

All teams in Microsoft Teams automatically have a corresponding SharePoint site for storing shared documents and other shared content. With the cloud, you have several options for how you can store and share your published Articulate files, so it's more of a matter of storage limitations set by your organization on the cloud locations and then personal preference of whichever option is easiest for you.

- You can create a private team in Microsoft Teams and add your coworker who uploads the file to the server as a member of the same team:
 - Upload (or drag) your Articulate published file to the **Files** tab (or a folder within the **Files** tab - similar to the **Published eLearning** folder in the images below) in one of the channels of the team (the default *General* channel is automatically created for each team).
 - Next, to share your published Articulate files, you can either:
 - Share this file from the **Files** tab in Microsoft Teams by clicking the **⋮** icon next to the file and either:
 - From the menu displayed, use the *Copy Link* option to immediately grab a link to share via email or message.
 - From the menu displayed, use the *Share* option to edit permissions before sharing a link or sending to a specific email immediately from the Share window.
 - Share this file from the SharePoint file management system behind your team by clicking on the **⋮** icon at the top of the channel next to the **Sync** button, and then select the *Open in SharePoint* option from the menu displayed. To share, you can use the same *Copy Link* and *Share* options as detailed in Option #1 above.
- You can share your files using your OneDrive (which comes with your Office 365 package) the same way you used your network shared drives previously. To share, click the **⋮** icon on the published Articulate file, and you can use the same *Copy Link* and *Share* options as detailed in Option #1 above.

