

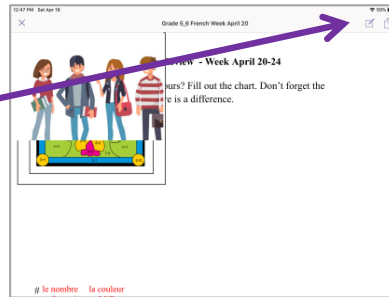
How to edit a Teams / Word document on an iPad?

If you have an assignment in Word and you need to edit it, it's always easier to use a desktop or a laptop.

What to do if you only have an iPad available?

1. In Microsoft Teams, click on the assignment and **open it**. You will probably see a messy version of it, don't worry, it's just a quick view.

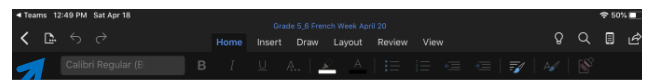
2. Click on the 'edit' icon in the upper right hand corner.



3. To be able to edit the document, you will need the free **Word app**. If you don't have it yet, you need to **download** it and connect to your SD19 Office 365 account.



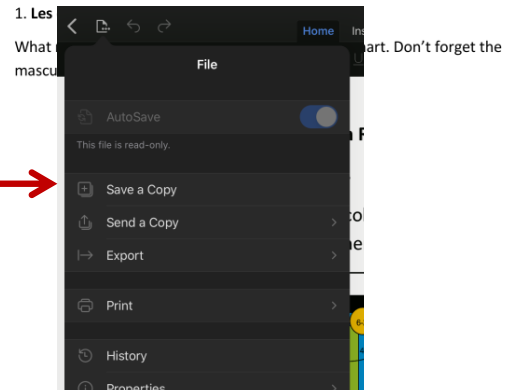
4. Now the document is open, **but you are still not able to make changes!** So click on the icon in the upper left hand corner with the sheet and the three dots.



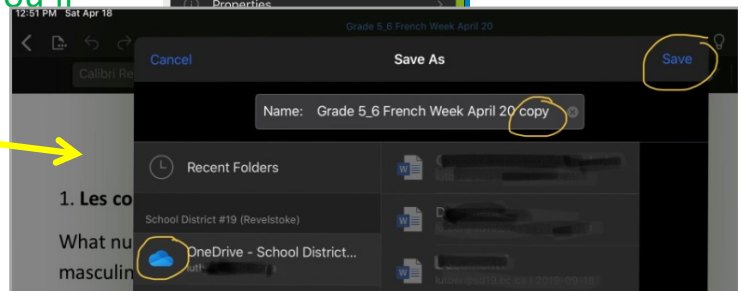
5. Click on **"Save a copy"**.

Now you are creating an identical file that you will be able to edit. Make sure that it has a different name than the original file, eg. **"...copy"** at the end. Save it on **OneDrive**, so you'll have access to this new file on Teams.

Click on **Save**.



Click on **Save**.



6. Complete the assignment, or close it and work on it later. Close the document with the arrow in the upper right corner.

When you return to **Teams**, click on **"+ Add work"**. Choose **OneDrive**, and attach the **new copy**. **Turn it in** when it's done.

