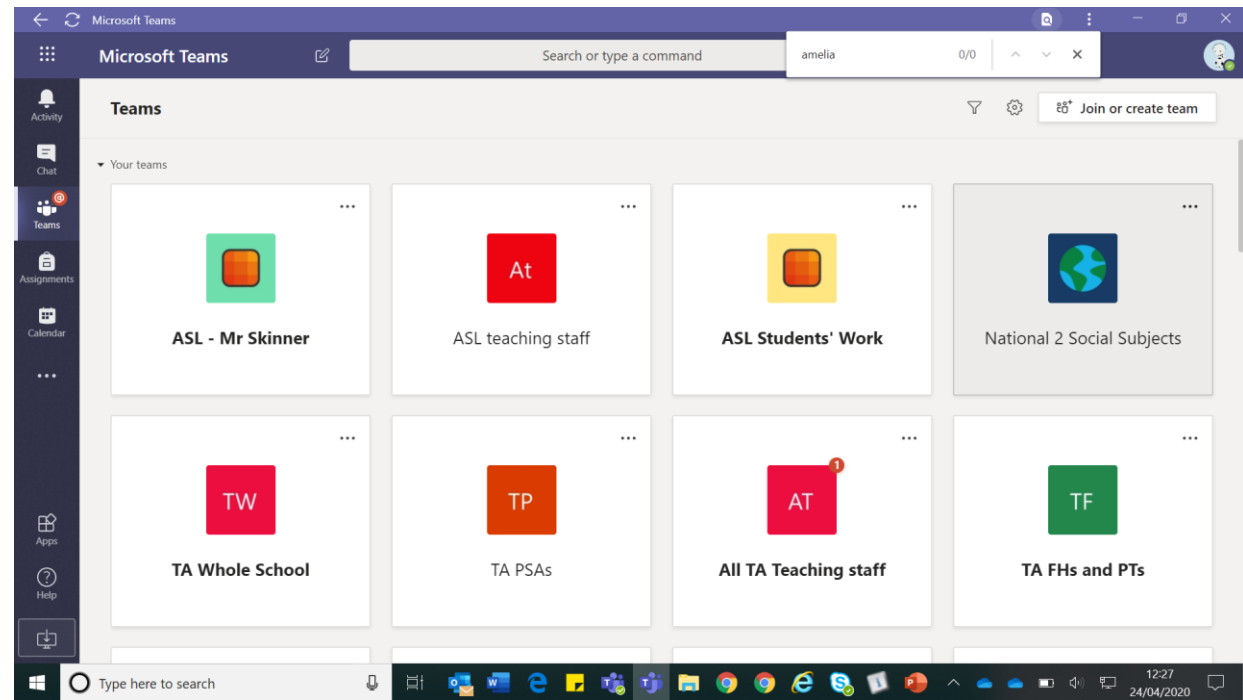


Rationale: Issues over accessing files when in Teams. This leads to difficulty adding, viewing or loading files.

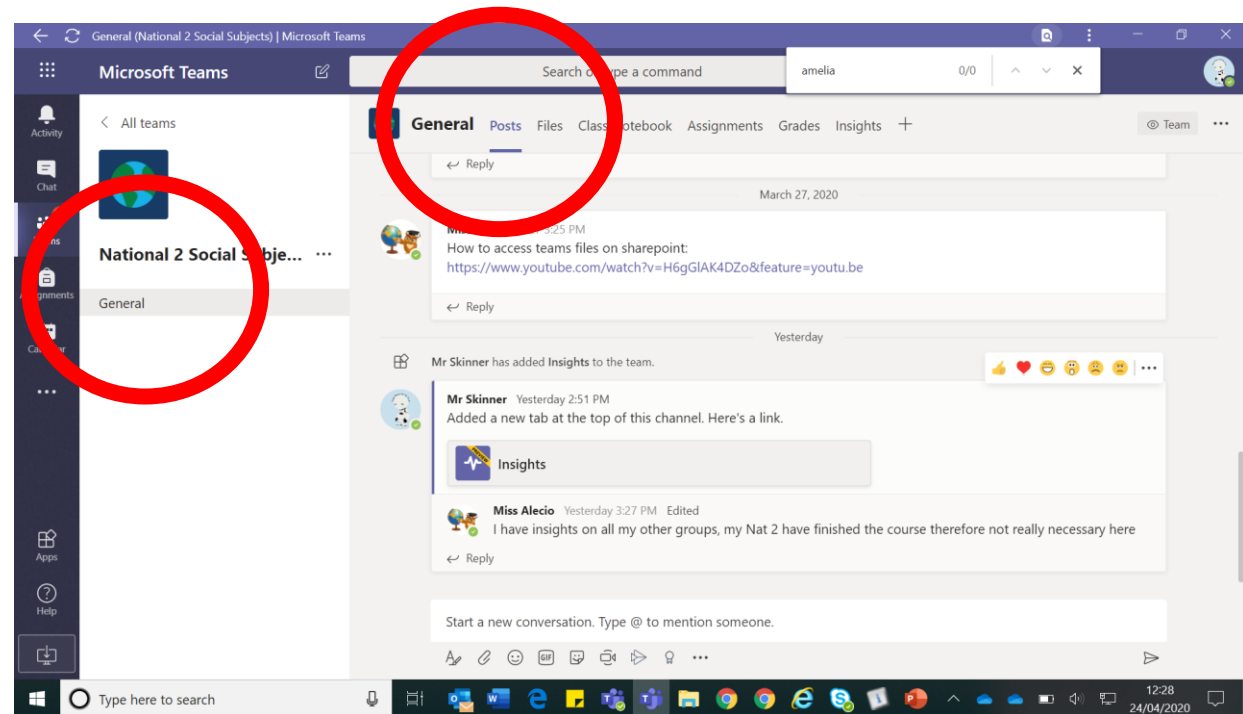
Open Team you are working on.



Rationale: Issues over accessing files when in Teams. This leads to difficulty adding, viewing or loading files.

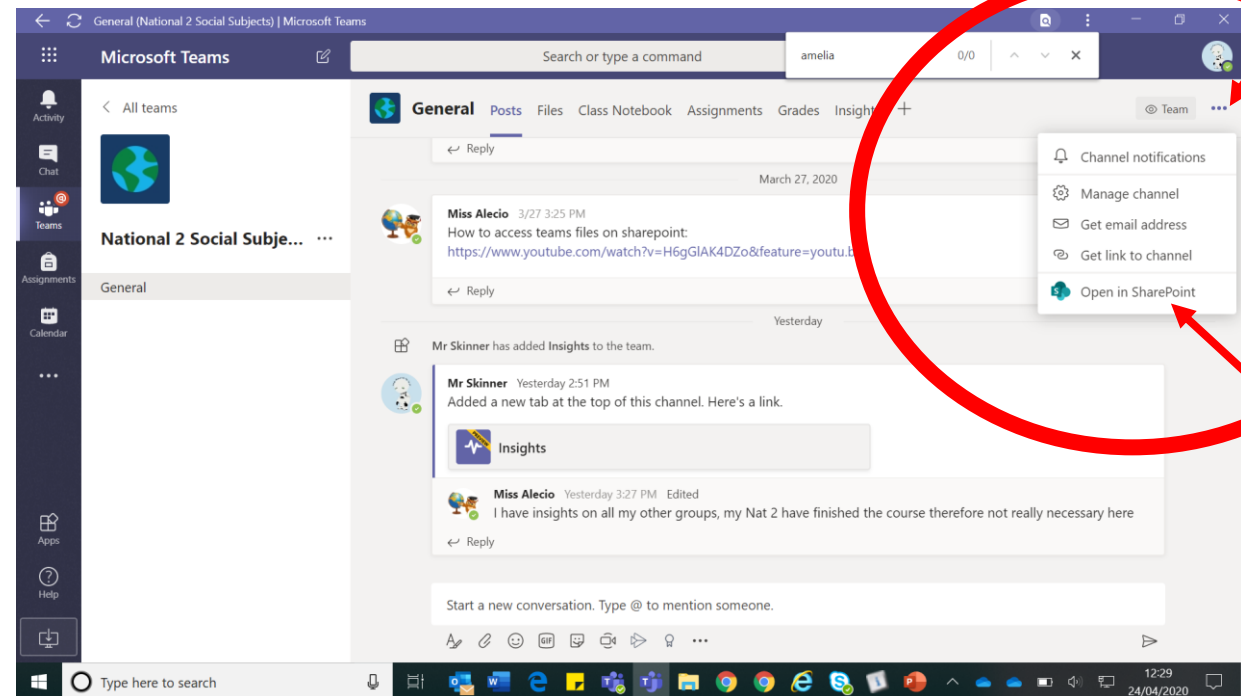
Make sure you are in General (it defaults to this 'home' page when you first open).

You will see that General is shaded and posts has a blue underline as circled.



Rationale: Issues over accessing files when in Teams. This leads to difficulty adding, viewing or loading files.

Click on the three dots on the right hand side as shown.
It will open a drop down menu.
Choose the fourth one:
open in sharepoint



Rationale: Issues over accessing files when in Teams. This leads to difficulty adding, viewing or loading files.

This will open up the files in sharepoint.
It will look similar to this:

Any issues email me on
tim.skinner@Aberdeenshire.gov.uk

The screenshot shows a web browser window displaying a SharePoint document library. The browser tabs include 'Glow - Launch Pad', 'National 2 Social Subjects - Gene...', and 'Sign in to your account'. The address bar shows the URL: 'glowscotland.sharepoint.com/sites/SocialSubjects968/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FSocialSubjects968%2FShared%20Docu...'. The SharePoint interface features a blue header with the 'glow' logo and 'SharePoint' text, along with a search bar and navigation icons. Below the header, the site name 'National 2 Social Subjects' is displayed as a 'Private group' with '9 members' and a 'Not following' status. A left-hand navigation pane lists options: Home, Conversations, Documents (selected), Shared with us, Notebook, Pages, Class Materials, Site contents, Recycle bin, and Edit. The main content area shows a table of documents in the 'General' folder. The table has columns for 'Name', 'Modified', and 'Modified By', with an option to '+ Add column'. A single folder named 'Pupil Folders' is listed, created on 'September 11, 2019' by 'Miss Alecio'. The Windows taskbar at the bottom shows the search bar, system tray, and various application icons, with the date and time '13:52 24/04/2020' displayed.