Records & Actions

How to access Microsoft Teams Folder Directory in Windows Explorer

About

This document describes how to access Microsoft Teams and SharePoint folder directory in Windows Explorer
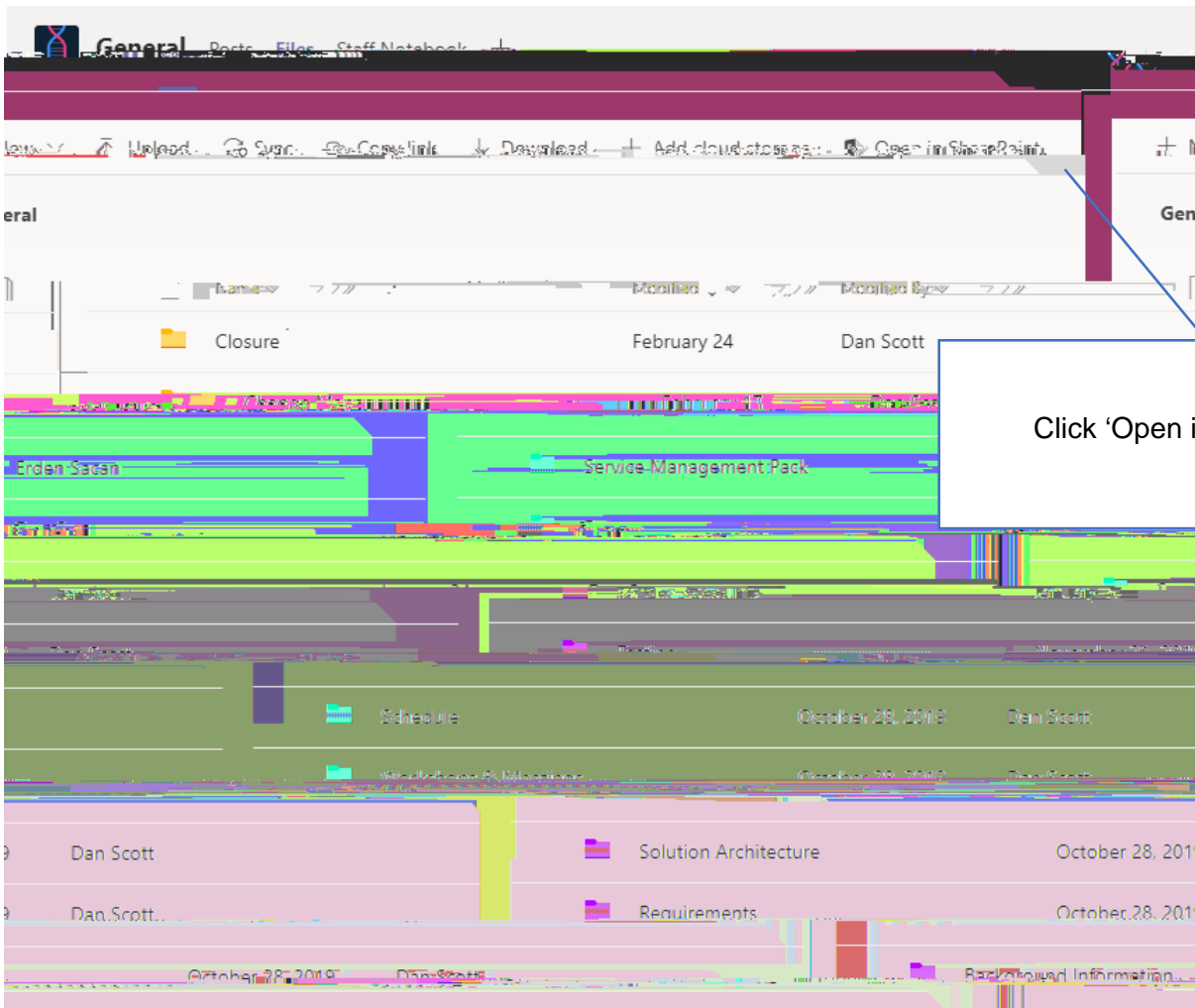
Process:

2. Click 'Files'

Click 'Files'

3. Click the 'Open in SharePoint' button

Click 'Open in SharePoint'

4. The SharePoint site opens in Microsoft Edge.

Edit

	Closure	February 24	Dan Scott
	Releases	January 28	Dan Scott
	Requirements	October 28, 2019	Dan Scott
	Schedule	October 28, 2019	Dan Scott
	Service Accounts	January 24	Dan Scott
	Service Management Pack	February 13	Erden Sacan
	Solution Architecture	October 28, 2019	Dan Scott
	Testing	November 21, 2019	Dan Scott
	Workshops & Meetings	October 28, 2019	Dan Scott

eturn to classic SharePoint

5. Copy the URL address

6. Click the Windows Search icon

Click 'Window Search'

7. Type 'Internet Explorer' in the search bar and open the application

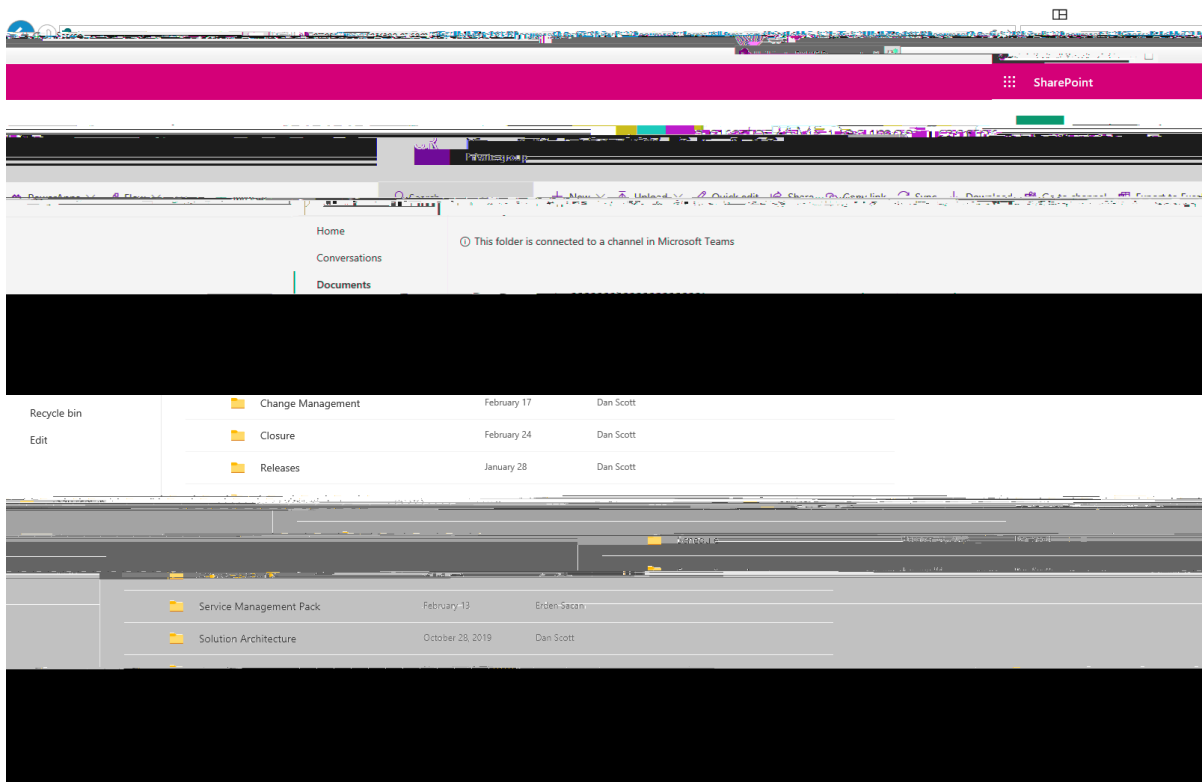Double click 'Internet Explorer' to launch the application

8. Paste the Team SharePoint site URL address in the Internet Explorer URL bar. Hit Enter to access the site.

9. The SharePoint site folder directory opens. Click 'Return to classic SharePoint' link located in the bottom left hand side of the screen
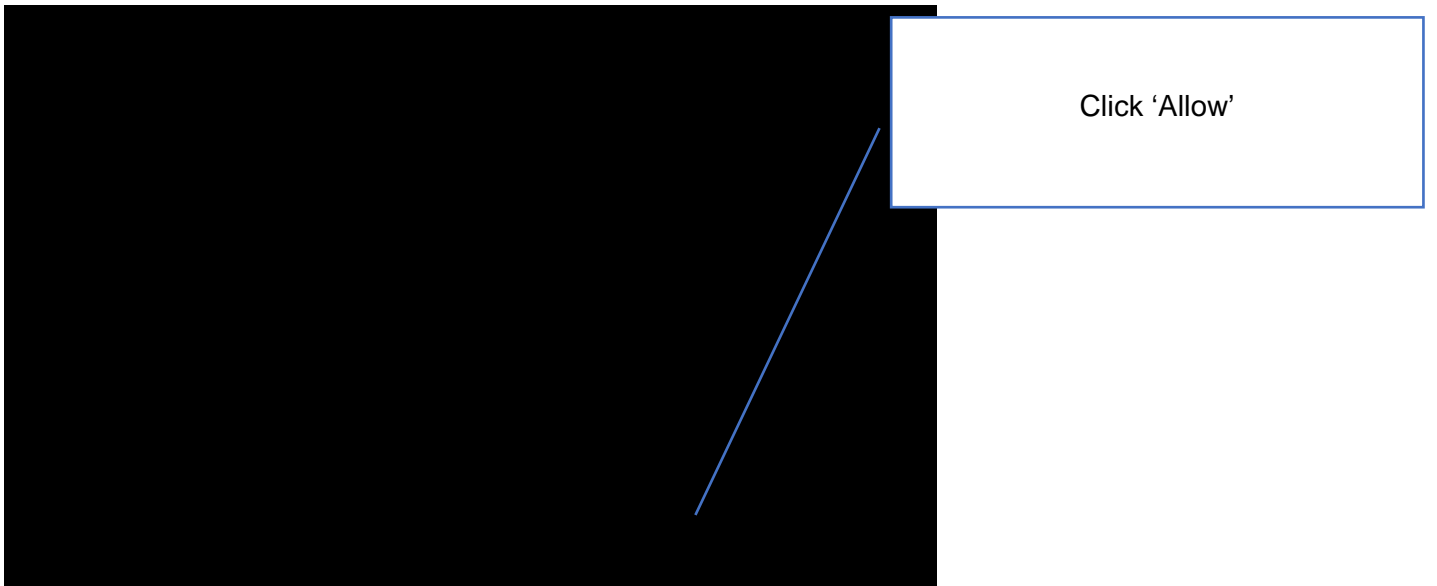
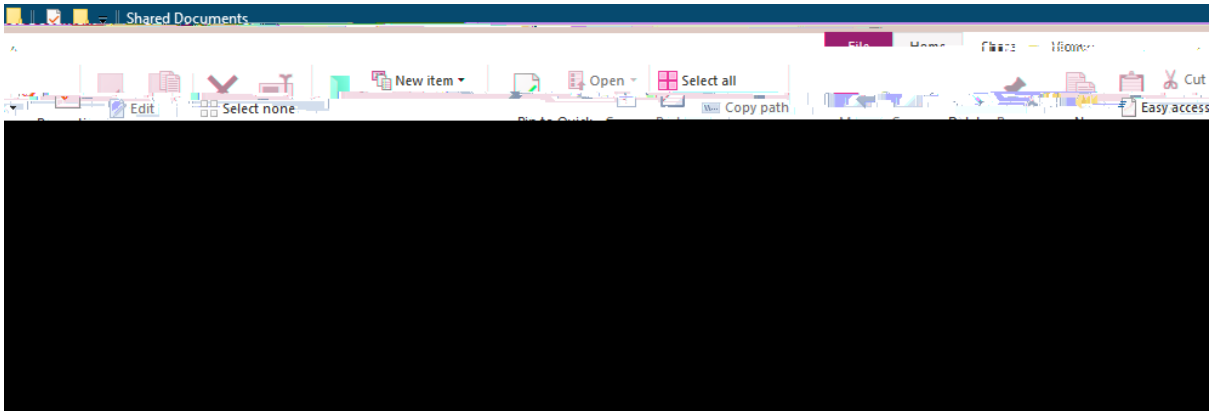Return to classic SharePoint

10. Click the 'Library' ribbon

11. Click the 'Open with Explorer' option located in the 'Connect & Export' section

Click 'Open with Explorer'
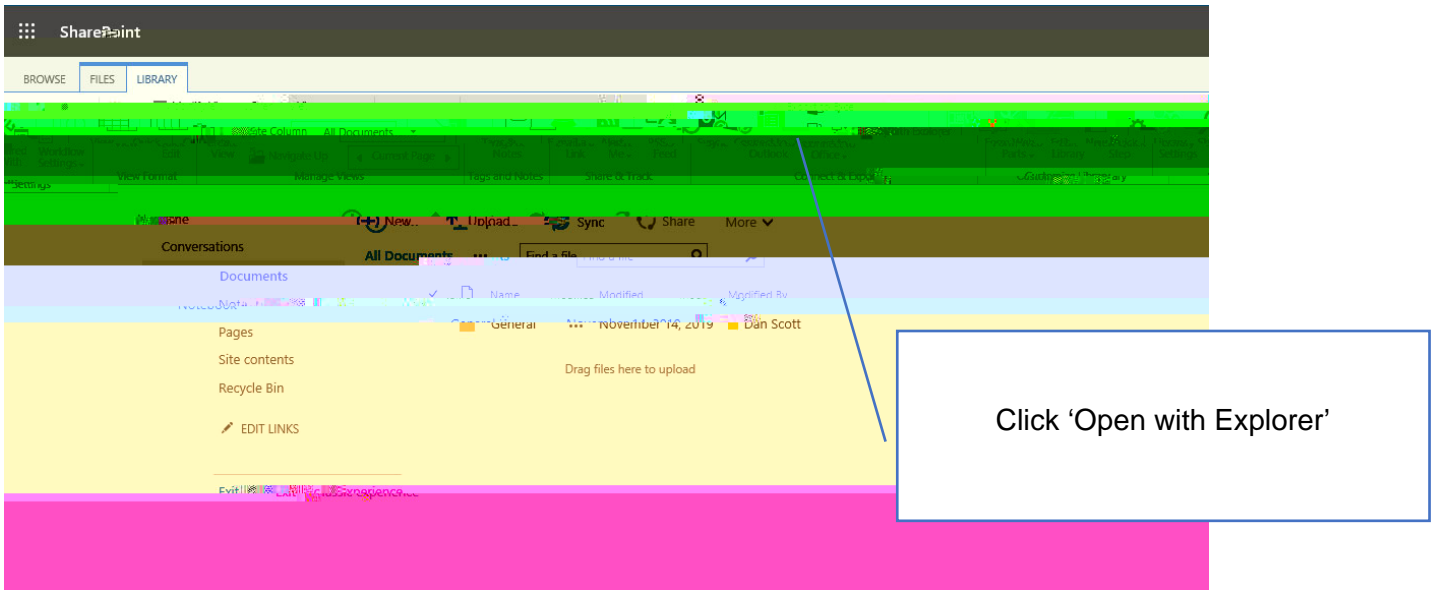
12. The Internet Explorer Security window opens. Click 'Allow' to proceed.

Click 'Allow'

13. The team site folder and document directory opens in Window Explorer

14. From the Window Explorer view, you can navigate and select to the document you want to register in RAMS, then right-mouse-click > Select 'Send to' > 'RAMS'