
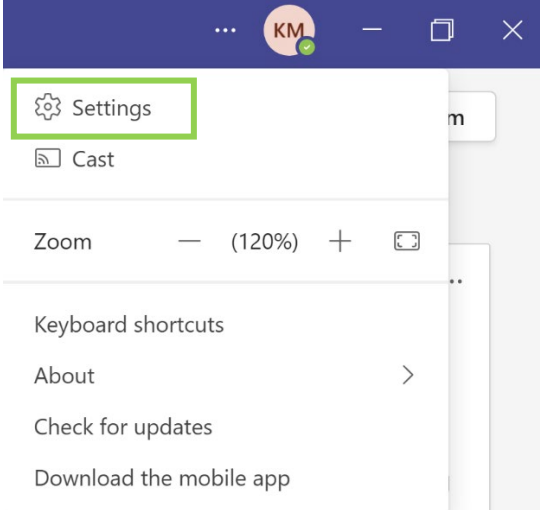
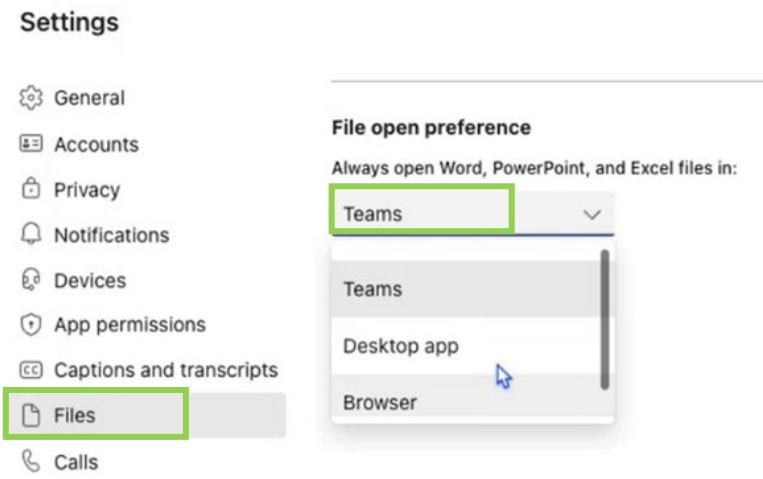


## Check and change how you open documents in Microsoft Teams by default

The following instructions have been prepared for school staff to change how they open documents in Microsoft Teams by default.

<ol style="list-style-type: none"> <li>1. Open Microsoft Teams.</li> <li>2. Click on the three dots on the home ribbon (next to your initials).</li> </ol>	
<ol style="list-style-type: none"> <li>3. Click Settings.</li> </ol>	
<ol style="list-style-type: none"> <li>4. When the Settings window opens, select Files.</li> </ol> <p>You will now see how your documents are currently opening by default.</p> <p>Either select your default here and exit from the pop-up or you can use the table below to choose which default is best for you when opening documents in Teams.</p>	

### Your options when opening documents by default in Microsoft Teams

1. Teams  
This default is recommended for staff who want to open a document in the same window within Teams.
  2. Desktop app  
This default is recommended if you want full features of documents such as Microsoft Word.
  3. Browser  
This default is recommended for collaboration so you can update documents quickly, while seeing updates others are making in that same space.
- Once you have decided on your preferred default option to open documents, you can either click on that option (following the instructions above) or [click here](#) to see an alternative way to change your default below. Please note: Default settings in Microsoft Teams only apply per device.

## Choose how you open individual documents in Microsoft Teams

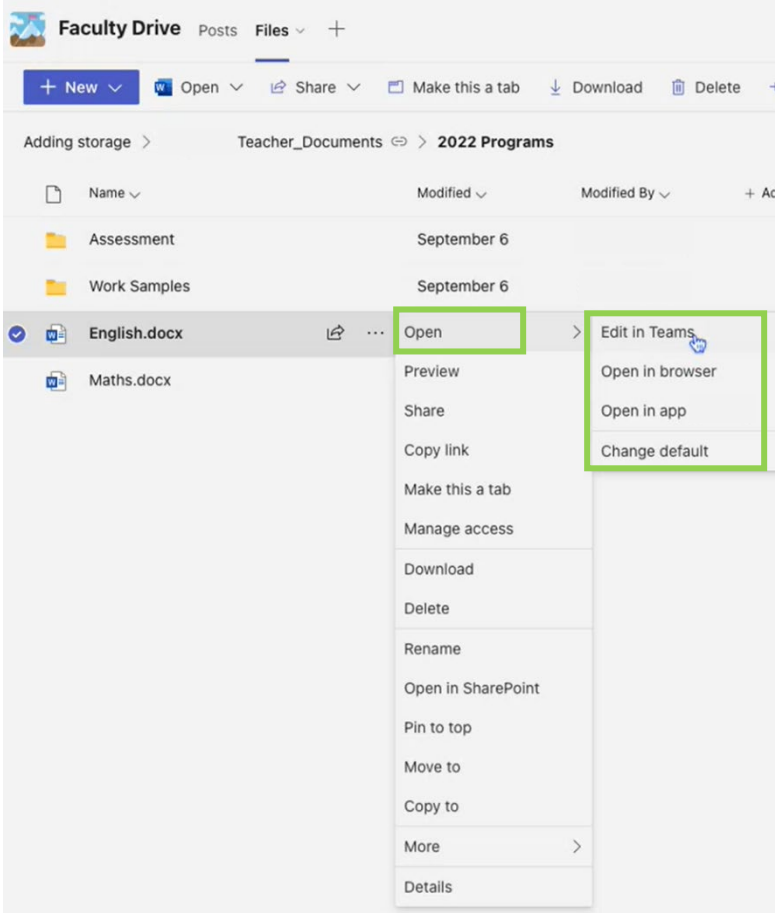
The following instructions have been designed for staff to change how they can open individual documents in Microsoft Teams.

1. Open Microsoft Teams.
2. Select your school Faculty channel.
3. Find the document you want to open.
4. Click the three dots.
5. Click Open.

Here you can open your document in Teams, browser or app.

Tip: You can also change how your documents open in default here by clicking on Change default.

Follow the below step to change your default this way.



Select how you want your documents to open by default from now on either in Teams, Desktop app or Browser.

Please note you can change your default setting at any time as well as use the above settings to open an individual document in a different way.

Default settings in Microsoft Teams only apply per device.

### Change default

Always open Word, PowerPoint, and Excel files in:

- Teams
- Desktop app  
This setting will only apply to this device. [Learn more](#)
- Browser

Cancel Save

**End of process**