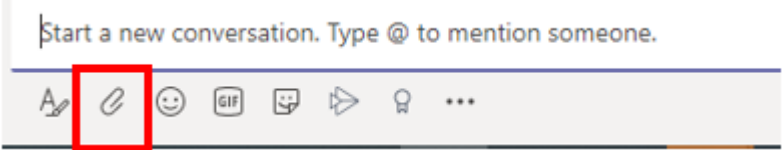
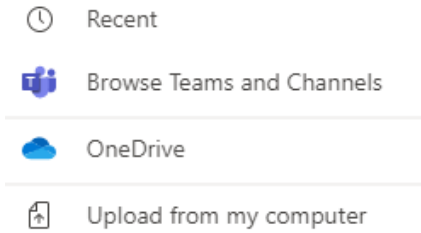


# Share Files

## Share a file

You can share files in a one-on-one chat, a group chat, or a team channel.

<p>1. From within a Teams chat or channel, select the paperclip icon below the box where you type a message.</p>	
<p>2. Select from these options:</p> <ul style="list-style-type: none"><li>• <b>Recent</b></li><li>• <b>Browse Teams and Channels</b></li><li>• <b>OneDrive</b></li><li>• <b>Upload from my computer</b></li></ul> <p>3. Select your file to upload.</p>	
<p>4. View uploaded files through the Files tab.</p>	