



Recds & Act

How to access Microsoft Teams

Folder Directory in Windows Explorer

About

This document describes how to access Microsoft Teams and SharePoint folder directory in Windows Explorer

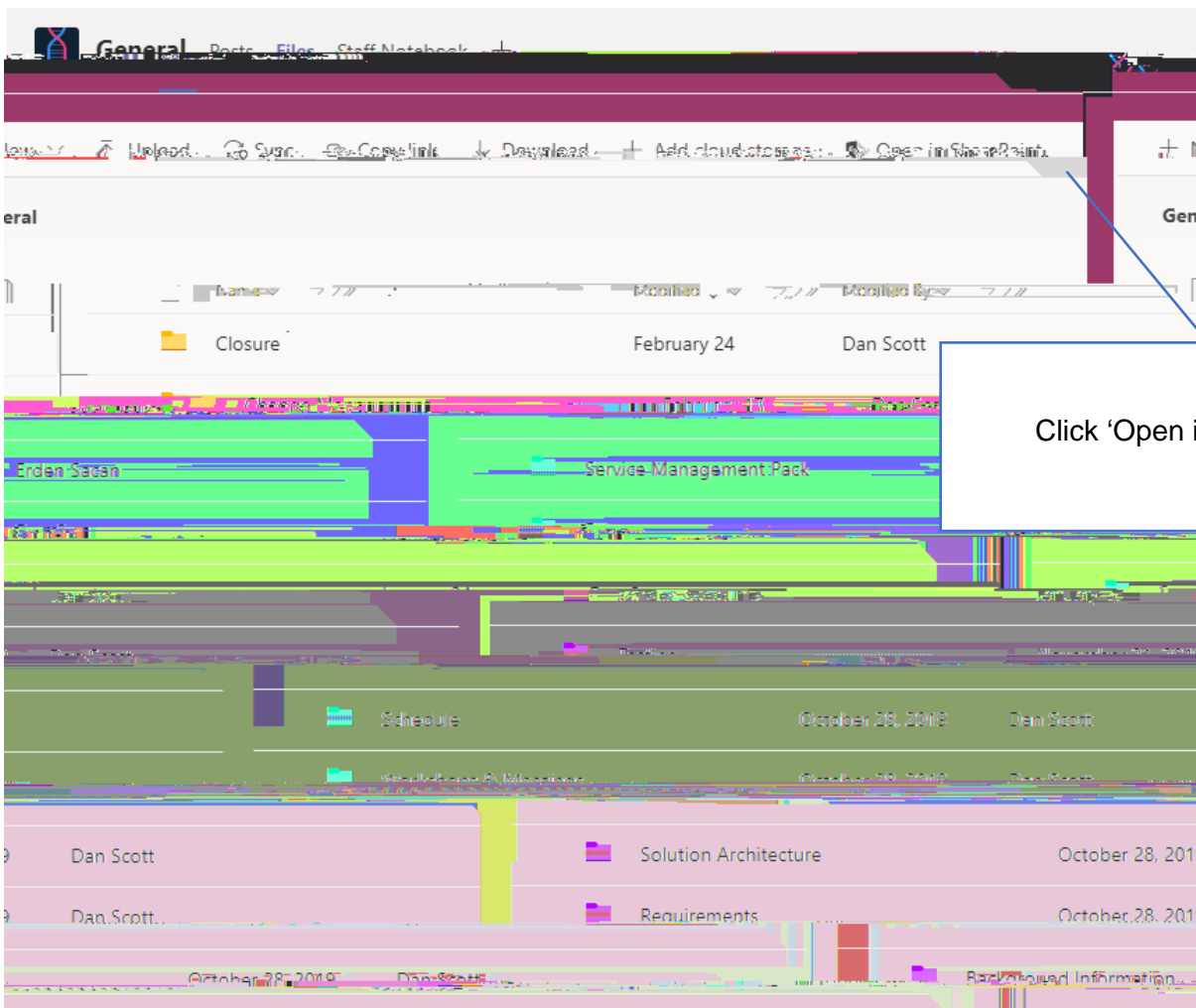
Process:

2. Click 'Files'



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3. Click the 'Open in SharePoint' button



Click 'Open in SharePoint'

4. The SharePoint site opens in Microsoft Edge.



5. Copy the URL address



6. Click the Windows Search icon



Click 'Window Search'

7. Type 'Internet Explorer' in the search bar and open the application

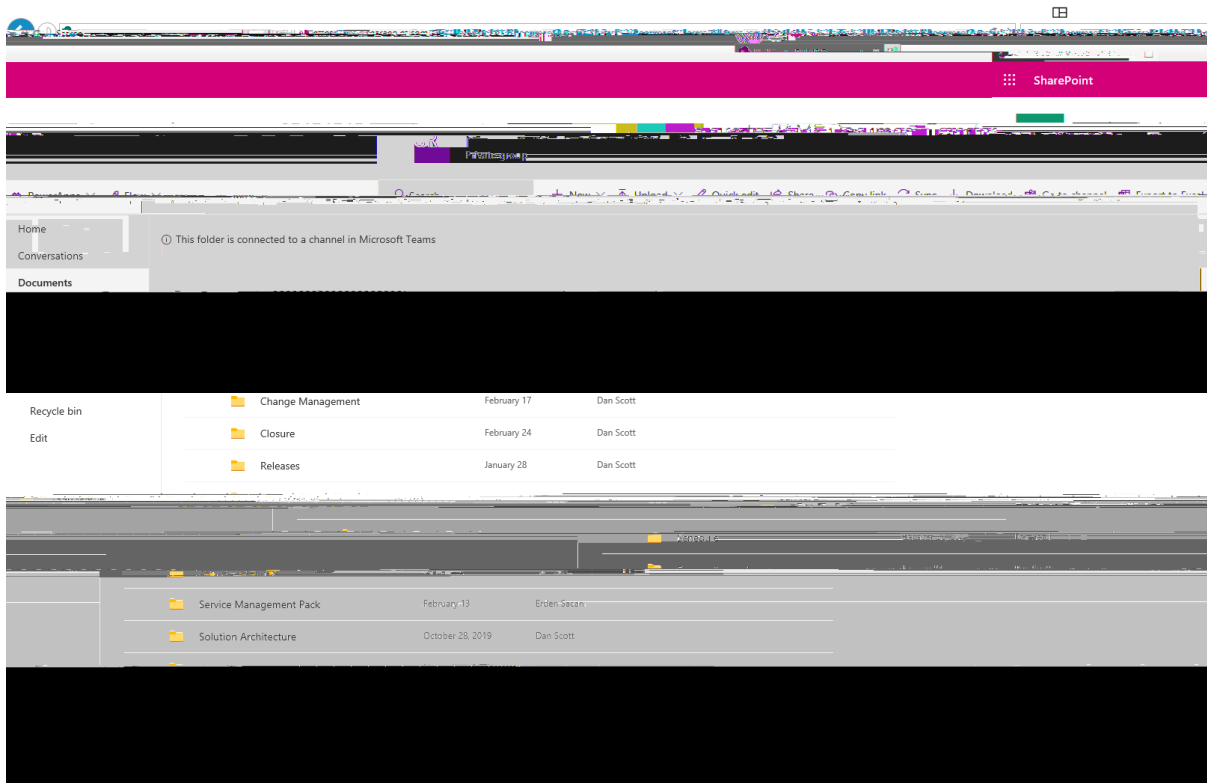


8. Paste the Team SharePoint site URL address in the Internet Explorer URL bar. Hit Enter to access the site.



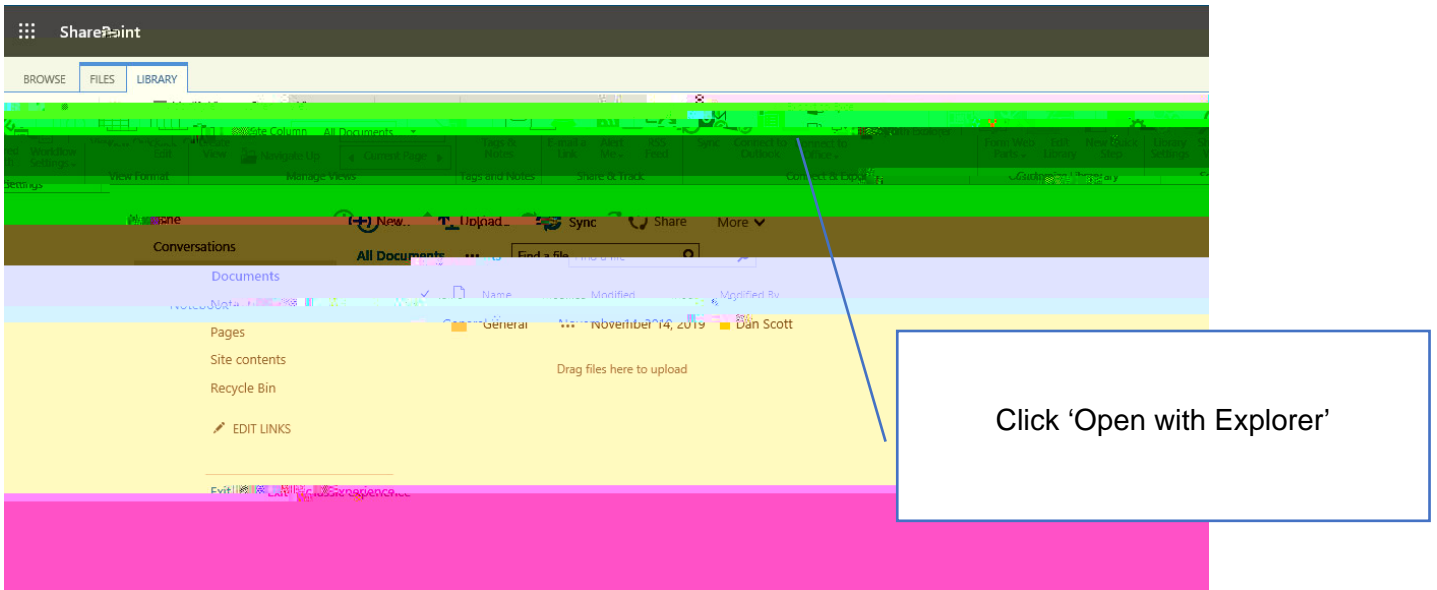
9. The SharePoint site folder directory opens. Click 'Return to classic SharePoint' link located in the bottom left hand side of the screen

[Return to classic SharePoint](#)

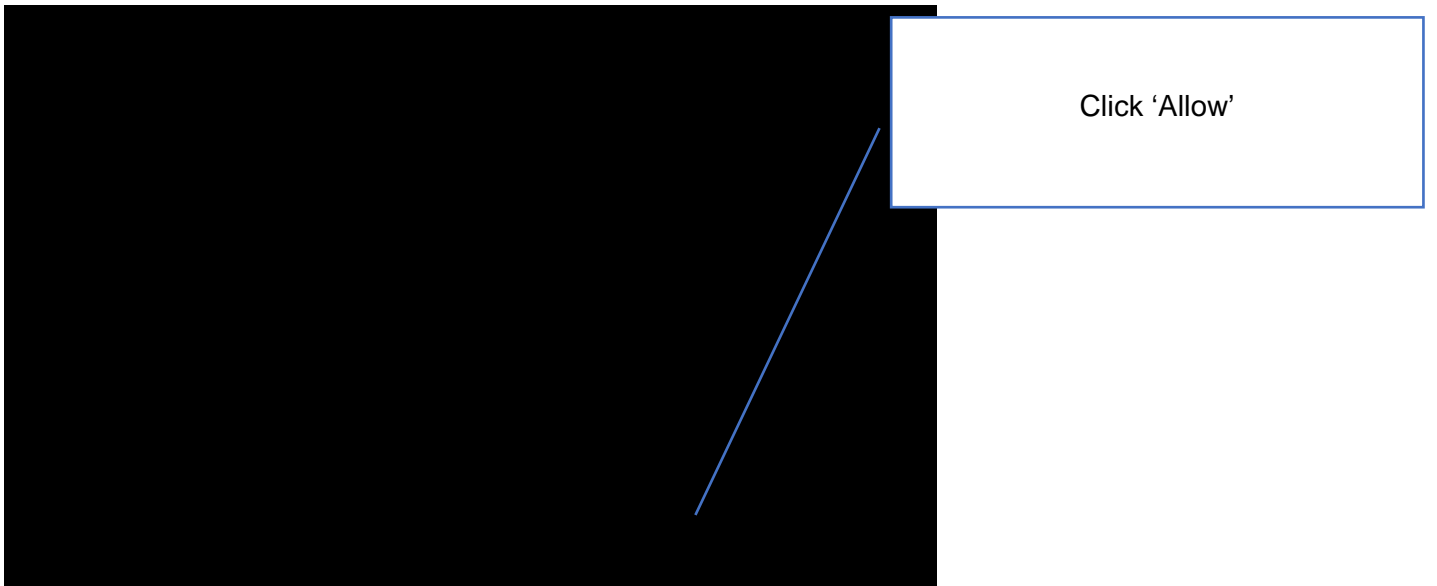


10. Click the 'Library' ribbon

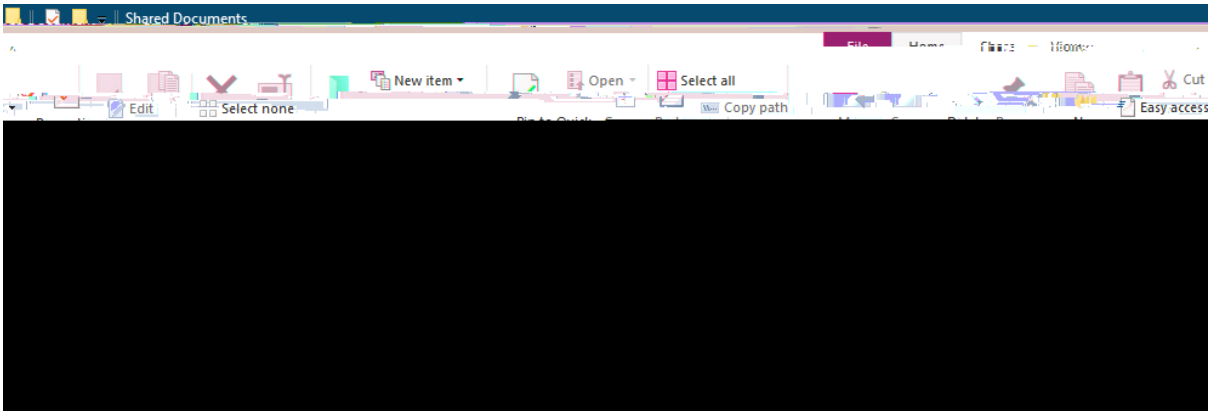
11. Click the 'Open with Explorer' option located in the 'Connect & Export' section



12. The Internet Explorer Security window opens. Click 'Allow' to proceed.



13. The team site folder and document directory opens in Window Explorer



14. From the Window Explorer view, you can navigate and select to the document you want to register in RAMS, then right-mouse-click > Select 'Send to' > 'RAMS'

