

## Files in Microsoft Teams

06/10/2026 01:49:02

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<b>Language:</b>	en	<b>Last update:</b>	09:56:00 - 03/03/2026 (Europe/Brussels)

### Keywords

personal shared downloaded files Teams documentation manual

### Solution (public)

All documentation about working with files in Microsoft Teams can be found at [1]Explore the Files list in Microsoft Teams (Microsoft).

Where are the files shared in a chat message stored?

If you share a file in Microsoft Teams Chat, via a private conversation or group conversation, the file will be saved to the OneDrive for Business of the person sharing the file.If you share a file in a Team, e.g. within a (private) channel of the team, the file will be saved to the underlying SharePoint online site.

How do I open the files in a channel within the underlying SharePoint Online site?

Click on the "Shared" tab in the channel.Click on the three dots (...) in the menu bar.Click on "Open in SharePoint" in the menu.

SharePoint Online will open in your browser. You will be taken to your channel's document folder. You can also use the breadcrumb trail to navigate to the folders of other channels. Please note: private channels are each located in a separate SharePoint Online site.

[1] <https://support.microsoft.com/en-us/office/explore-the-files-list-in-microsoft-teams-287ba970-2bdf-473d-a2da-76247ea4cf8f>

### Symptom (public)

### Problem (public)