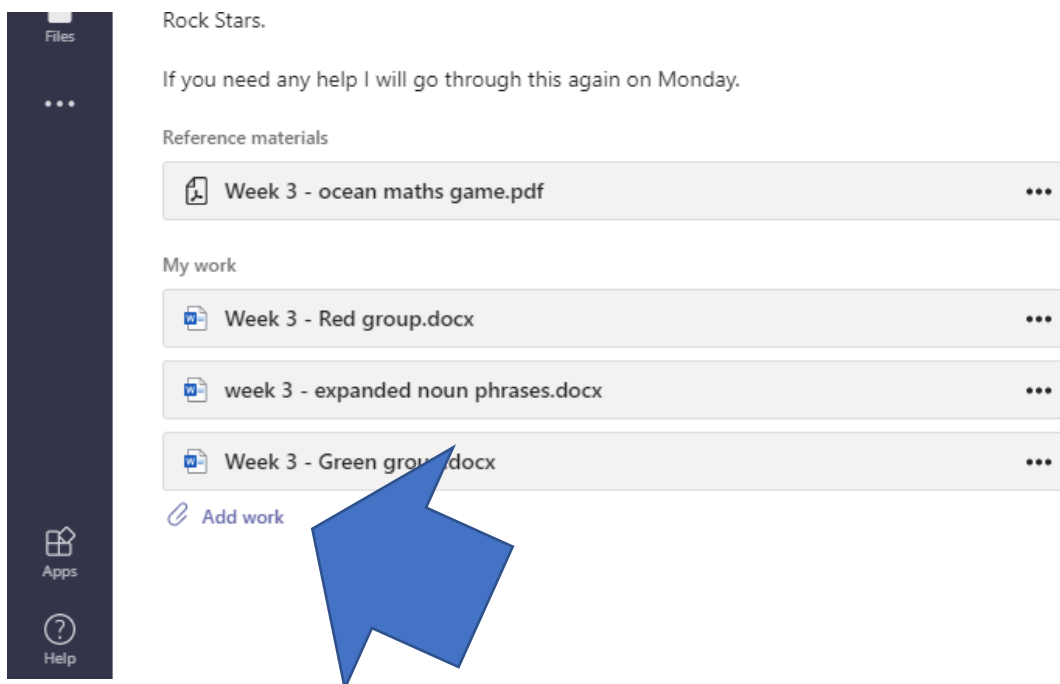


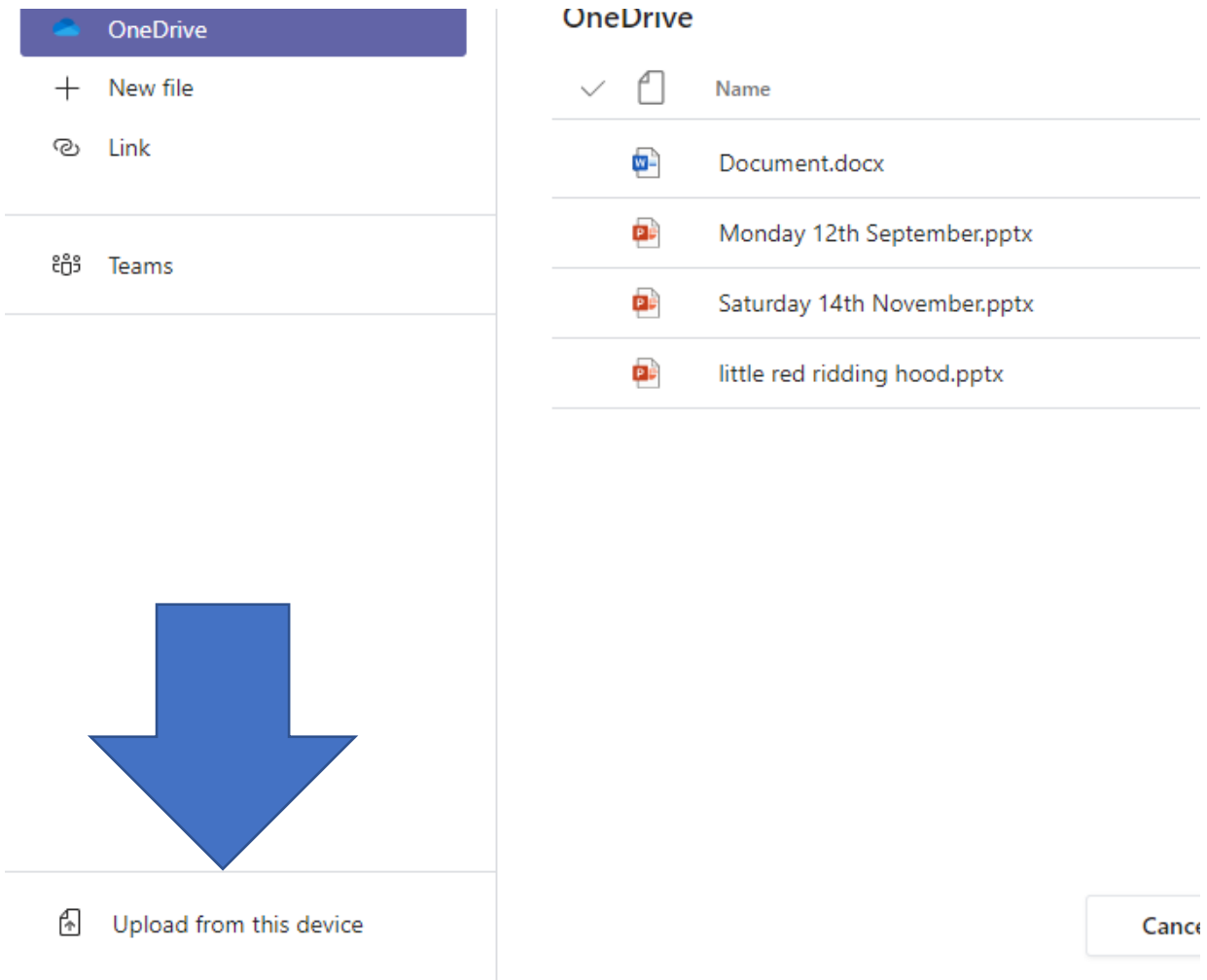
## Importing files and photos to your teacher on teams.

First take a picture and remember where it is saved. If it's on your phone it will be in your gallery, on a computer make a note of the folder its saving into. I save on desktop (default should be pictures) and that allows me to find it easier.

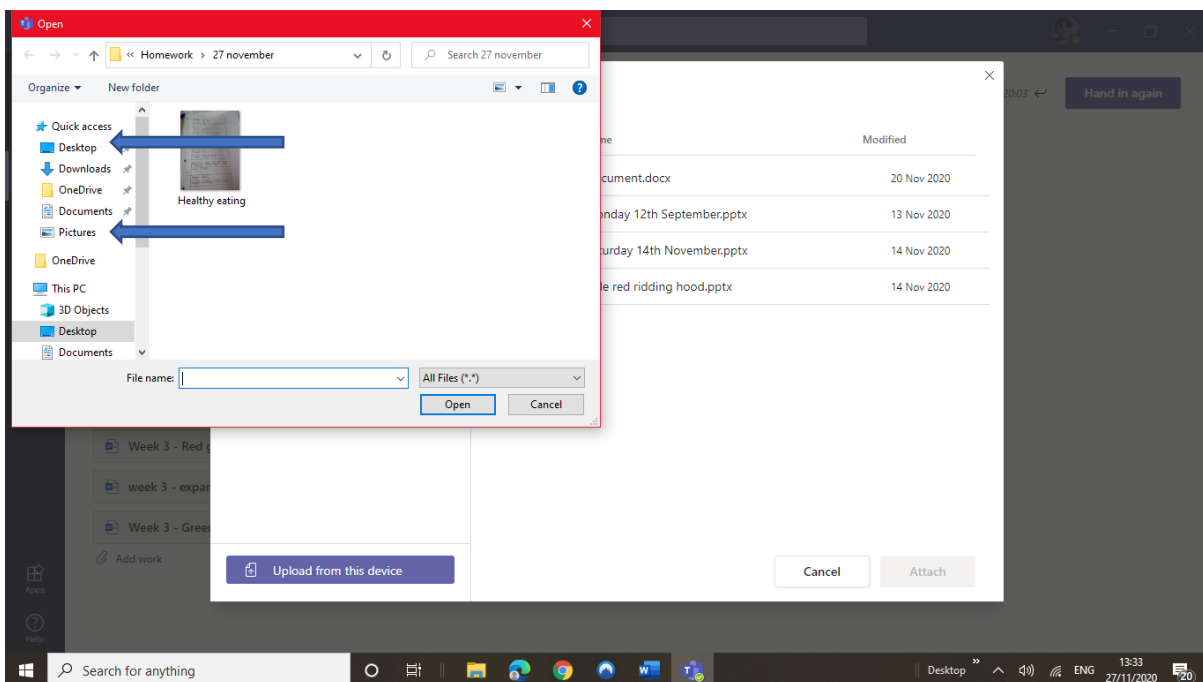
Now to import file onto your teams profile and in your assignments select *add work* at bottom

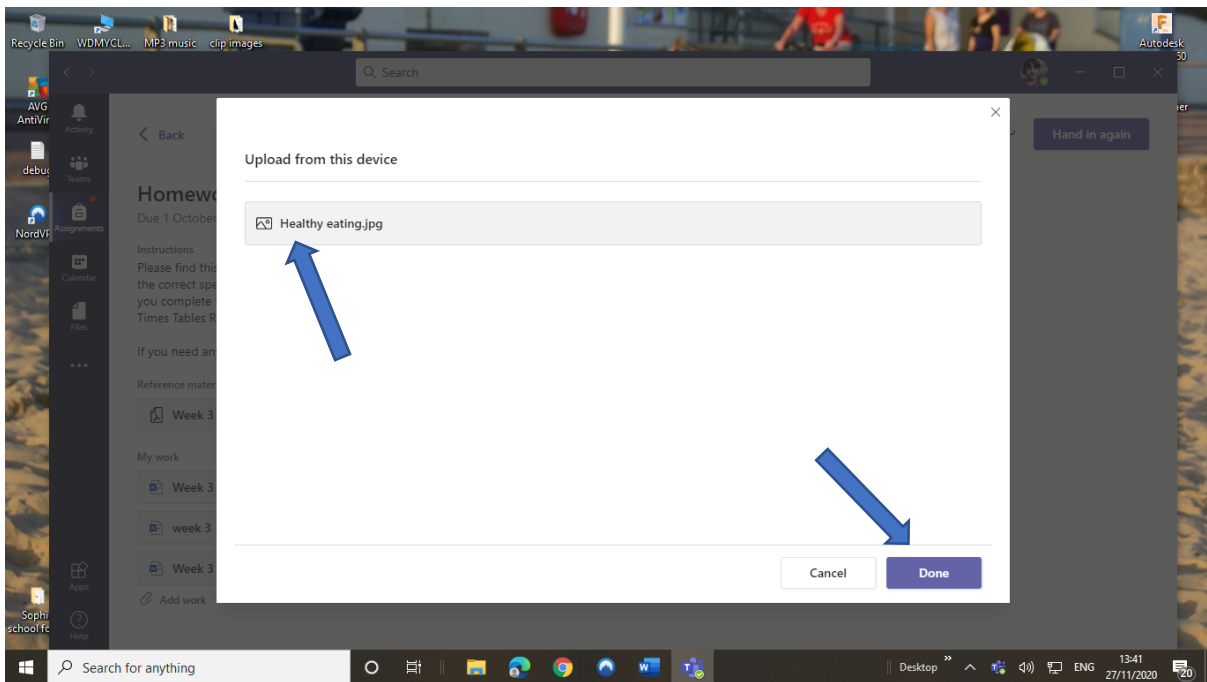


Now click on upload from this device

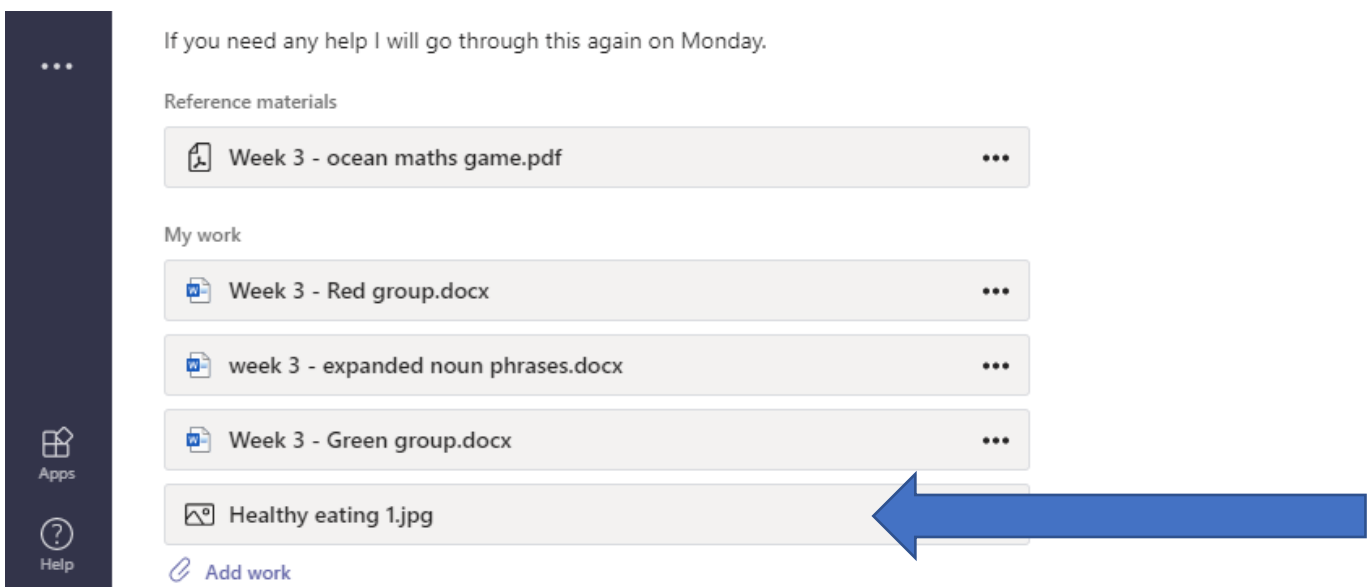


Now click on the folder where your picture or even files are saved and click on the file. You can import any format over onto teams. Just click on **open** once all files are highlighted to import over.





You will then see the files load across, once all the files have loaded across to teams 'Done' will highlight blue. Select done.



You will now see all the files now in the My work column.

If your doing this on you tablet the process should be the same. Just import the pictures from your gallery folder.