# Accessing Files in Teams via @tcmi.org

This is a temporary guide for how to access files from Teams and Sharepoint if you have a @tcmi.org email address and are a staff member. If you are a student or faculty member looking for our general guide on how to find and open files in Teams, please visit this guide.

Step 1: Click the Account Switcher

1. Click on the account switcher is at the top right of the web page indicated by the Red Rectangle.

2. Click on the words TCM International Institute fully spelled out.
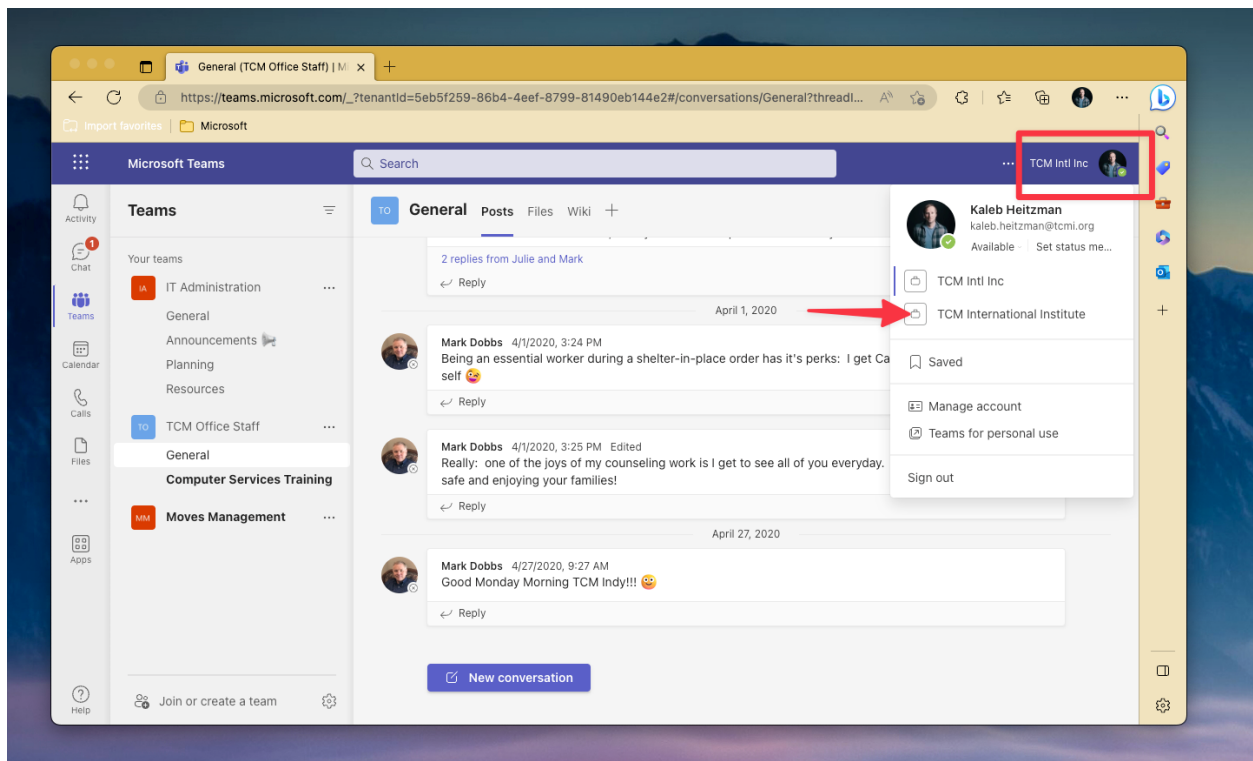
Step 2: Visit the TCM International Team

1. Locate the TCM International Institute Team in the left menu and click on General.

2. Click the Files tab at the top center of the web page (it's located below the search bar).

Last Step: View the Files List

Currently, everyone has access to the following files provided in the view below.

There is a much larger list of files and folders and we will work with you to gain the correct access. Your list will contain folders and files that only you and your teammates have access to without accidentally viewing files that you shouldn't see and vice versa. This is an example of other files and folders that you may eventually have access to as needed.