Editing PowerPoints in Teams Channels

How to Guide:

IT Help Desk Portal: https://skghelpdesk.zendesk.com/hc/en-us

How to Edit a PowerPoint that is Stored in a Teams Channel:

1. Locate and select the PowerPoint file you are trying to edit that is stored in your Teams Channel.
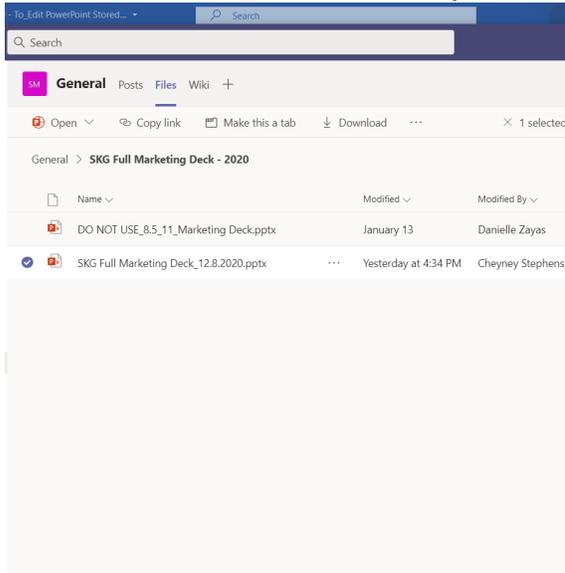
2. Click the "Open" drop down menu at the top left of the files window and Click "Open in App".
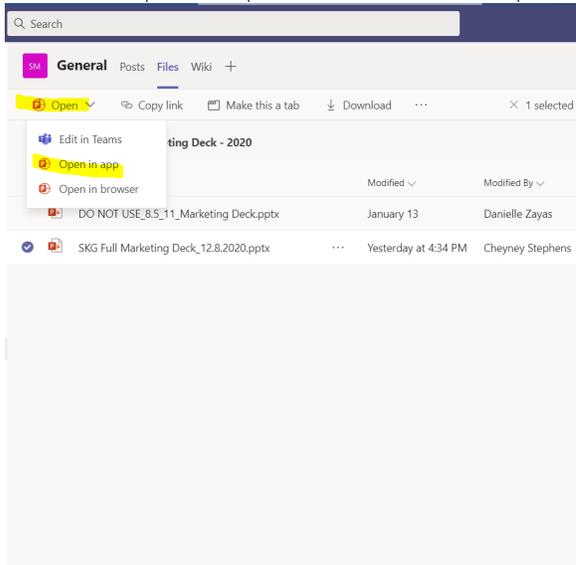
3. Once you have clicked "Open in App," the PowerPoint Desktop App will open.
   a. Notice that this app has an orange bar across the top. This will indicate that you are now using the PowerPoint Desktop App.
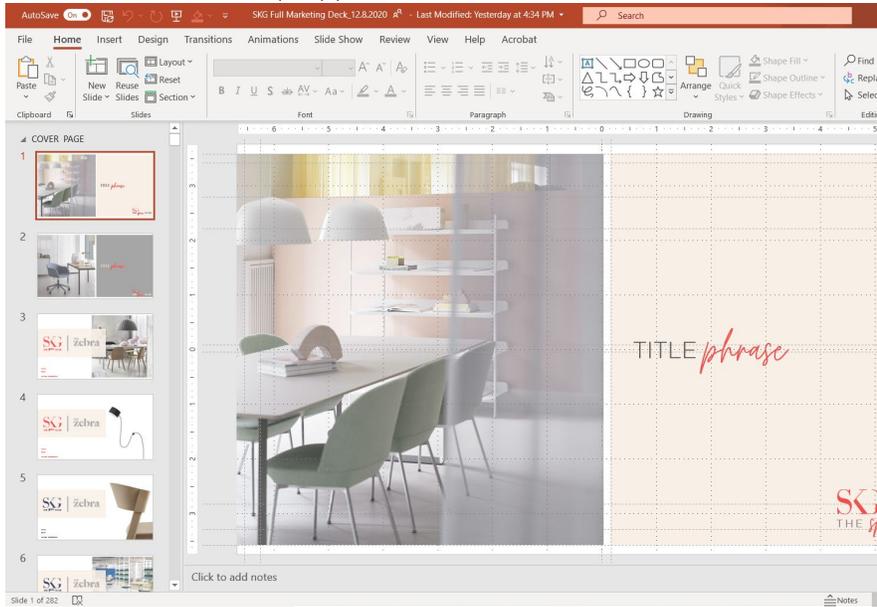
4. If the PowerPoint Desktop App does not automatically open, please check your tool bar for a new PowerPoint Window. Click the PowerPoint icon to open the PowerPoint Desktop App which will open the PowerPoint file you wish to edit.

   a.
5. From this Desktop App, you can make successfully edit the correct document with live changes being reflected to your team. All changes made within the PowerPoint Desktop App will automatically save.
6. Once you have finished editing the PowerPoint document, close the PowerPoint Desktop App.

<u>DO NOT EDIT POWERPOINT FILES THROUGH THE TEAMS APP. THIS WILL CAUSE ERRORS IN FORMATTING TO THE ACTUAL POWERPOINT FILE. BECAUSE CHANGES ARE SAVED LIVE, ERRORS IN FORMATTING MAY NOT BE EASILY REPAIRABLE.</u>

Who to Contact:

In Case of IT Emergency:
- Erik Powell: 608-695-6120
- John Trump: 281-773-5324

General Emergencies/Info: Director/Manager/Supervisor