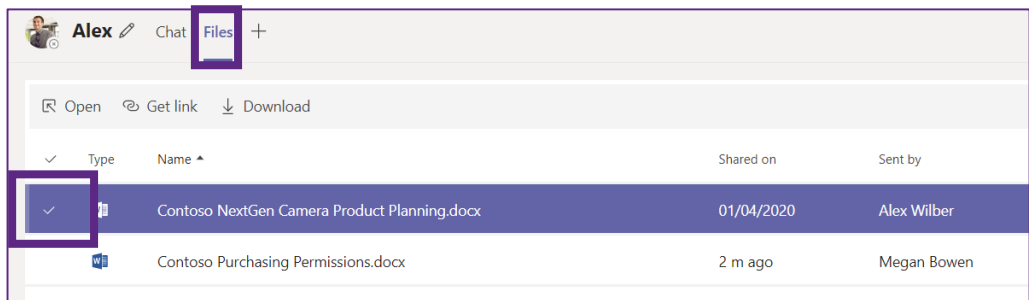# Chat files

Files that you share in a private or group chat are stored in your OneDrive for Business. OneDrive will automatically create a folder called 'Teams chat files' for files you share in Teams chats. These files are only shared with the people in that conversation.

These will be found in the **Files tab** at the top of a chat.

Hover over a file and check the empty checkbox that appears to the left of file type column to select it. By selecting a file, you can open it in the browser and in the desktop app. You can also **Download** a copy onto your device.

Documents can be sorted in the ascending or descending order of any of its columns. To do this click on the name of the column you would like to sort by.

- An upwards triangle next to a column name implies that the files are sorted in ascending order in terms of that column.
- To put the files in descending order, click on that triangle.
- It will flip to indicate that the files are sorted in descending order.
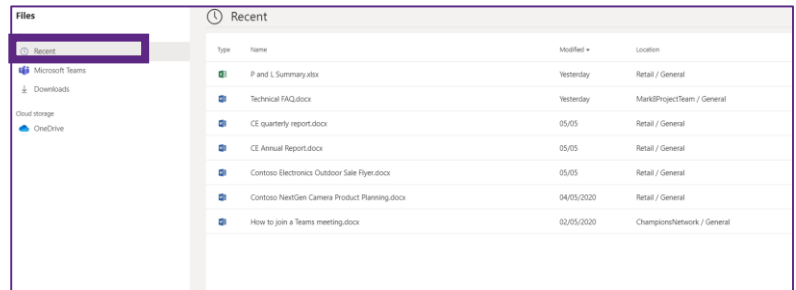- Click on the triangle again to put the list back into ascending order.
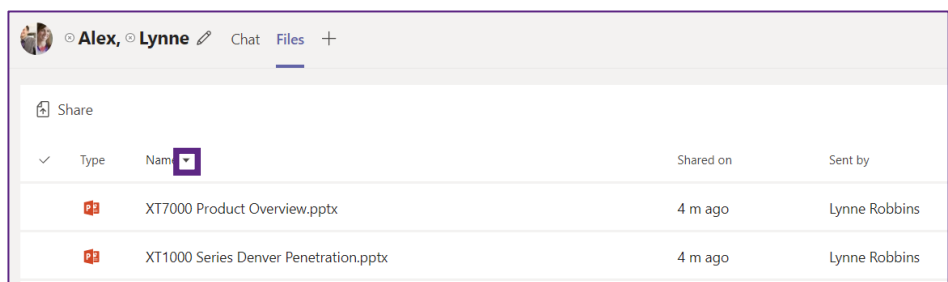
The date a document was shared on and the name of the sharer of a document can be found from the **Shared On** and **Sent by** columns. (This may be particularly helpful in group chat)

Files space

The Files space on the left-hand tool tray strips shows files in Teams without any folder structuring. The location column displays the place where the file is stored.
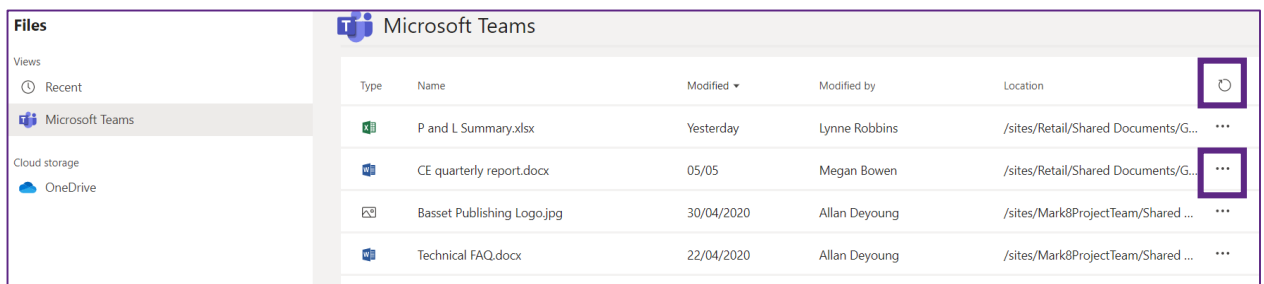
The Recent Tab

The Recent tab shows you any file that you have opened from Teams. By default, it shows the files you opened most recently first and shows when **you** last opened them in the modified column

The Microsoft Teams Tab

The Microsoft Teams tab shows all files stored in any channel or chat in Teams. By default it is order by the modified column, which shows the most recent time **anyone** opened the modified column. To see the latest changes of what documents have been edited, click **refresh** in the far right column header. You can also use the three dots (more options) in this column to open or download a particular document.

Other Storage areas

You can also see your OneDrive from this space. The folder structuring is retained in this view.

Additionally you can add certain third-party file storage apps, such as your Google Drive, Teams by pressing **Add Cloud Storage** at the bottom left-hand side of the page. Note that this ability may have been turned off by your admin.