Organising your files within Teams – best practice guidelines

Teams and Channels

Within each team there are channels. Each channel has its own file folder where you can share files for that specific channel.

Files uploaded and shared to **standard channels** in a team are accessible to every member of the team.

Private channels restrict access to content and conversations to a subset of the team. Use the files section within a private channel to limit access to sensitive information that should not be accessible to the wider team.

Folder structure

- Structure files hierarchically.
- Keep the number of folders and sub-folders manageable.
- Use folders to group files according to topics which will make it easier for you to browse and retrieve files.
- Ensure that folder names are meaningful.

File naming conventions

A good file naming strategy can help you to easily identify files and help prevent files being accidentally deleted or overwritten. Consider which elements will help you quickly identify the content of your files.

Some general principles to follow when naming files include:

- Be consistent with your file and folder naming.
- Keep file names short but meaningful.
- Order the elements in a file name in the most appropriate way to help you identify it.

If you are sharing data and collaborating with others in shared folders, it is important that all team members adopt the same conventions and standards. Consider creating a simple 'quick guide' document for your team which details your naming conventions.

Best practice

- Create meaningful but brief names.
- Use file names to classify types of files.
- Use dates in the format YYYY-MM-DD.
- Avoid using spaces, dots and special characters (& or ? or !).
- Use hyphens (-) or underscores (_) to separate elements in a file name.
- Avoid very long file names.
- Reserve the 3-letter file extension for application-specific codes of file format (e.g. .doc, .xls, .mov, .tif).

Source: [Organising — UK Data Service](#)

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Microsoft Resources

[Microsoft Teams help & learning](#)

[Video: Create accessible file names - Microsoft Support](#)

[First things to know about teams in Microsoft Teams - Microsoft Support](#)

[First things to know about channels in Microsoft Teams - Microsoft Support](#)

[Share files in Microsoft Teams - Microsoft Support](#)

[Collaborate on files in Microsoft Teams - Microsoft Support](#)

Additional Resources

[Version control in Teams](#)

[Teams - How to Manage Files and Folders in a Channel - YouTube](#)