

## 2.3.4 PDF Tab in Teams

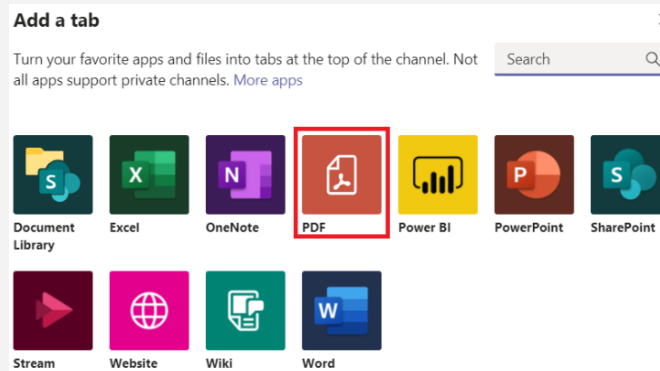
This tutorial discusses the PDF tab. This can be used for course outlines, assignments, etc.

### NOTE

The PDF must already be uploaded to the files tab within your channel before proceeding

### STEP 1

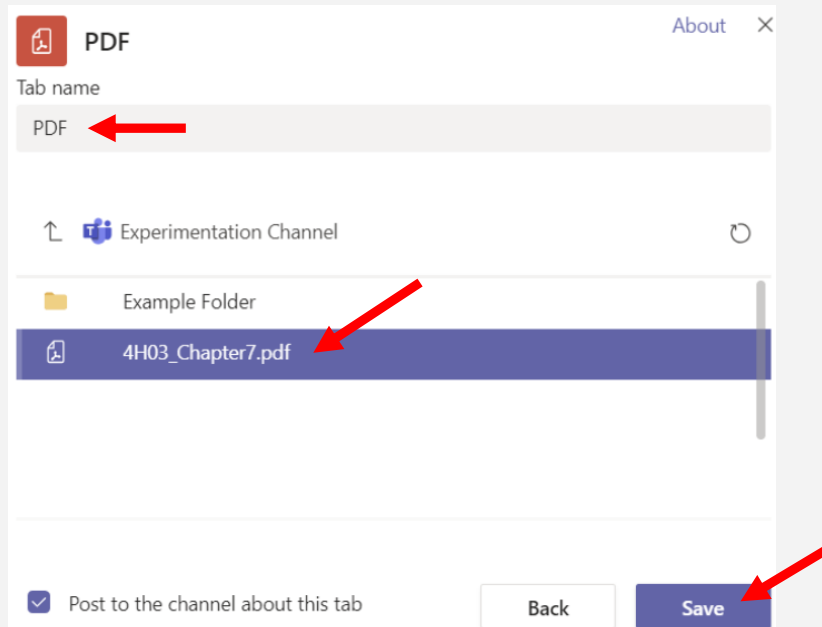
Select **PDF** from **Add a Tab**



### STEP 2

Once you select, a box will pop up asking you to select the document you want to show. Choose the document you previously uploaded into files

Name the Tab under **Tab Name** then Click **Save**



### STEP 3

The Tab will be created and ready for viewing

