

Uploading work

If you are using an **iPhone or iPad** (you will need to have the TEAMS app downloaded on your device).

Step	Action
1	Take a photograph
2	Press the share icon (square with an arrow)
3	Choose Teams
4	Select the folder you want to send it too using the search, start typing Pr and it should bring up a list. Choose the one you want e.g. Primary 6. It will change select to general.
5	Type in a message, once checked
6	Press enter

From a laptop or computer

Step	Action
1	Go to files on the TEAMS page you want to upload to.
2	Press upload
3	Choose file you want to upload
4	It should upload onto the file you selected

From an **android phone** (you will need to have the TEAMS app downloaded on your device).

Step	Action
1	Take a photograph
2	Choose Teams
3	Select the Team then choose General. Go to Posts if uploading there or choose file if that has been specified.
4	If uploading to post a) click on new conversation icon (pencil in a square) b) then choose the paperclip icon, your phone will then display various folders c) choose camera folder and select your photo d) then type in a message e.g. your name e) then click send (arrow on bottom right hand corner).
5	If uploading to a file a) select file b) then click on add sign (bottom right hand corner). Two options come up c) click on upload, then your phone will then display various folders

	d) choose camera folder and select your photo and it will upload to the file.
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