

Accessing Group Files

Depending on how you prefer to work, you can access group files from several different locations.

Web applications

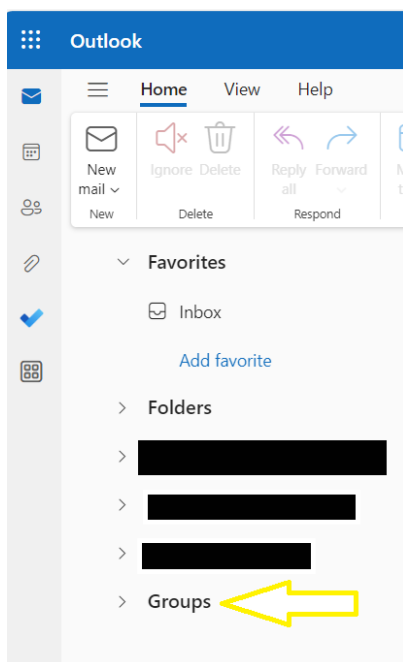
From any web browser, go to <https://office.com> and sign in using your A-State account.

You can easily switch among Microsoft apps by selecting the app launcher  from the upper left corner of the page and click an app icon.

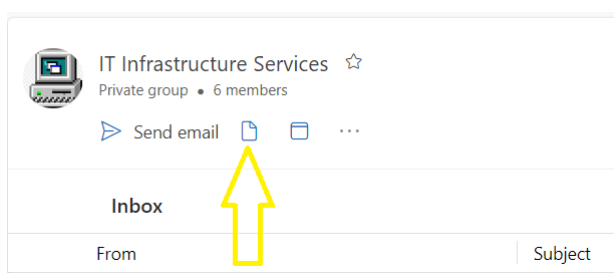
You can access group files from the Outlook, OneDrive, Teams or SharePoint apps.

Outlook for the web

Expand the **Groups** list in the left navigation pane and select the group you want to access.

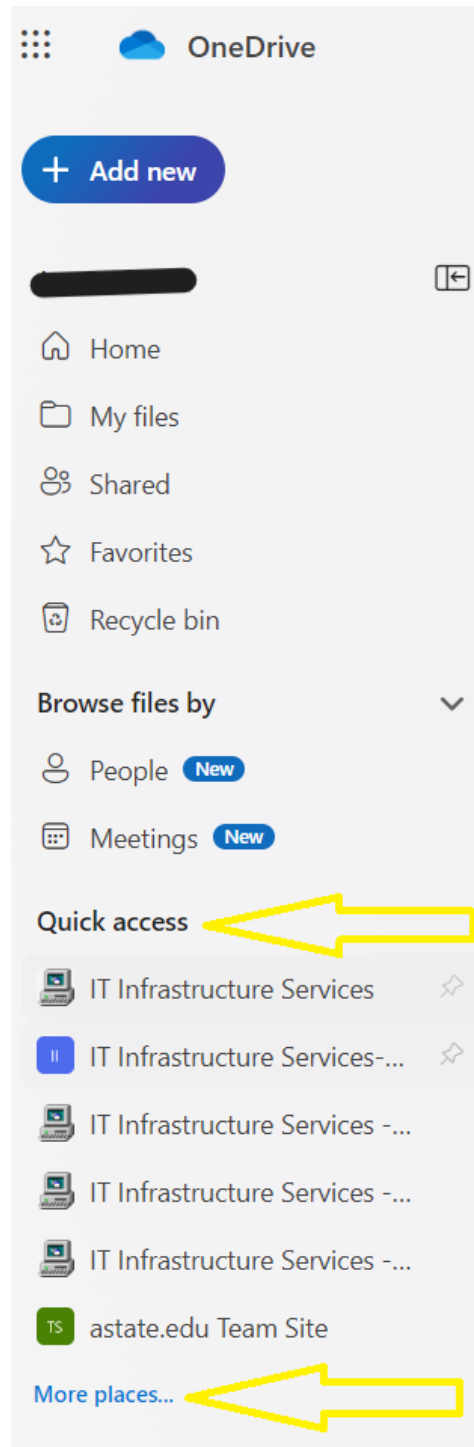


Once you select the group, you will see the group inbox and some icons at the top. To access the group files, click on the File icon to load the group files.



OneDrive for the web

All the groups you are a member or owner of, will appear under the **Quick access** section in the left navigation pane. If the group you are looking for is not displayed, click on **More places...** to get a list of all the groups. Select the group you want to access to load the group files.



Microsoft Teams for the web

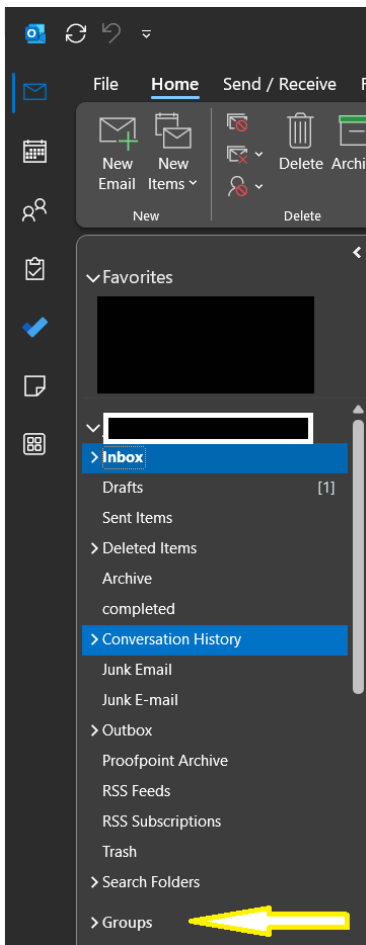
Accessing group files from the web version of Teams is identical to the desktop version. Please refer to the Microsoft Teams instructions below.

Desktop applications

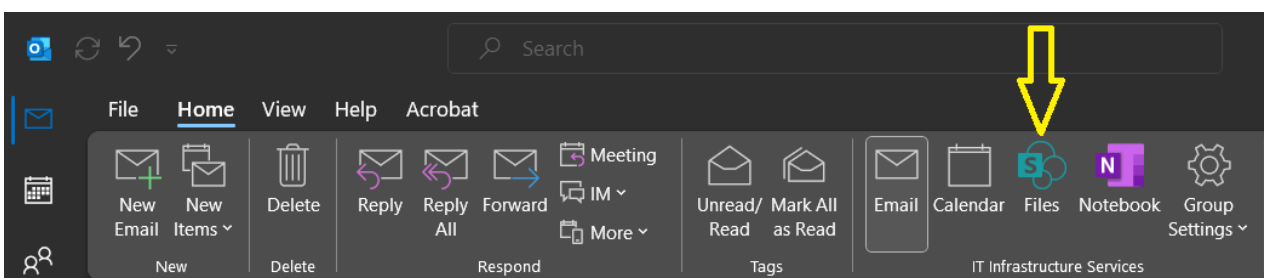
Please make sure you have the latest version of Microsoft 365 apps installed. Please refer to [this KB](#) for instructions on installing Microsoft 365 apps.

Outlook

Expand the **Groups** list in the left navigation pane and select the group you want to access.



Once you select the group, you will see the group inbox and the Home ribbon will now have a section specific to the group. Select the **Files** icon to view the group files. This will open the group SharePoint document library in your default web browser.



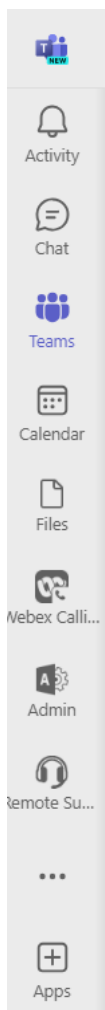
To add a shortcut to the group files to *your* OneDrive, after the SharePoint document library opens in your web browser, click on **Add shortcut to OneDrive**.



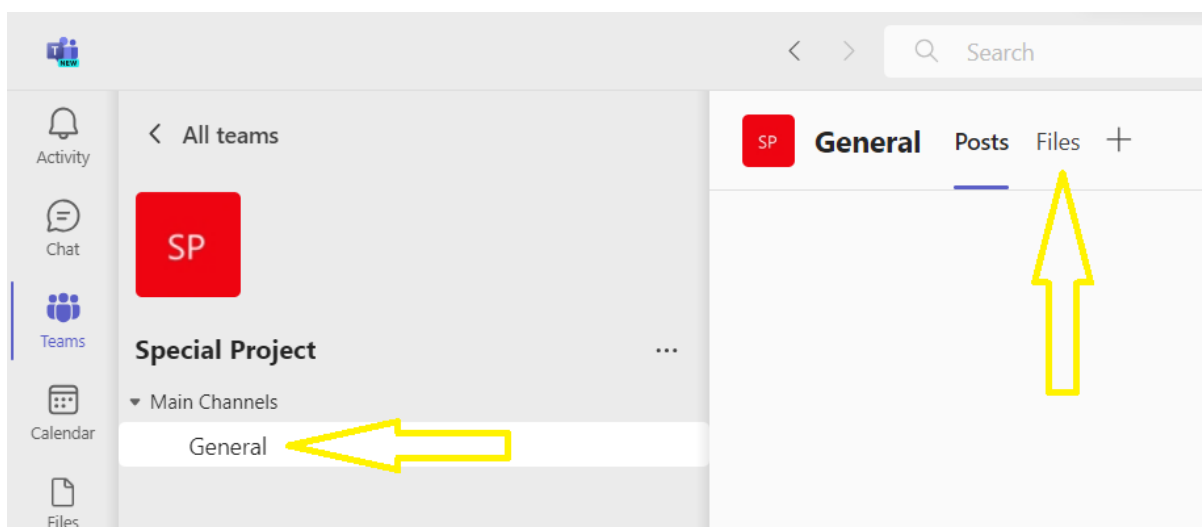
If you do not see the option to add the shortcut, click on the three dots to show the additional menu items.

Microsoft Teams

Select the **Teams** icon in the left navigation pane.

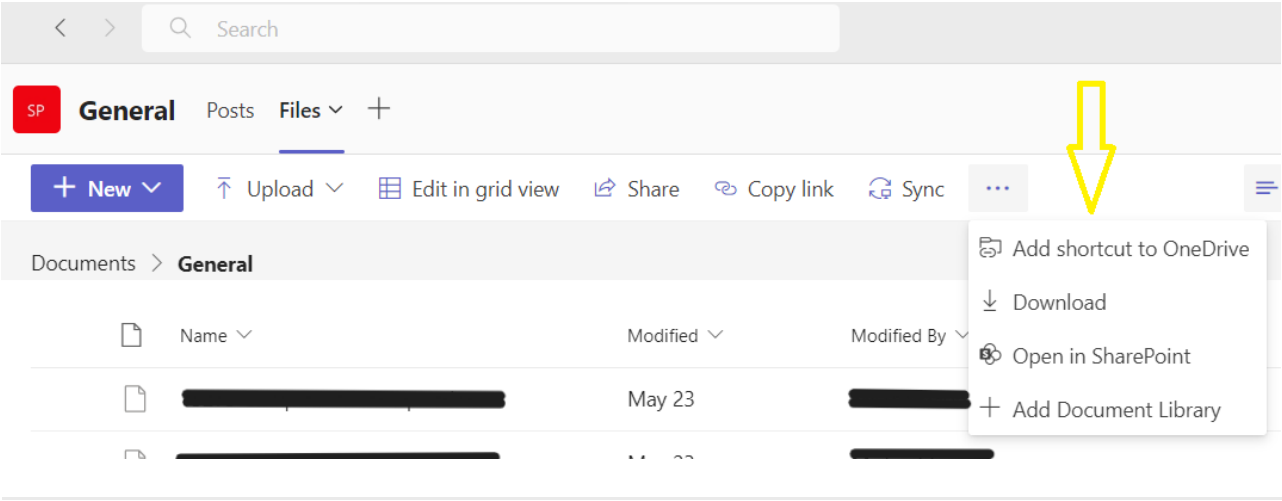


Select the Team that you would like to access the files for. The **General** channel for the team is where the group files are located, so select it and then click on **Files**.



To add a shortcut to the group files to *your* OneDrive, click on **Add shortcut to OneDrive**. If you do not see the option to add the shortcut, click on the three dots to show the additional menu

items.



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