

How do I Open a Document in the App versus the Browser?

When you are in SharePoint on your desktop, you have two versions of the Microsoft apps you can use. There is a cloud-based version and there is a desktop app. You have been used to using the desktop app so you may want to continue.

When you double-click a document in a OneDrive folder it will automatically open the desktop app. If you have performed the “Sync” function, SharePoint will use PC based apps to open the requested file.

If you have not performed the “Sync” function, and you double-click a document in a SharePoint folder, it will automatically open the cloud-based app. If you would prefer to open a SharePoint document with the desktop app, you can do the following:

Select the document and right click on the “Action List”. Select Open and then either “Open in Browser” or “Open in app”. That will open the selected document in the selected application.

Documents > Condos > Carriage South Condos > Letters

