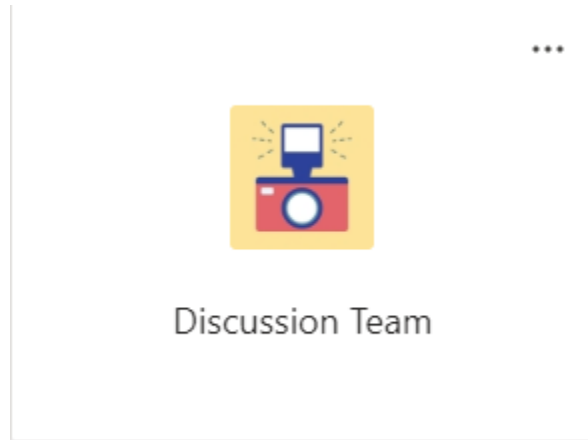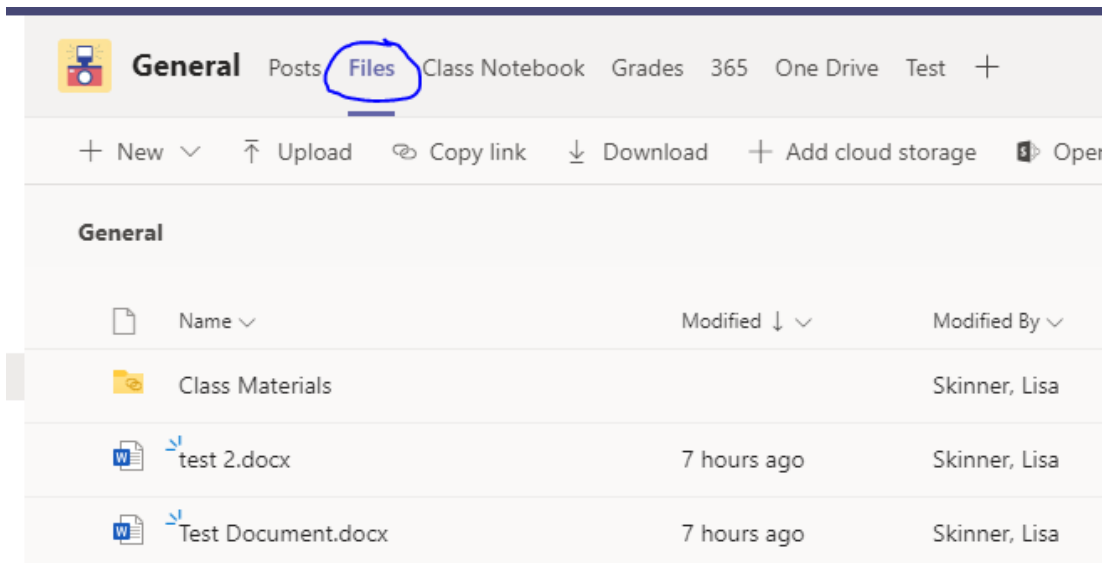# How to Edit MS Office Documents in Microsoft Teams
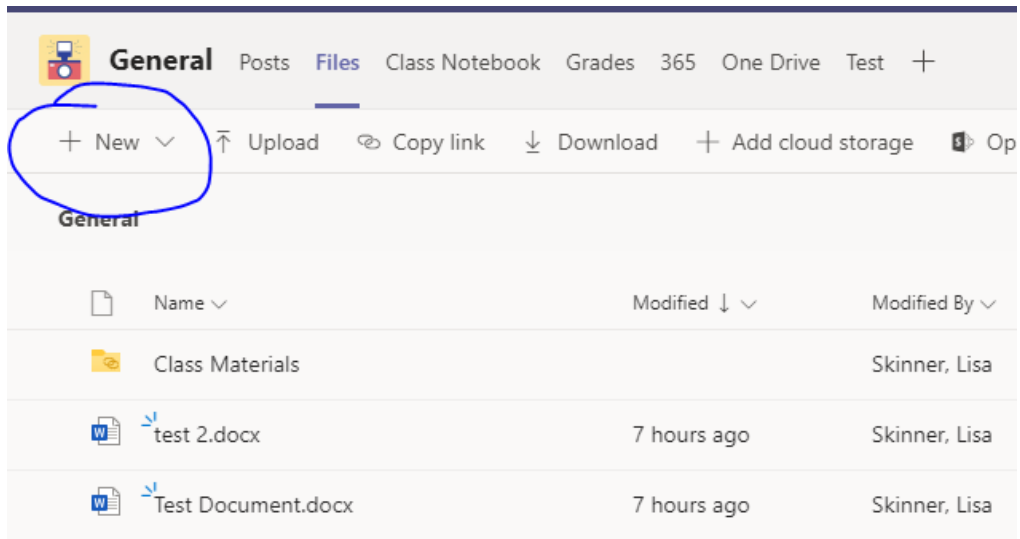
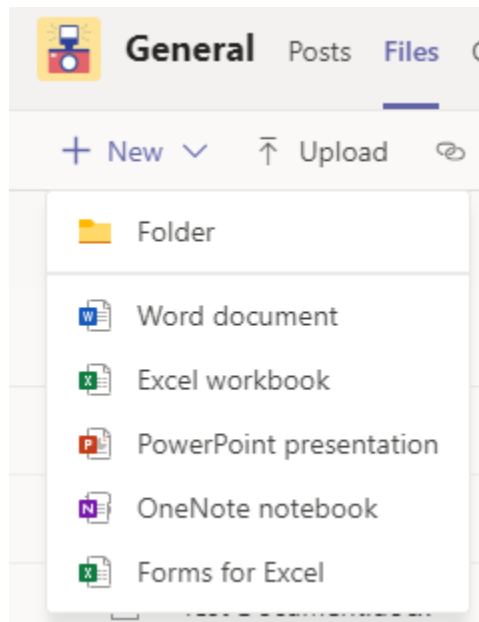1. **Click to Enter the Team**

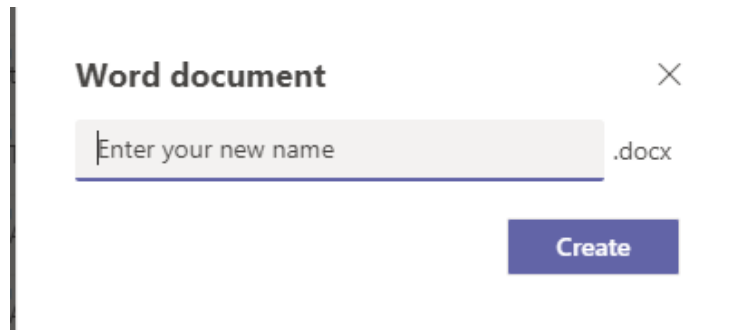2. **Click the Files Tab**

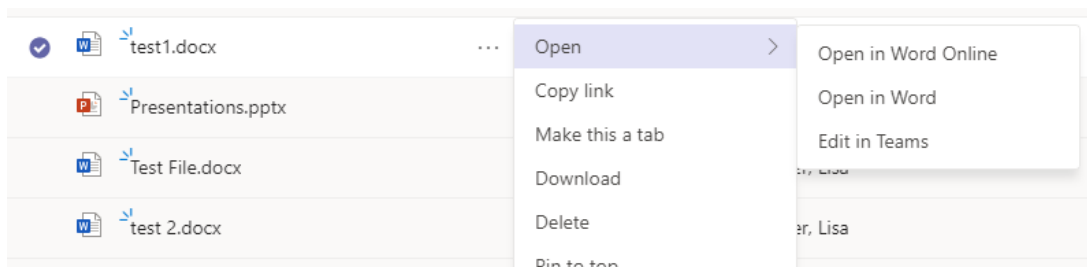**3. Click to Add a New File**

4. Select the Type of Document you want to create.

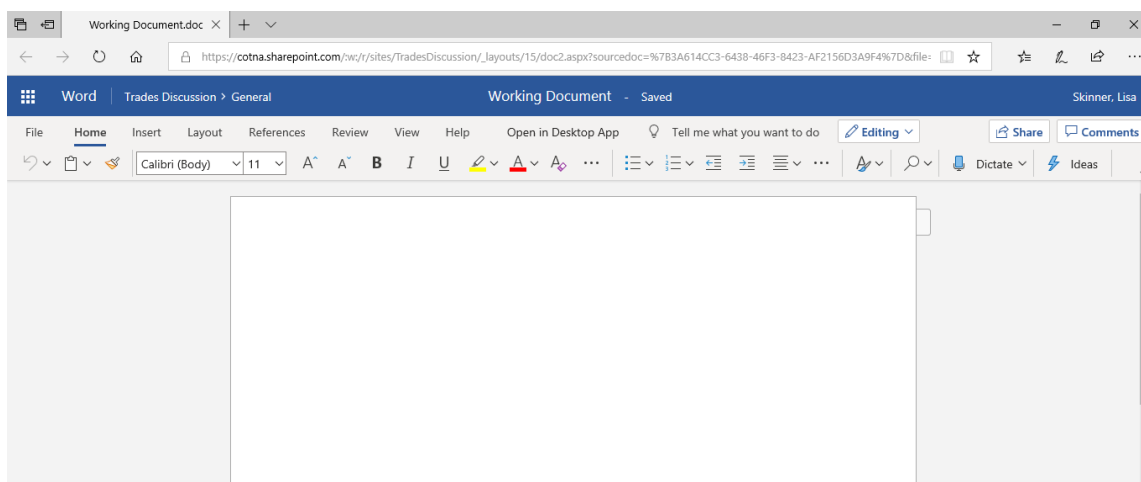5. **Name your Document**

6. **To open your Word document in the Online Browser to collaborate and edit, select the document and click the three dots to the right of the document name and click Open and Open in Word Online. (This applies to Word only)**
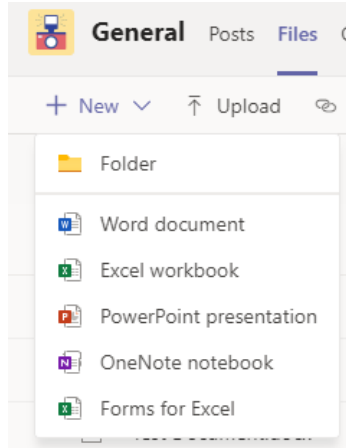

7. **The document will then open for you to edit and will automatically save as you work on it.**
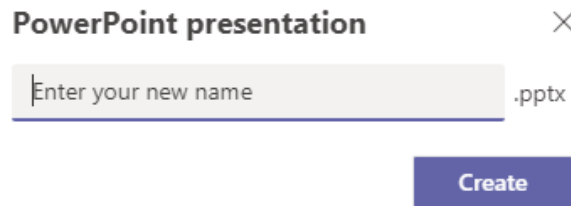
For all other documents linking them to the Tab will make them editable. See the following steps:
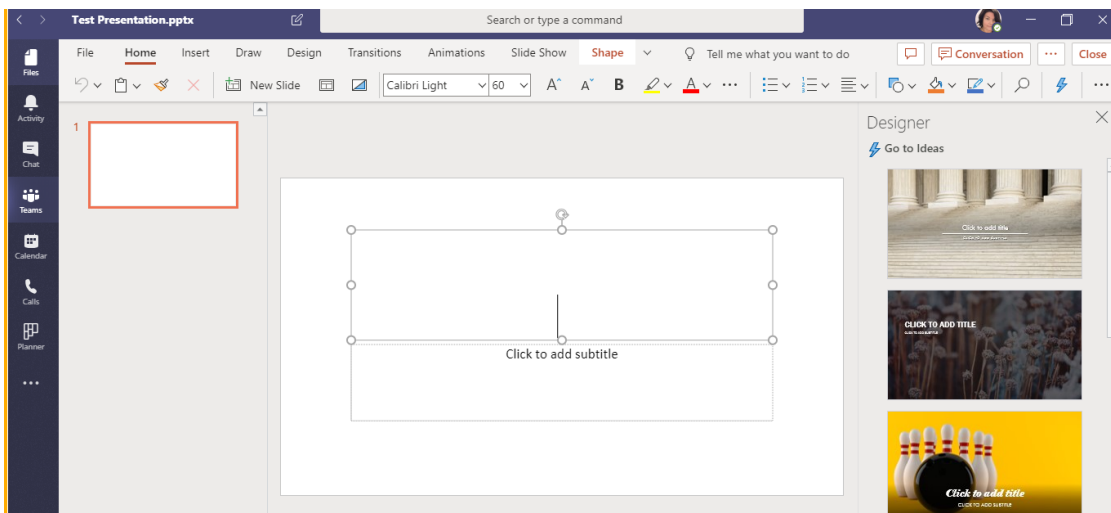
1. **Select the Type of Document you want to create (other than Word)**
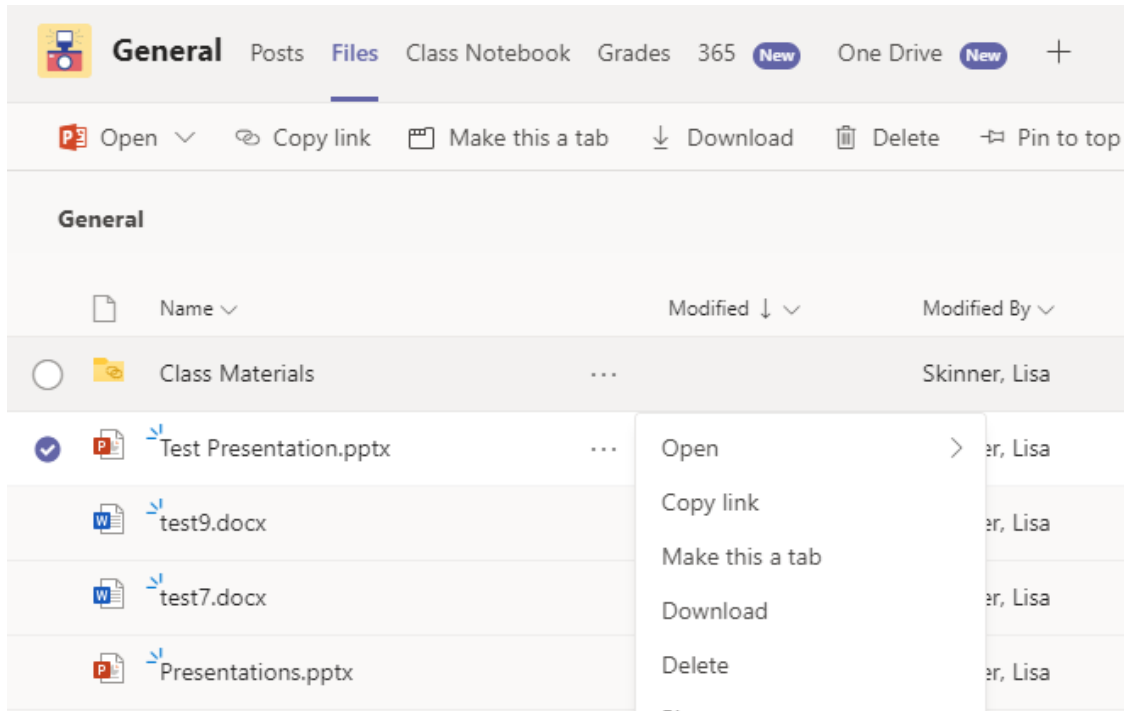

2. **Name your Document**

3. **Your file will then open in the Editor and anyone in the team can edit. To close the document click the Close button in the top right hand corner**

4. **To add a Tab on the top of your Team page for the new document, click on Files and then select the file, click Make this a Tab.**

5. **Your new tab will be added and team members can then click on it to put it in Edit Mode.**