

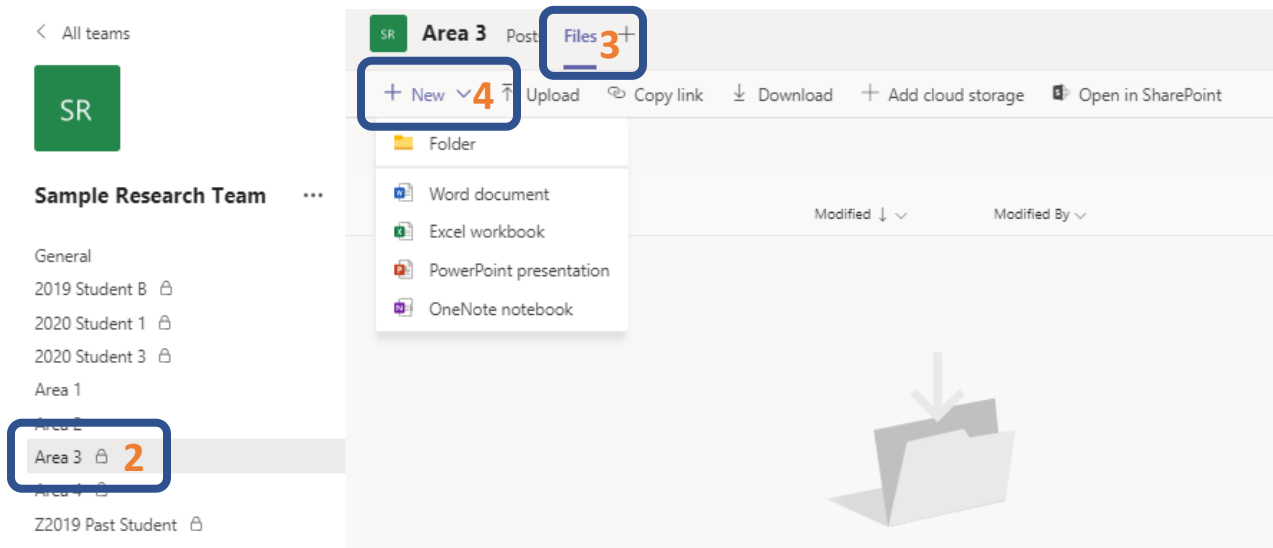
# MS Teams: working offline

## Always Start New Files and Folders in MS Teams

Use of MS Teams works best when all new items are created in the Teams App and then opened in the relevant desktop to work on.

### Creating a folder or file

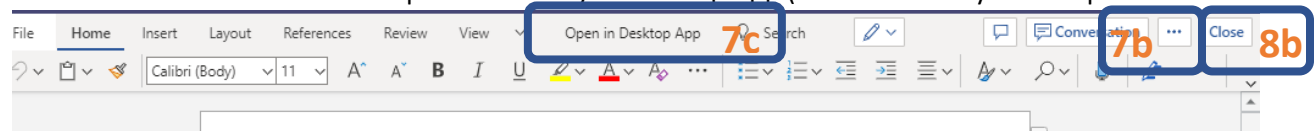
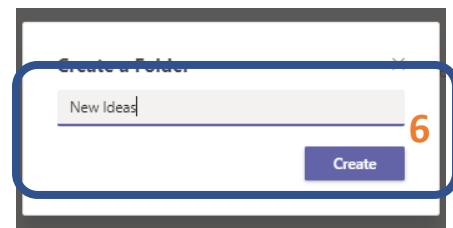
1. Open the Team you are going to work in
2. Open the Channel where your current work belongs
3. Select the “Files” tab
4. click on “+ New” in the ribbon and a dropdown menu appears



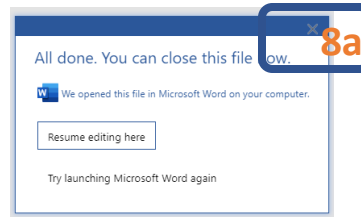
5. Select “Folder” or one of the MS Office applications
6. Enter the name in the dialogue box and select “Create”

### Opening a file in the desktop app

7. When you create an MS Office file (Word, Excel, PowerPoint) it will open in the Teams App.
  - a. It is possible to edit files in Teams, but functionality is limited
  - b. It is possible to open files from Teams in your browser, but again, functionality is limited (to do this click on the “...” next to “Close” on the far right)
  - c. It is best to open the file in you Desktop App (that means on your computer itself)



8. Close
  - a. the dialogue box which appears
  - b. the file itself on Teams
9. Work as normal on your file.
10. When you have done close it



## Notes on working in the desktop app

As you work on your file it will be constantly automatically saved (similar to when you work on files from your OneDrive). AutoSave is automatically on, don't turn it off! Just to the right of the file name it shows the saved status.



Demonstration of Teams your cursor

Adding colleague's cursor

If someone else on your Team opens the file at the same time as you, both sets of edits will appear in real time on both computers.

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## When the Internet Connection is Down ...

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All normal work on MS Teams requires a live internet connection. This is because all storage of files, folders, Channels and Teams is on the Cloud through Microsoft SharePoint. This is all excellent because any time anyone on the team works on a document everything is immediately updated live – even if more than one person is working at a time.

However, if one sometimes has to work with a slow connection or offline this is a problem. This situation usually arises when working off campus with a dial-up or capped data connection, or where there is no connectivity. In this case one need to have *some* of the folders on Teams sync to the device used when in these circumstances.

### Choosing What to Sync

Choose which folders to sync carefully as most devices do not have anything like enough storage for all the files which will end up in the Team(s) of which any one person will be a member. It is best to consider which folders your personal work is likely to be stored in. For students this may be a single Channel or Folder in a Team. For others, it may include report folders, or a Channel or folder related to a whole project.

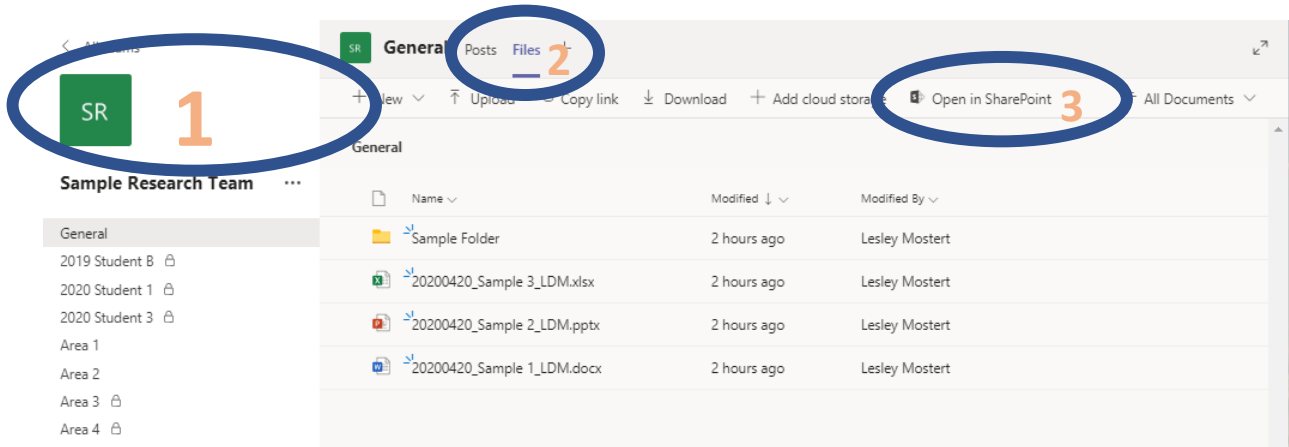
If syncing a folder with subfolders remember that all subfolders (current and future) will sync. Storage requirements for one folder can become big over the lifetime of the project. It may be best to sync on an individual folder level, perhaps using an archiving system to keep current folders manageable.

### How to Sync a Teams Folder

In the Teams app or in Teams online

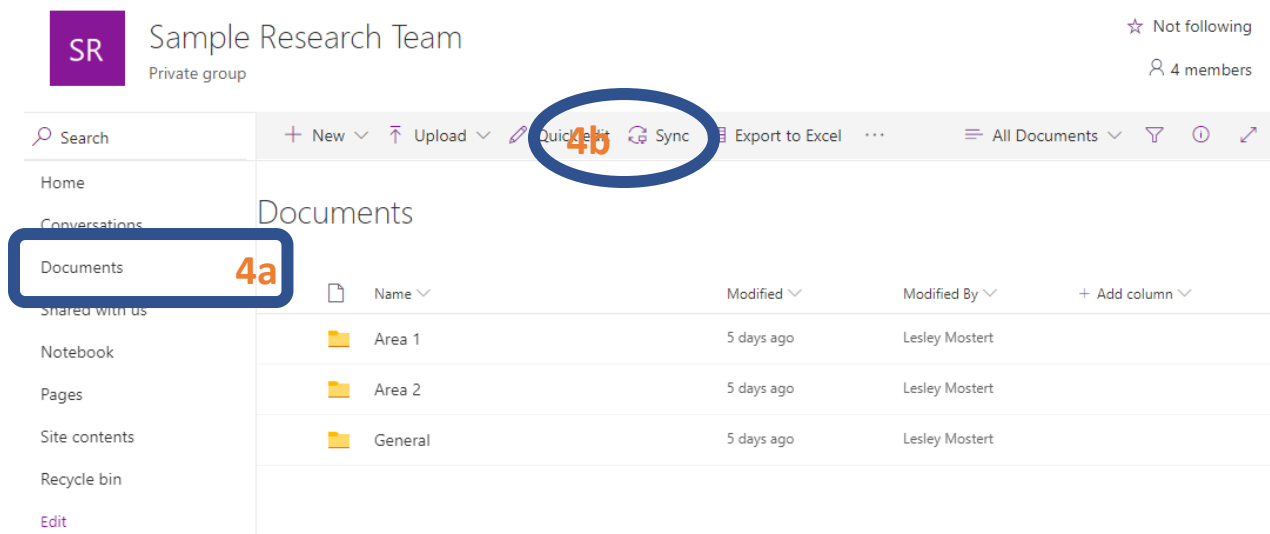
1. Select the Team in which the project/folder exists.

- a. Choose the Channel in which the project/folder exists
- b. OR leave it at “General if you intend to sync the whole Team (not recommended)
2. Select the “Files” tab
3. Select the “Open in SharePoint” on the ribbon. If it is not there click on the “...” to reveal it.



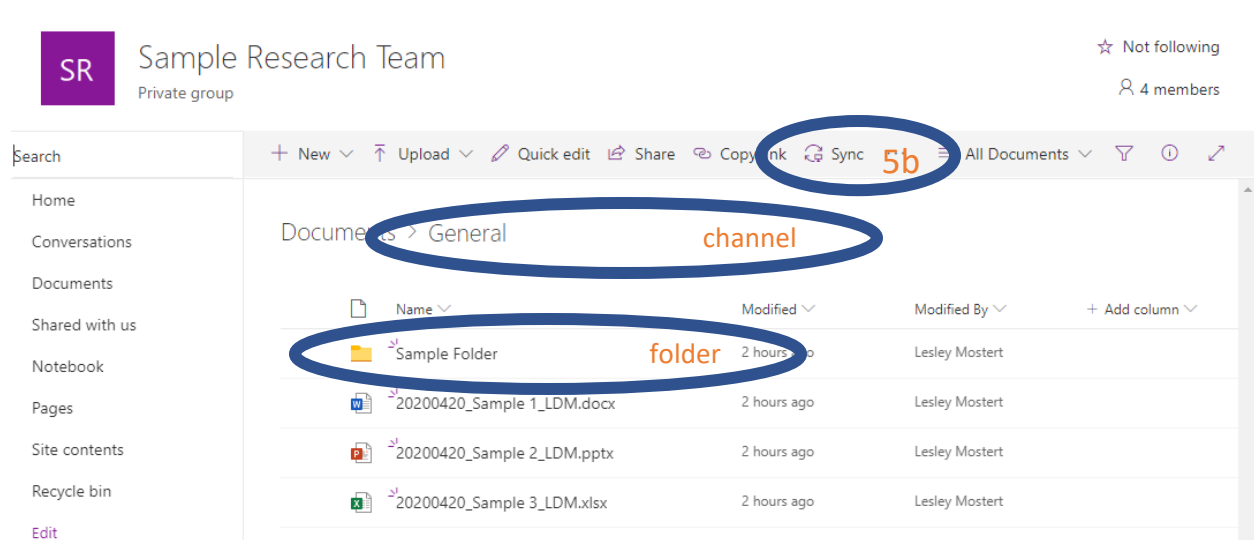
*The online storage space in SharePoint for this Channel will open in your browser*

4. If you want to **sync everything** in that Team
  - a. Select “Documents” on the left
  - b. Click on “Sync” in the ribbon



OR

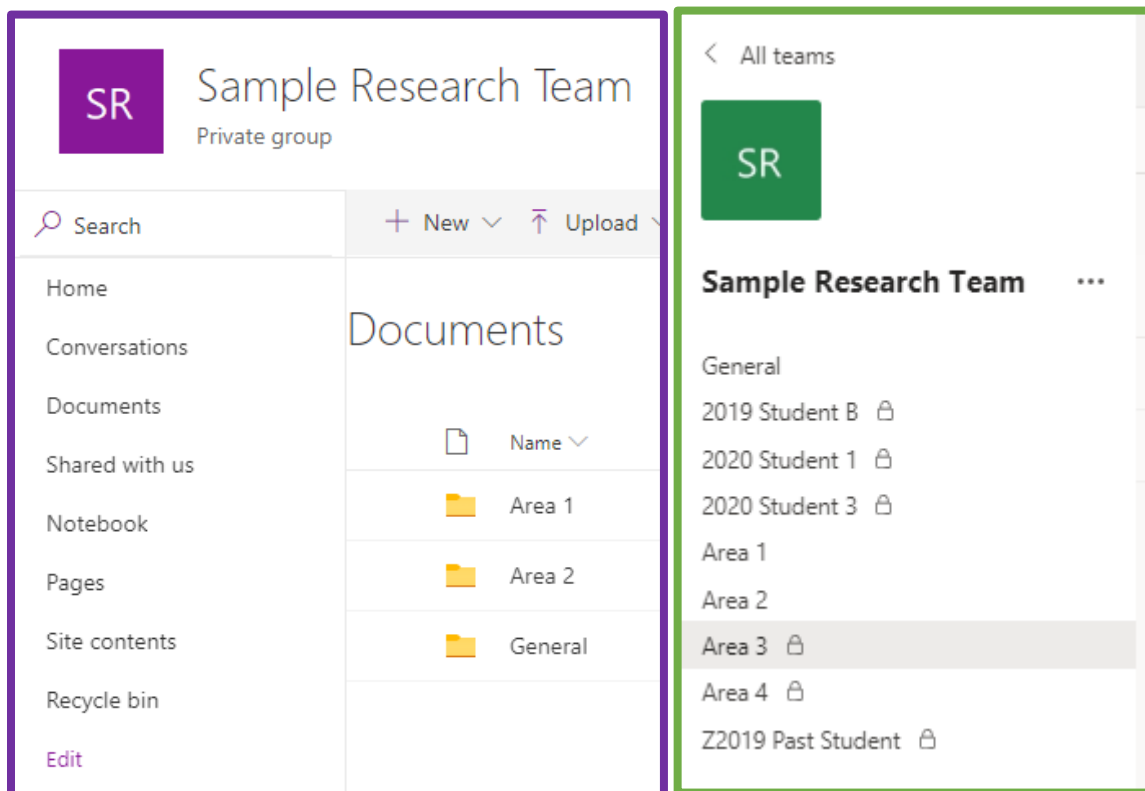
5. Open each folder which you want to sync
  - a. keep going down to the level of folder which you want to sync
  - b. then click on “Sync” in the ribbon



Remember that any subfolders added subsequently will also sync.

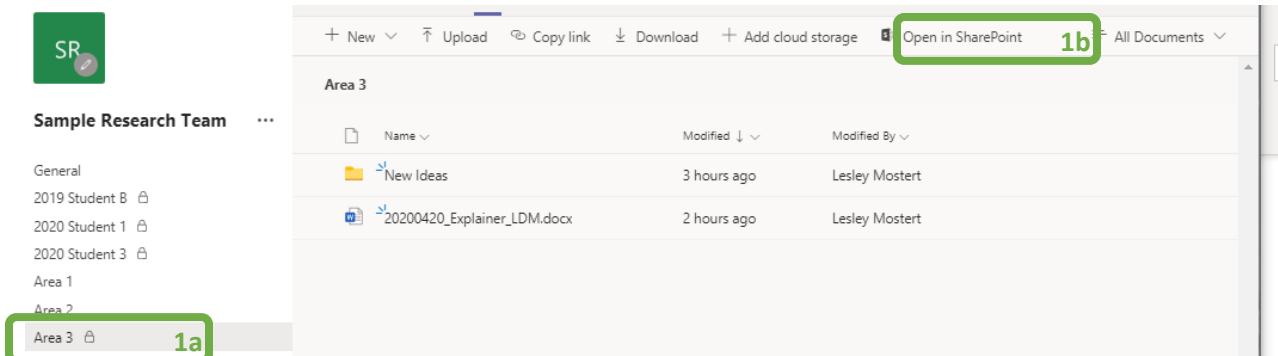
### Special note on limited access channels

Limited access channels will not be seen in your Team Channel list except for one which you have access to. But these channels will also not appear as folders in the SharePoint backend of the Team.

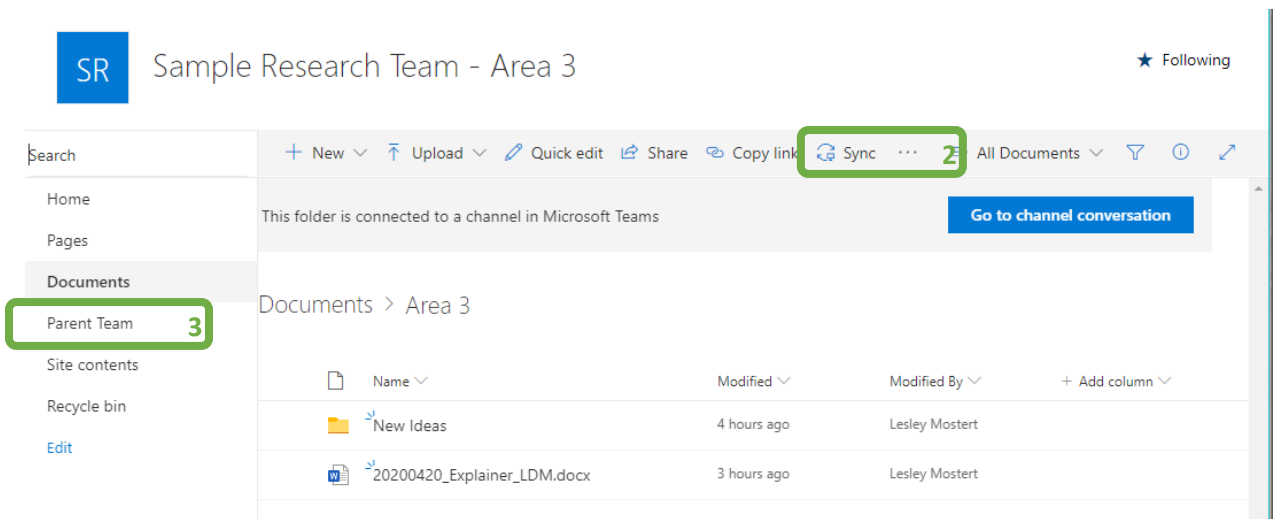


To access one of these channels on SharePoint

1. Open on SharePoint *from that channel* in Teams



2. Choose what to sync



3. You can navigate to the SharePoint site for the Team the folder belongs in. Click on “Parent Team”

If you work offline, it is imperative to connect to the internet to sync your work as frequently as possible, preferable at least every 24 hours.

Remember your colleagues cannot see your work until you sync. Conflicting copies of files may occur when people work offline.