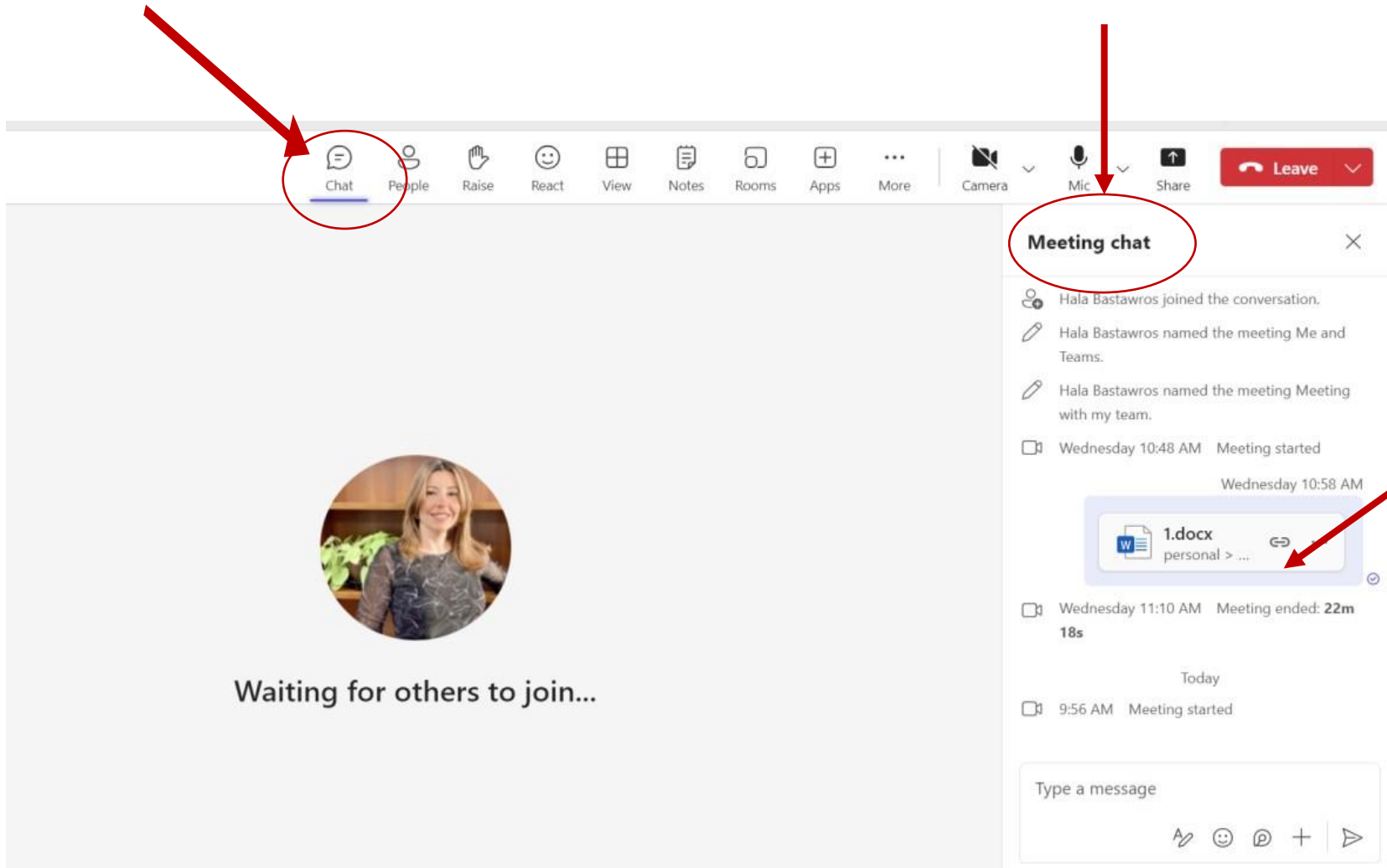
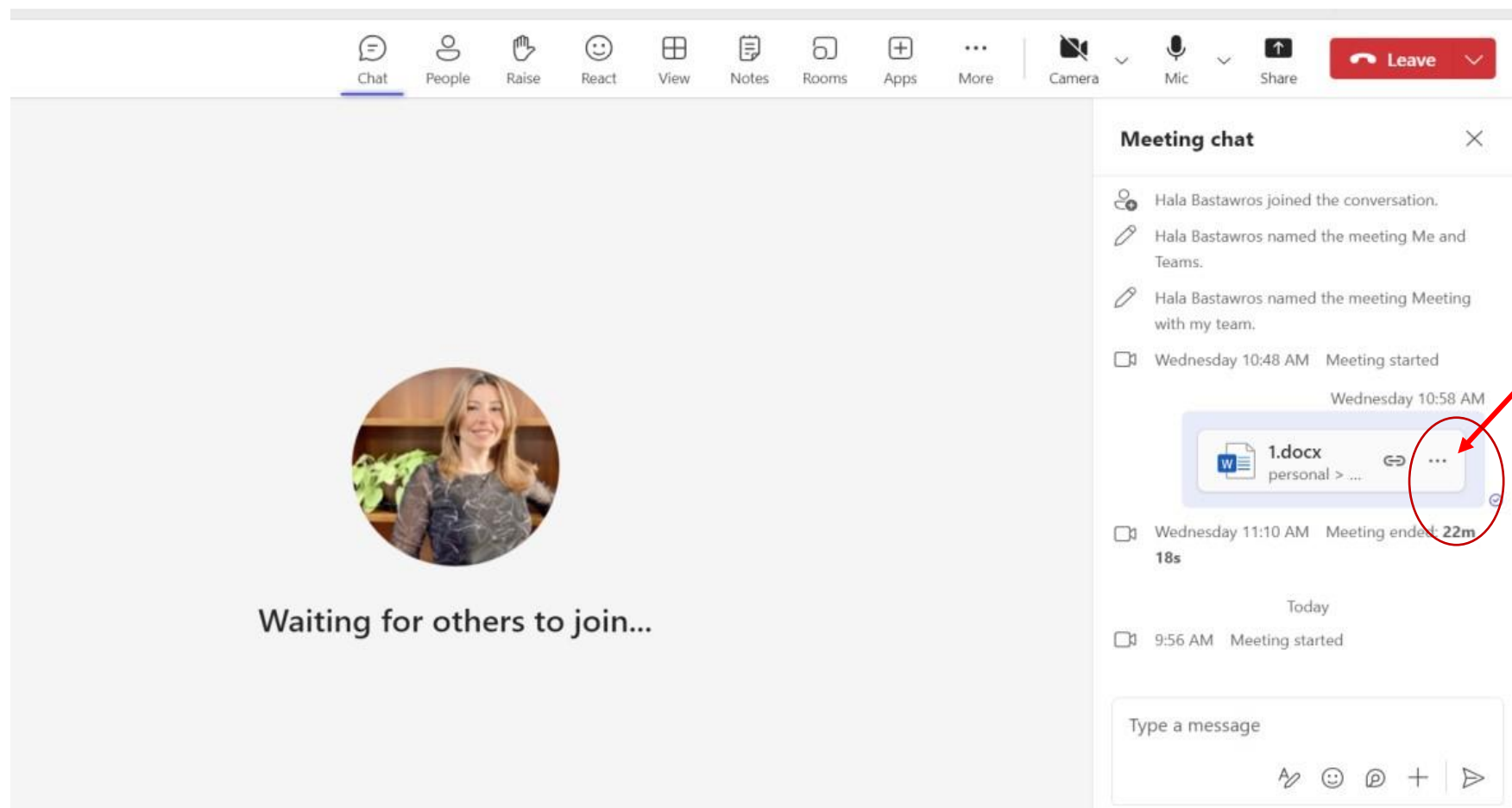


1. On Teams, click on Chat.

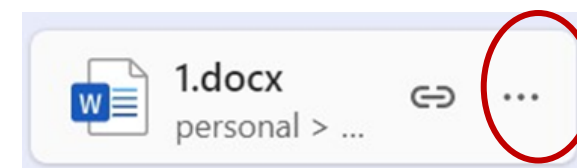
You will see the Meeting chat.



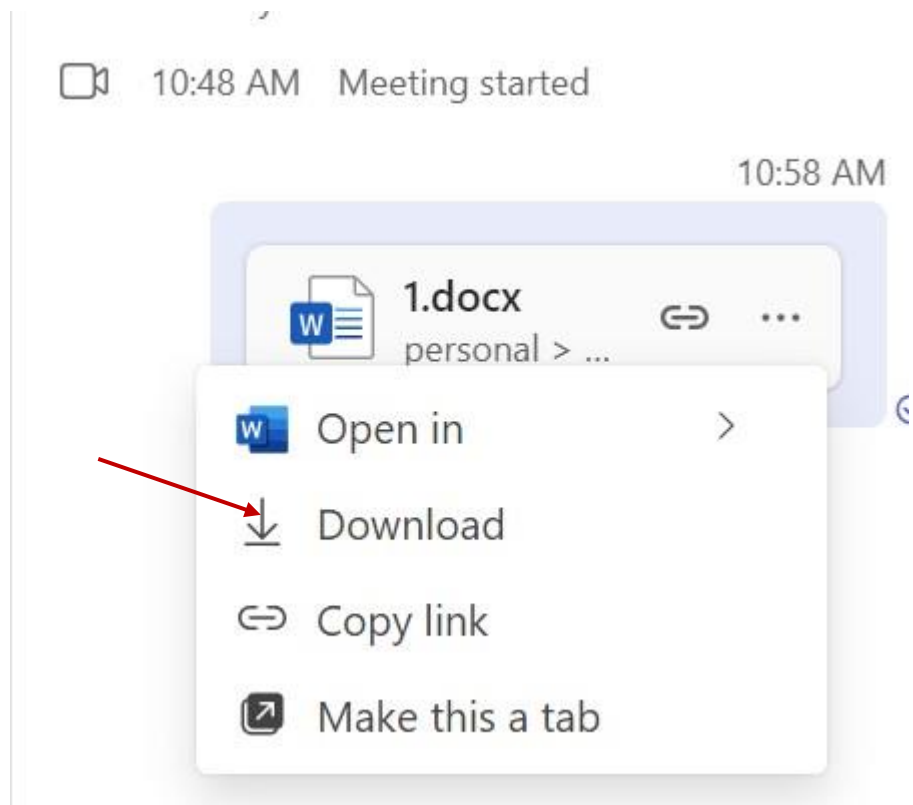
2. Find the file in the Meeting chat. When you click on the file, it will open in a new window. You can view the file.



To Download the file, click on the 3 dots next to the file.



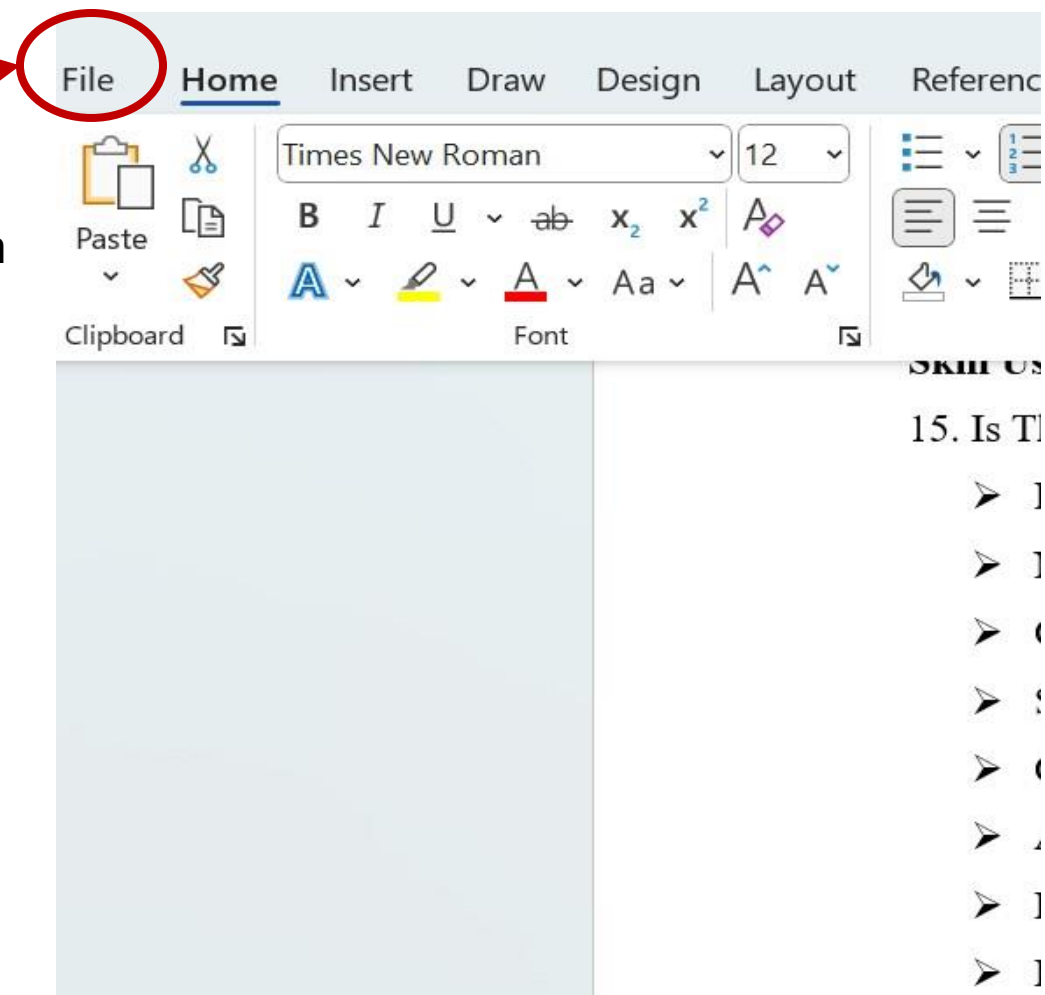
3. Click "Download" .Then, choose where to save it.



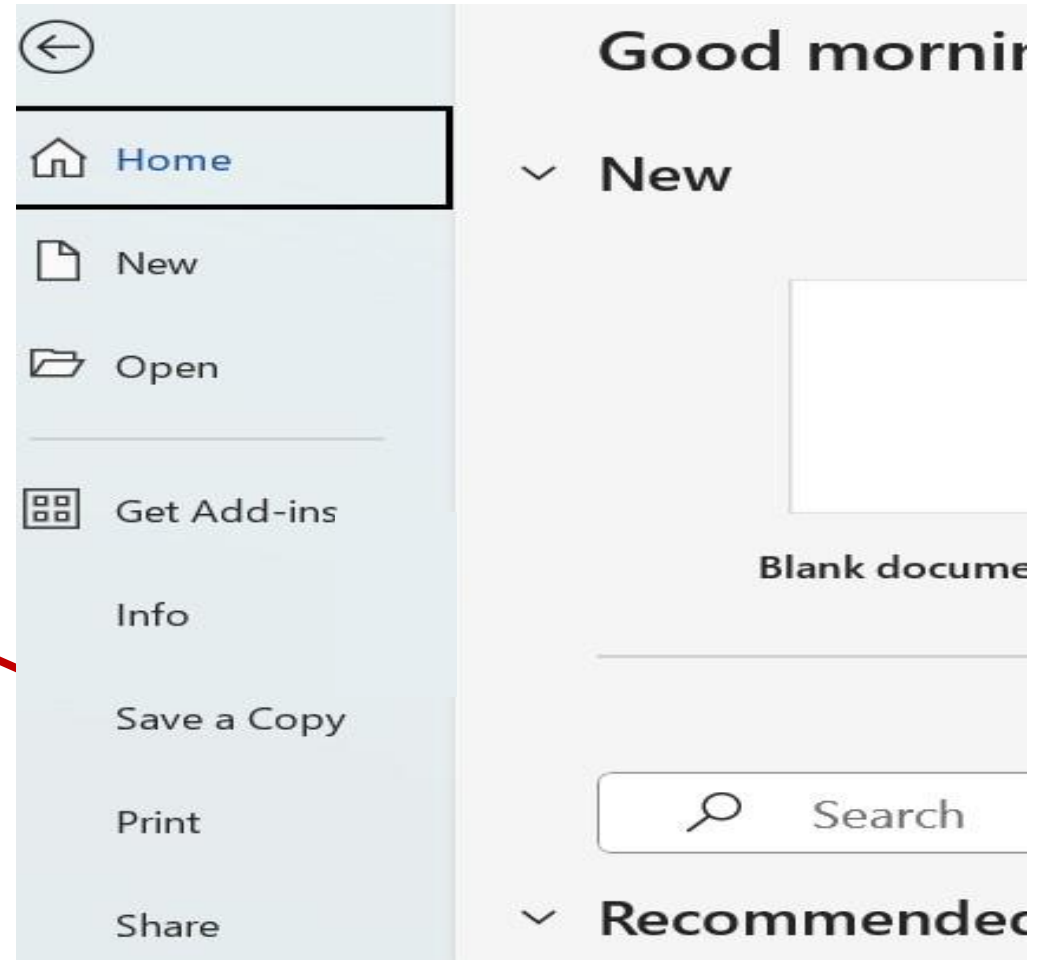
4. Double-click on the file to open it

To Save the File on your Computer:

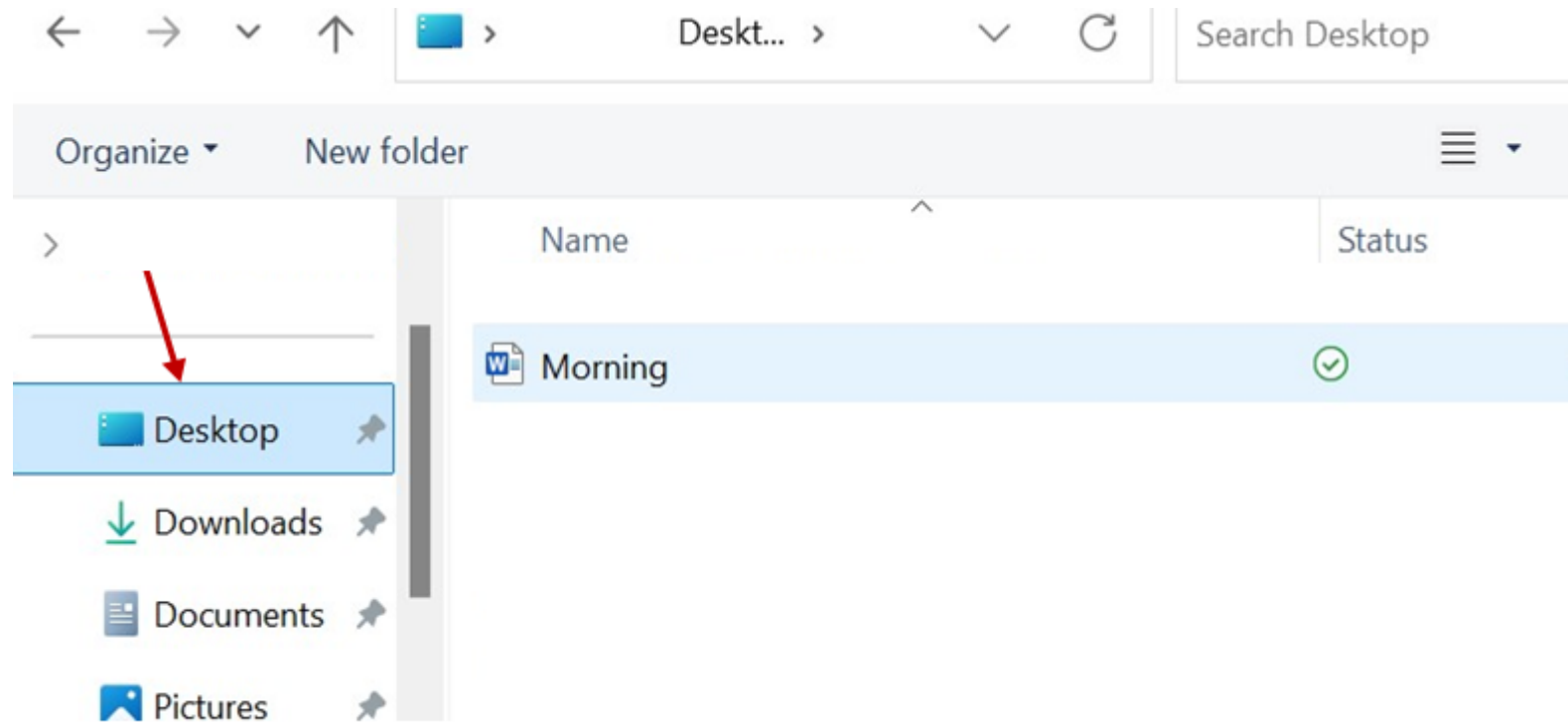
a. Click on “**File**” on the very left corner of the screen



b. Click on **“Save As a Copy”** or **“Save As.”**



c. Choose **where to save the file** on your computer.



d. Finally, click "**Save**".