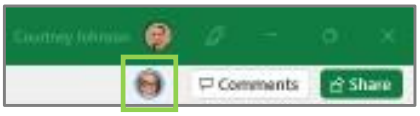
File Collaboration

Work with others on the same file (Word, PowerPoint, Excel) at the same time. Say goodbye to the check in/check out process with true, simultaneous co-authoring.

- Co-authoring is available for documents stored in Teams, OneDrive, or SharePoint.
- In OneDrive, all co-authors **must have permission** to access and edit the documents.

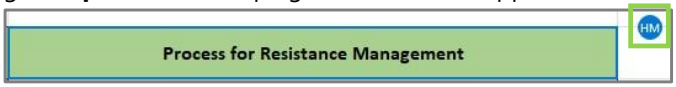
Navigate to, and open the document you are going to be working in. Begin editing!

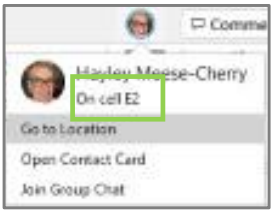
The number of users currently working within the document will appear in the upper right corner of the application.



In each document type, there will be indicators of where the other user is within the document.

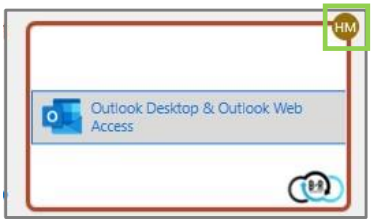
- **Excel**: Within the Workbook, you will see a **circle with their initials**, indicating of where the other user is. You can also see where they are by clicking their **photo** in the top right corner of the application.

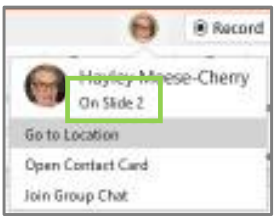




- **Word**: Within your document, there will be a **line with the user's initials/name**. You can also click on their**photo** in the top right corner to see where they are.

- **PowerPoint**: Within your PowerPoint presentation, you will see a **circle with the user's initials/name** on the slide they are current on. Clicking their **photo** in the top right will also show you their location.





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