## How to search for files on Microsoft Teams/ SharePoint

Open your T     on the releva	eam and click o ant Folder, (for e	on Faculty drive cha example, <b>Principal</b> )	nnel. Go to the <b>Files</b>	tab. Click	
$\langle \rangle$		Q Search			
Activity < All teams	5	кн Faculty Drive Posts	Files - Faculty Drive Links +		
€ <sup>®</sup>		+ New ✓ ↑ Upload	✓ I Share ✓ G Sync ↓ Dov	wnload 🛛 👼 Add shortcut to One	eDriv
		Faculty Drive 🦉			
Calendar Kiama Hi	gh School Migratio	🗋 Name 🗸	Modified $\lor$	Modified By $\lor$ +	Add
Assignments General		-c-		David Dong	
Teams			1		
Galls					
Files					
2 Select Onen	in SharePoint				
	in onarer oint.	Q. Search			
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Chat FM		Faculty Drive > 8171_Principal	э <b>Г</b>	1	
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Assignments General		2017	February 24, 2021	DETNSW\cglover3	
Teams	2	2018	October 28, 2019	System Account	
Galls		2019	June 29, 2020	System Account	
Files		2020	July 20, 2021	DETNSW\cglover3	
		2021	July 6	DETNSW\cglover3	
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3. Use the Sha	rePoint search	bar at the top of the	page to find your Fa	culty files.	_
Education	SharePoint		Search this library		
⊕ 8171			Personal System Account modified 8/23/2022		
Home Notebook	+ New ∨ ↑ Upload ∨ 目 Edi	it in grid view 🛛 🤅 Sync 🔋 Add shortcut to OneDrive 🗔	Pin to Q PBL System Account modified 8/1/2022		
Principal	Principal		Aboriginal System Account modified 7/18/2022		
Pages	🗅 Name 🗸		System Account modified 5/4/2022	imn $\vee$	
Site contents	NSWTF		System Account modified 6/21/2022		
Edit	P & C		October 29, 2020 DETNSWicglover3		
	Parent emails		April 26, 2018 System Account		
	Parent teacher evening		February 26, 2018 System Account		
	- mail		Maguas i System Account		
	PDPs		July 22, 2021 System Account		