

Quick Reference Guide

Microsoft Teams Document Collaboration-Office 2019 & Microsoft Edge or Chrome

Service Desk 204-940-8500 Option 4, Option 1

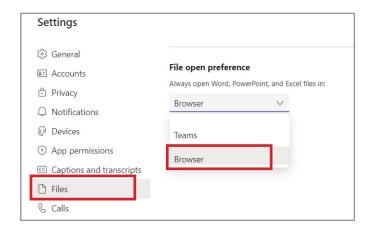
Visit our website for all of our Quick Reference Guides and videos https://mbtelehealth.ca/training/. For Microsoft Teams video training by Microsoft click here.

1 We recommend you change your default settings to open your files in a browser.

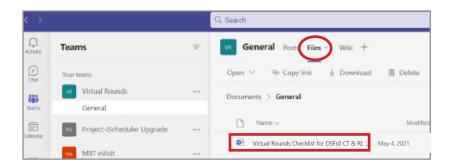
Click ... Settings.



2 Click Files and select Browser from the dropdown. This is now your default.



3 Click **Files** then just click the document to open it; all documents will automatically open in your browser now.



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