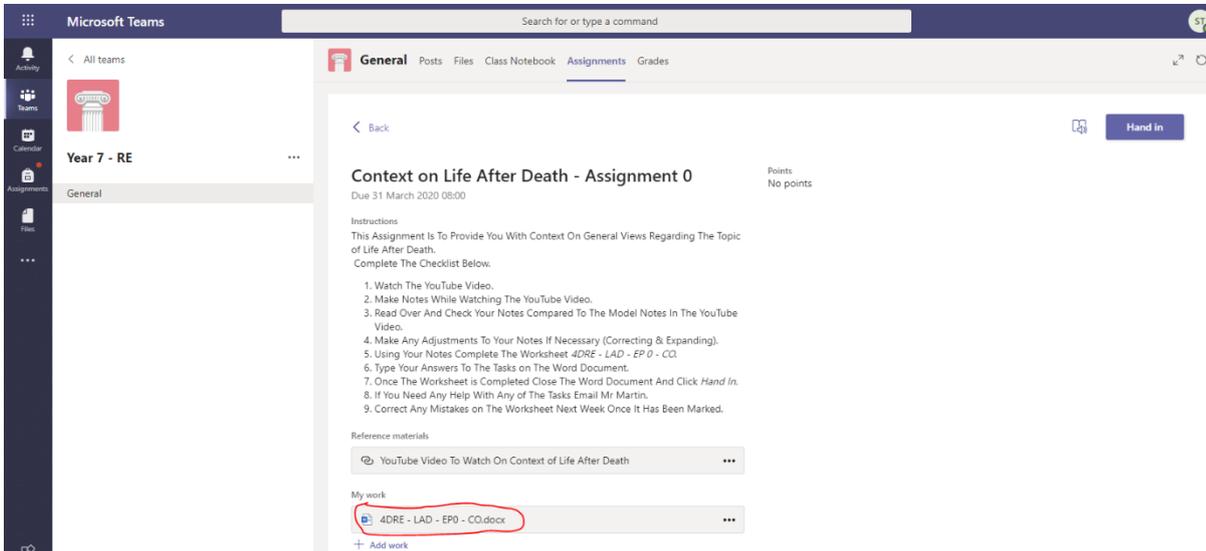
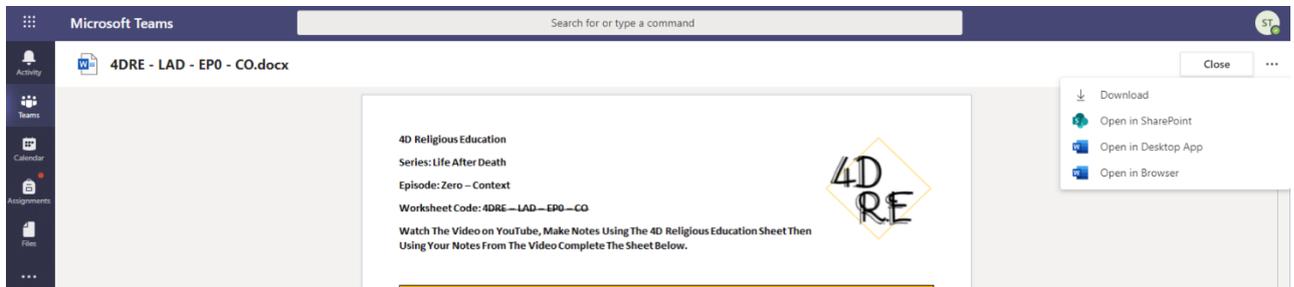


# Handing in Assignments on Teams using a PC or Laptop

1. When viewing the assignment click on the file that you want to edit.



2. This will then open the document in Teams. Now to edit this document you will need to click on the three dots in the right hand corner and then press Open in Browser.



3. Your document will then open in another tab using Word online. Work through the document like you would before in teams until you have completed it.
4. When you are finished then go back to the Teams page and press the close button in the top right hand corner by the three dots. This will then take you back to the assignment view.
5. Now you are back at the assignment view you can then press the Hand-In button and this will submit the work you have done.