

# Share files in Teams

## *Microsoft Teams*

If you can access a file on your device, you can share the file with other people in Teams. This includes files (of any type) that are:

- On the **Files** tab of your channels and chats.
- In your OneDrive or other cloud storage.
- On your local device.

And there are two ways to share files in chat messages:

- Send the file itself.
- Send a link to the file.

## Share a file in a one-on-one or group chat

1. Select **Attach**  beneath the box where you type a message, and then either **OneDrive** or **Upload from my computer** (depending on where the file is located).
2. Select the file and then select **Share** or **Open**.

This will upload a copy of your original file.

You can also upload a file by going to the **Files** tab and selecting **Share**.

# Share a file with your team in a channel

1. Select **Attach**  beneath the box where you type your message in a channel.
2. Do one of the following:
  - Select **Recent** to choose a file you recently opened, and then select **Upload a copy**.
  - Select **Browse Teams and Channels** to choose from all the files you have access to in Teams, and then select **Upload a copy** or **Share a link**.
  - Select **OneDrive** or **Upload from my computer** (depending on where the file is located), and then select **Upload a copy** or **Open**.

You can also go to the **Files** tab and select **Upload**.

**Tip:** If the file you want to share is available in your computer's file directory, you can just drag it to the message.