# 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.
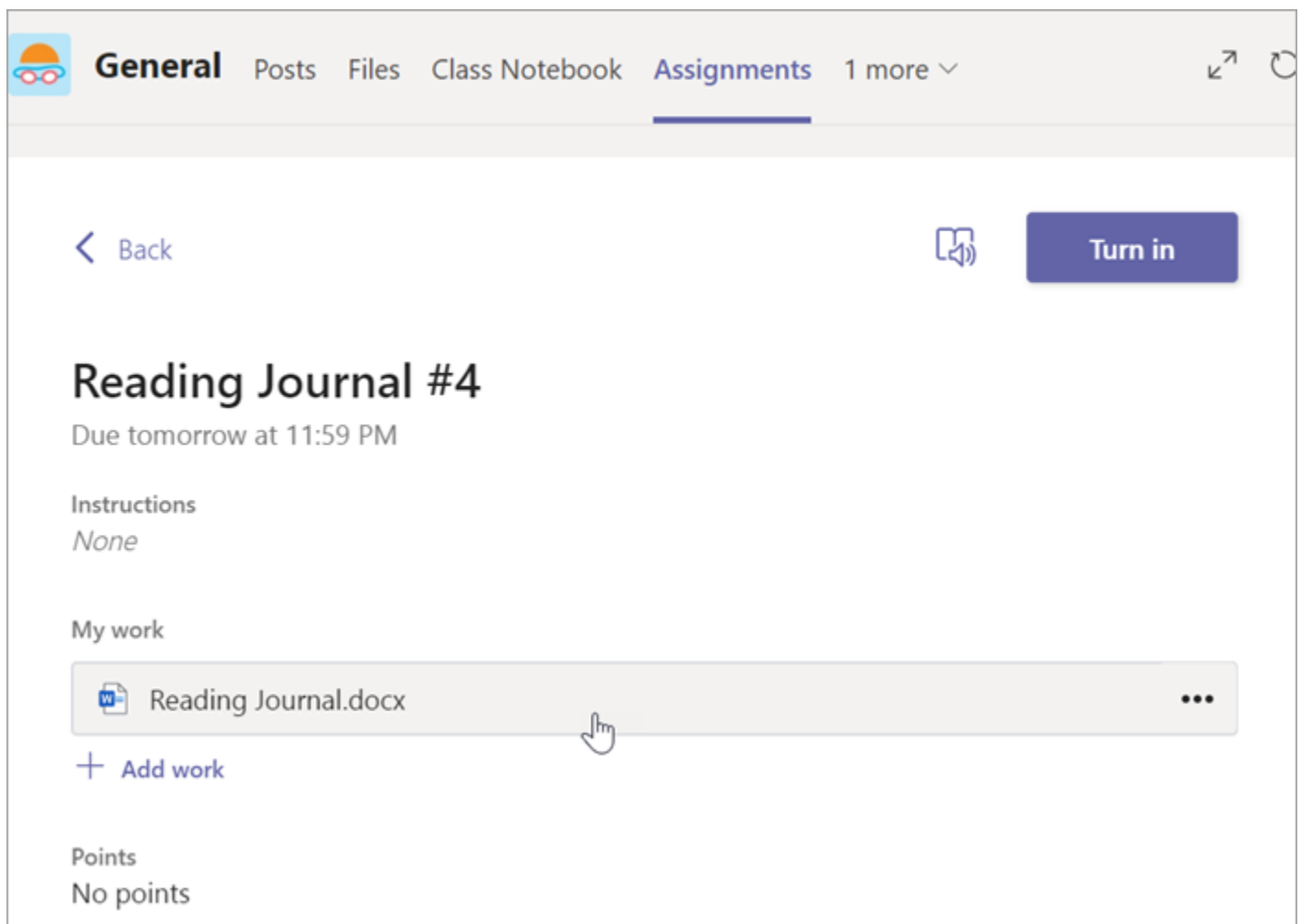2. Select **More options** ⋯ .
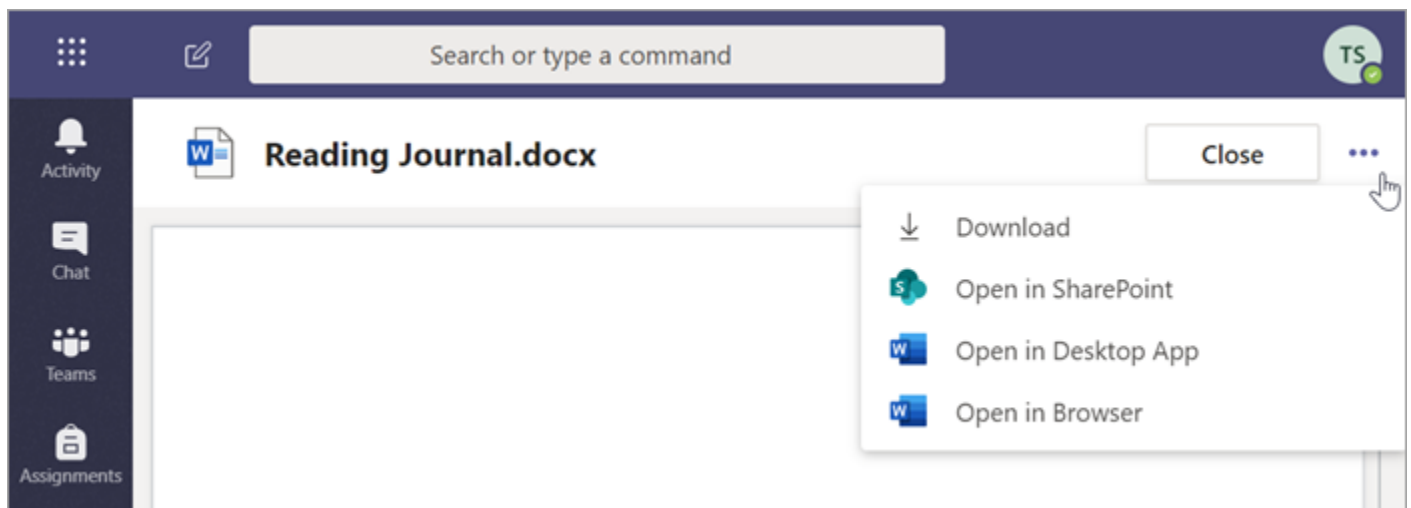
3. Select **Open in Desktop App** to open and edit in your desktop version of Word.

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

Educators using Word in AssignmentsStudents 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**.

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.