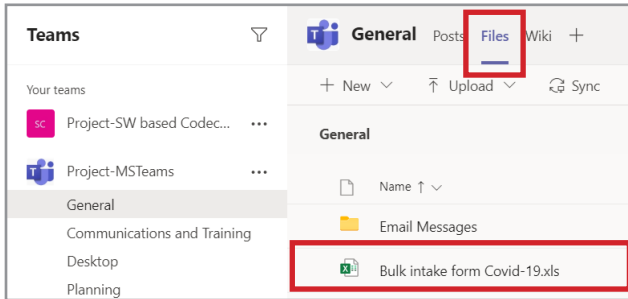
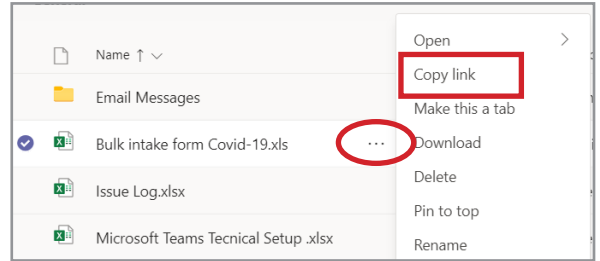


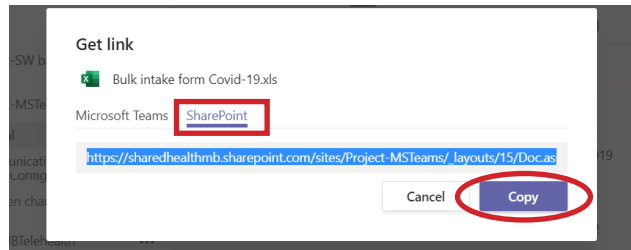
- 1 Click on **Files** and then click on the file you want to open; it will launch in the same window within Teams.



- 2 To open the document in a web browser so you can keep it open all day (mimic app behaviour), click **Show Actions ...** and select **Copy Link**.

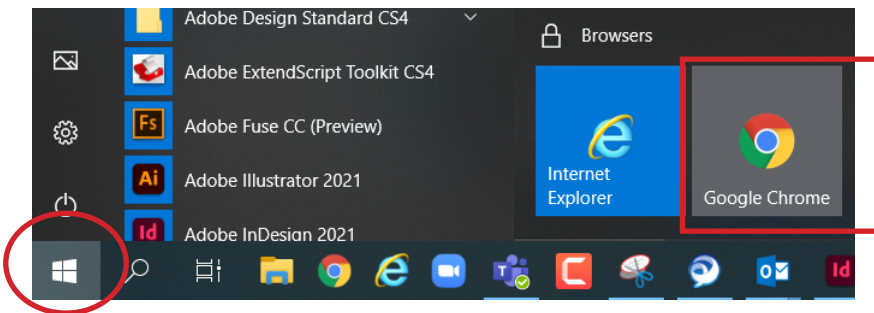


- 3 Select **SharePoint** and then **Copy**.



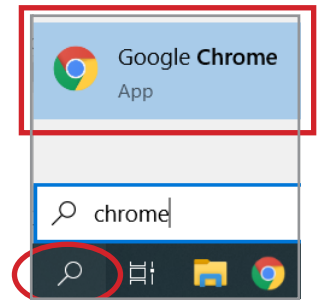
- 4 Open Google Chrome using either option below.

Click **Start** and then click the **Google Chrome** shortcut.



**OR**

Click **Search** and then click on **Google Chrome**.



- 5 Paste the link in the address bar to open the document in Office Online.

