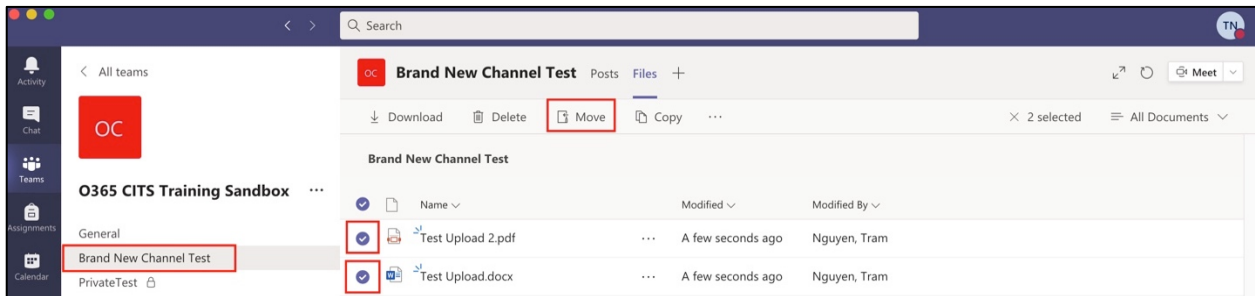


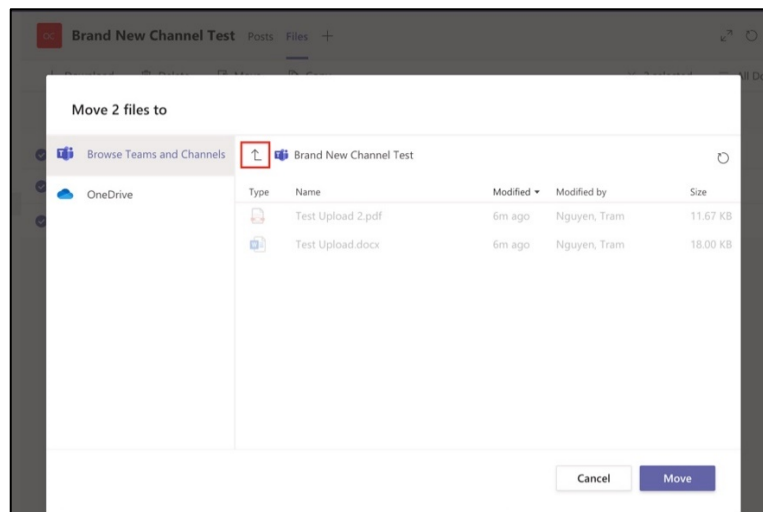
## How to Move Files Between Standard and Private Channels

Microsoft Teams is considered the hub for team collaboration in Office 365 and provides an easy way to share information and documents amongst your team. The following instructions will showcase how to move documents between Standard (public) and Private Channels to help you better share and organize your files.

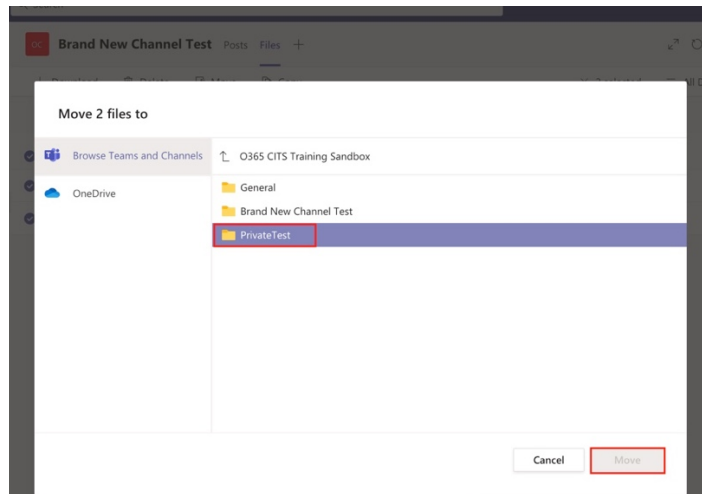
1. Navigate to the Files tab containing the documents for your Standard (public) channel that you wish to move. The screenshot below shows the files tab for the public *Brand New Test Channel*.
2. Select the files you wish to move and click **Move** in the banner, the below prompt will display.



3. Click on the **Up Arrow** next to the *Brand New Test Channel* to see the list of channels you can move the documents to. You can then select the channel you'd like to move these files to (if you click the **Up Arrow** again, you will see a new list showing the Teams you can move the documents to).



- Once you have navigated to the correct destination, click **Move**.



- You can see now that the 2 selected files are no longer showing in the *Brand New Test Channel* and are now showing in the *Private Test Channel*.

