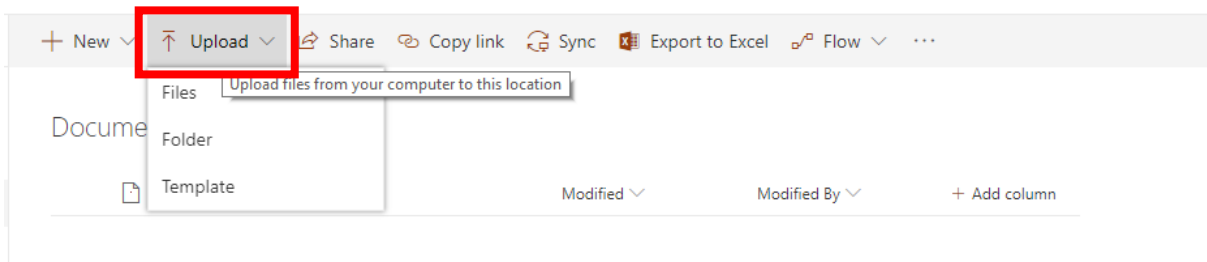


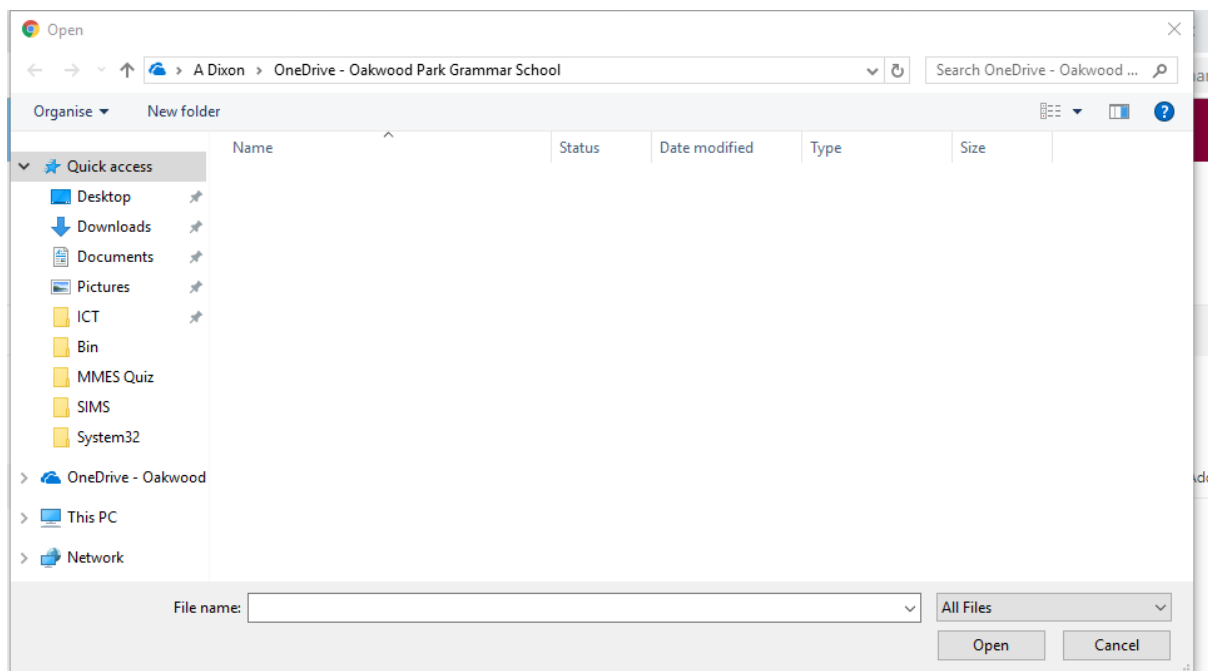
How to Upload More Than 10 Files in to Teams

In the Teams app there is a limitation to uploading 10 files at a time. To overcome this, complete the following:

1. Access Teams.
2. Go to your department or class that you wish to upload the documents to.
3. Click on the files tab once you have opened your department or class.
4. Click on the “Open in Sharepoint”.
5. You will then have a web browser open and you will be in SharePoint.
6. To upload documents, either click on the “Upload” button and choose “Files” or “Folders” depending on what you wish to upload or you can simply drag and drop your files/folders you wish to upload.



7. This will then open a File Explorer window. Select the files you want to upload and click open.



8. Your files/folders will then upload to SharePoint and will be accessible in your “Teams” app. Make sure that your files have finished uploading before closing the web browser down.