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:

1. In Microsoft Team click the ‘Teams’ icon and select the specific team you want to access the folder/document directory. This option is on the left-hand side of the Microsoft Teams interface.

   In this example we will use ‘Teams > Unihire to RAMS Document Transfer > General’ files structure.

   ![Teams interface](image)

   - Click ‘Teams’ icon
   - Select the relevant team site

General
2. Click ‘Files’

3. Click the ‘Open in SharePoint’ button
4. The SharePoint site opens in Microsoft Edge.

5. Copy the URL address

https://unswsharepoint.com/sites/UnihiertoRAMSDocumentTransfer/Shared%20Documents/Forms/AllItems.aspx
6. Click the Windows Search icon

7. Type ‘Internet Explorer’ in the search bar and open 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

Click ‘Library’
11. Click the ‘Open with Explorer’ option located in the ‘Connect & Export’ section

12. The Internet Explorer Security window opens. Click ‘Allow’ to proceed.
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’