How to open and save a Microsoft Word document

Click the nine dots and select Word.



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How to upload a Word document on to Teams.

Click the paper clip in your Teams chat.

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How to upload a photo (from a phone or tablet) of your work to Teams

Take a photo of your work.

Open the Teams app on your phone.



Click on your class channel.

Click on New Post.



Click on the + and then choose Media

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Select the photo you want to upload and click 'Attach 1 photo'



Type a message to your teacher. Tag them using the @ button. Press send.

