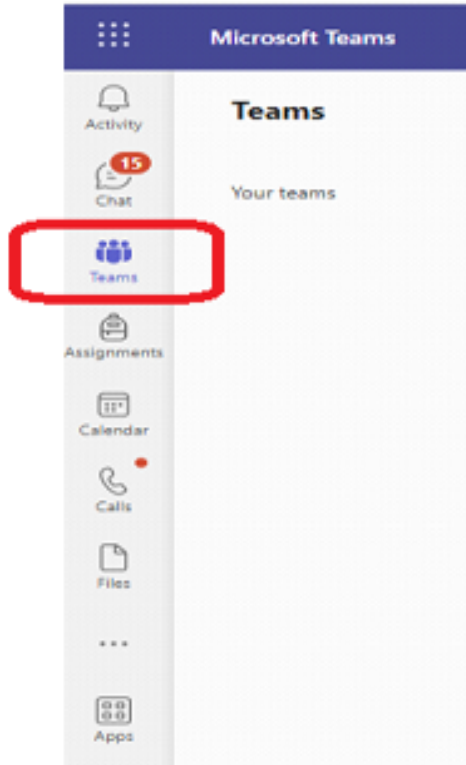
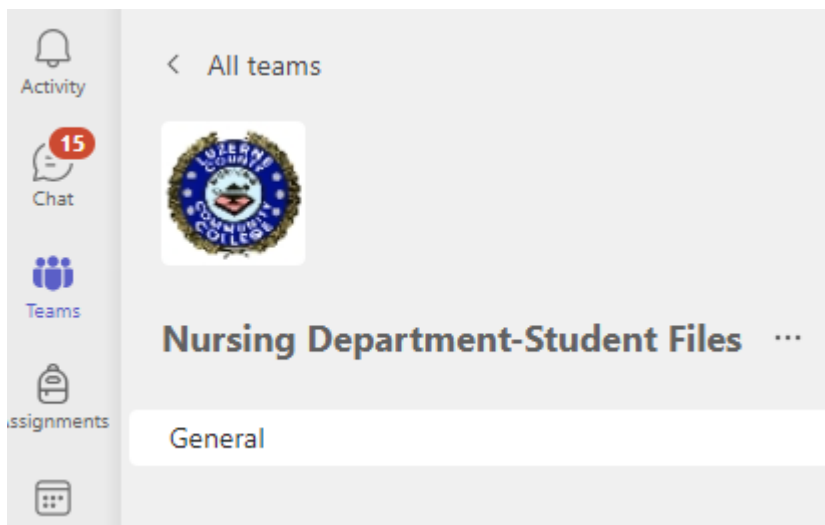


Teams (Replace Meeting Space) Opening a File

- To get access to the files on Teams, Click the Teams icon.



- Select the appropriate file for your curriculum.



- Department folders will be visible.

The screenshot shows a OneDrive interface. At the top, there is a navigation bar with a logo, the name 'General', and tabs for 'Posts' and 'Files'. Below this is a toolbar with options: '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', and 'Download'. The breadcrumb path is 'Documents > General'. Below the breadcrumb is a table with columns for 'Name', 'Modified', and 'Created By'. One folder is listed: 'Nursing Department- Student Files', modified on 'August 31, 2022', and created by 'Waclawski, Mary'.

Name	Modified	Created By
Nursing Department- Student Files	August 31, 2022	Waclawski, Mary

- Click into each folder to view files.

The screenshot shows a OneDrive interface. The breadcrumb path is 'Documents > General > Nursing Department- Student Files > COMPRESSED SCHEDULE'. Below the breadcrumb is a table with columns for 'Name', 'Modified', and 'Created By'. Three files are listed, all created on 'January 22' by 'Brokenshire, Danese'.

Name	Modified	Created By
NUR 120 CLASS_LAB compressed_schedule...	January 22	Brokenshire, Danese
NUR 240 Class compressed_schedule SHA...	January 22	Brokenshire, Danese
NUR 240 CLASS_LAB compressed_schedule...	January 22	Brokenshire, Danese