Exercise

# Posting and Sharing Documents in Teams

**Part 1: Posting a Document to Teams using Teams Chat**

Login to Teams. In an appropriate channel, post a message to the Teams chat (the Posts tab), and upload an Office document from your PC. Once uploaded, you can see the document in the feed.

Double-Click on the document and open it in the online version of Office. Do not select **Open in Desktop App.** Click on **File**, and note there is no *Save* option. How can you download this document? Feel free to explore what you can do in the online version of Office. You may be surprised at how much you can do.

Click on the **Files** menu option on the left sidebar, and notice that your document is not only available in the channel feed, but can easily be located in the Files listing from the left sidebar.

**Part 2: Posting and Sharing a Document to Teams using the Files Tab**

Click on the Files tab *at the top the screen* (not on the left) and upload a different document from your PC. You’ll see this document does not appear in the Channel feed, but is available in the Files listing.

If you want to share this file with a colleague, you need the URL. Find the URL and copy it to the clipboard. You could then paste the URL to an email or in chat.