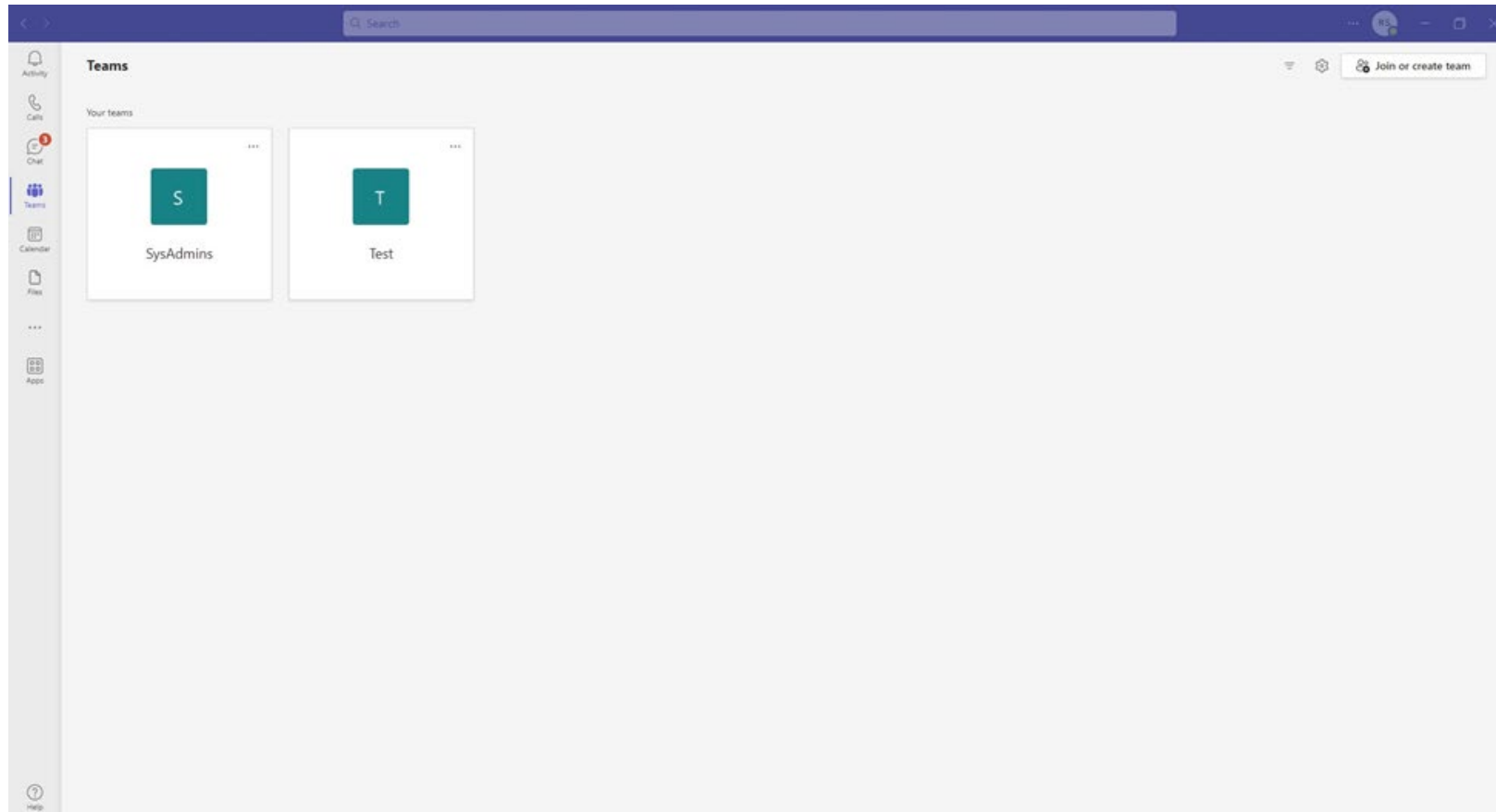


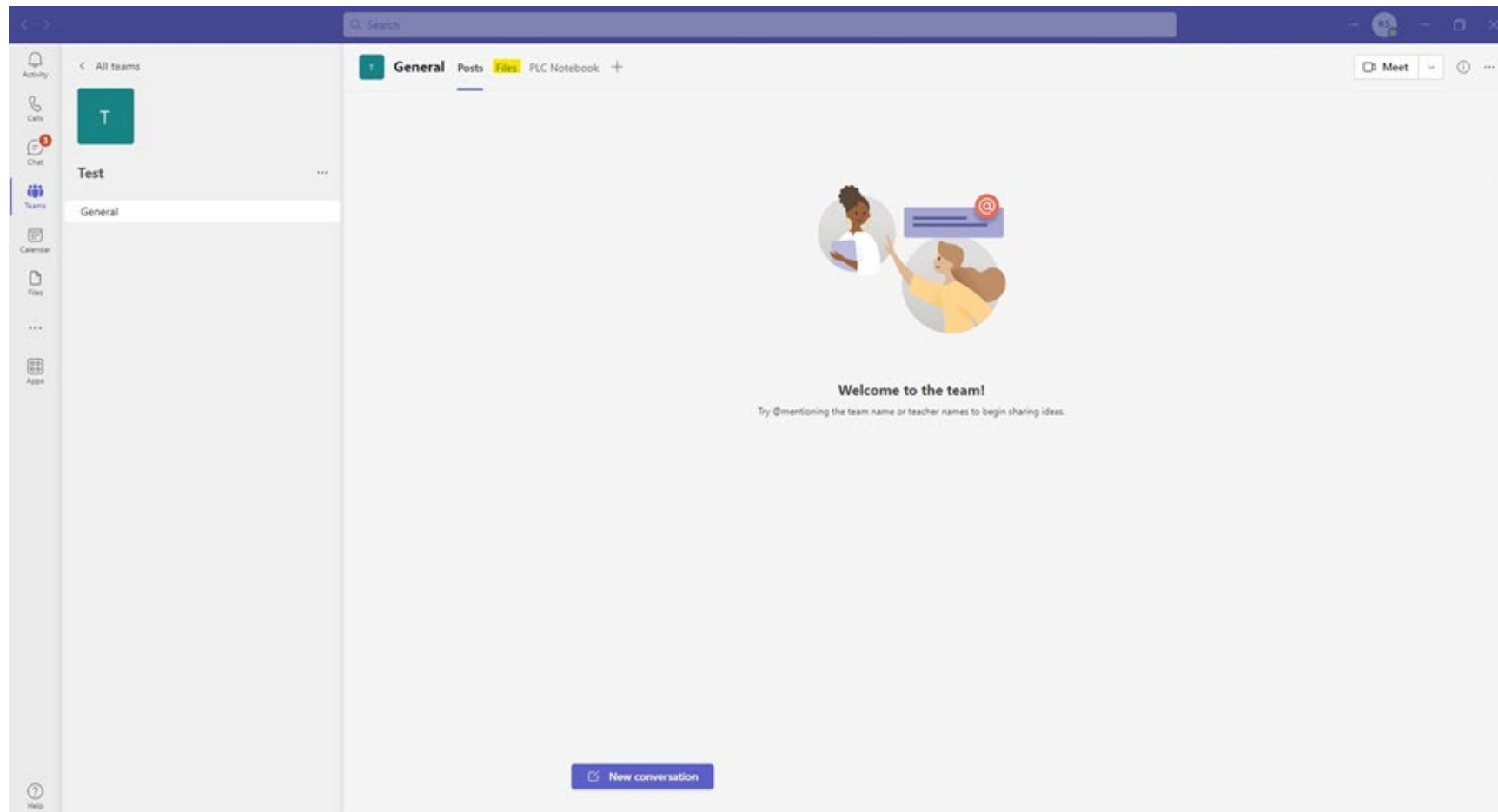
HOW TO CREATE DOCUMENTS IN TEAMS



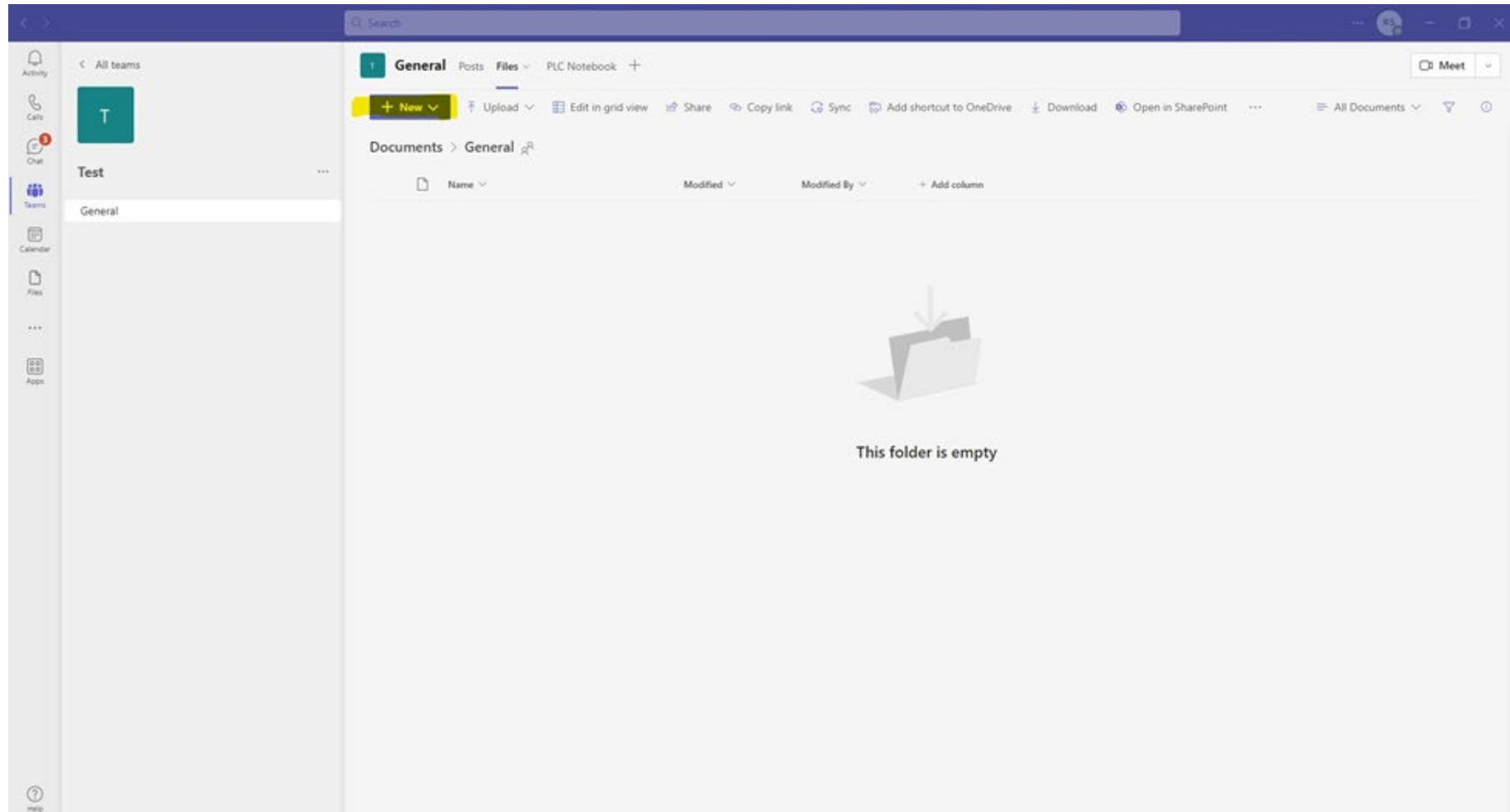
1. Navigate to the teams icon in the right pane and select the Teams group you would like to create the document for.



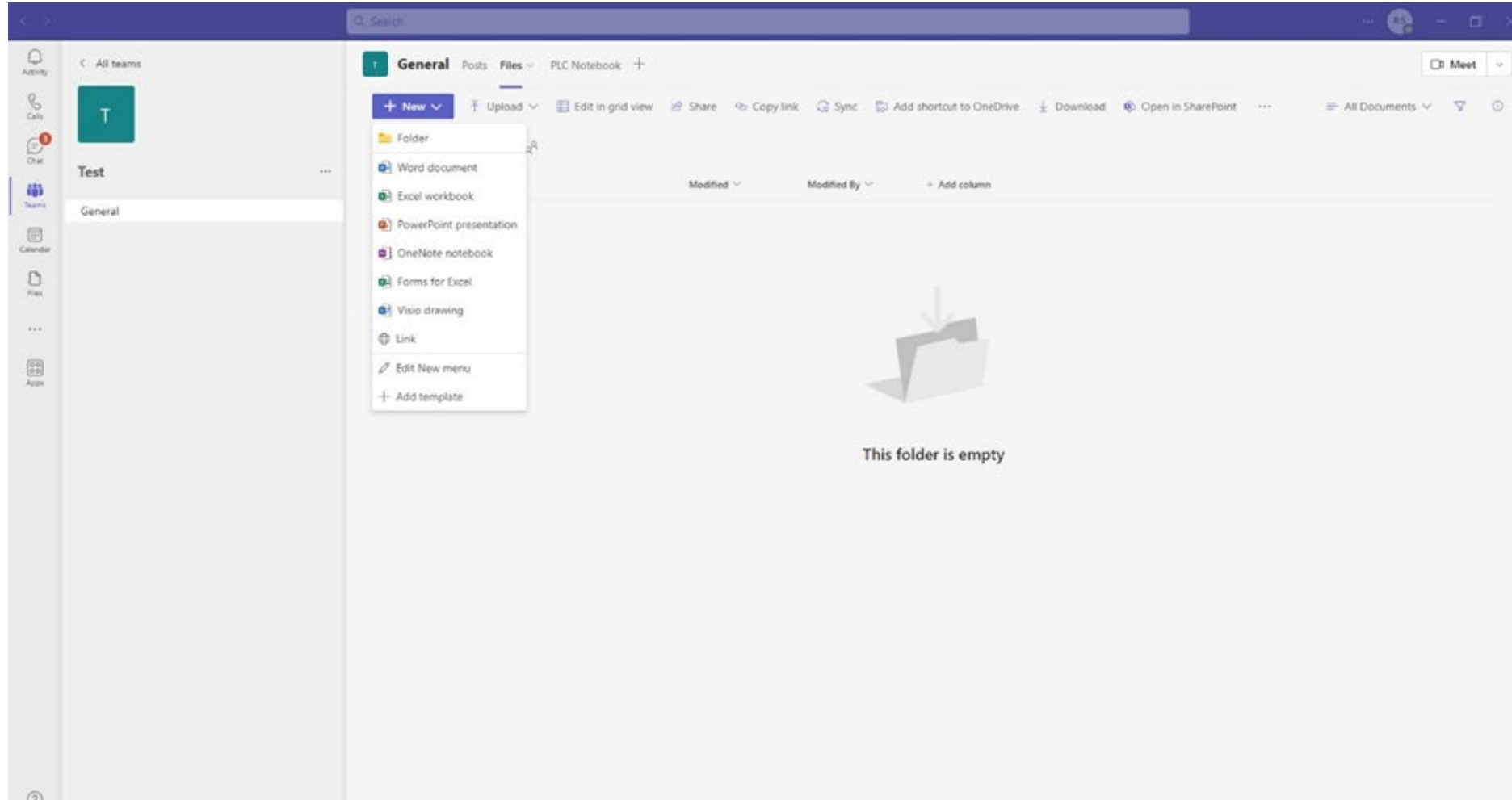
2. Select the Files tab in the top toolbar.



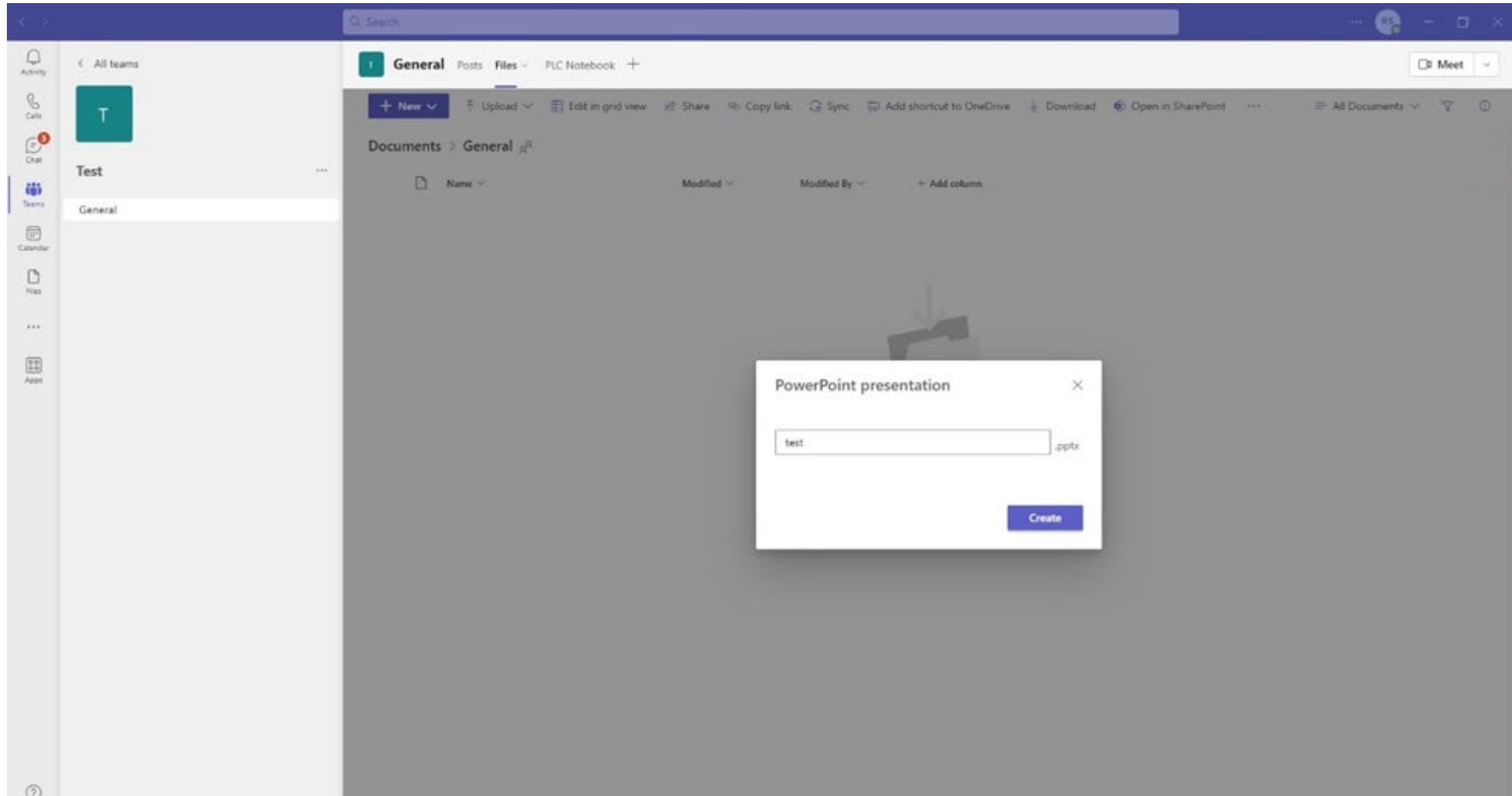
3. Select New in the Toolbar



4. Choose the document you want to create from the drop down menu



5. Name your document what you would like it saved as



6.The document will autosave to your Teams group, although you can navigate to File in the toolbar and save the document to your device. Select close when you are done editing your document.

