

Teams – Opening Files Easier (Word, PowerPoint, PDFs)

Teams may open documents, such as Word and PowerPoint files, in your internet browser, e.g., Microsoft Edge

To make viewing worksheets and presentations easier and avoid logging into multiple web browsers or other locations, this guide will show you how to open documents directly inside the Teams app instead.

1. Open **Teams**
 - a. If you still have “*Teams Classic*” installed, please uninstall it
 - b. Guide: <https://support.microsoft.com/en-au/windows/uninstall-or-remove-apps-and-programs-in-windows-4b55f974-2cc6-2d2b-d092-5905080eaf98>
 - c. If you have “*OneNote for Windows 10*” installed instead of the normal “OneNote” app, uninstall it
2. With Teams open, click the **three horizontal dots** in the top right of the Teams app
3. Click **Settings** and then select **Files and links**
4. Under “**File open preference**”, change this to “**Teams**”
 - a. Teams will now open files, such as Word and PowerPoint documents, directly inside the Teams app
 - b. Alternatively, you can set this to “Desktop App” to have these files open in Microsoft Word and Adobe Reader, outside of Teams
5. Under “**Links open preference**”, change “**Always open links in**” to “**Default browser**”