



Memorial Sloan Kettering
Cancer Center

DigITs

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Collaborating Remotely

With Microsoft Teams

DigITs Client Services



March, 2020

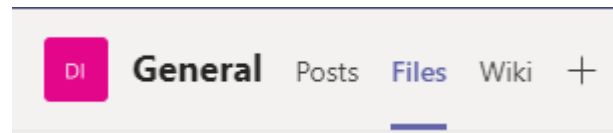
Microsoft Teams

For file sharing and collaboration



Teams makes it easy to share files and work on them together. If your files are Word, Excel, PowerPoint, or Visio files your colleagues can even view, edit, and collaborate on them, right within Teams (editing in Visio requires a license).

Within each team there are channels. Each channel has its own file folder where you can share files for that specific channel. To access that folder go to the channel and select the **Files** tab above the conversation window.



To create a new document in Teams, select **New**, then select the kind of file you'd like to create. To add an existing file to your library, you can drag-and-drop or select **Upload**.

In Office for the web, Office for Android or iOS, or the latest applications from Office 365, you and your team members can co-edit Word, PowerPoint, or Excel documents, or comment on Visio files. No need to check files out or worry that one of your colleagues has the document open.

Additional Info

- Files are autosaved in Teams as you edit
- Files are backed up on OneDrive/SharePoint
- Additional resources can be found on OneMSK

Turning vision into action



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