**Share a file in Teams**

To send a file in a one-on-one or group chat, select **Choose file**  beneath the compose box, select the file you want to share, and then send. You can also upload a file by going to the **Files** tab and clicking **Share**. You can select a file from your computer or OneDrive for Business account.

To share a file with your team in a channel, select **Choose file**  beneath the compose box or go to the **Files** tab and select **Upload**.





Once you share a file, you can also [share a link to it](https://support.office.com/en-us/article/get-a-link-to-a-file-in-teams-7bd003ce-87e2-4b4e-9f30-b27ef5ea471f). That way, you don't ever have to upload multiple copies of the same file to share it in different places.