# Adding the Count functionality to Files sections within Teams

Open any Files section within your Team (Glow or Corporate Team)

# Click **Open in SharePoint** <u>or</u> click on the 3 dots at the top of the window and select **Open in SharePoint**

Shared Drive Posts Files ~ Notes +		
+ New $\checkmark$ $\uparrow$ Upload $\checkmark$ $\boxplus$ Edit in grid view	🖄 Share 🕞 Copy link	$\blacksquare$ All Documents $\vee$
Shared Drive		k∰ Sync
		🖏 Add shortcut to OneDrive
□ Name ∨	Modified ~	↓ Download
A folder of content for migration	April 29	🕸 Open in SharePoint
		+ Add Document Library

By default, this will open Microsoft Edge and therefore you may be presented with a window similar to the one below.



Click on the Click here to sign in with a different account to this site link

You'll be asked to select which account you want to **sign out of** – make sure you select your SAC account and <u>not</u> your Glow one.



You'll be prompted to close the browser window

#### Go back to Teams and select to Open in SharePoint again

You'll then be prompted to select the account you want to sign in with; make sure you select your Glow account



If you don't see your Glow account click on **Use another account** and provide your Glow account details.

Once you have SharePoint opened click on Documents at the top, right of the screen

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## Select Edit current view



Scroll down and click on Totals

Tabular View
🗉 Group By
Totals
■ Style
Folders
🗉 Item Limit
■ Mobile
Adjust mobile settings for this view.

In the Column Name section change Name from None to Count



## Scroll up or down and click **OK**

You will now see an Item Count in each Folder (in SharePoint view and also within the Teams Files section view).



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	Sample image file.png	April 29
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<b>P</b>	Sample PowerPoint Presentation.pptx	April 29
<b>1</b>	Sample Word Doc copy LR.docx	May 21
<b>P</b>	Sample Word Doc copy.docx	May 21
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	Sample Word Doc.docx	April 29		
	samples1.exe	May 2		
	Count 8			