

# MS Teams: Copying Chats and Associated Files to Shared Drive

## MS Teams: Copying Chats and Associated Files to Shared Drive

The purpose of this guidance is to explain how you can save chats and associated files to your One Drive or electronic file.

### To save a chat conversation:

#### Method 1:

1. On Teams desktop, click the **Pop out chat** icon.



This can be found by hovering the mouse over a chat conversation in the Chat list on the left-hand side of the Microsoft Teams Page.

2. Click into the chat (not the text box) and press **Ctrl + A**.
3. Press **Ctrl + C** and then paste it into a Word document.
4. Save the Word document into a location of your choosing.



**Note:** This method will not highlight and copy the whole conversation. Only the conversation on the screen will be captured

#### Method 2:

1. Open your Word document, and open your Teams Chat, ensuring that you have navigated to the section of the chat that you wish to save.
5. In Word, select **Insert** tab from the toolbar, and then choose **Screenshot**.
6. Click on the image of the chat screen, this will then appear in your Word document.
7. Save the Word document into a location of your choosing.

## To save files from a chat

Here, we'll look at a few scenarios for files shared in chats and the recommended action to take.



In all scenarios, you should be vigilant as to who you are sharing your files with, particularly when moving a file to a SharePoint site or Team. You should check the membership of a Site or Team before migrating their files.

## Scenarios

### Scenario 1: Static file

*User A* owns a file that they have shared with *User B* via a Teams message. This is a static file that the two users do not work on collaboratively, for example, a reference or policy document.

For this scenario, *User B* should consider [downloading the file from Teams](#).

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## Scenario 2: Collaborative file, two or more users

*User A* owns a file that they have shared with *User B* via a Teams message. Both users frequently collaborate on this file, the data does not need to be kept private from other Team site members, for example, a schedule, tasks list or team holiday file.

For this scenario, *User A* should consider [moving the file from their OneDrive to their Team's library](#).

## Scenario 3: Sensitive, Collaborative file

*User A* owns a file that they have shared with *User B* and *User C* via a Teams message. All users frequently collaborate on this file, its data is sensitive and must only be shared by Users A, B and C.

For this scenario, if Users A, B and C belong to the same team, *User A* should create a **Private Channel** within this team, restricting membership to these three users. *User A* can then [move the file from their OneDrive to this Private Channel](#). If a SharePoint site exists with only these users, [this may also be used](#).

## Actions

### Download file from Teams

There are two methods to download a file that has been shared **with** you in Teams.

Either,

1. Navigate to the chat in which the file has been shared, and select the **Files** tab.
  2. From the list of shared files, right-click the file that you wish to download.
  3. From the context menu, select **Download**.
- or
4. Select the **Files** tab, available on the left-rail of the Teams Client.
  5. On the left-hand side of the screen, select **Shared** from the menu. This page will display all files that have been shared with you. Filters are available to search by file type or the name of the person who has shared the file.
  6. Right-click the file that you wish to download.
  7. From the context menu, select **Download**.

You now have a local copy of the file to save in a location of your choosing.

### Move a file from OneDrive to a Team

As the owner of a file, you may wish to move a file shared **by you** from your OneDrive to a Team.

1. Select the **Files** tab, available on the left-rail of the Teams Client.
2. On the left-hand side of the screen, select **My files** from the menu.
3. Locate the file that you wish to move.
4. Right-click the file and select **Move** to from the context menu.
5. A dialog box will appear, this will display your OneDrive directory. At the bottom left of the dialog box, select the link **More places...**
6. You will be presented with a list of your available shared libraries, note that this list includes both SharePoint libraries and Teams. Scroll down to view your Teams, selecting the appropriate team.
7. Select the location within the Team's site library to store the file or select a Channel from the **In channels** list above.

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8. Select the **Move here** button to complete the transfer.

Your file will be moved to the directory within your chosen Team, it will now be accessible to all members of the Team.

### Move a file from OneDrive to a Private Channel

As the owner of a file, you may wish to move a file shared **by** you from your OneDrive to a Private Channel within a Team so that it can be shared with specific colleagues within a Team.

1. Select the **Files** tab, available on the left-rail of the Teams Client.
2. On the left-hand side of the screen, select **My files** from the menu.
3. Locate the file that you wish to move.
4. Right-click the file and select **Move** to from the context menu.
5. A dialog box will appear, this will display your OneDrive directory. At the bottom left of the dialog box, select the link **More places...**
6. You will be presented with a list of your available shared libraries, note that this list includes both SharePoint libraries and Teams. Scroll down to view your Teams, selecting the appropriate team.
7. Select the **In channels** heading, this will expand the group to display all channels within the team.
8. From this list, Private Channels can be identified by an adjacent padlock icon. Select the correct Private Channel, then select the **Move here** button.

The file will now be moved to the library of the Private Channel you selected.

### Move a file from OneDrive to a SharePoint site

As the owner of a file, you may wish to move a file shared by you from your OneDrive to a Team.

1. Select the **Files** tab, available on the left-rail of the Teams Client.
2. On the left-hand side of the screen, select **My files** from the menu.
3. Locate the file that you wish to move.
4. Right-click the file and select **Move** to from the context menu.
5. A dialog box will appear, this will display your OneDrive directory. At the bottom left of the dialog box, select the link **More places...**
6. You will be presented with a list of your available shared libraries, note that this list includes both SharePoint libraries and Teams. Select the SharePoint site from the list.
7. Select the location within the SharePoint site's library to store the file.
8. Select the **Move here** button to complete the transfer.

Your file will be moved to the directory within your chosen Team, it will now be accessible to all members of the Team.

## Help and Support

See [Guides and Links](#) in our MS Teams resource on Toolkit or contact the IT Service Desk: [myit.abdn.ac.uk](mailto:myit.abdn.ac.uk).