

# **Records & Archives**

# 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



# 2. Click 'Files' Click 'Files' Click 'Files'

### 3. Click the 'Open in SharePoint' button

🦉 Gen	eral Posts Files Staff Notebook +			
+ Nev	v ∨ 〒 Upload ♀ Sync 👁 Copy link	ightarrow Download $+$	Add cloud storage	Open in SharePoint
Genera	ı			
	Name $\sim$	Modified $\downarrow$ $\lor$	Modified By $\sim$	
-	Closure	February 24	Dan Scott	
-	Change Management	February 17	Dan Scott	Click 'Open in SharePoint'
	Service Management Pack	February 13	Erden Sacan	
	Releases	January 28	Dan Scott	
	Service Accounts	January 24	Dan Scott	
-	Testing	November 21, 2019	Dan Scott	
	Schedule	October 28, 2019	Dan Scott	
	Workshops & Meetings	October 28, 2019	Dan Scott	
-	Solution Architecture	October 28, 2019	Dan Scott	
-	Requirements	October 28, 2019	Dan Scott	
-	Background Information	October 28, 2019	Dan Scott	

### 4. The SharePoint site opens in Microsoft Edge.

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Home Conversations	① This fo	older is d	connected to a channel in Microsoft Teams					
Documents Shared with us	Doci	ument	ts > General					
Notebook Pages			Name $\sim$	Modified $\vee$	Modified By $\smallsetminus$	$+$ Add column $\smallsetminus$		
Site contents			Background Information	October 28, 2019	Dan Scott			
Recycle bin			Change Management	February 17	Dan Scott			
Edit			Closure	February 24	Dan Scott			
			Releases	January 28	Dan Scott			
			Requirements	October 28, 2019	Dan Scott			
			Schedule	October 28, 2019	Dan Scott			
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			Workshops & Meetings	October 28, 2019	Dan Scott			

5. Copy the URL address

Attps://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

All Apps Documents Email Web More •	1577 <b>(말)</b> & ···
Best match	
App	$\mathbf{i}$
Apps C Microsoft Edge Settings	Internet Explorer App
<ul> <li>Change the search provider in Internet Explorer</li> <li>Turn autocomplete in Internet Explorer on or off</li> </ul>	Double click 'Internet Explorer' to launch the application
Search the web	
	Frequent            Sign In             https://rams.unsw.edu.au/HPEContentManager/             https://adfs.unsw.edu.au/adfs/oauth2/authorize?client_id             https://adfs.unsw.edu.au/adfs/oauth2/authorize?client_id             https://adfs.unsw.edu.au/adfs/oauth2/authorize?client_id             https://adfs.unsw.edu.au/adfs/oauth2/authorize?client_id

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

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🗲 🕘 🕼 https://unsw.sharep	oint.com/sites/UnihiretoRAMSDocumentTransfer/Shared%20Documents/Form	s/Allitems.aspx?RootFolder=	%2Fsites%2FUnihiretoRAMSDo	cumentTransfer%2FShared%20Documents%2FGeneral&FolderCTID=' 🔻 🚔 🖒 🛛 Search			
Unihire to RAMS Document ×							
SharePoint							
UR Unihire Private group	to RAMS Document Transfer						
₽ Search	+ New $\hspace{0.1cm} \overline{} \hspace{0.1cm}$ Upload $\hspace{0.1cm} \overline{\hspace{0.1cm}} \hspace{0.1cm} {}^{\hspace{0.1cm} }$ Quick edit 🖻 Share 📀	Copy link 🔒 Sync	🛓 Download 🛭 🕫 Go to c	hannel 🦷 Export to Excel 🔹 PowerApps 🗸 🧬 Flow 🗸 \cdots			
Home Conversations	This folder is connected to a channel in Microsoft Teams						
Documents							
Shared with us	Documents > General						
Notebook Pages Site contents Recycle bin Edit	🗋 Name 🗠	Modified $\vee$	Modified By $\smallsetminus$	+ Add column $\vee$			
	Background Information	October 28, 2019	Dan Scott				
	Change Management	February 17	Dan Scott				
	Closure	February 24	Dan Scott				
	Eleases	January 28	Dan Scott	Click 'Return to classic SharePoint'			
	Requirements	October 28, 2019	Dan Scott				
	Schedule	October 28, 2019	Dan Scott				
	Service Accounts	January 24	Dan Scott				
	Service Management Pack	Eebruary 13	Erden Sacan				
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	Testing	November 21, 2019	Dan Scott				
	Workshops & Meetings	October 28, 2019	Dan Scott				
Return to classic SharePoint							

#### Return to classic SharePoint

### 10. Click the 'Library' ribbon

::: SharePoint						
BROWSE FILES LIBRARY						
UR Documents						
Home	🕂 New 🏦 Upload 😴 Sync 😲 Share More 🗸	Click 'Library'				
Conversations	All Documents ···· Find a file O					
Documents						
Notebook	✓ □ Name Modified Modified By					
Pages	🧧 General 🚥 November 14, 2019 📕 Dan Scott					
Site contents	Drag files have to unload					
Recycle Bin	Diag nies nere to upload					
🖋 EDIT LINKS						
Exit classic experience						

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

:::: SharePoint	
BROWSE FILES LIBRARY	
View Quick Edit Create View Format N	hy View - Current View: e Column All Documents * pate Up Manage Views Tags and Notes Tags and Notes Share & Track Connect & Connect & Export Customize Library Settings Customi
Home Conversations Documents Notebook	••• More ✓          All Documents          •••          ✓          ••• Modified         Modified       By
Pages Site contents Recycle Bin	General November 14, 2019 Dan Scott Drag files here to upload Click 'Open with Explorer'
Exit classic experience	

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

Internet	Explorer Security	
	A website wants to open web content using this program on your computer	Click 'Allow'
	This program will open outside of Protected mode. Internet Explorer's <u>Protected mode</u> helps protect your computer. If you do not trust this website, do not open this program. Name: Microsoft Windows	
	Publisher: Microsoft Windows Do not show me the warning for this program again	
	Allow Don't allow	1

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

🔄 🛛 🛃 🥃 Shared Documents						1
File Home Share View						
Pin to Quick Copy Paste Access	Move Copy to * Copy	New item ▼ ↑ New folder	Properties	Select all Select none		
Clipboard	Organize	New	Open	Select		
← → 🗠 ↑ 📙 → Network (ADUNSW) → https://unsw.sharepoint.com → sites → UnihiretoRAMSDocumentTransfer → Shared Documents						
		Name	^	Date modi	fied	Type
📌 Quick access						
Desktop	Forms		24/08/2019	96:19 PM	File folder	
Devenleade		General		25/02/2020	0 2:14 PM	File folder
Downloads		7				
Documents		*				
Pictures		*				
👌 Music		A				

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'

