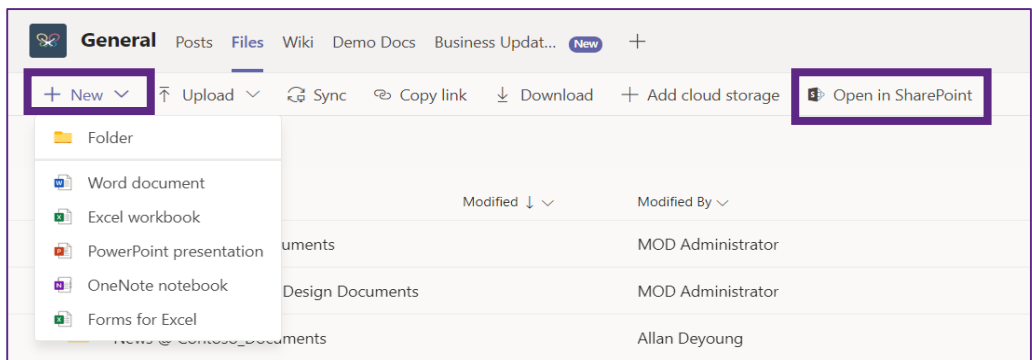


# Teams files

All the files stored in some (normal) channel of a team will be visible to everyone in the team.

## Creating a new file in teams

You can create certain types of office files directly into a team by navigating the files tab of any channel clicking **New**. A drop down list will appear displaying the types of documents you can create. You will also have the option to create a new folder

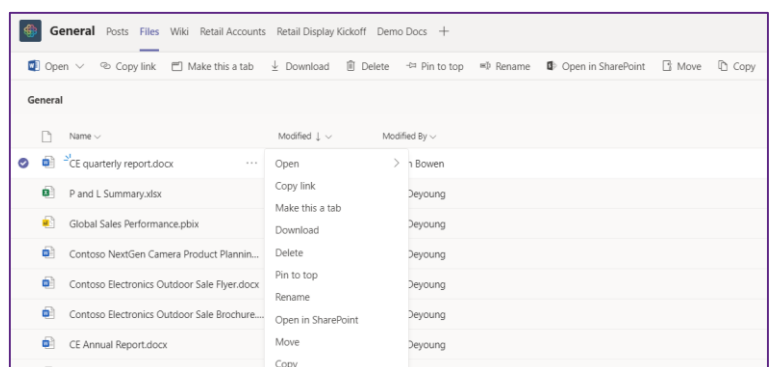


When a team is created, a linked SharePoint site is also created. Every channel has a folder in the documents library on this site. This is where all of the files that appear in the files tab of a channel is stored. To see this folder, click **Open in SharePoint**

## File options

To select a file, hover over it and check the checkbox that appears in the far left column. Once a file is selected, the options in the menu ribbon will allow you to:

- **Rename** the file
- **Download** a copy of the file
- **Pin** a file to the top of the tab so that it appears as a large icon above the list
- **Delete** it from the channel's file storage
- **Move** or **Copy** the file to a different team or channel



Alternatively, hover over the file to see the three dots for more options and all of the options listed above will be available on the drop-down menu that appears.