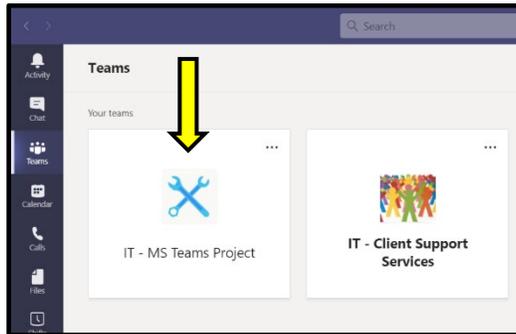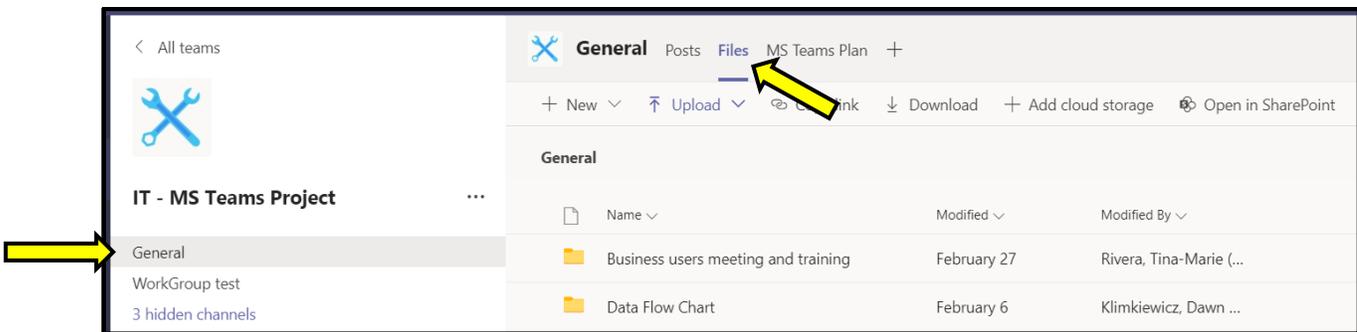You can sync files stored in Teams through OneDrive and access them using your file explorer. Teams also allows you to collaborate on files with others in real time if done through the app.

Syncing Files in Teams:

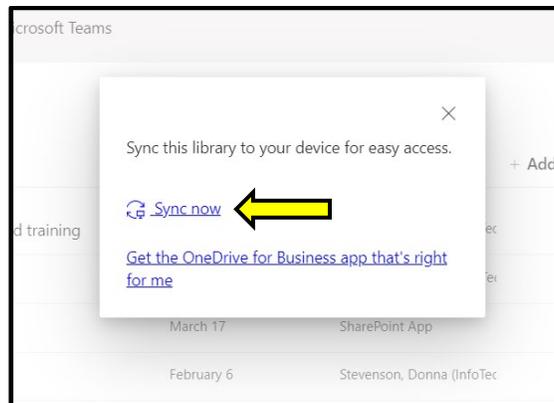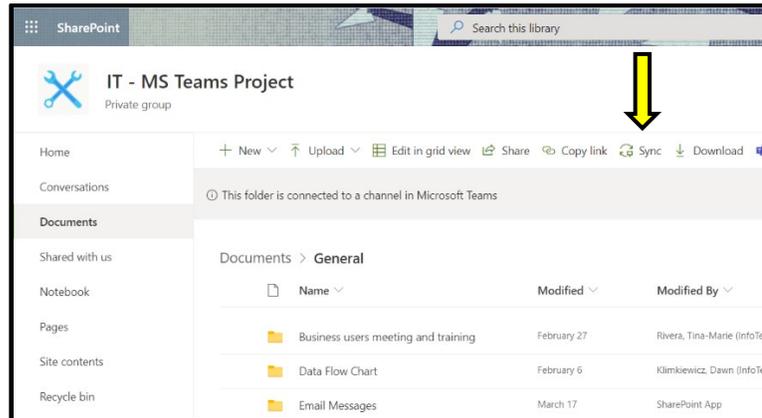1. Go to the Team that has the files you want to sync.

2. Select the Channel where the files are saved and then click on the "Files" tab.


3. If you want to sync all files in all folders of the Channel, click on "Open in SharePoint" (1). If you want to sync files from a specific folder, go into that folder first, and then click "Open in SharePoint" (2).
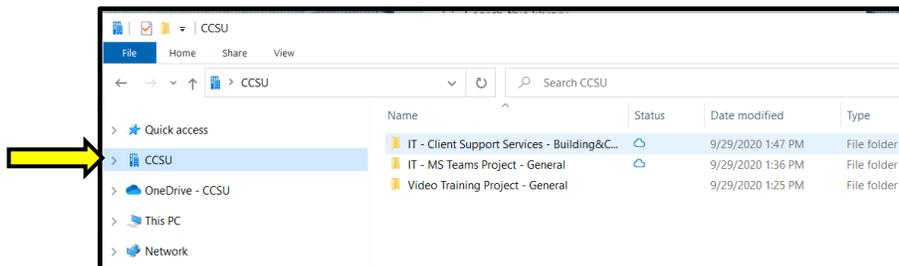

Notice the breadcrumbs. Only files in the folder "Data Flow Chart" will be synced.
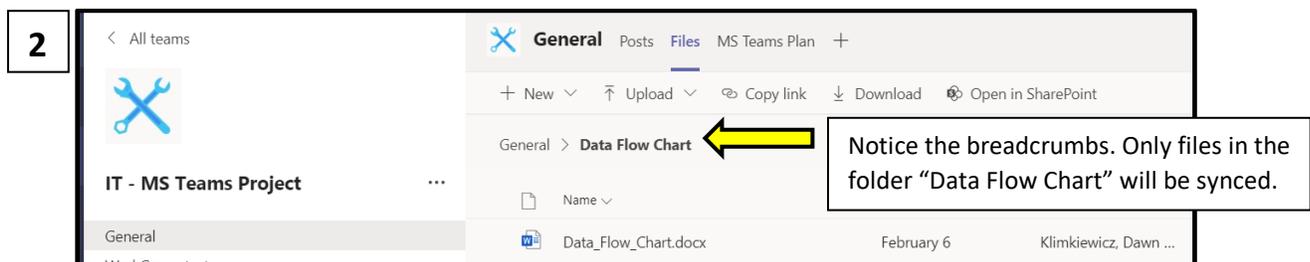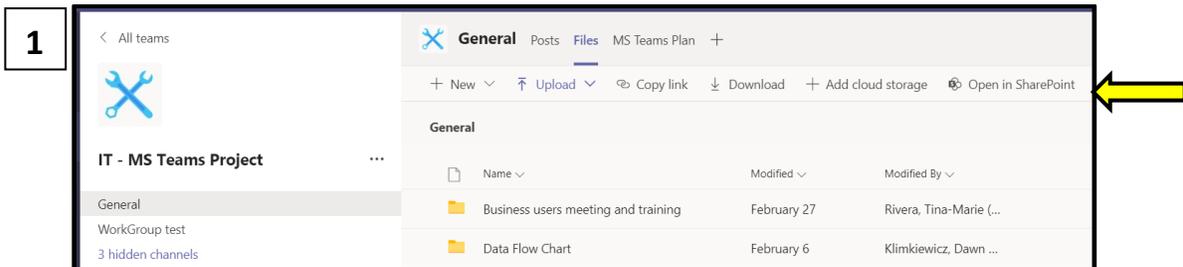
4. Once the SharePoint window opens, click "Sync" and then "Sync now" in the box that appears.

5. Click "Open Microsoft OneDrive". This syncs the files through OneDrive to your computer.
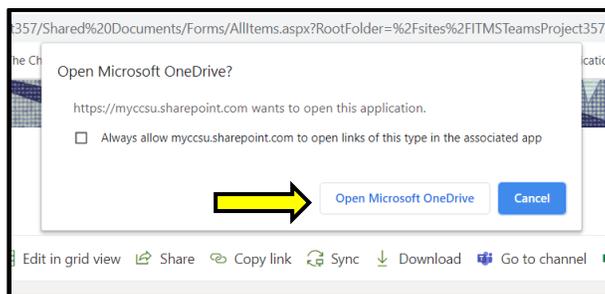
6. Now you can access synced files in your file explorer under the CCSU tab.

Collaborating on Synced Files:

It is best to collaborate on files in the Teams app in order to avoid syncing/version issues. In the Teams app, you can see changes as they occur and who is collaborating with you. If you open a synced file through the file explorer, changes will not be seen by others until the file is saved and they reopen the file.

1. Open the Team that has the files you want to collaborate on.
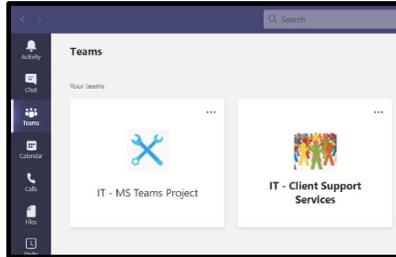
2. Open the file you want to edit by clicking on it.
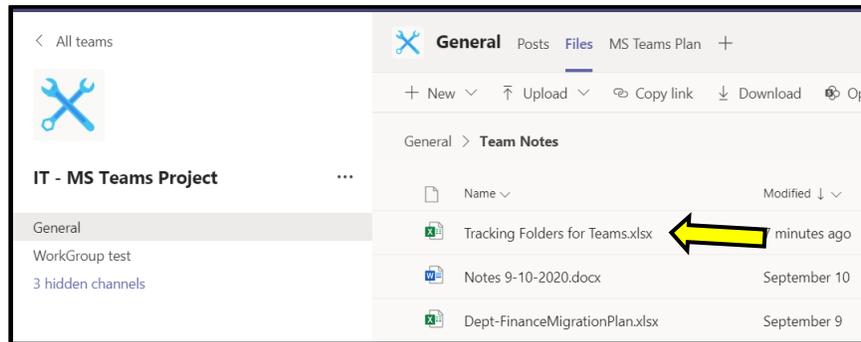
3. Changes made to the document will be saved automatically. You can also see who else is currently editing the document.

Initials of collaborator.