# How to make sure your files are only accessible to your team

Some files saved on WA Portal can be located by persons outside your team using the site's search bar. Need to keep certain files private? You can link to files in these places just **don't** upload using any toolbar. See the steps below.
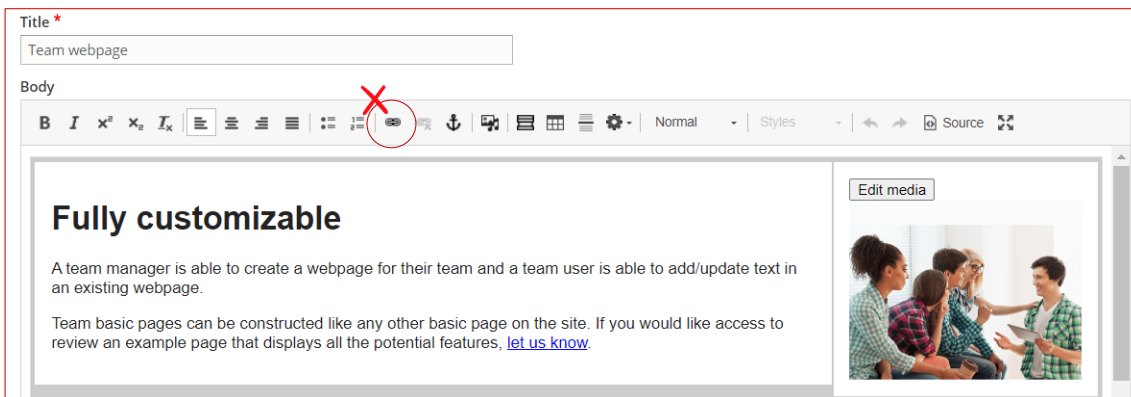
Not here

The **Announcement** section is available to Team Managers from the *Edit* button.
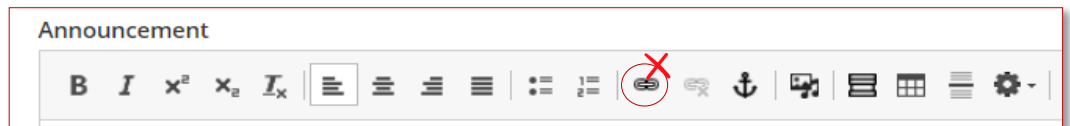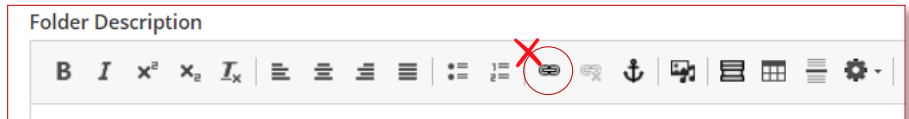

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Webpages are also available within the team. (Fill out the **Team Request Form** under the *Manager Tasks* drop-down menu to request one or more webpages.)


Not here

▶▶ ADD A FOLDER ⟶

When you select *Add a Folder,* any files uploaded using the standard link option in the toolbar of the **Folder Description** field are still searchable outside your team.

Here are two places to upload private files

After selecting *Add a Folder*, scroll down to the **Team Documents** section and select *Add new Team Document*. Proceed to *Browse* and upload your file. Add a "friendly label" and description if you wish. When done working on your folder, click *Save*.

Once saved as a Team Document, your file will not be searchable outside of your team. To place this private link, first right click the file name and select Copy Link Address (wording may vary based on the browser). You can now place this link *anywhere* in your team, including the Announcement section, a team webpage, or calendar event.
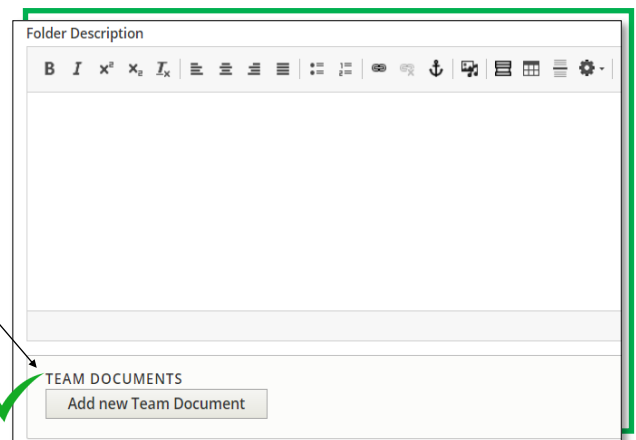
You can also mirror these steps in an Exchange message using the **Exchange Files** section.