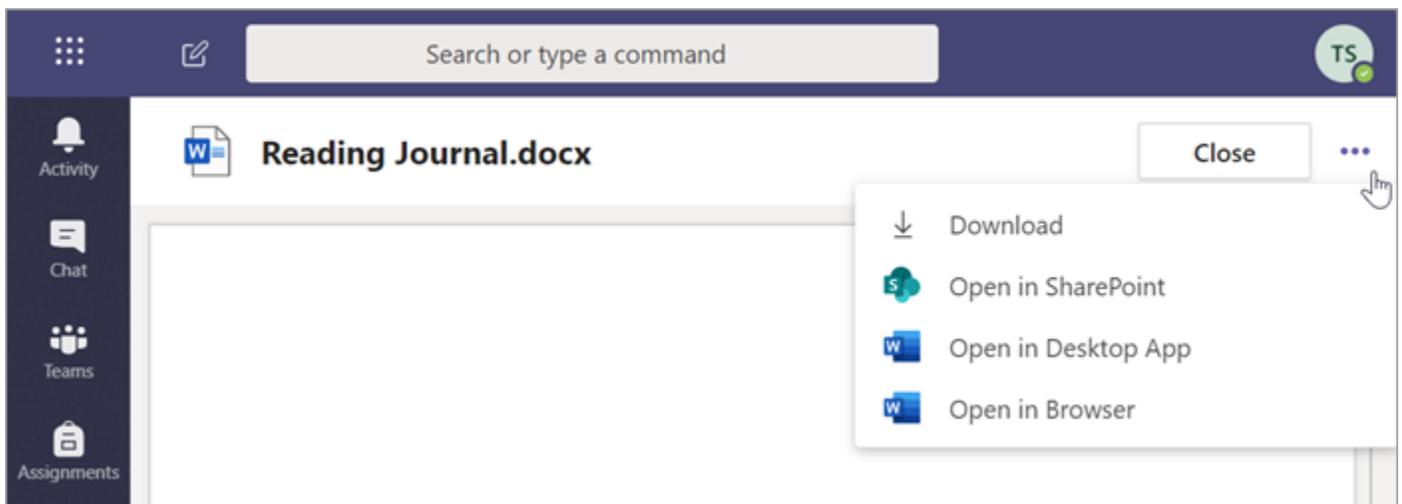


Edit Word documents in Teams for Education

Microsoft Teams for Education

If you open a Word document in Teams and you're not sure how to start editing it, look for **More options** ... (a menu that appears as three dots). When you select it, you'll see options for how you can instantly open and edit your document. All the changes you make in any version of Word will save automatically.

1. Open the Word file by selecting it.
2. Select **More options**



3. Select **Open in Desktop App** to open and edit in your desktop version of Word.

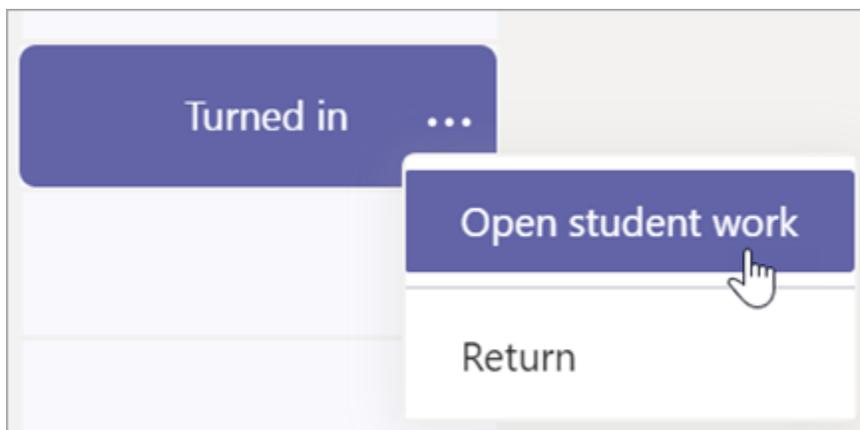
Select **Open in Browser** to open in Word for the web as a tab on your web browser.

Educators using Word in Assignments Students using Word in Assignments

As you review student work, you can view Word documents they've turned in. The Word documents will load as read-only by default. Follow the steps below to edit them and add comments directly to the document while you're leaving feedback.

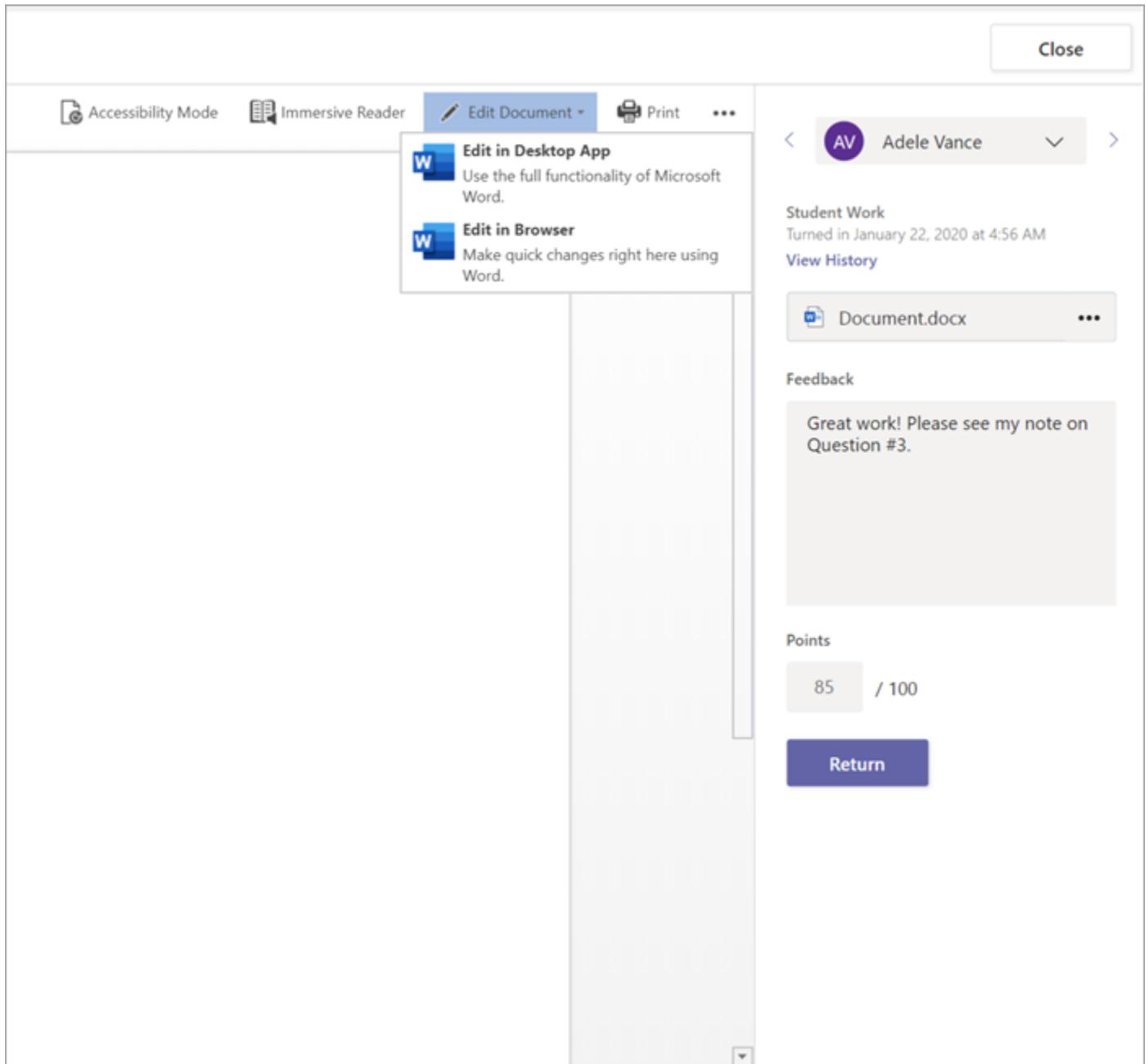
Note: If your student has attached an older .doc Word document, you may be prompted to open the file in your desktop app before viewing or editing it.

1. Navigate to the **General** channel in your class team and select the **Grades** tab.
2. Find the assignment your student has turned in and select **More options** ... > **Open student work**.



3. This will open your student's assignment with a **Feedback** and **Points** field you can fill in.

4. To write comments on the document itself, select **Edit Document**, and then choose either **Edit in Desktop App** or **Edit in Browser**.



5. Make your comments. Whether you're working in Teams or in your desktop Word app, your changes will save automatically.
6. When you're ready, use the arrows to skip to the next student or select **Return** to return the assignment to your student with your comments and feedback.