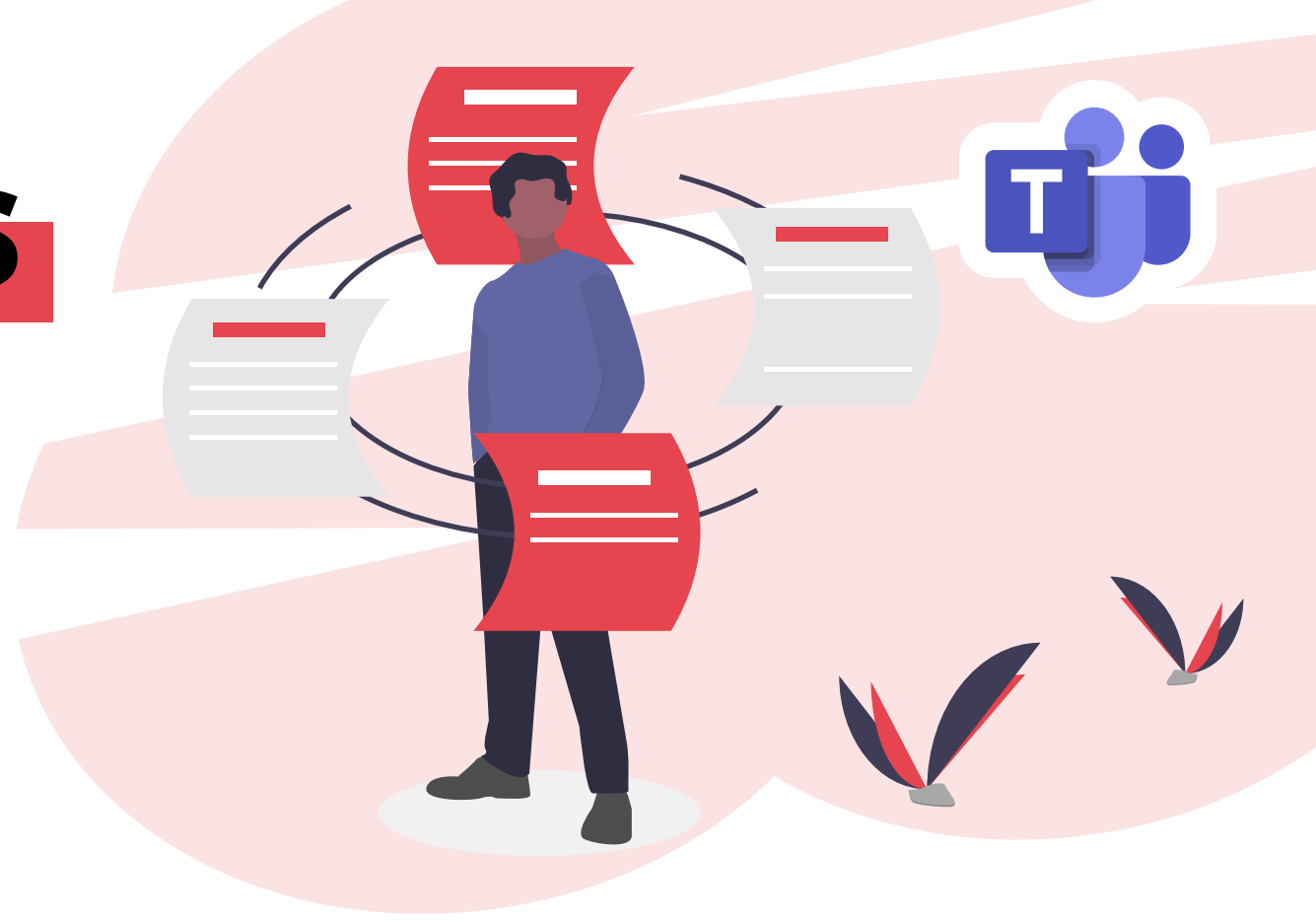
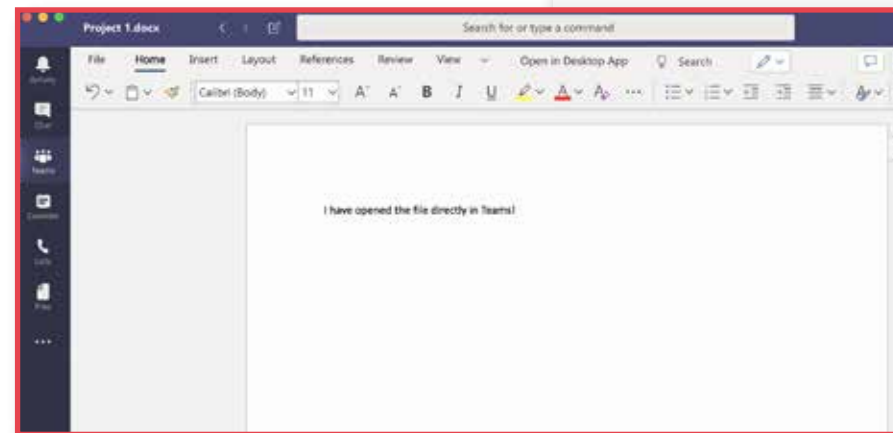
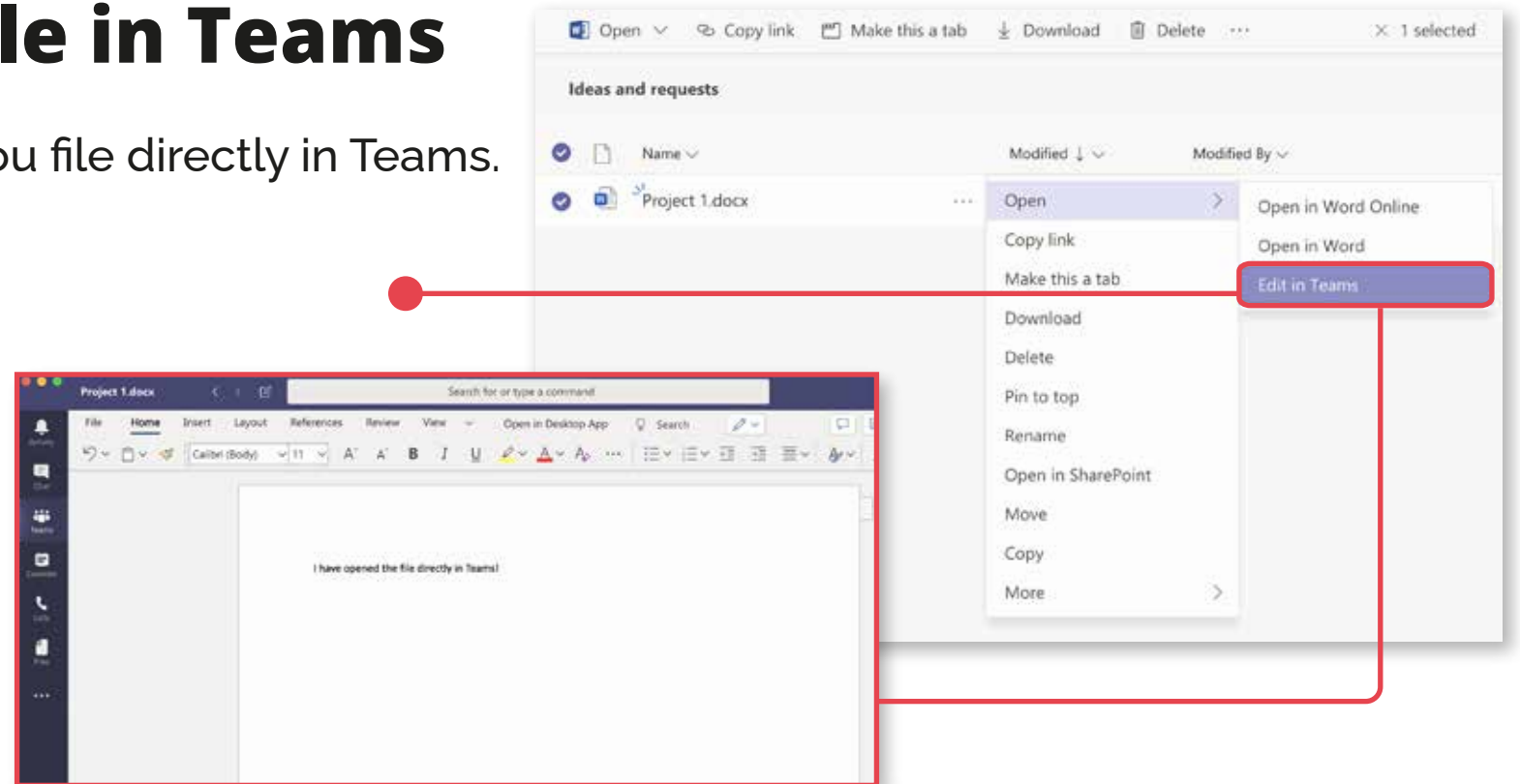


# FOUR LEVELS OF FILE OPENING



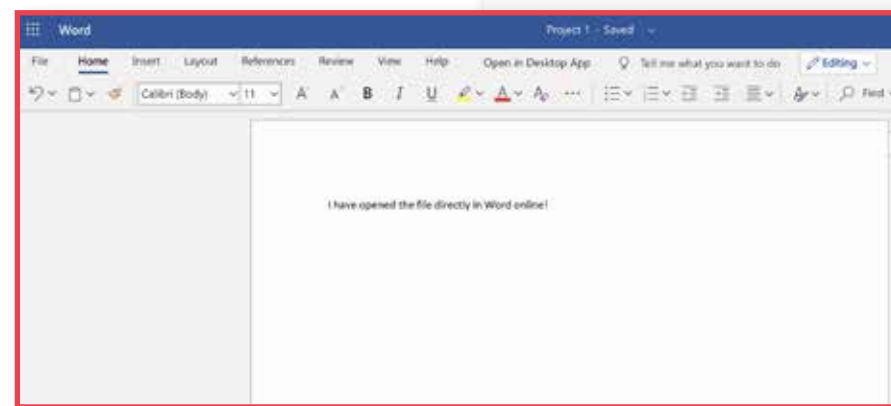
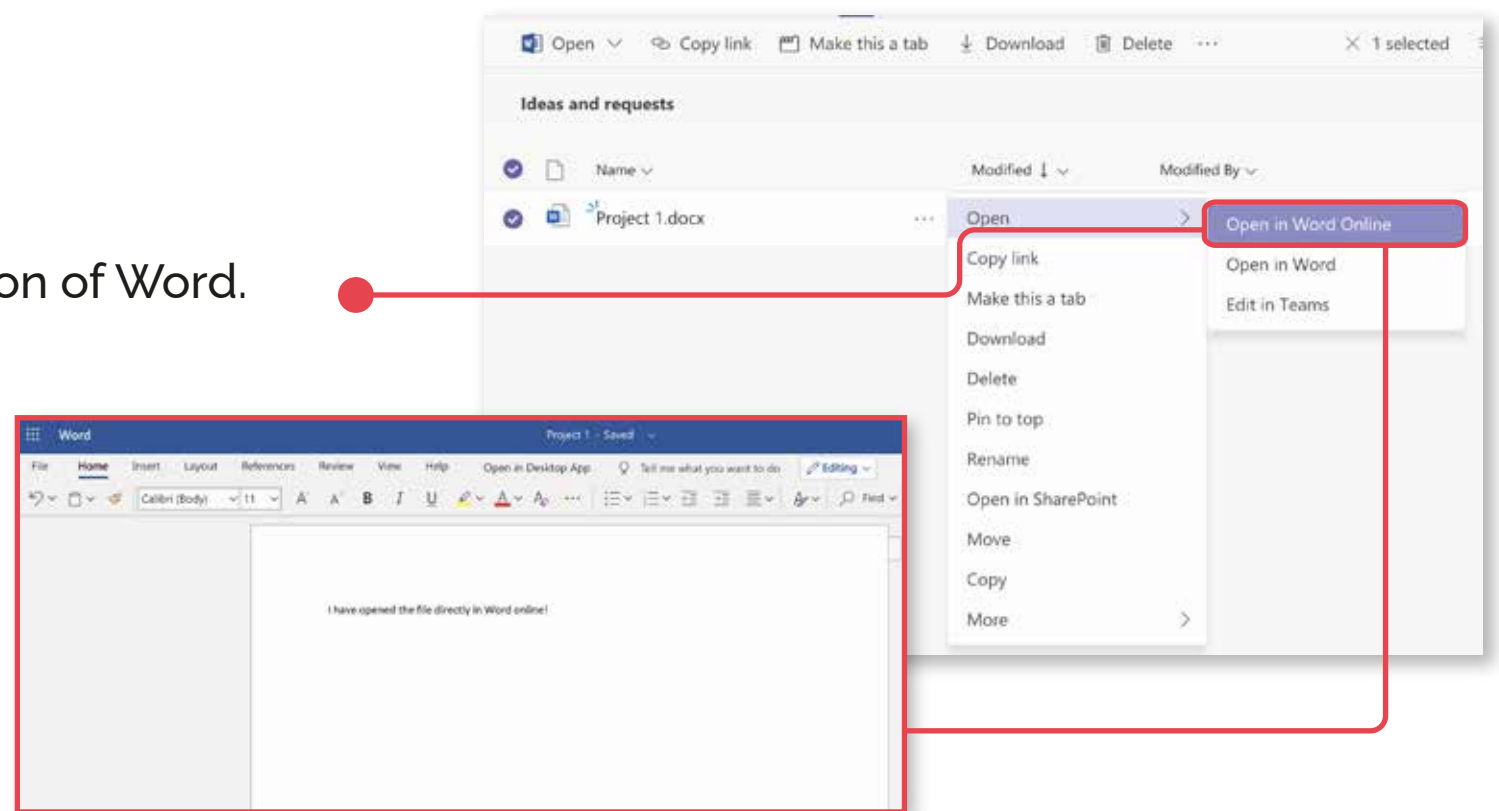
## Open the file in Teams

you will be editing your file directly in Teams.



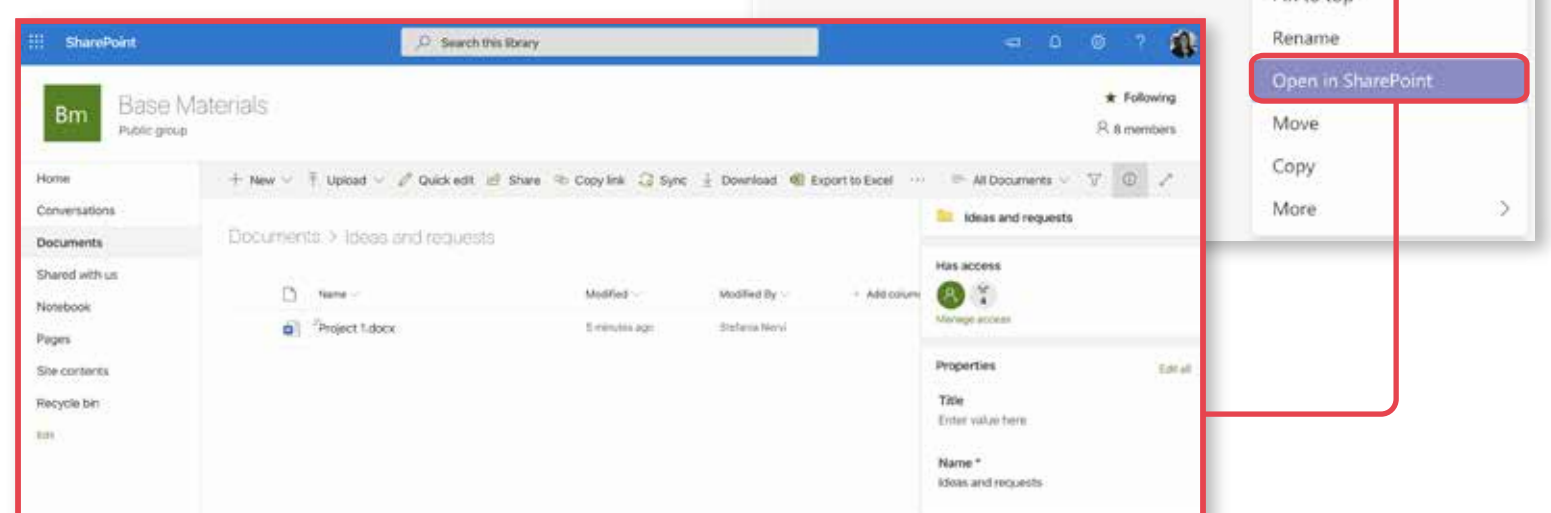
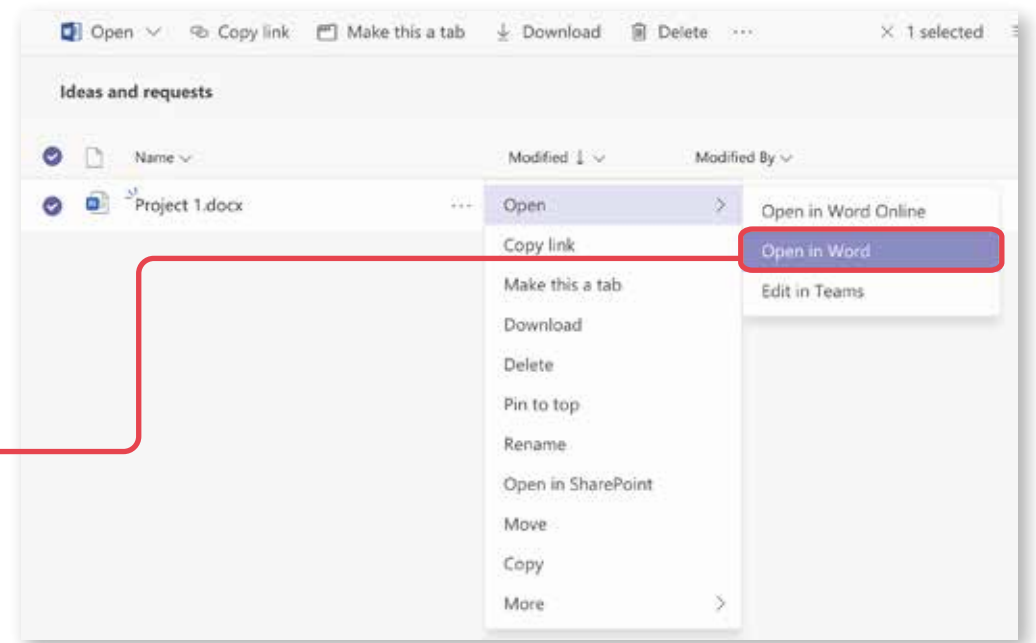
## Open the file in Word

to open the online version of Word.



## Open the file in the Desktop App:

the file is opened with the Desktop App version, basically Word on your computer.



## Open the file in SharePoint

from here you can manage access and share the link to your document, copy or move it across channels and Teams.

