W Department of Education Check and change how you op	Files Anywhere, Anytime: Quick Reference Guide en documents in Microsoft Teams by default
• • • •	pared for school staff to change how they open documents in
 Open Microsoft Teams. Click on the three dots on the home ribbon (next to your initials). 	
3. Click Settings.	$ \begin{array}{c c} \cdots & \overbrace{\begin{subarray}{c} & - & \hline \\ \hline \hline$
	About > Check for updates Download the mobile app
4. When the Settings window	Settings

4.	When the Settings window	
	opens, select Files.	

You will now see how your documents are currently opening by default.

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.

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Desktop app

Browser

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.

🕄 General

E Accounts

♀ Notifications Devices

App permissions

C Captions and transcripts

Privacy

🕒 Files

& Calls

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

in Microsoft Teams.	igned for staff to change how they can open individual documents		
1. Open Microsoft Teams.	Faculty Drive Posts Files - +		
 Select your school Faculty channel. 	+ New V 🖾 Open V 🖻 Share V 🗂 Make this a tab 🛓 Download 🗎 Delete -		
3. Find the document you want to open.	Adding storage > Teacher_Documents ⇔ > 2022 Programs □ Name ∨ Modified ∨ Modified By ∨ + Ac		
4. Click the three dots.	Assessment September 6		
5. Click Open.	Work Samples September 6		
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.	● english.docx Open > Edit in Teams Open in browser ● Maths.docx Preview Open in browser Open in app Copy link Copy link Change default Make this a tab Manage access Download Delete Rename Open in SharePoint Pin to top Move to Copy to More > Details		
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