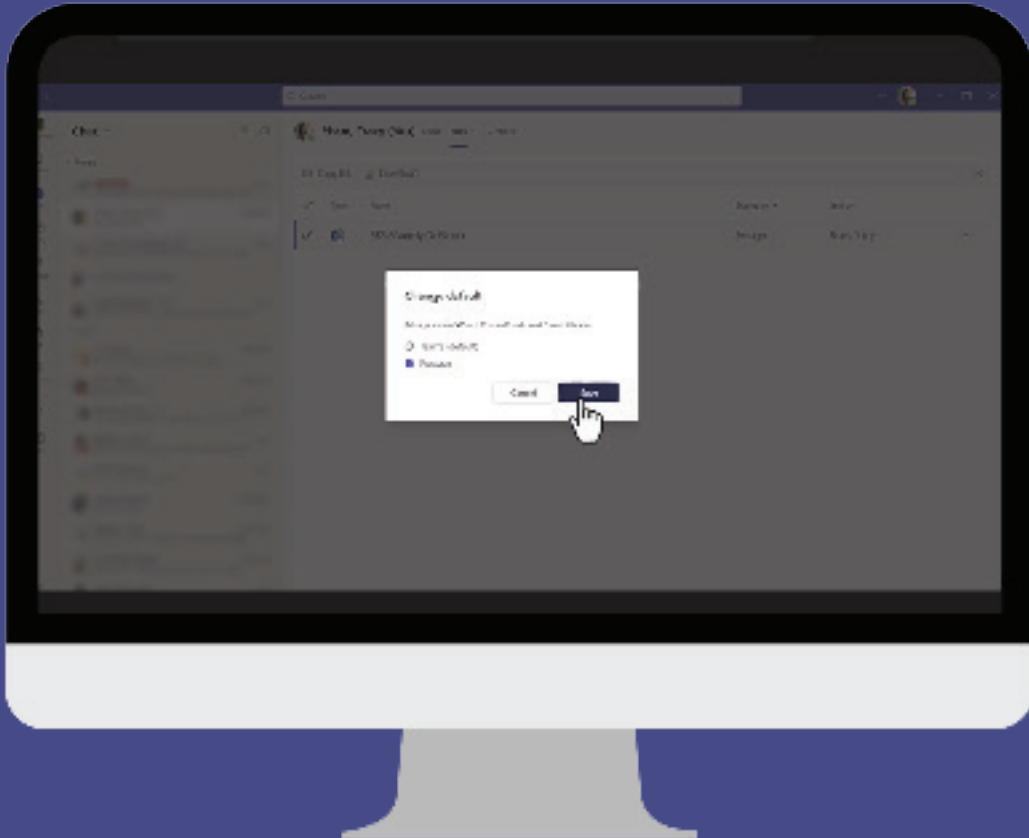


Multi-task using the Teams app



Open in browser instead of in the Teams app:

- 1 Click on a chat and select the 'Files' tab
- 2 Next to a .doc or .xlsx or .ppt file, click '...'
- 3 Hover over 'Open in', and then select 'Change default'
- 4 Select 'Browser' as the new default. Click 'Save'

Learn helpful tips and how to best adapt MS Teams to your needs!
communications.vpfo.ubc.ca/ms-teams