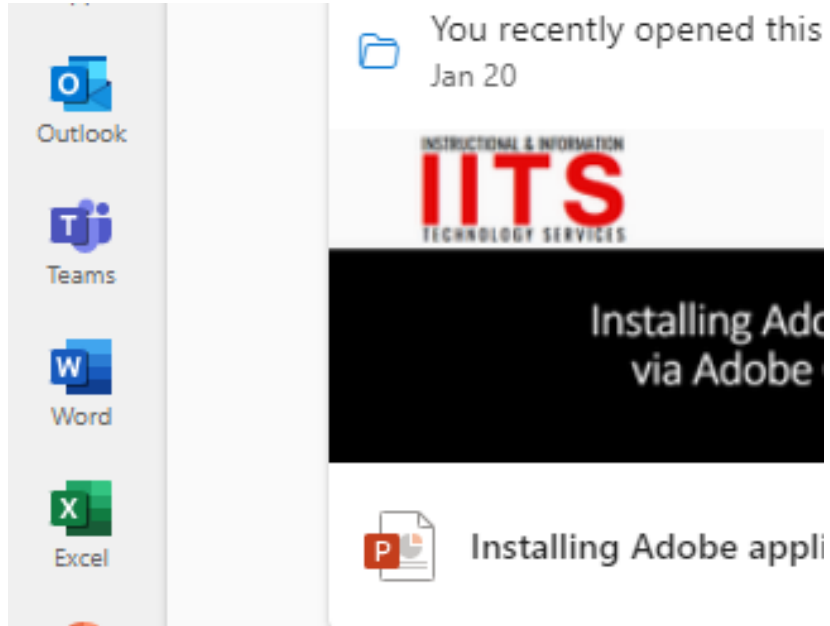


Uploading a file in Microsoft Teams

Here is a guide to upload a file in a Team within Microsoft Teams through the Microsoft 365 application.

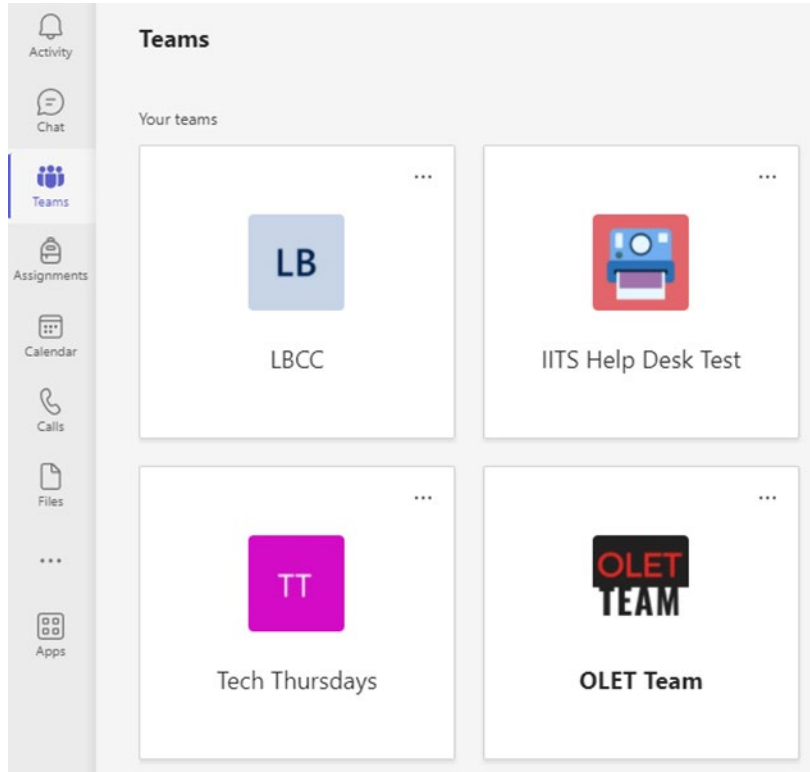
1. From Microsoft 365 Dashboard, click Teams icon
2. Click on Team tile
3. Click on “Create team”
4. Click on “Upload” or use “Drag and Drop” function

Opening Microsoft Teams



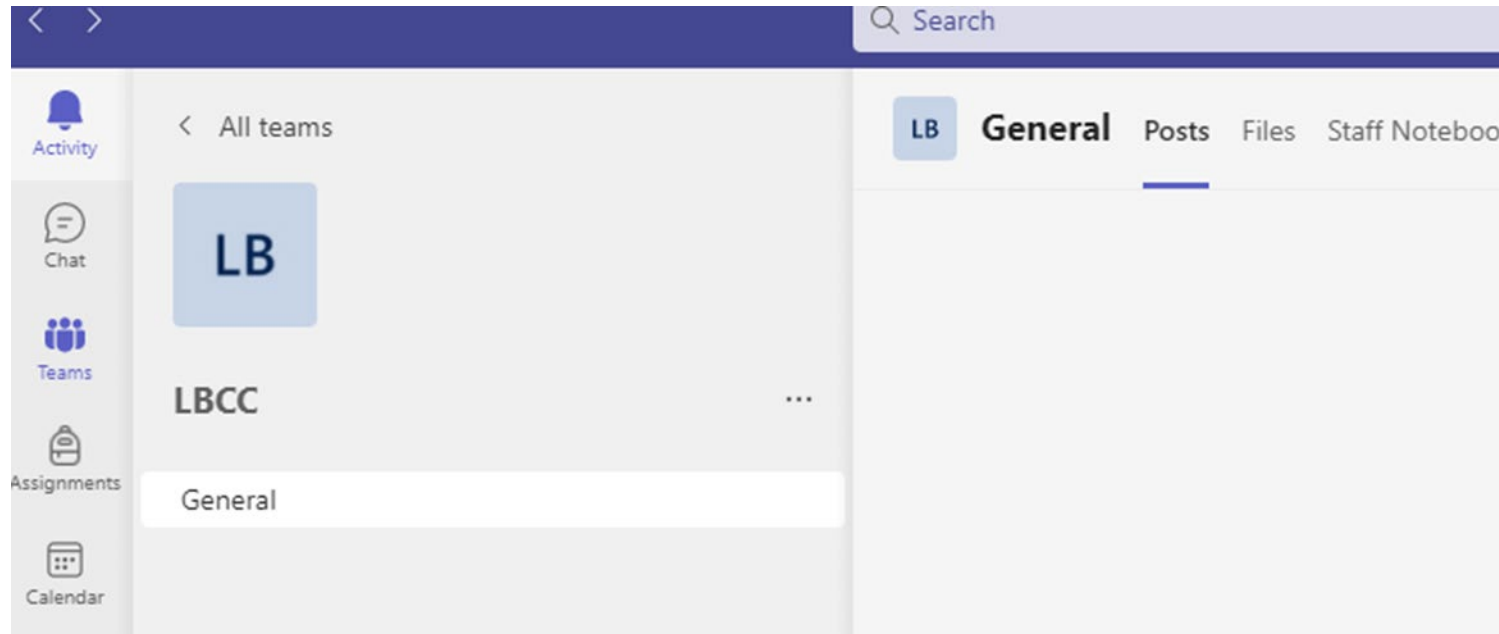
At the Microsoft 365 dashboard, click on Teams icon on the far left.

Select your Team



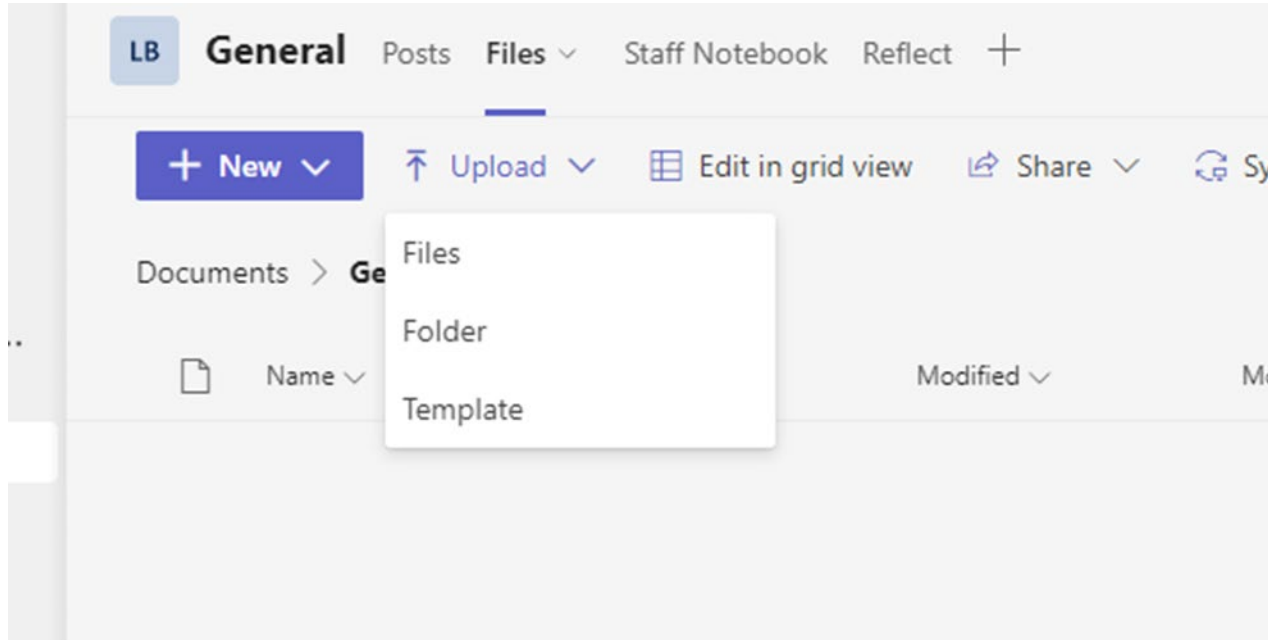
Select the team you want to upload the file to.

Within your Team



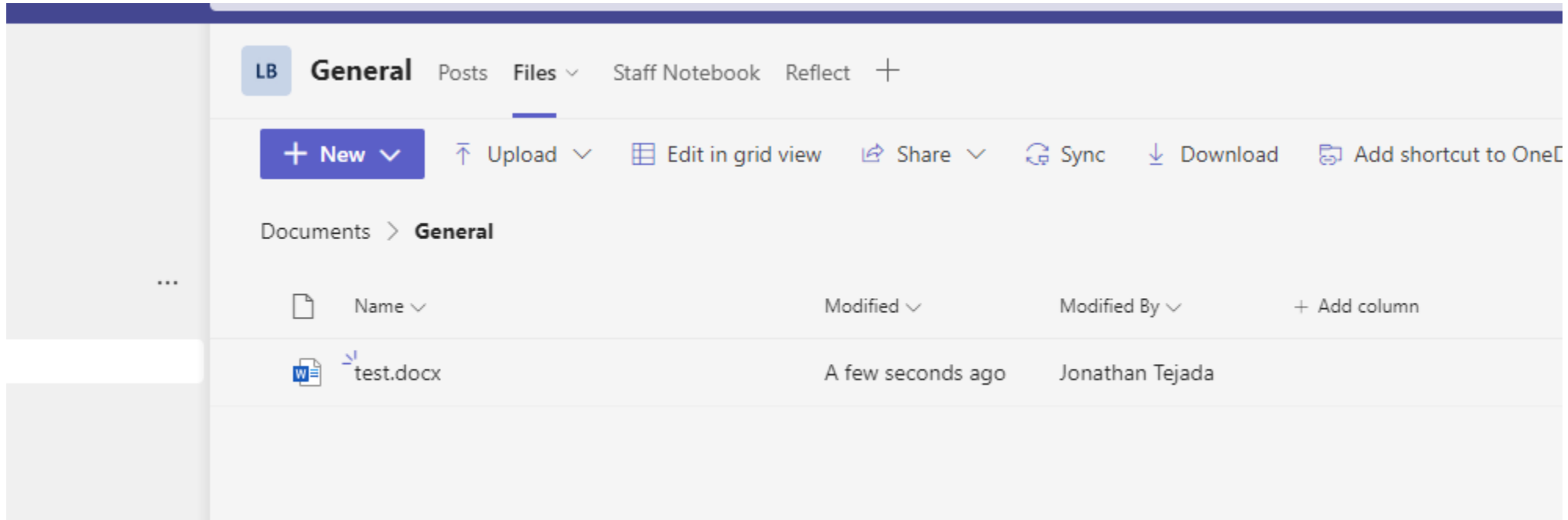
Click on the **“Files”** tab

Selecting a file to upload



Click on the “Upload” tab. You can upload files individually or upload entire folders and templates. You can also directly drag and drop files and folder to center of the page to initiate upload.

Post uploading files



Once uploaded, the file(s) or folder should now appear in the list.

Contact Page

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the ITS Faculty & Staff Help Desk!

- **Phone:** (562) 938-4357
- **Email:** helpdesk@lbcc.edu