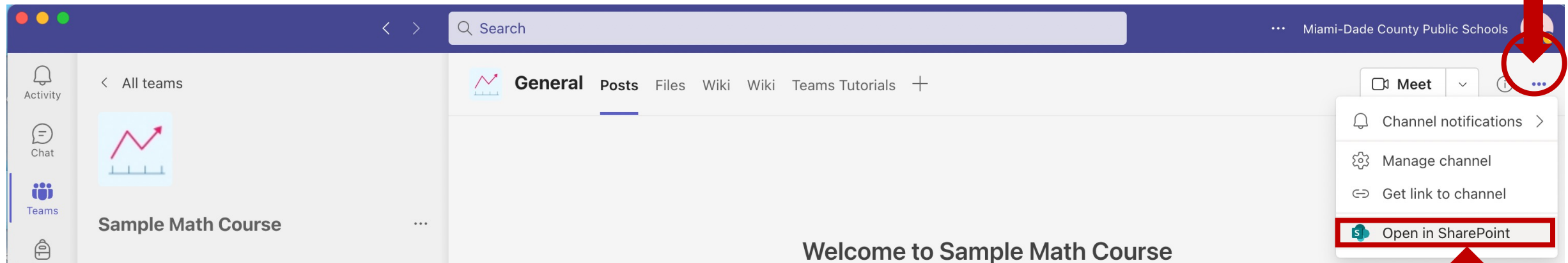


Microsoft Teams Backup

To be able to reuse MS Teams content with other applications, such as Office 365 or the district's LMS Schoology, employees are advised to back up their resources in Teams to their personal OneDrive accounts.

1. Click on the *Ellipses*.



2. Select *Open in SharePoint*.

Microsoft Teams Backup

Sample Math Course
Private group

Home
Conversations
Documents
Notebook
Pages
Class Materials
Site contents
Recycle bin
Edit

+ New

Site usage Site workflows Site settings Recycle bin (0)

Contents Subsites

4. Select a *Folder* you would like to back up.

Name	Type	Items	Modified
Class Files	Document library	13	9/8/2020 4:44 PM
Class Materials	Document library	2	9/18/2020 8:58 AM
Documents	Document library	6	8/14/2020 10:51 AM
Form Templates	Document library	0	5/12/2020 8:27 PM
Site Assets	Document library	87	1/5/2021 8:56 AM
Student Work	Document library	9	9/8/2020 4:45 PM
Style Library	Document library	0	5/10/2020 2:18 AM
Gaggle Read Only	App		1/13/2016 5:19 PM
OneNote Class Notebook Crei	App		5/12/2015 1:04 PM
Preservation Hold Library	List	7	5/12/2020 8:56 PM
Site Pages	Page library	1	5/10/2020 2:19 AM

3. Select *Site Content*.

Microsoft Teams Backup

The screenshot shows the SharePoint interface for a document library named "Sample Math Course". The interface includes a top navigation bar with the "SharePoint" logo and a search bar. On the left, there is a navigation pane with options like "Home", "Conversations", "Documents", "Shared with us", "Notebook", "Pages", "Class Materials", "Site contents", and "Recycle bin". The main area displays a list of documents and folders. A red box highlights the "Copy to" button in the top action bar, and another red box highlights the "Documents" table. A red arrow points from the "Copy to" button to the table, and another red arrow points from the table to a text box at the bottom.

6. Click *Copy to*.

Name	Modified	Modified By	+ Add column
1 - Direct Instruction	About a minute ago	RABINOVICH, LEONID	
2 - Ask a Teacher	A few seconds ago	RABINOVICH, LEONID	
General	May 12, 2020	RABINOVICH, LEONID	

5. Select one or several folders you would like to back up.

Microsoft Teams Backup

7. Click on *My Files*.

The screenshot shows the Microsoft Teams interface. On the left, a sidebar lists various workspaces. A red box highlights the 'My files' option, with a red arrow pointing to it from the instruction box. The main area shows a list of files and folders under the heading 'Sample Math Course > Documents'. At the bottom right, a 'Copy here' button is highlighted with a red box and a red arrow pointing to it from the instruction box. A 'Cancel' button is also visible next to it.

Copy 3 items

My files

Quick access

Sample Math Course

VILS Digital Promise

LMS Project Team - Sof...

TITLE IV - 3. Effective U...

TITLE IV - 2. Safe and H...

TITLE IV - 1. Well Roun...

TITLE IV - Grant Manag...

MDCPS Instructional A...

MDCPS Textbooks for L...

More places...

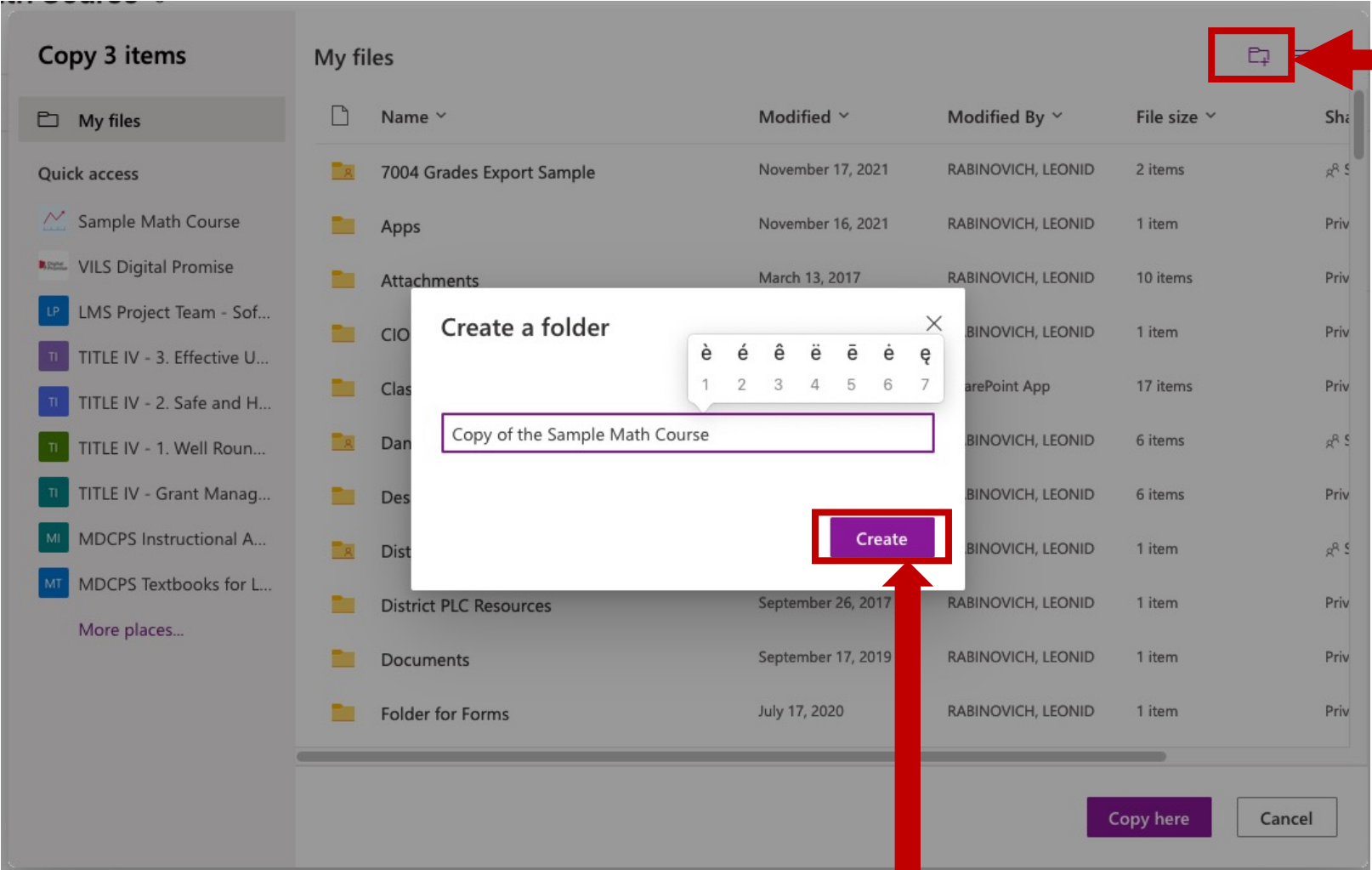
Sample Math Course > Documents

Name	Modified	Modified By
1 - Direct Instruction	About a minute ago	RABINOVICH, LEONID
2 - Ask a Teacher	About a minute ago	RABINOVICH, LEONID
General	May 12, 2020	RABINOVICH, LEONID

Copy here Cancel

8. Click on *Copy here*.

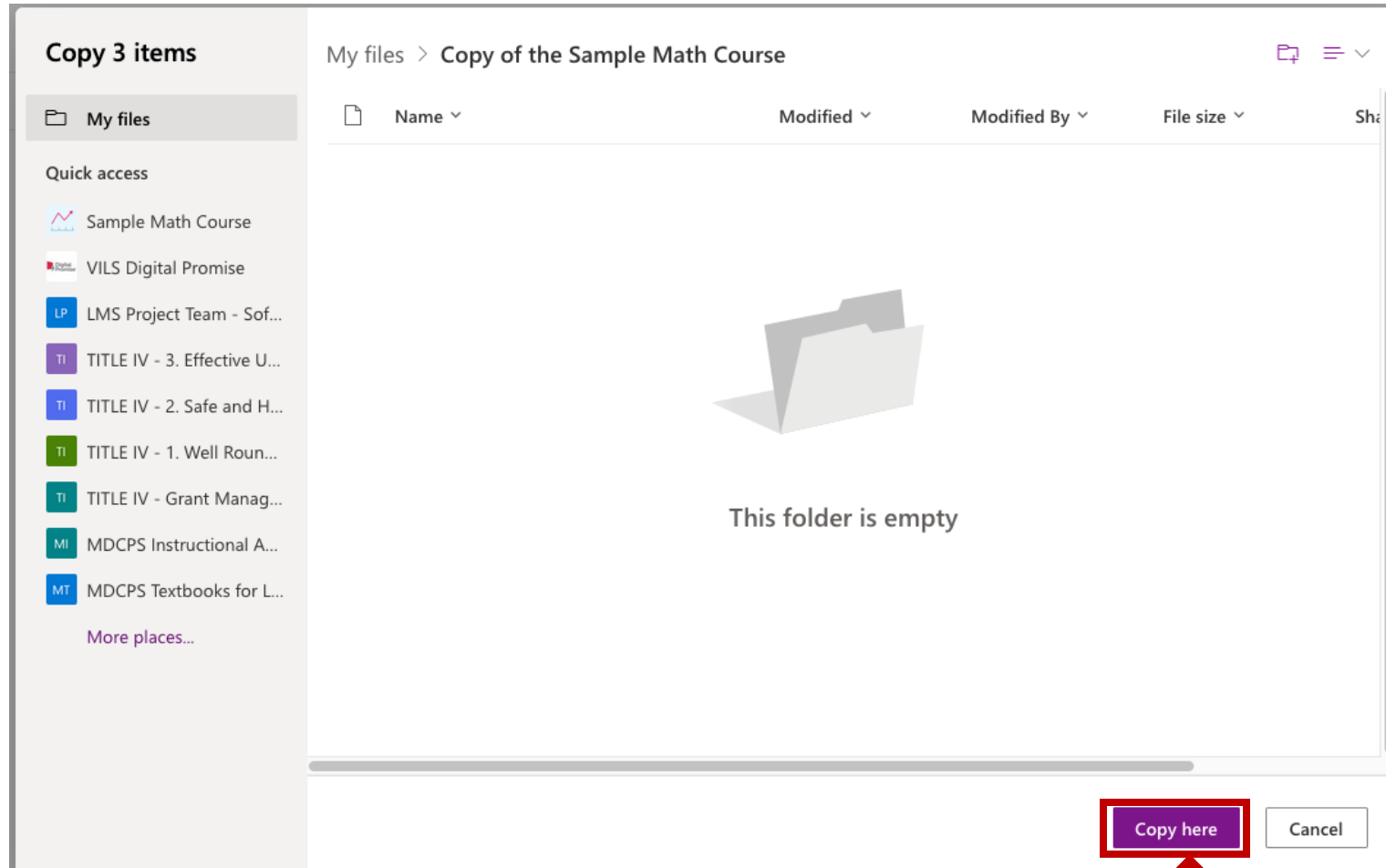
Microsoft Teams Backup



9. Select one of the existing folders or create a new folder.

10. Click on *Create*.

Microsoft Teams Backup



11. Click on *Copy here*.