

## 2.3.3 Office 365 Tabs in Teams

This tutorial introduces the Word, Excel, PowerPoint, and OneNote tabs. You can create a tab dedicated to a specific document.

The app essentially opens the document for editing within Teams rather than the external application. It also keeps the one file local to Teams. It's important to note when you create a tab for your document, anyone in the channel is able to access it and edit it.

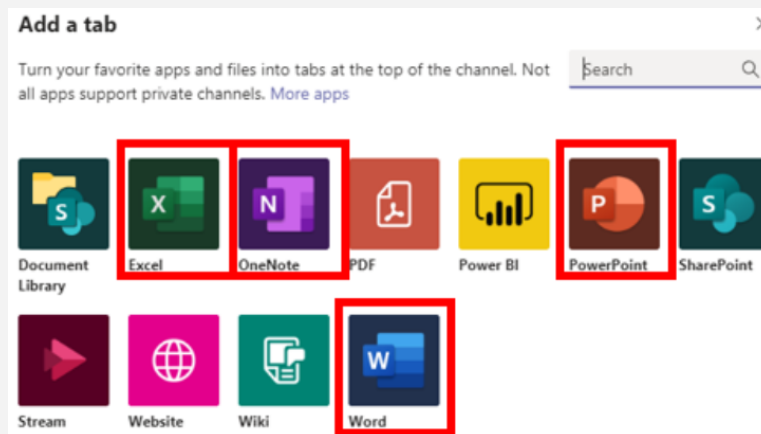
This could be used for smaller groups of students who may all be working on the same document or maybe for a professors use to reference specific documents.

The method for each of these document types is the same.

Note: The document you choose to share must be uploaded in your files tab beforehand. If starting a new document, you can create one within the files tab using **New**. The exception to this is OneNote

### STEP 1

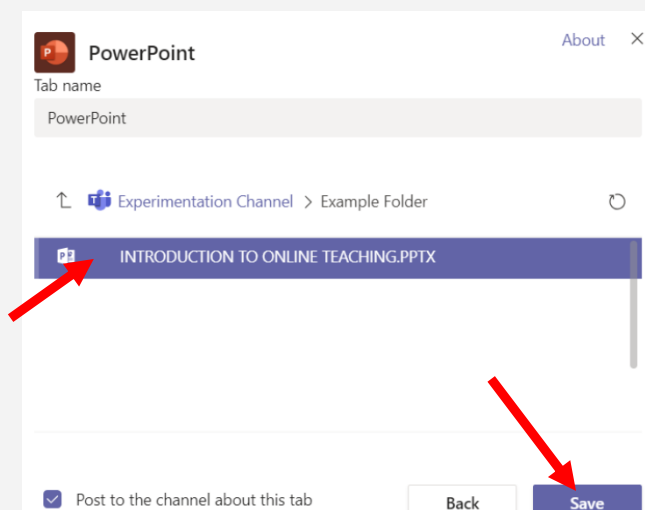
Select the type of file you want in the tabs from **Add a Tab**



### STEP 2

Once you select the app, a box will pop up asking you to select the document you want to show.

Select the document you previously uploaded into your files and click **Save**



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### STEP 3

The Tab will be created and ready for editing

