GSD. MS Teams – How to Edit Office Files in Microsoft Teams

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General Information:

Possible symptoms/errors:

How to Edit Office Files in Microsoft Teams.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Note: Non-Office files must be edited in their corresponding apps and then uploaded to Teams again.

Details:

A. Edit a file directly in Teams

1. Advise the user to select a file from any of these locations:

The files list that shows up when user selects Files on the left side of Teams.

The Files tab at the top of a chat or channel.

The message where the file was attached.

Note: By default, the file opens inside Teams with the standard Office tools available at the top of the screen.

2. Now user can start editing.

Additional Tools:

Editing - Here user can indicate whether they want to work with the file as an editor (the default) or reviewer, or simply view the file.Copy Link - To share the file with others, send them the copied link.To change who can open the file and whether they can edit or download it, advise the user to select people in their organization with the link that can edit and make their choices.Comments - this will show the comments added to the file.Conversation - This will show user the chat or channel thread inside Teams that relates to the file.More options - Here user can choose to open the file in its web app or download it.Close - This will close the file and take the user back to where they were in Teams when they first

opened the file.

B. Edit a file in its desktop app or web app

1. Advise the user to do the following to a file from any of these locations:

The files list that shows up when user selects Files on the left side of Teams.

Tell the user to click on the More options icon then to select Open in Desktop App or Open in Browser.

The Files tab at the top of a chat or channel.

Advise the user to click on Show options and Open, then to select Open in app or Open in browser.

The message where the file was attached.

Ask the user to click on More attachment options, then to select Open in Desktop App or Open in Browser.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A