

## Teams – Opening Files Easier (Word, PowerPoint, PDFs)

Teams may open files directly from the link in your internet browser, e.g., [University of York](#)

### 1. Open Teams

a. @ [Teams Classic](#)

b. Guide:

- If [OneNote for Windows 10](#)

[Settings](#)

4. [york.ac.uk](#) [File open](#)

a. [u](#)