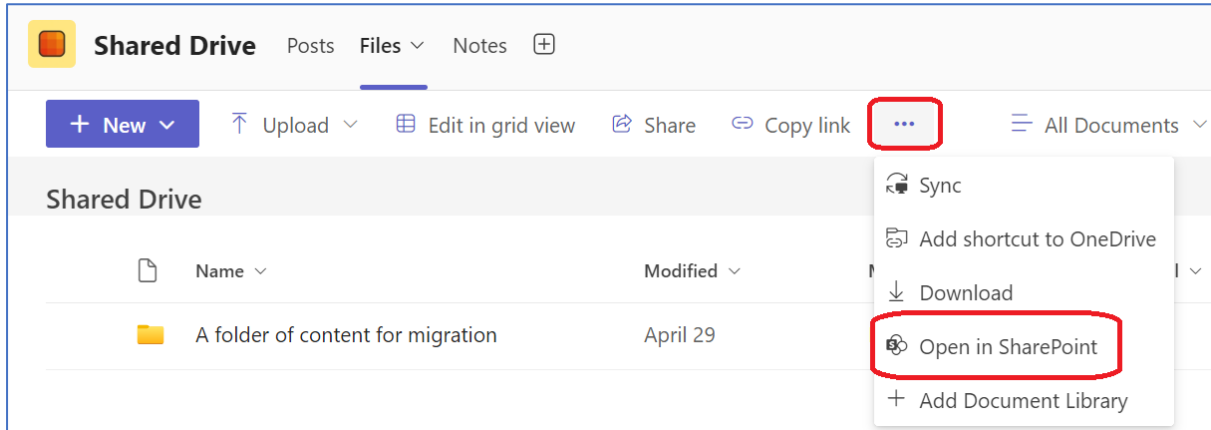


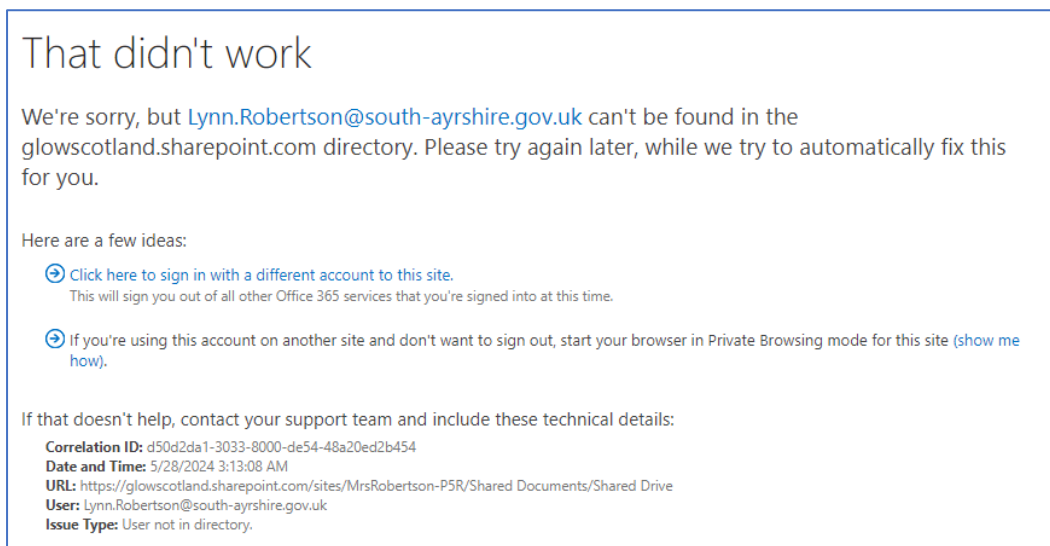
## Adding the Count functionality to Files sections within Teams

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

Click **Open in SharePoint** or click on the 3 dots at the top of the window and select **Open in SharePoint**

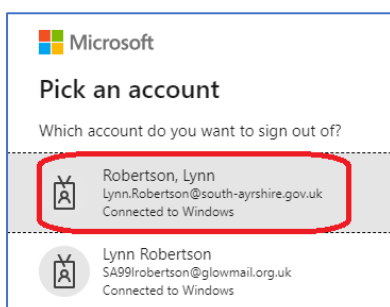


By default, this will open Microsoft Edge and therefore you may be presented with a window similar to the one below.



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

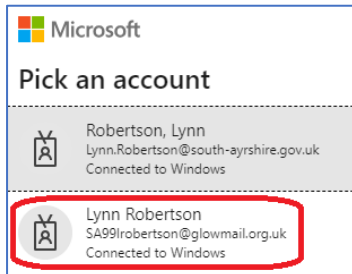
You'll be asked to select which account you want to **sign out of** – make sure you select your SAC account and not your Glow one.



You'll be prompted to close the browser window

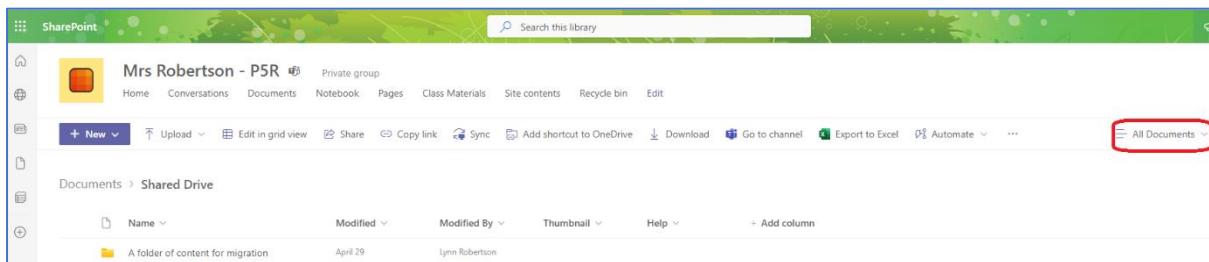
Go back to Teams and select to **Open in SharePoint** again

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

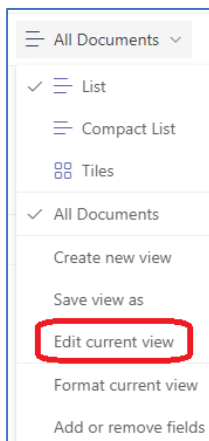


If you don't see your Glow account click on **Use another account** and provide your Glow account details.

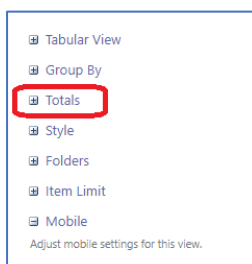
Once you have SharePoint opened click on **Documents** at the top, right of the screen



Select **Edit current view**



Scroll down and click on **Totals**



In the Column Name section change **Name** from None to **Count**

Column Name	Total
Modified (Average supported in datasheet view only)	None
Modified By	None
<b>Name</b>	None
Source Name (Converted Document)	None
Source Version (Converted Document)	Count
Type	None

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).

