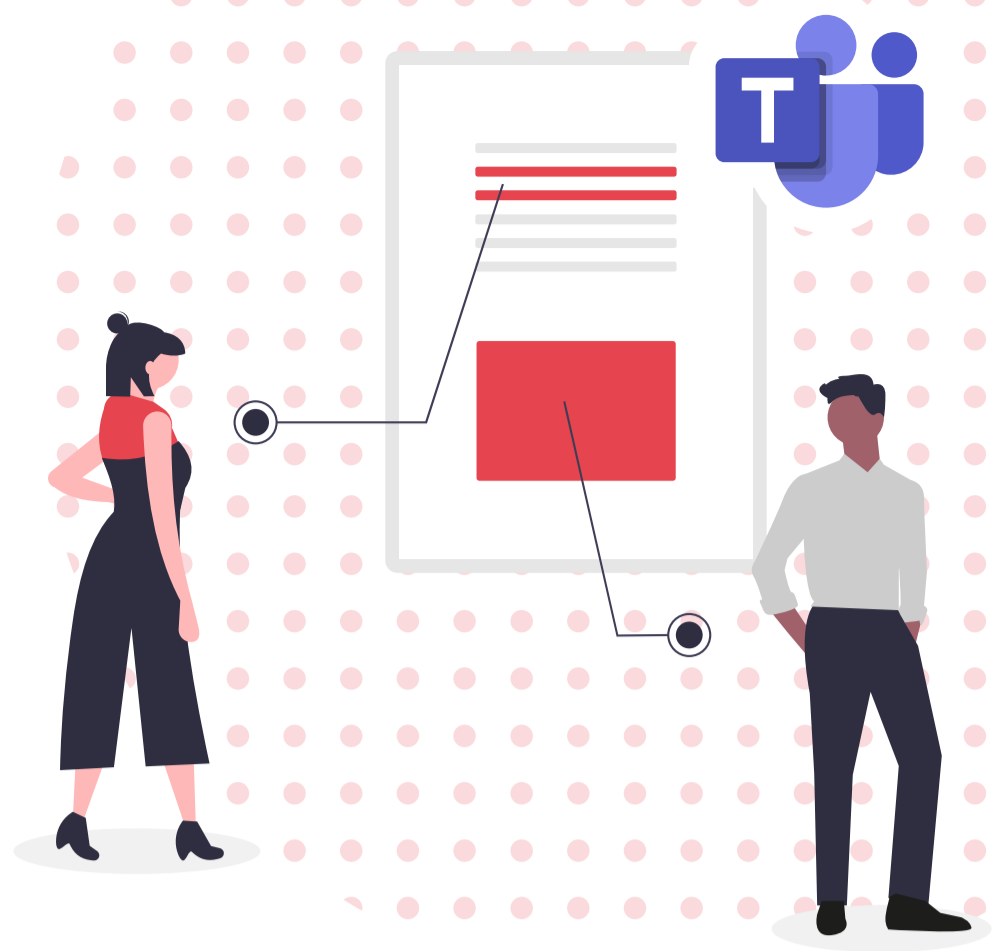


# CO-EDITING AND FILE VERSIONING



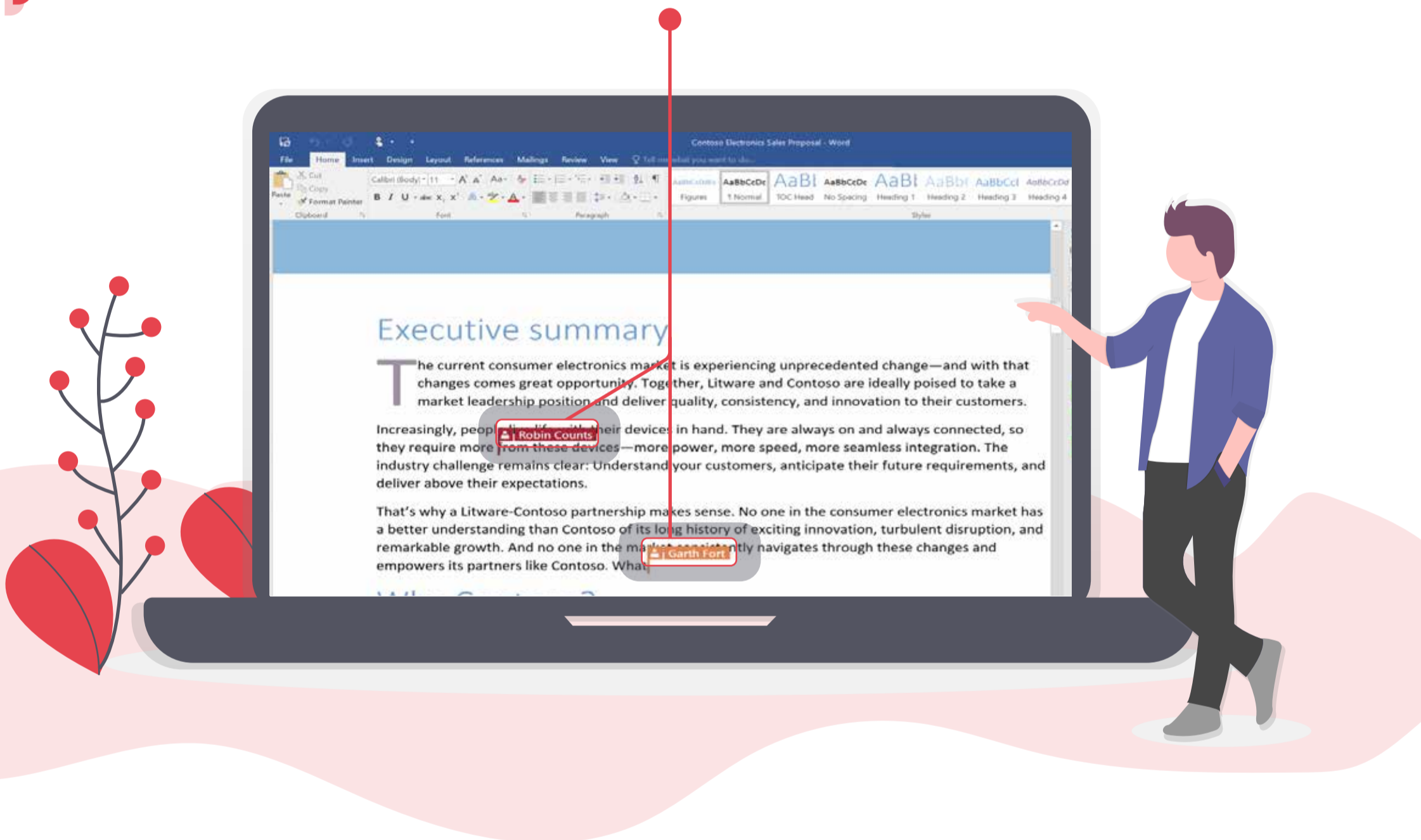
## How to collaborate with co-authoring

If anyone else is working on the document, you'll see their presence and the changes they're making.

We call this **co-authoring**, or **co-editing** collaboration.

If you'd rather work in the app from your PC, select "Open in Desktop App", near the top of the window.

You will not need to save your work while real-time co-authoring a document. The application you are using will automatically save it for you.



## Version history

- To see the previous version history on Teams, click on File, then on Info, then on Version history.
- To see the previous version history from the Desktop app, click on the small arrow next to your file name, on the top menu bar. Click browse version history.
- Little tip: when possible, edit a file on PowerPoint/Excel/Word in their browser version.

