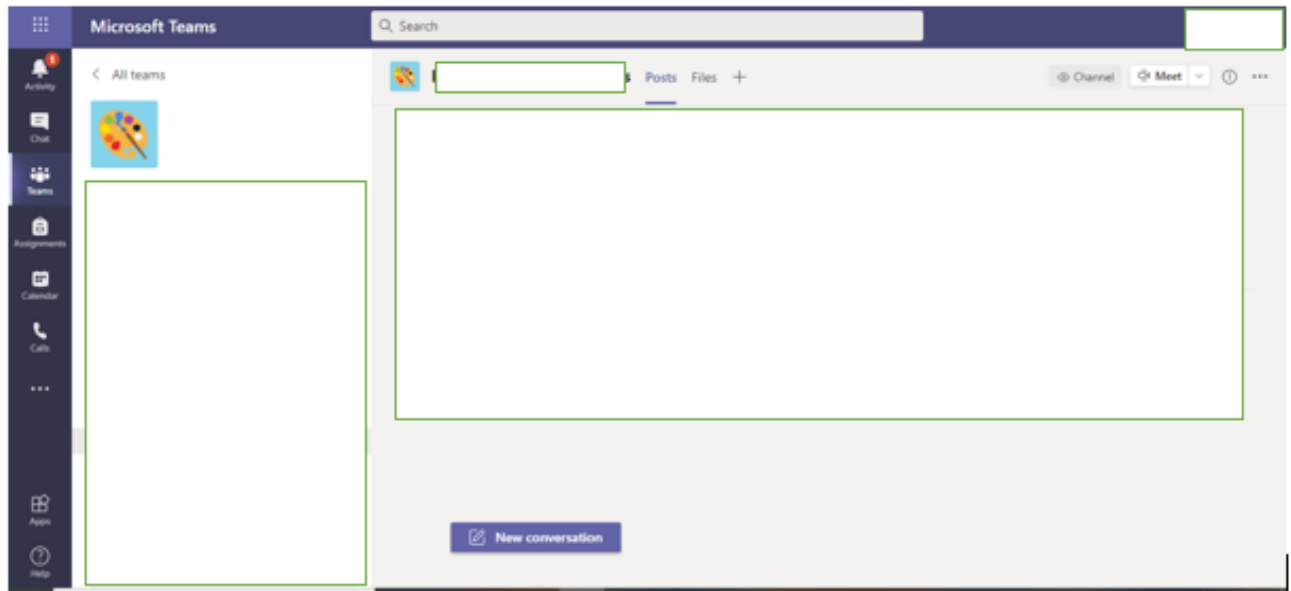
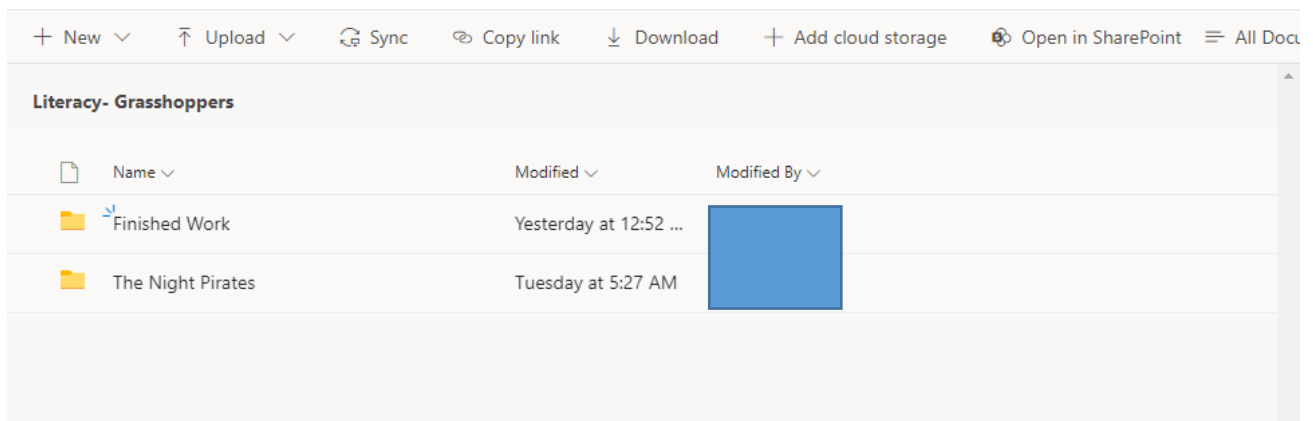


# How to upload documents and pictures to Teams

Your teacher will have set up finished work folders for your work to go in.



**First click on files.**

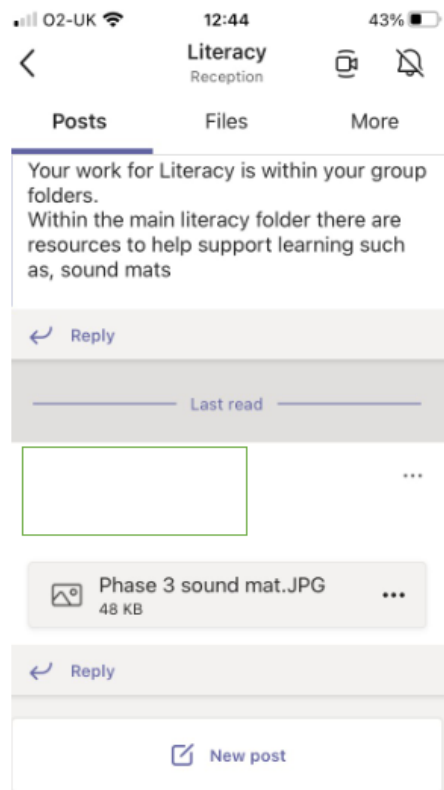


You will need to click on the folder you would like to upload the work into. If you click the button upload, it will pop down with an option of files and folders.

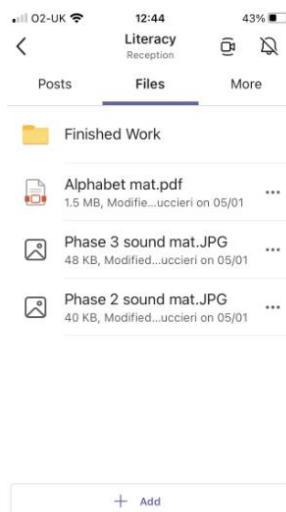
You need to click files and then search to find the file or photograph that you need. Your finished work folders may look different in each year group. Then your file will upload into the folder.

## How to upload on a phone

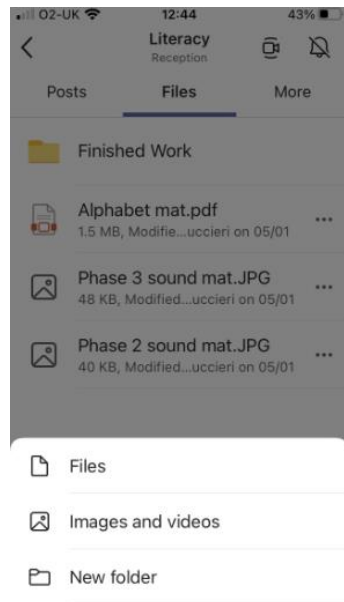
Your posts and files may look different depending on what year group you are in and the group channel you have clicked on.



Go into the group channel, at the top there is a tab called files. Click on files.



The Click +Add.



You can upload files images or videos. The first time uploading from a phone, you may need to allow your phone to access your images. You can then upload your files/images/videos into the finished work file.