

# How to access Microsoft Teams Folder Directory in Windows Explorer

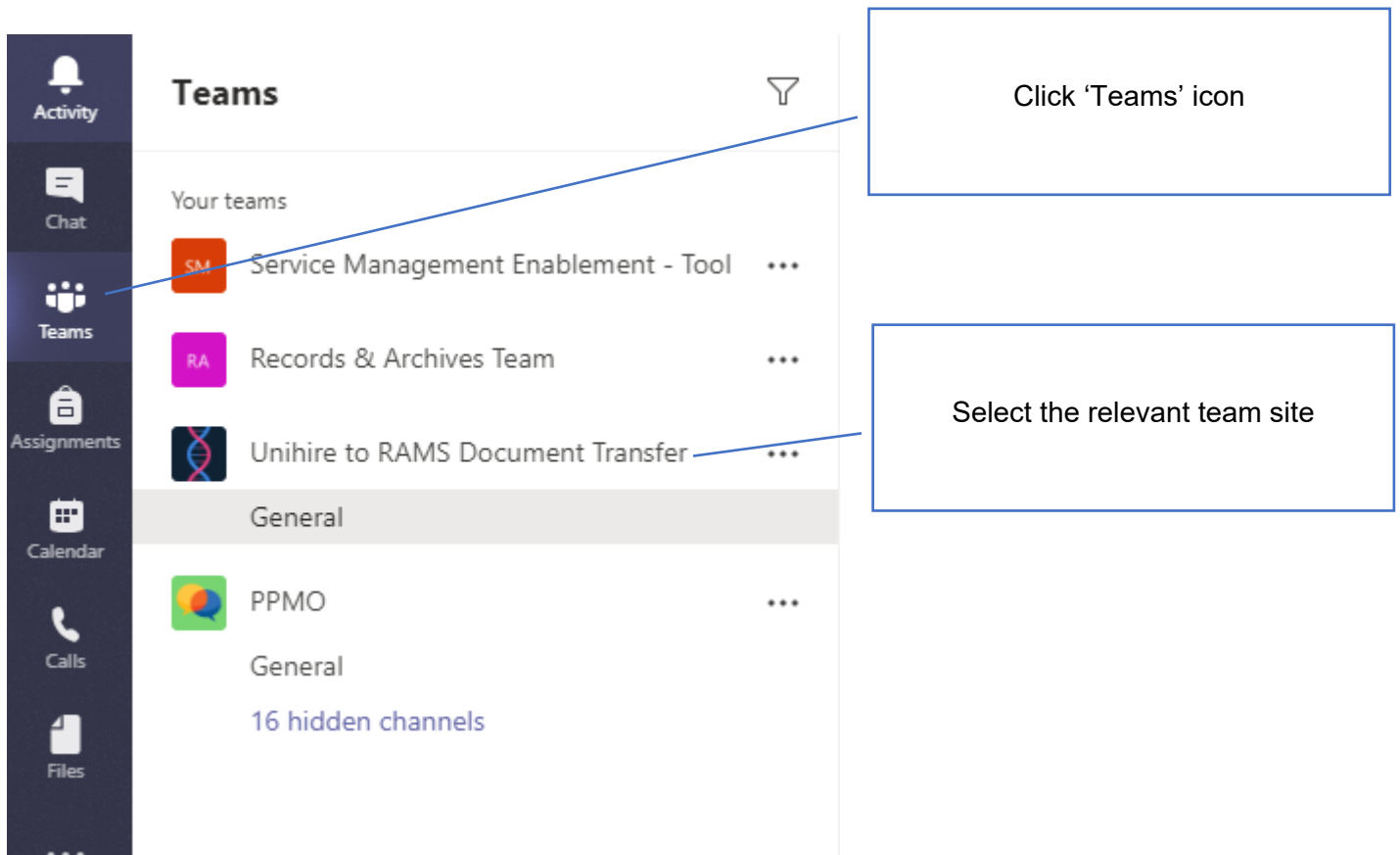
## About

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

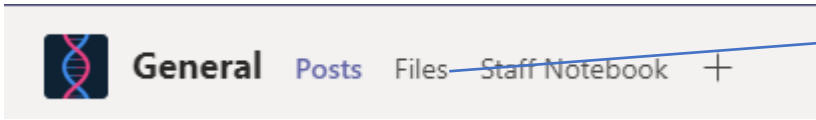


The screenshot shows the Microsoft Teams application interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area is titled 'Teams' and lists 'Your teams' with the following entries: 'Service Management Enablement - Tool', 'Records & Archives Team', 'Unihire to RAMS Document Transfer', 'General', 'PPMO', and 'General'. Below these is a link for '16 hidden channels'. Two blue boxes with arrows point to specific elements: one points to the 'Teams' icon in the navigation bar, and the other points to the 'Unihire to RAMS Document Transfer' team entry.

Click 'Teams' icon

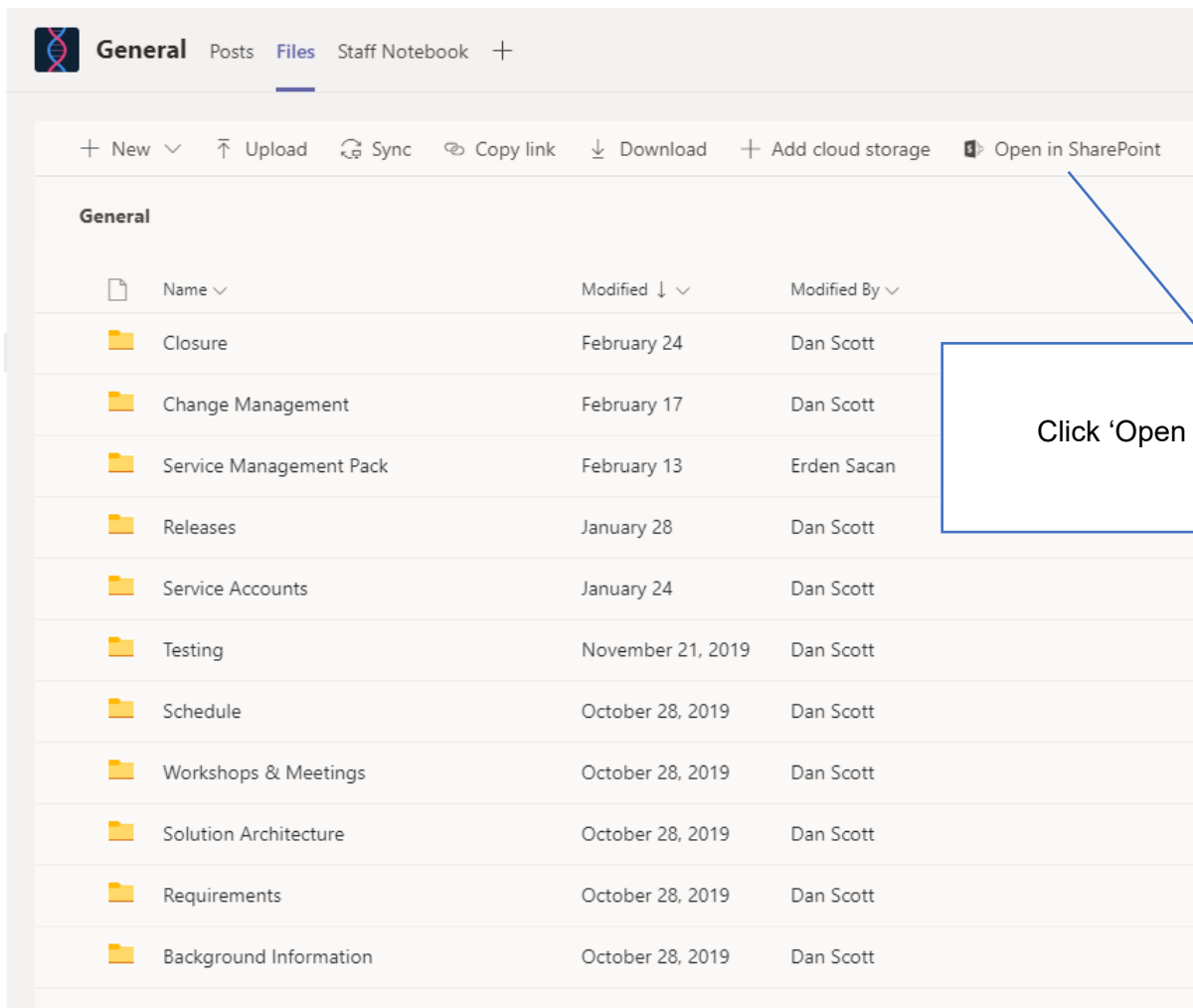
Select the relevant team site

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

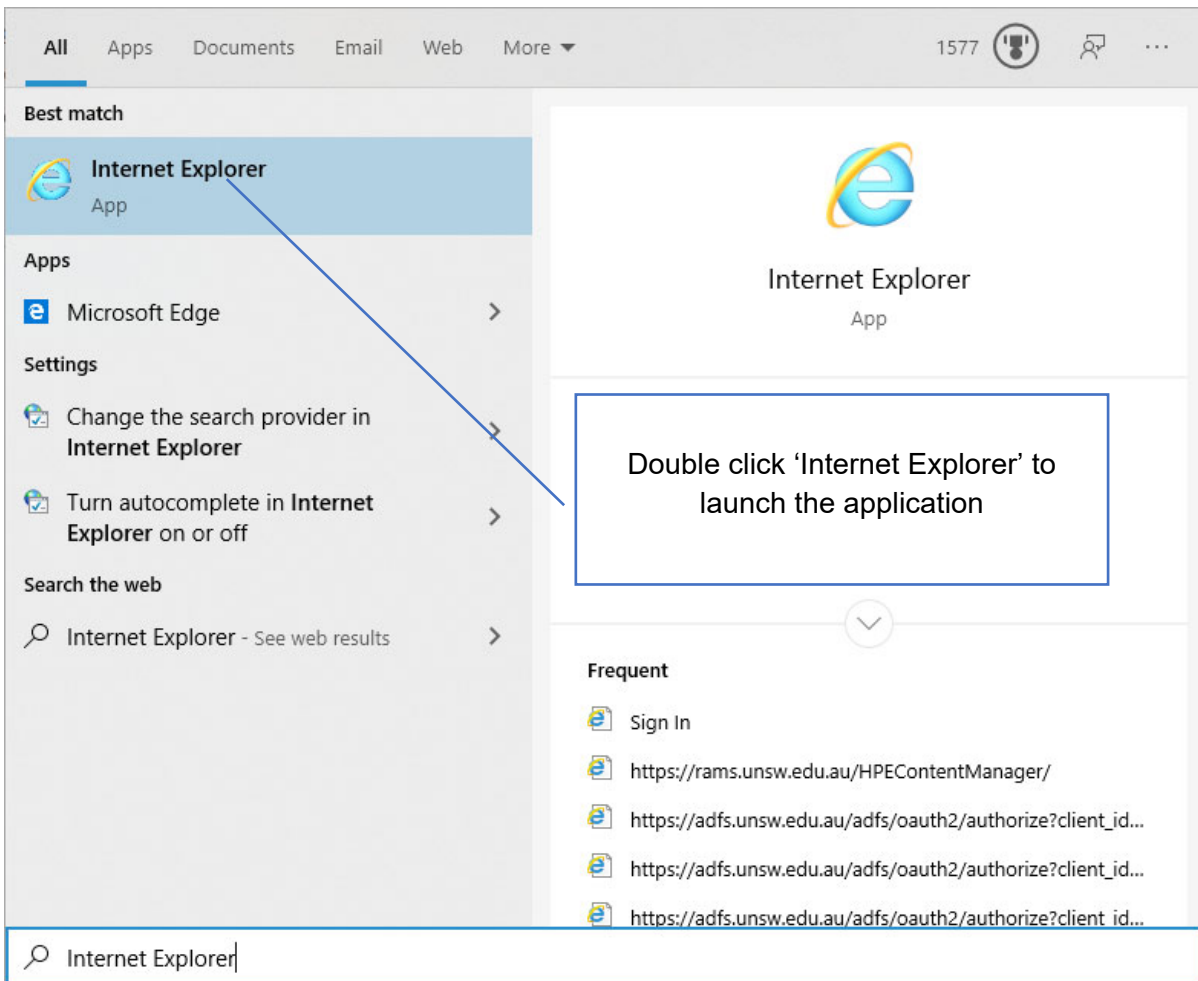
<https://unsw.sharepoint.com/sites/UnihiretoRAMSDocumentTransfer/Shared%20Documents/Forms/AllItems.aspx>

6. Click the Windows Search icon



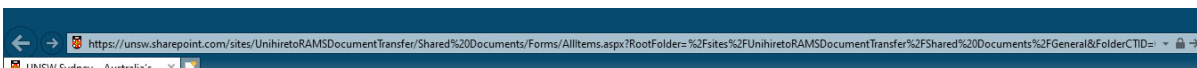
Click 'Window Search'

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



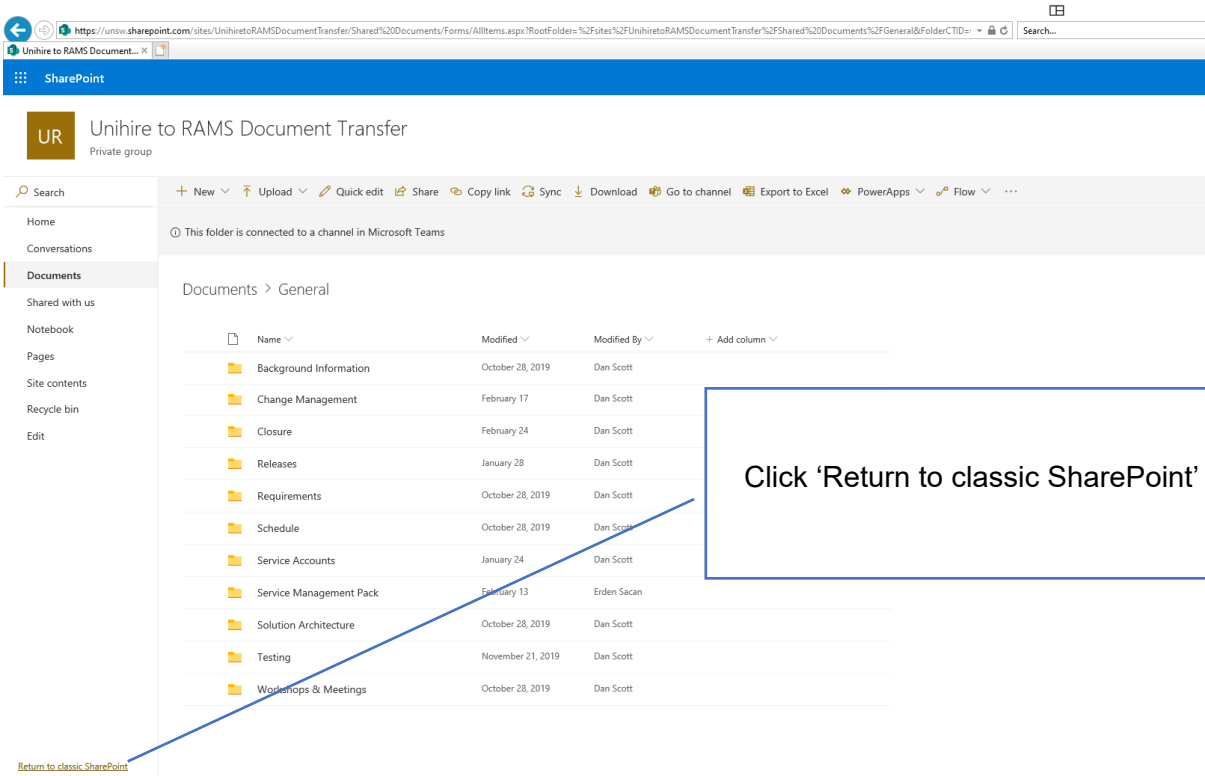
Double click 'Internet Explorer' to launch the application

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

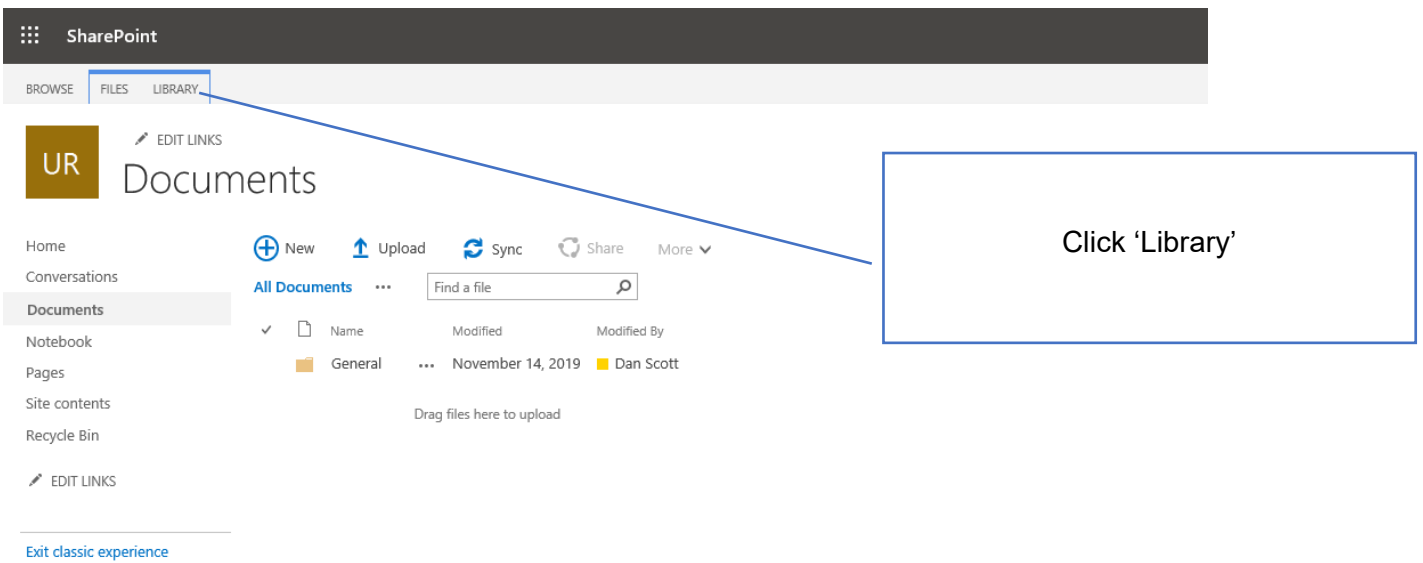


9. The SharePoint site folder directory opens. Click 'Return to classic SharePoint' link located in the bottom left hand side of the screen

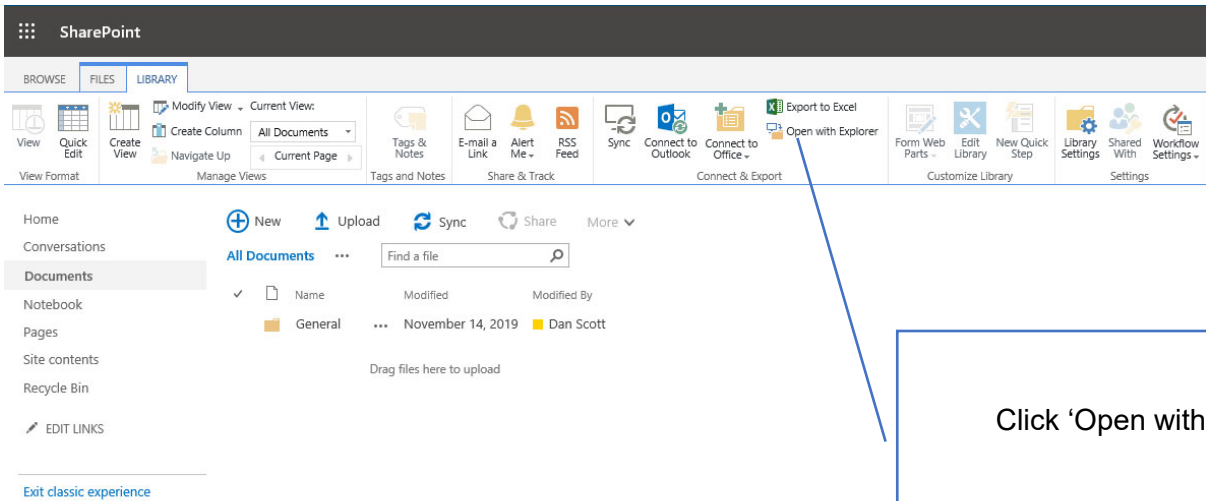
### Return to classic SharePoint



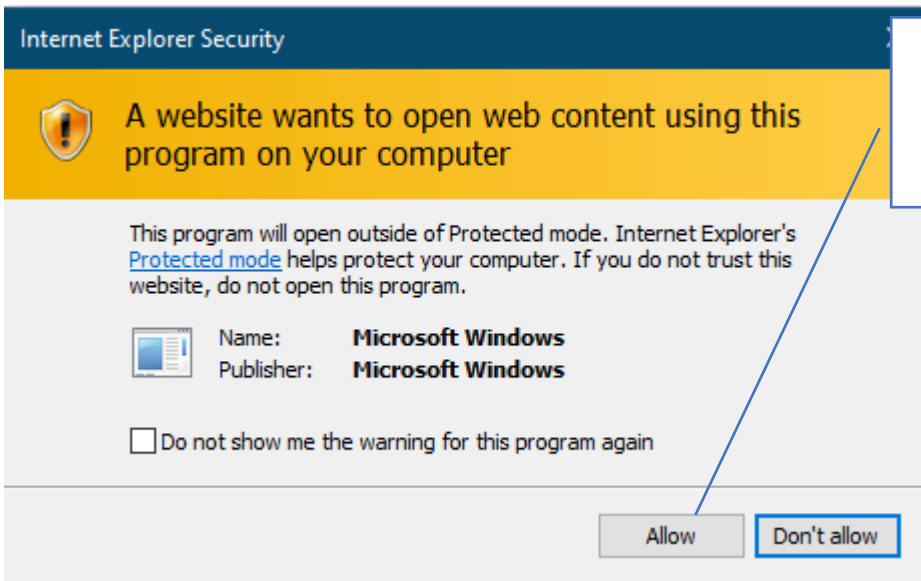
10. Click the 'Library' ribbon



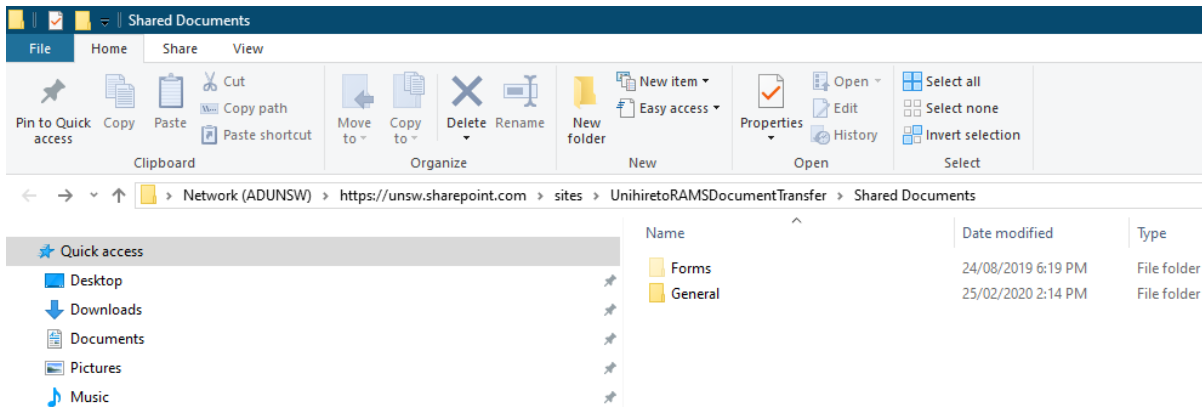
11. Click the 'Open with Explorer' option located in the 'Connect & Export' section



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'

