

How to access Microsoft Teams Folder Directory in Windows Explorer

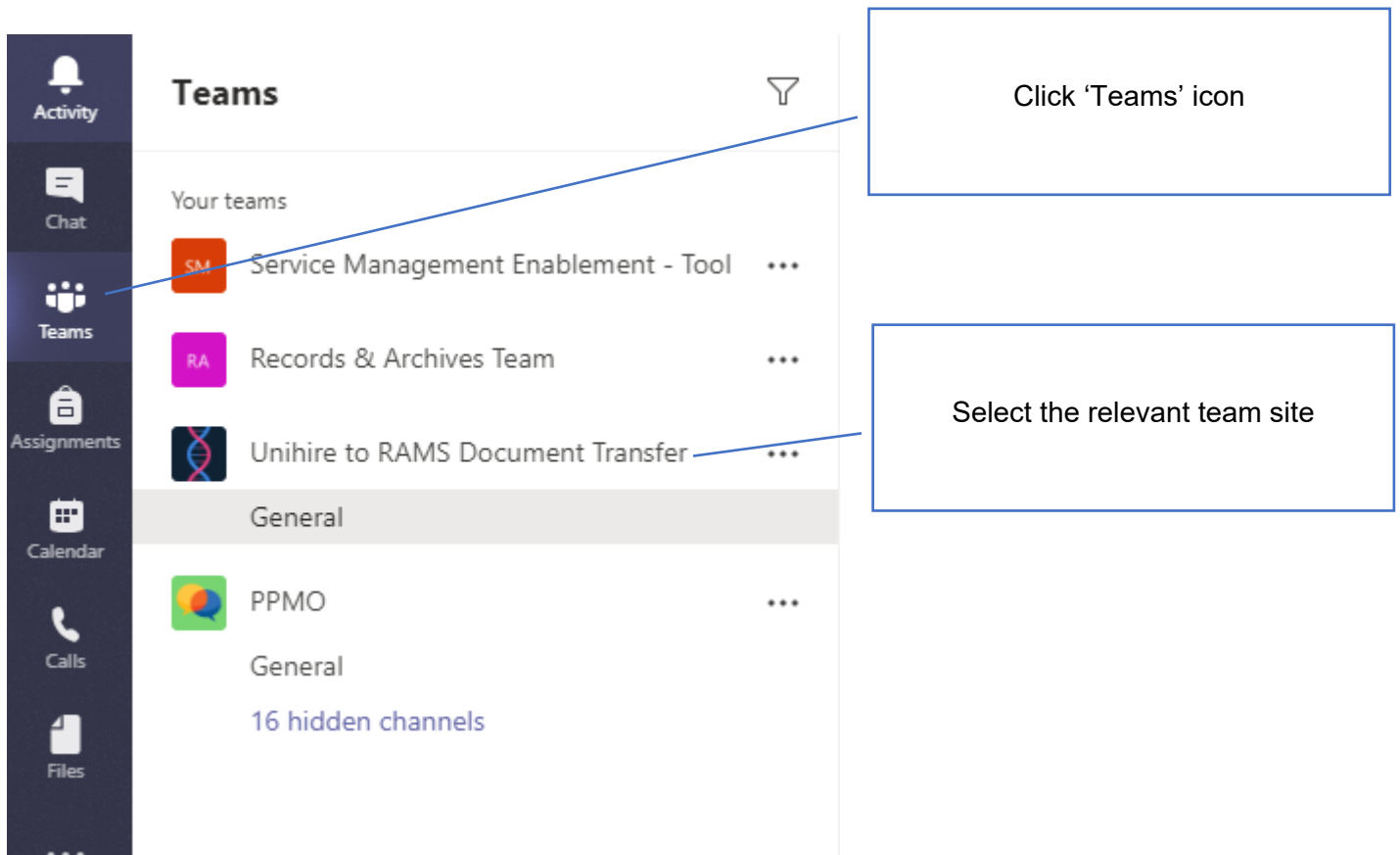
About

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

Process:

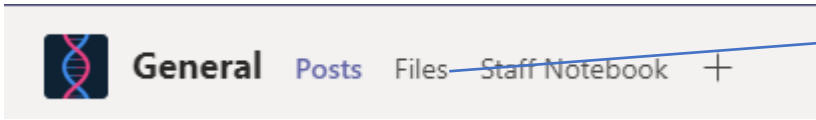
1. In Microsoft Team click the 'Teams' icon and select the specific team you want to access the folder/document directory. This option is on the left-hand side of the Microsoft Teams interface.

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



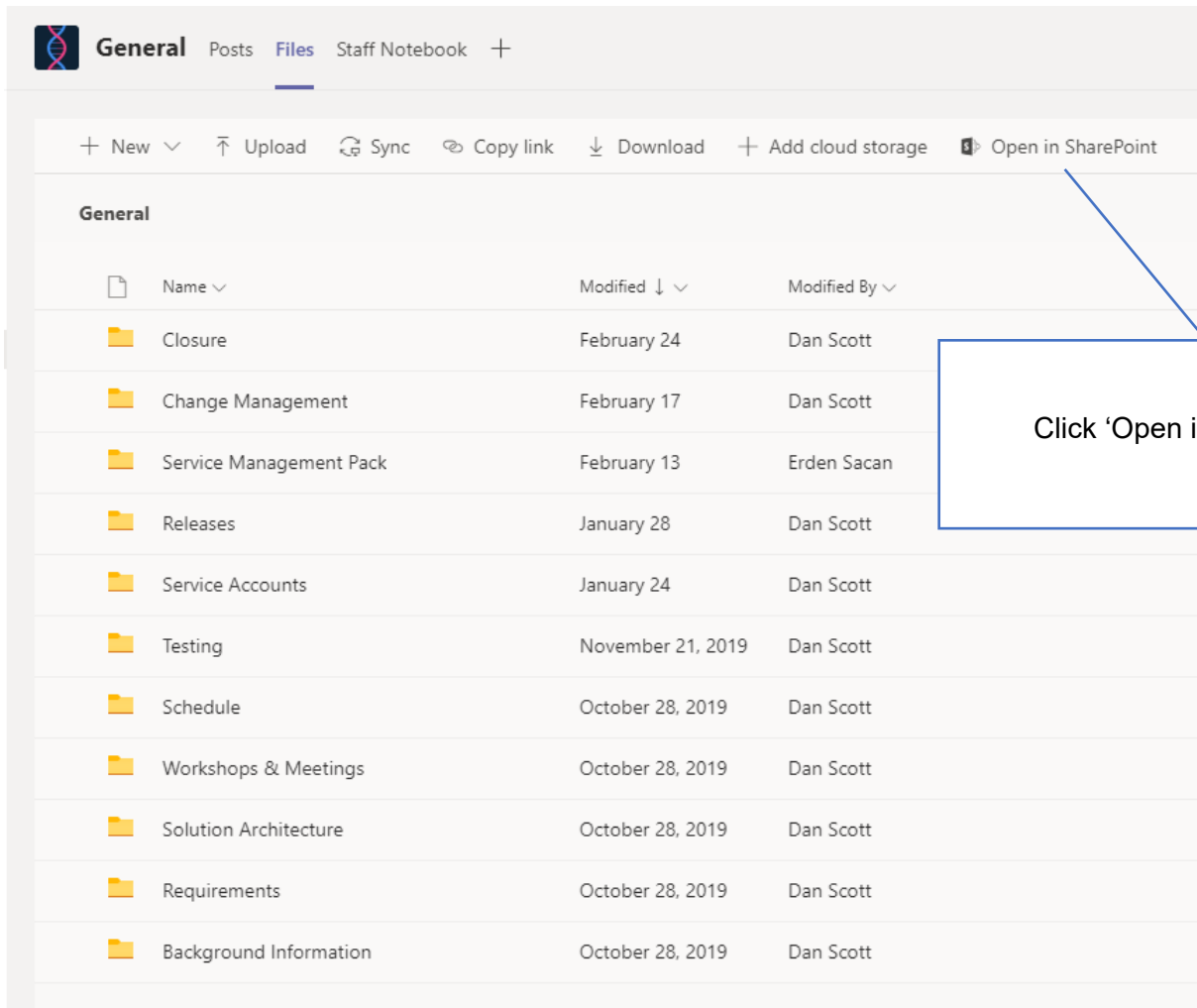
The screenshot shows the Microsoft Teams application interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The 'Teams' icon is highlighted. The main area shows a list of teams under the heading 'Your teams'. The teams listed are: 'Service Management Enablement - Tool', 'Records & Archives Team', 'Unihire to RAMS Document Transfer', 'General', and 'PPMO'. The 'Unihire to RAMS Document Transfer' team is selected, and its 'General' channel is highlighted. Two blue boxes with arrows point to the 'Teams' icon and the 'Unihire to RAMS Document Transfer' team name, with text labels: 'Click 'Teams' icon' and 'Select the relevant team site'.

2. Click 'Files'



Click 'Files'

3. Click the 'Open in SharePoint' button



Click 'Open in SharePoint'

4. The SharePoint site opens in Microsoft Edge.

UR Unihire to RAMS Document Transfer
Private group

Search + New Upload Quick edit Share Copy link Sync Download Go to channel Export to Excel PowerApps Flow

Home
Conversations
Documents
Shared with us
Notebook
Pages
Site contents
Recycle bin
Edit

This folder is connected to a channel in Microsoft Teams

Documents > General

Name	Modified	Modified By	+ Add column
Background Information	October 28, 2019	Dan Scott	
Change Management	February 17	Dan Scott	
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	

[Return to classic SharePoint](#)

5. Copy the URL address

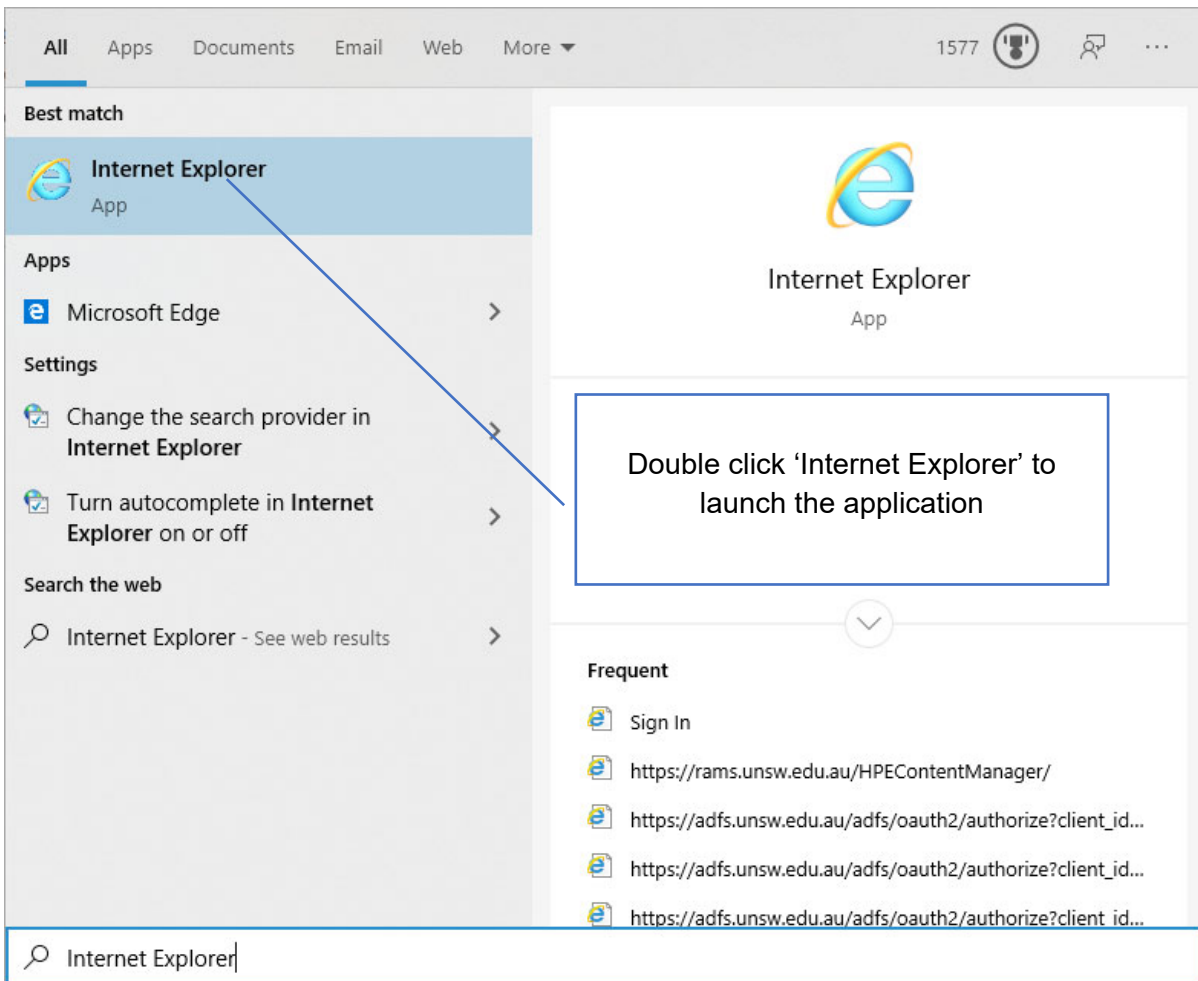
<https://unsw.sharepoint.com/sites/UnihiretoRAMSDocumentTransfer/Shared%20Documents/Forms/AllItems.aspx>

6. Click the Windows Search icon



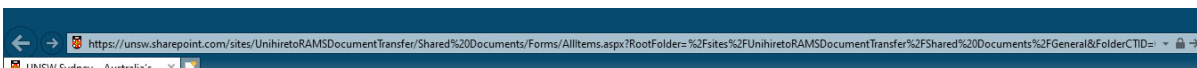
Click 'Window Search'

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



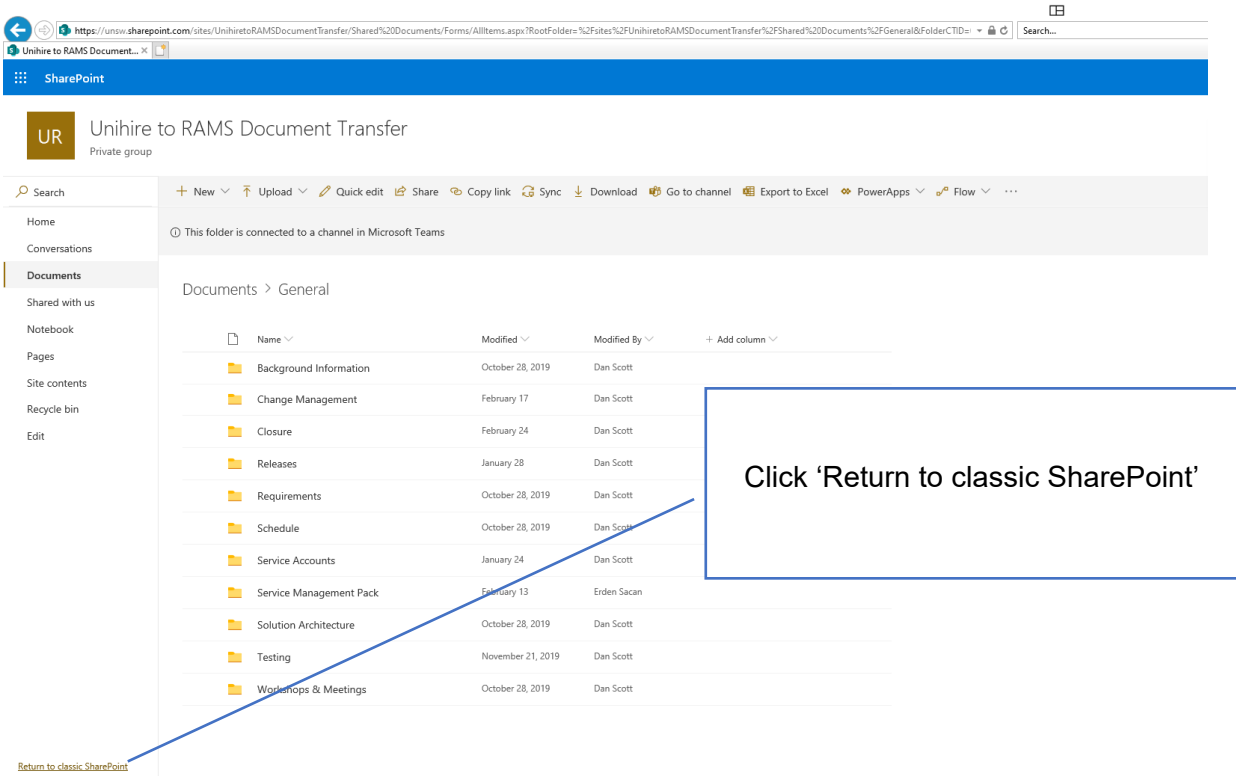
Double click 'Internet Explorer' to launch the application

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

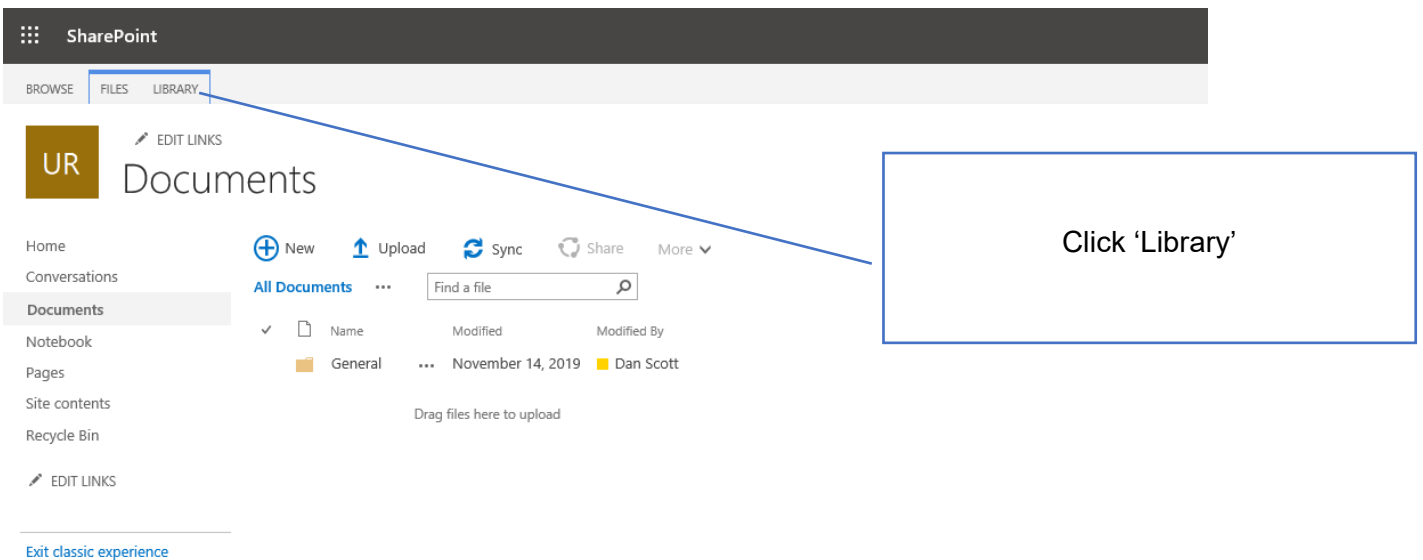


9. The SharePoint site folder directory opens. Click 'Return to classic SharePoint' link located in the bottom left hand side of the screen

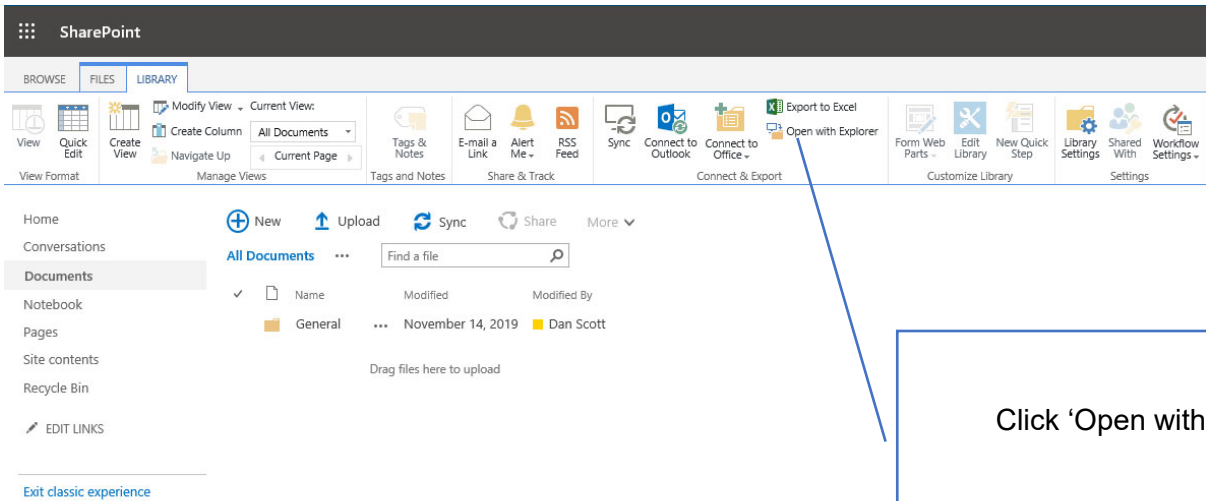
Return to classic SharePoint



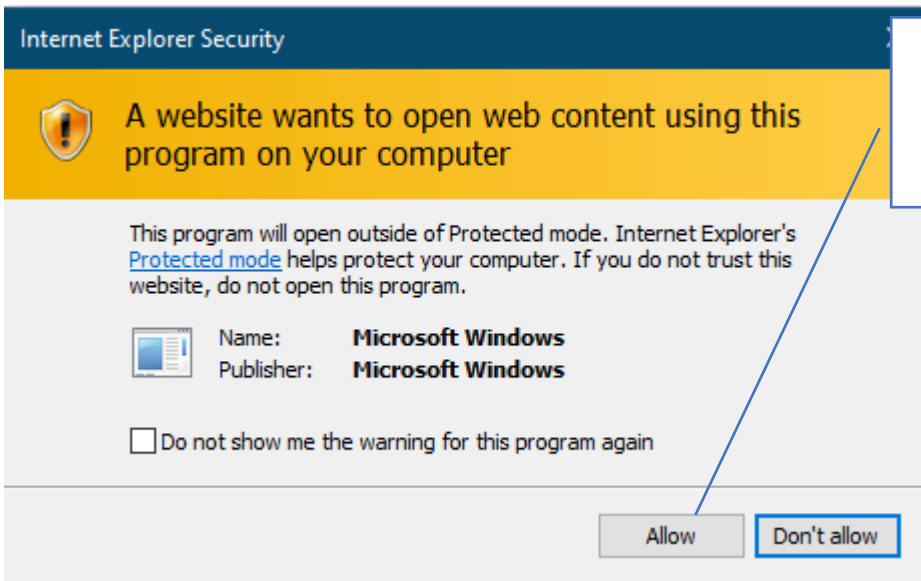
10. Click the 'Library' ribbon



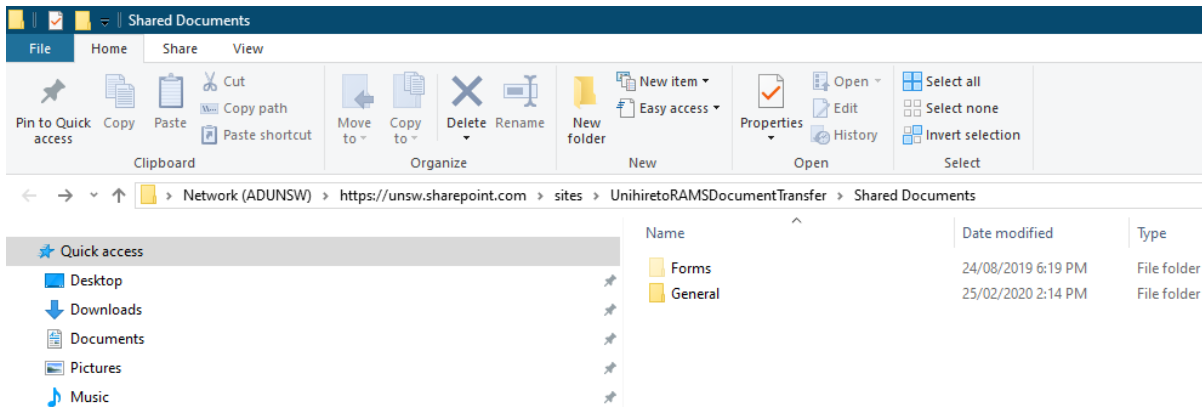
11. Click the 'Open with Explorer' option located in the 'Connect & Export' section



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'

