

How to complete and turn-in a Fillable PDF in Microsoft Teams (using Google Chrome Browser)

- Click the 3 dots after the file name and select download.
- The file will appear at the bottom of the screen
- Click the up arrow and select open
- Complete the form
- When finished, choose the print icon in the upper right-hand corner
- Change the destination to save as pdf and click save
- Save it to either your documents folder or your desktop
- Go back to the assignment in teams
- Click on + Add work
- Click on the button Upload from this device at the bottom
- Find the document you want to turn in in either the documents folder or the desktop
- Click Open and then Done
- Click the turn in button at the top

How to complete and turn-in a Fillable PDF in Microsoft Teams (using Microsoft Edge Browser)

- Click the 3 dots after the file name and select download.
- A message will appear at the bottom of the screen that says What do you want to do with... Choose Open
- Complete the form
- When finished, choose the save as icon in the upper right corner. It looks like a disc with a pencil.
- Save it to either your documents folder or your desktop
- Go back to the assignment in teams
- Click on + Add work
- Click on the button Upload from this device at the bottom
- Find the document you want to turn in in either the documents folder or the desktop
- Click Open and then Done
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