






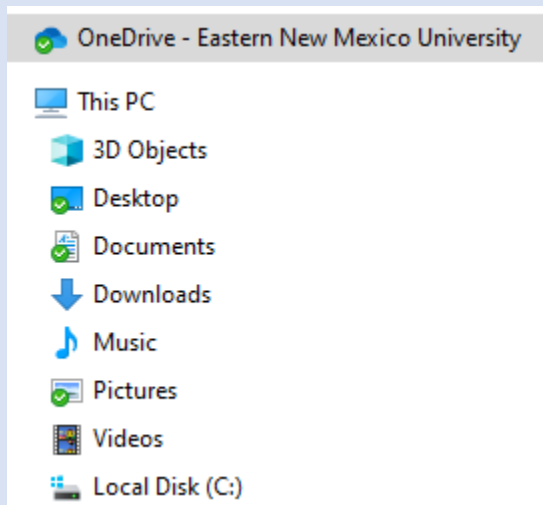
## Tutorial: How to 'Map' MS Teams File Tabs/SharePoint to a 'Drive'

From Microsoft Teams Desktop Version, select your Team/Group from the  Teams area located on the left-hand side. Once within the Group, select the 'Files' Tab .

Next, Left Click on 'Open in SharePoint' , then Left Click on 'Documents' .

Lastly, Left Click 'Add Shortcut to OneDrive' .

Now your Team's SharePoint will be available as a folder within your OneDrive in Window's File Explorer as seen below:



If you have not started using OneDrive on your desktop yet, you can follow [this tutorial](#) or call ITS Help Desk.

To see additional tech tips visit

[ENMU ITS Weekly Tech Tips](#)

If you need any assistance or have questions, please contact the Help Desk via Teams by clicking [Here](#)

via phone at: **575-562-4357**

via email at: [Help.Desk@enmu.edu](mailto:Help.Desk@enmu.edu)

–ENMU Portales ITS Technical Trainer