

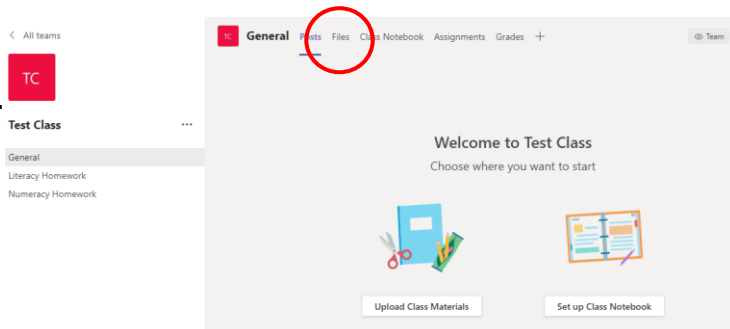
# **DIGITAL SCHOOL LEARN HERE**

MS Teams – Create a Folder and Upload Completed Work

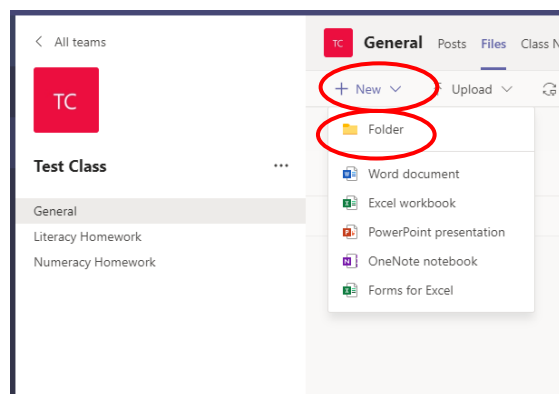
# North Lanarkshire Council Digital Guide

## How to Upload Completed Tasks to MS Teams

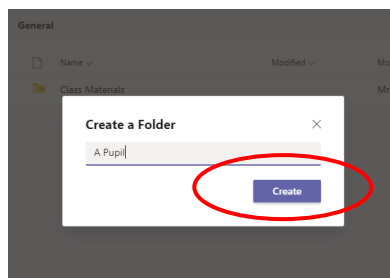
- Go to your class Team.
- At the top of the screen choose Files.



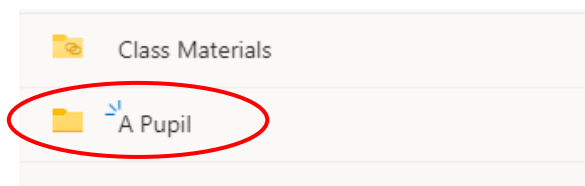
- Once in Files section choose New and then Folder.
- This allows you to create a Folder to store your work in.



- Name your Folder.
- Click Create.



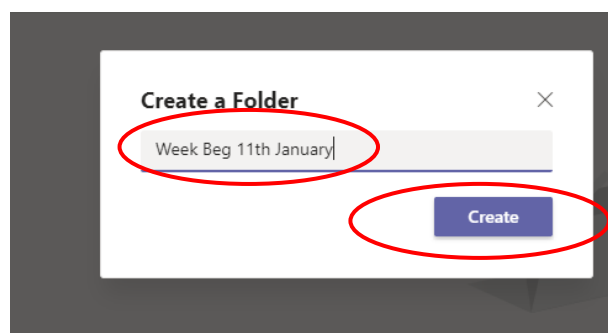
- Click on your Folder to Open it.



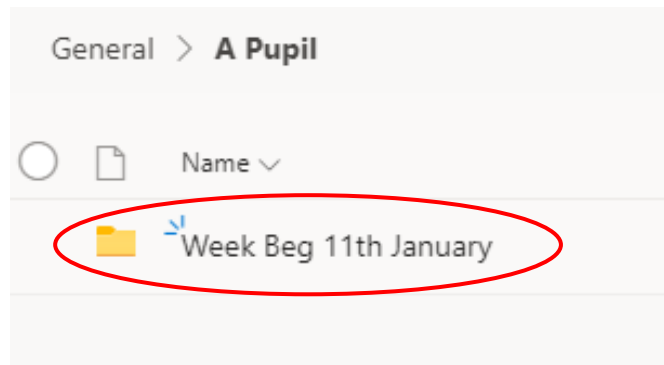
- Once inside your Folder create another Folder for this week's Work.

- Do this by Clicking New then Folder.

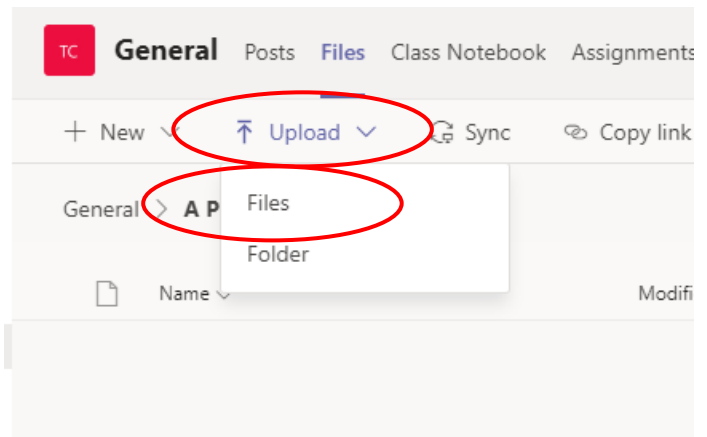
- Name the Folder with this week's date as shown.



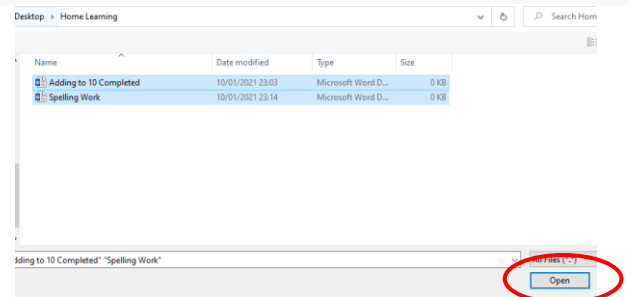
- Click to open this week's Folder.



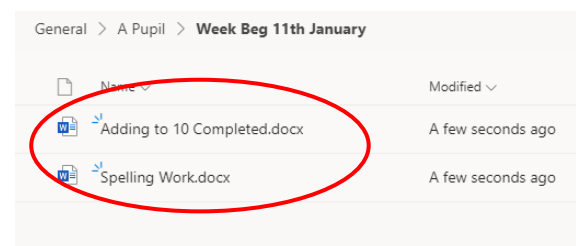
- Once inside your Folder click upload and then Files.



- Choose your file(s) and click open,
- You can choose more than one File at a time.
- Your File(s) will now upload to Teams.
- You can also upload Folders in this way by choosing Folder instead of Files.



- You will now see your Files in your Folder in Teams



- The last step is to return to the channel and leave a message for your teacher that you have posted your work.

