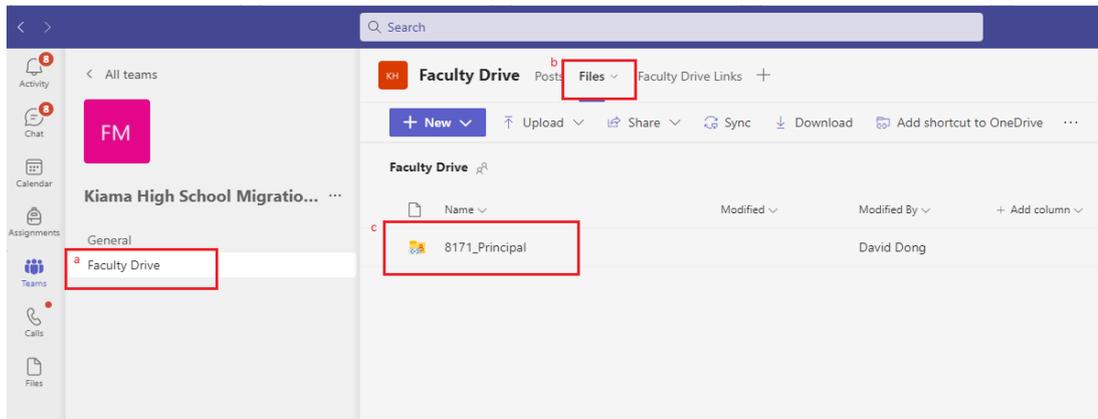


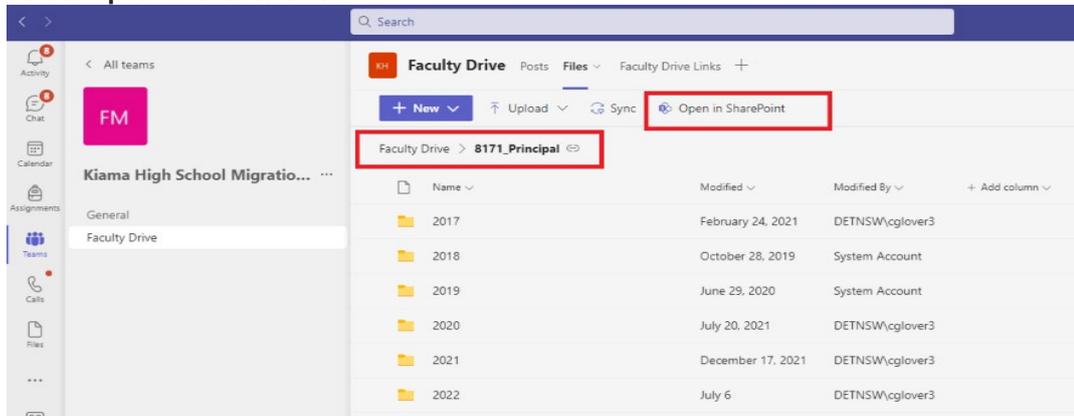
# How to search for files on Microsoft Teams/SharePoint

The following steps will guide you to search for files in Microsoft Teams/SharePoint after your files have been moved.

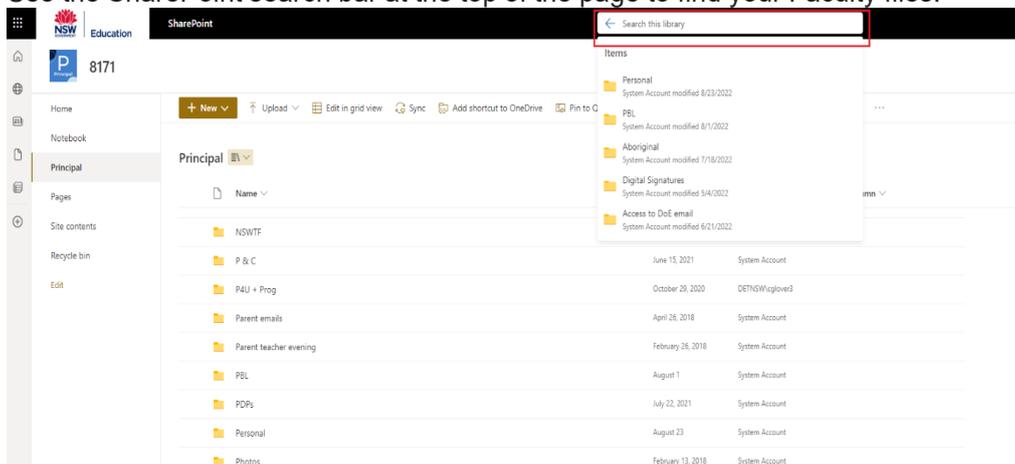
1. Open your Team and click on Faculty drive channel. Go to the **Files** tab. Click on the relevant Folder, (for example, **Principal**)



2. Select **Open in SharePoint**.



3. Use the SharePoint search bar at the top of the page to find your Faculty files.



Tip: Be specific in your search terms and include the full name of your file when searching.

**End of process**