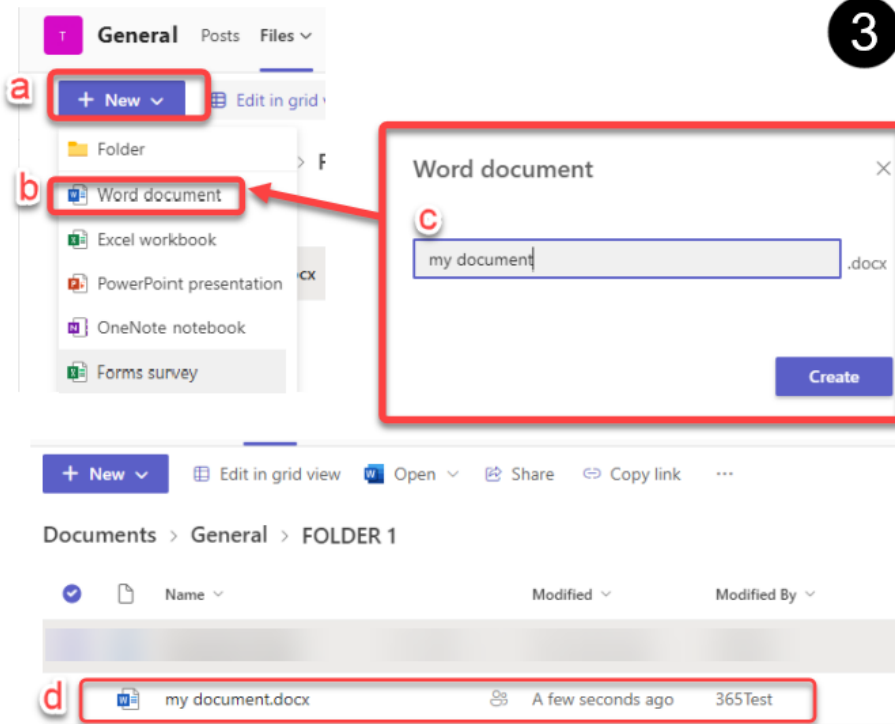
2

In "Create a folder" window you need to enter a name for the folder and additionally you can also pick a colour.

As soon as the new folder is created you will briefly see a confirmation pop-up and "bling" above the folder name that indicates that the folder is new.



Next to the name you can also see when it was created and the name of the creator.

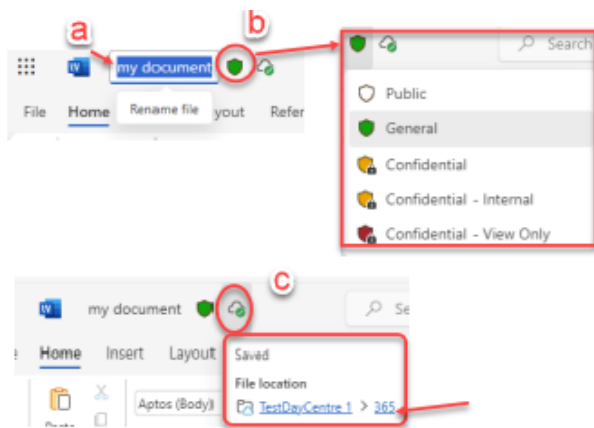


3

To create a new file (word document in this example):

- a) click on "+New"
- b) select "Word document"
- c) enter a name and click on "Create"
- d) the new document will be opened automatically in a new tab (if not you can open it by clicking on its name in the folder), you will see when it was created and whom by next to the name

If you chose to create a new document it will be opened automatically (if not, you can click on its name to open it).

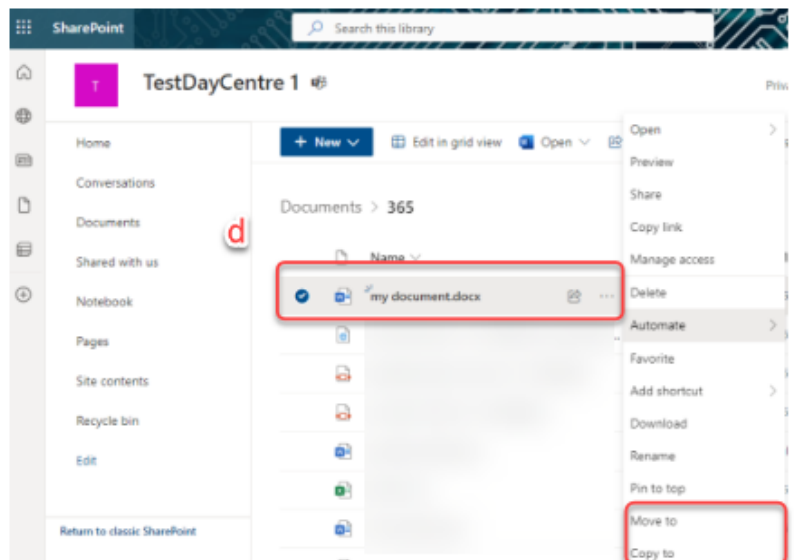


4

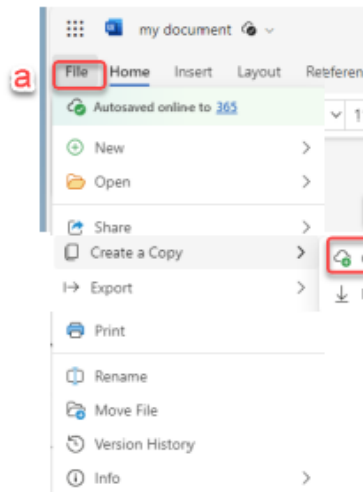
- a) to change the document's name simply click into it and type in a different name (alternatively, you can do it in the folder where it's saved to later)
- b) the sensitivity label being applied by default is "General" you can see the icon here and can click on it to change it to something else

c) the location it's being saved in is displayed below, if you want to change it (move it) click on the last underlined folder
 d) you will see a "SharePoint" and your newly created file in the folder you chose, here you can click on the 3 dots next to the file name and choose to take another action such as Move to or Copy to (or other)

Note: here you can only change to a different location within Teams, it's easier to copy or move file after it's created



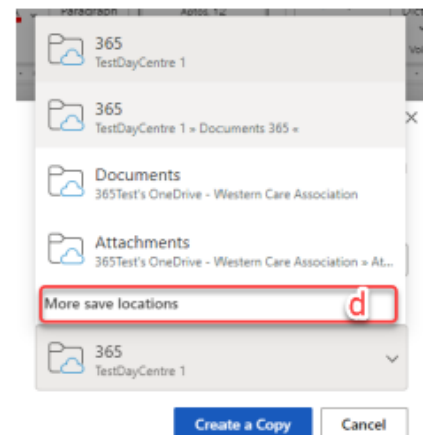
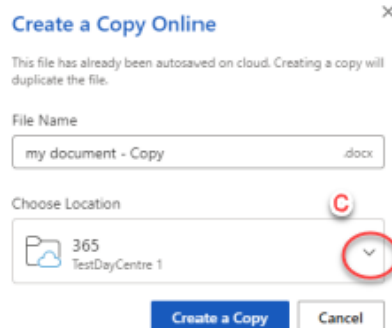
For guidance on "Sensitivity labels" please refer to ["How to apply sensitivity labels"](#) guide on the training website.



5

If you want to save the file to OneDrive:

- a) click on "File"
- b) click on "Create a copy", then on "Create a copy online"
- c) click on the drop-down arrow under "Choose Location"
- d) click on "More save locations"

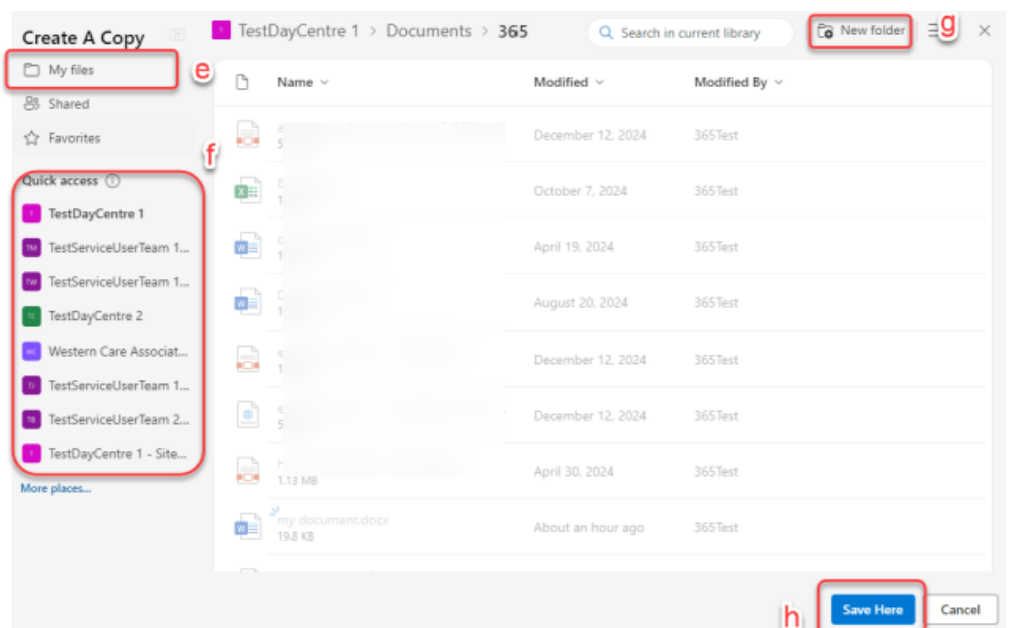


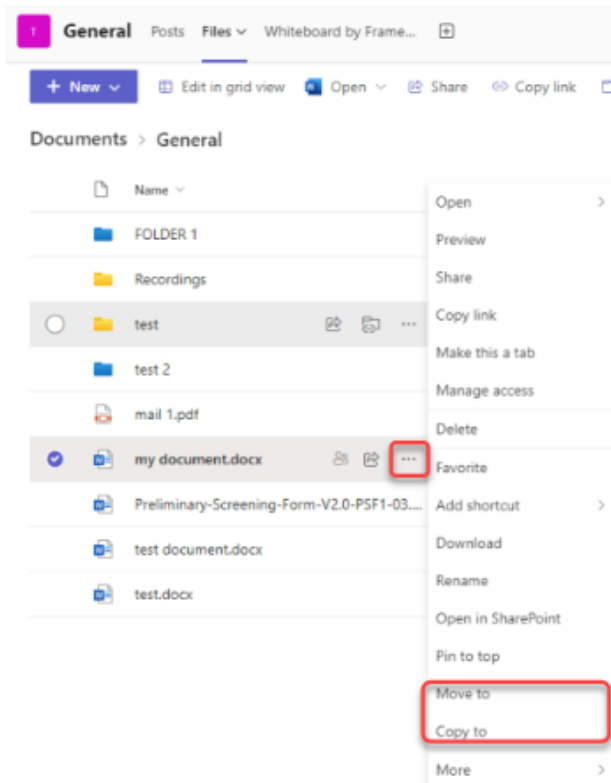
e) for OneDrive double click on "My files" and then choose the location where you want to save the file

f) alternatively, choose another Teams channel and folder

g) you can also create a new folder by clicking on "+New folder" in either OneDrive (MyFiles) or Teams

h) click on "Save Here" to save a copy, you can rename it in step c) in "File Name" field or do it later after you've saved a copy





6

To Move or Copy a file created/located in Teams, right-click on the file name (or click on the ... (3 dots) and choose either "Move to" or "Copy to", you will then see the same window as the one above with options of OneDrive (My Files) or Teams channels for locations