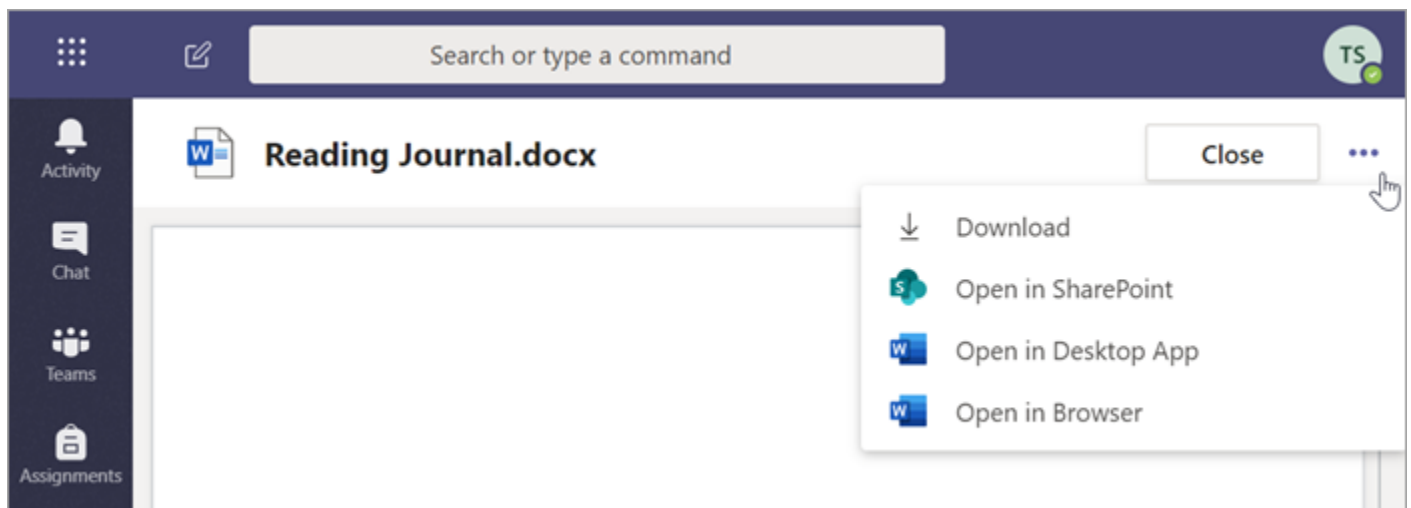


# Edit Word documents in Teams for Education

## *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** ... .



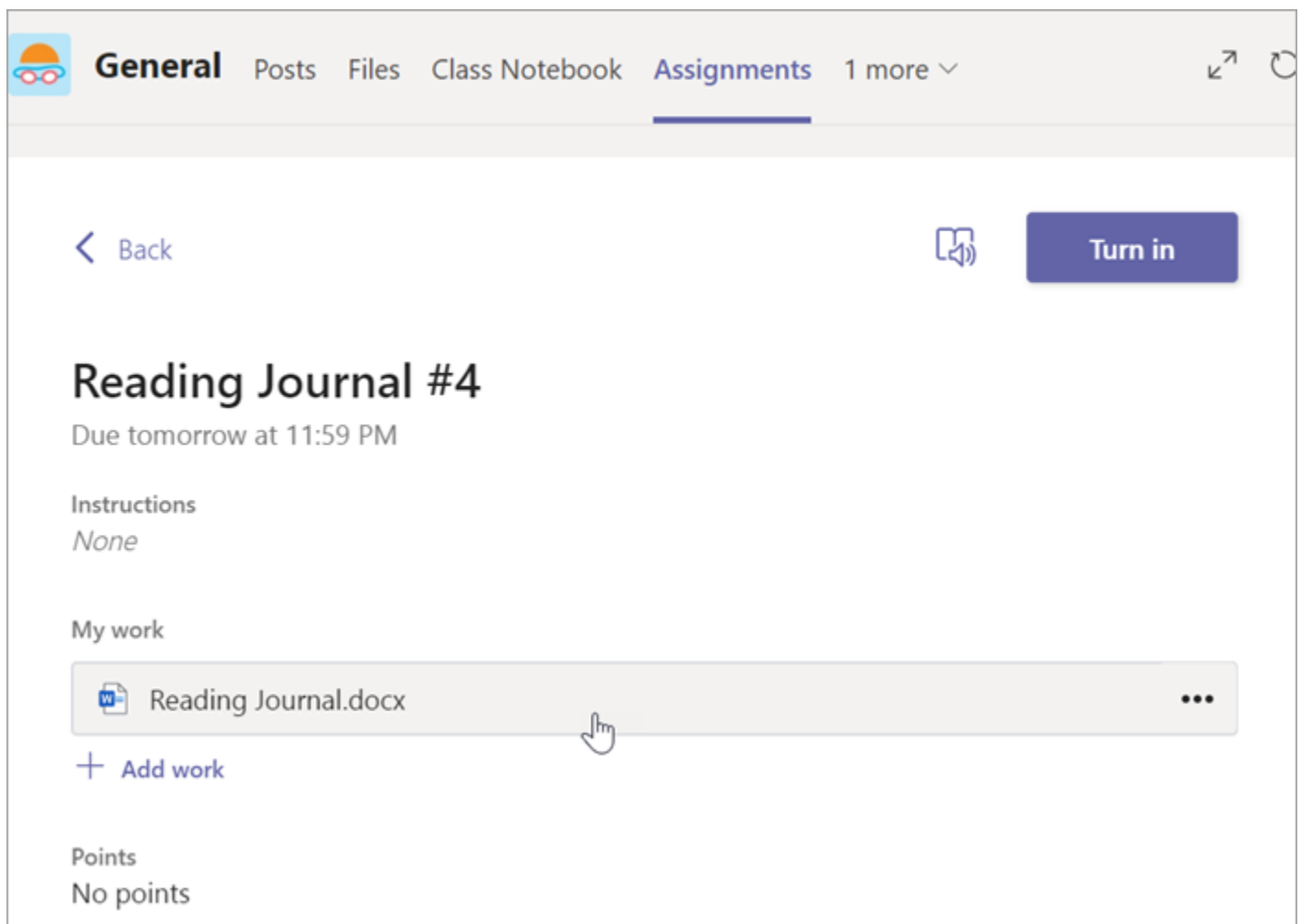
3. Select **Open in Desktop App** to open and edit in your desktop version of Word.

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

If your teacher has assigned a Word document to you for homework, open it to edit using **More options** ... .

1. Navigate to the **General** channel of your class team.
2. Select the assignment to open it.
3. Select the Word document under **My work**.



The screenshot shows the Microsoft Teams interface for an assignment. At the top, the navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and '1 more'. The 'Assignments' tab is selected. Below the navigation bar, there is a 'Back' button, a 'Turn in' button, and a 'Turn in' icon. The main content area displays the assignment title 'Reading Journal #4' and the due date 'Due tomorrow at 11:59 PM'. Under the 'Instructions' section, it says 'None'. The 'My work' section shows a list of documents, with 'Reading Journal.docx' selected. A hand cursor is pointing at the document. Below the document list, there is an 'Add work' button. At the bottom, the 'Points' section shows 'No points'.

4. Follow the steps at the beginning of this article to make any edits. Your changes will save automatically.
5. When you're finished, return to the assignment and select **Turn in** to submit your finished work.