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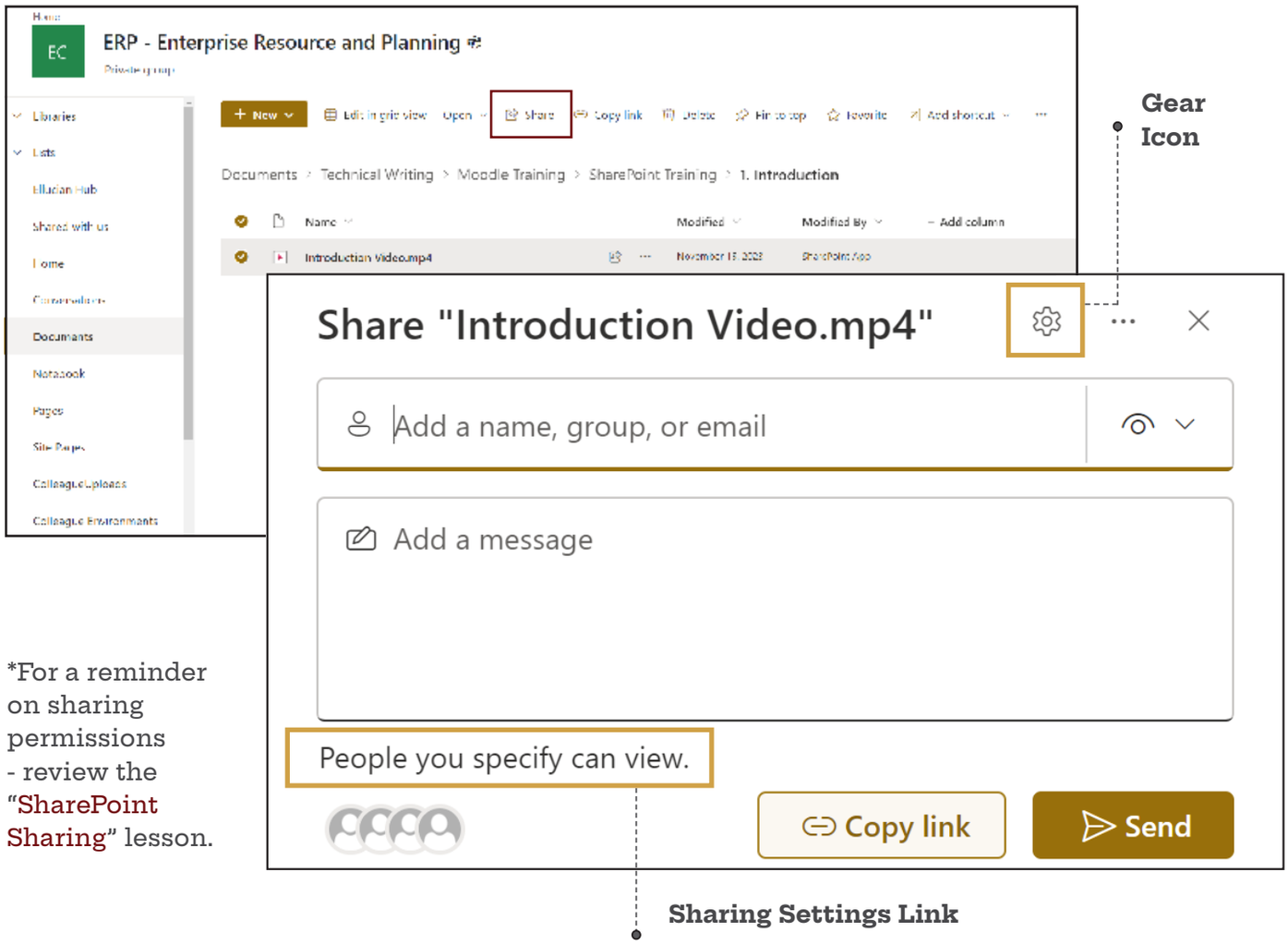
SharePoint Tools - Co-Authoring

The co-author tool allows you and your team to work together on Word documents, Excel spreadsheets, or PowerPoint presentations on your team's SharePoint site! When everyone is working at the same time, this is called "Co-authoring".

Send the Document:

To collaborate on a Word document with real-time co-authoring:

- Upload the file you want to collaborate on to your team's SharePoint site. Then select the "Share" button.
- Next, select the gear icon in the upper right-hand corner of the window, or the Sharing Settings link to open the link settings.
- Select an option for who you want to give access to, then select the "Apply" button.
- In the Name, group or email field, enter the email addresses or contact names of people you want to share with, then select the "Send" button or the "Copy link" button to send the link to the user manually.



*For a reminder on sharing permissions - review the "SharePoint Sharing" lesson.

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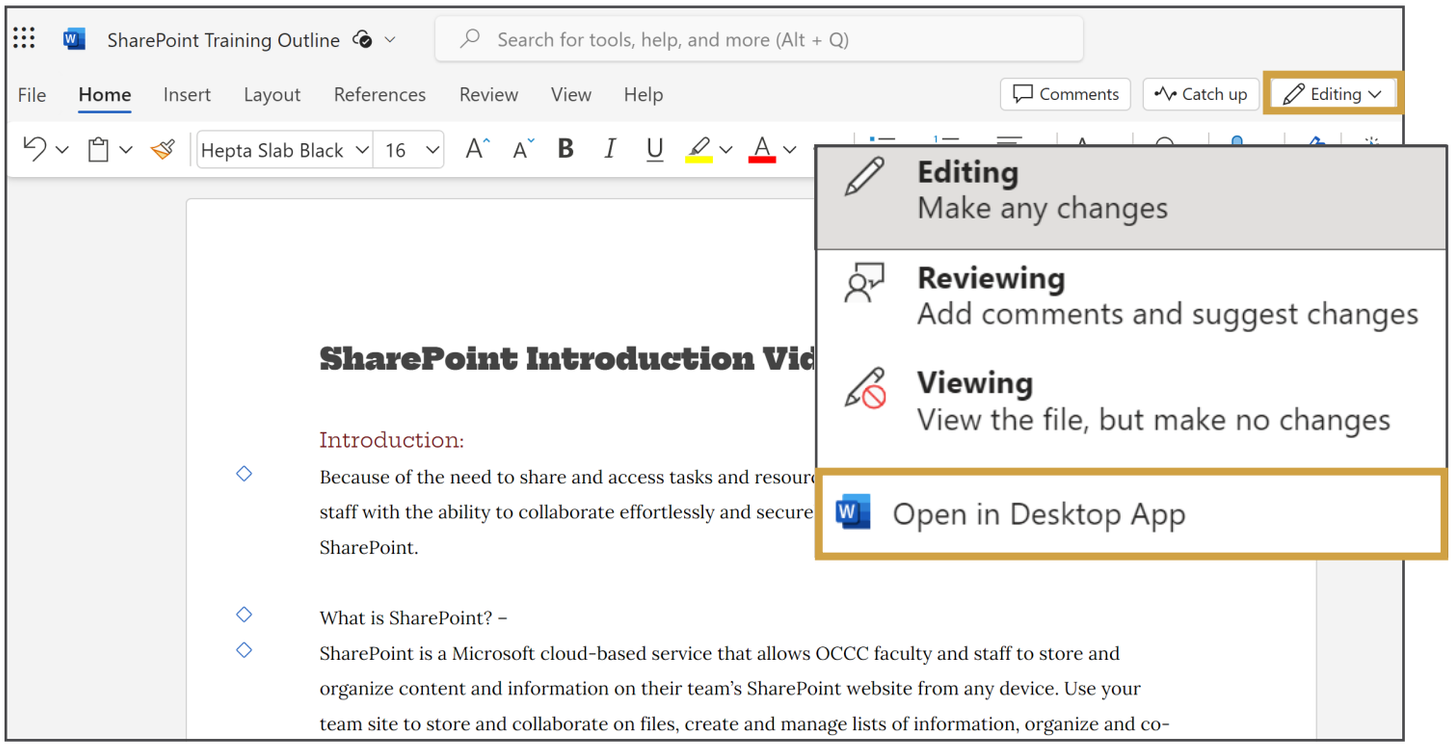
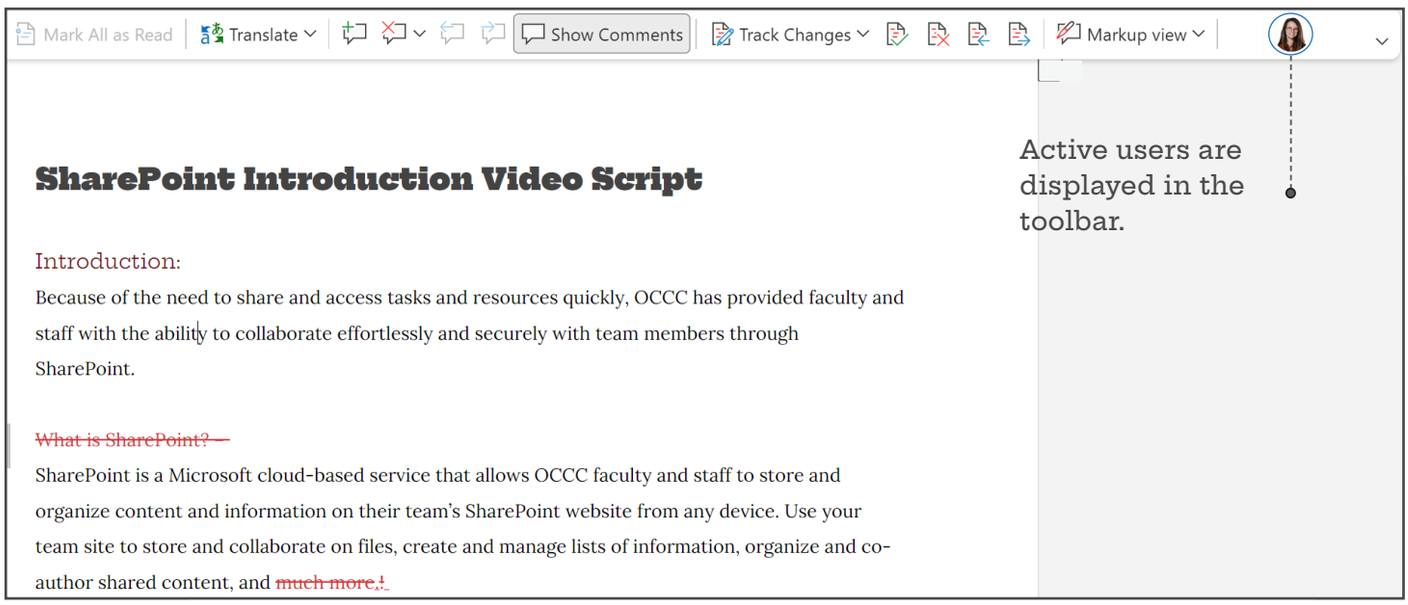
Using the Co-Author Tool:

Once you or a member of your team receive an invite to co-author a document, it will open in the browser version of Word or in Microsoft Teams. You can switch to the Word app by selecting the "Editing" button – then selecting "Open in Desktop App".



If anyone else is working on the document, you'll see their presence and the changes they're making in real time. To make changes of your own, simply select the document and begin typing! All changes are autosaved.



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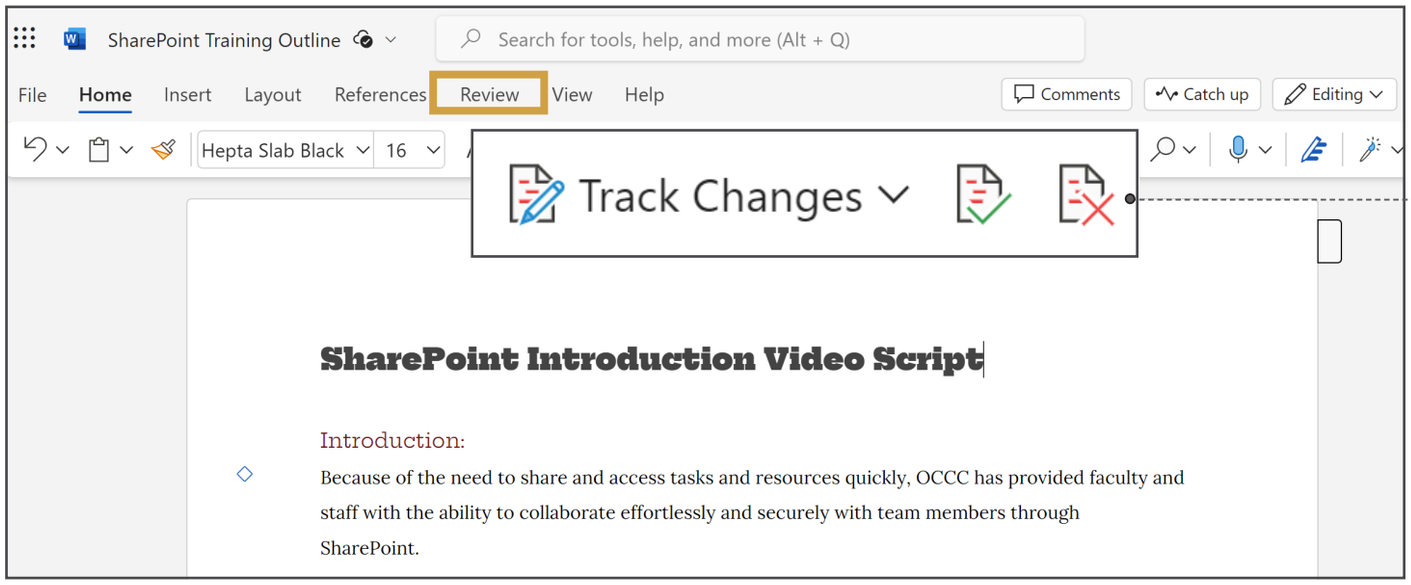
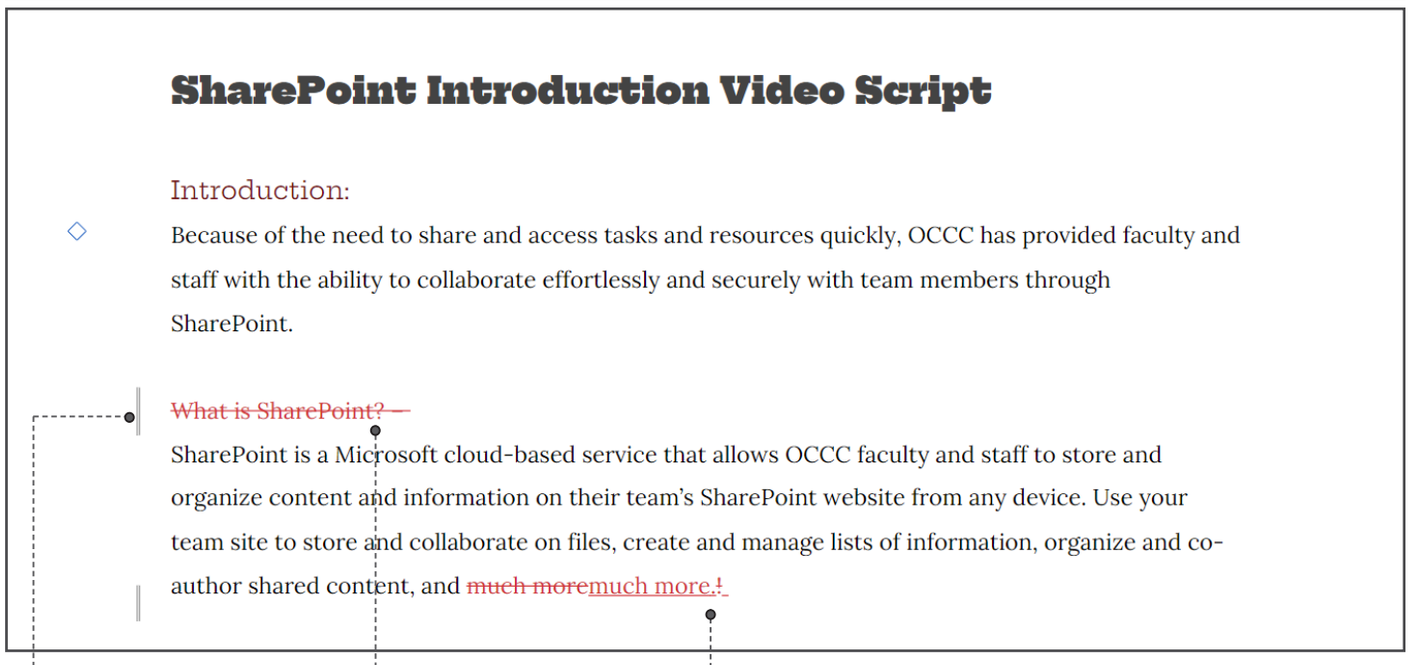
Track Changes:

If you want to see all changes made to the document, then you can utilize the "track changes" feature. To turn on:

- Select the "Review" tab, then select the "Track Changes" option.





Changes are highlighted

Deletions are crossed out

Additions are underlined.

- Markings can be removed by accepting or rejecting the changes located in the upper toolbar.

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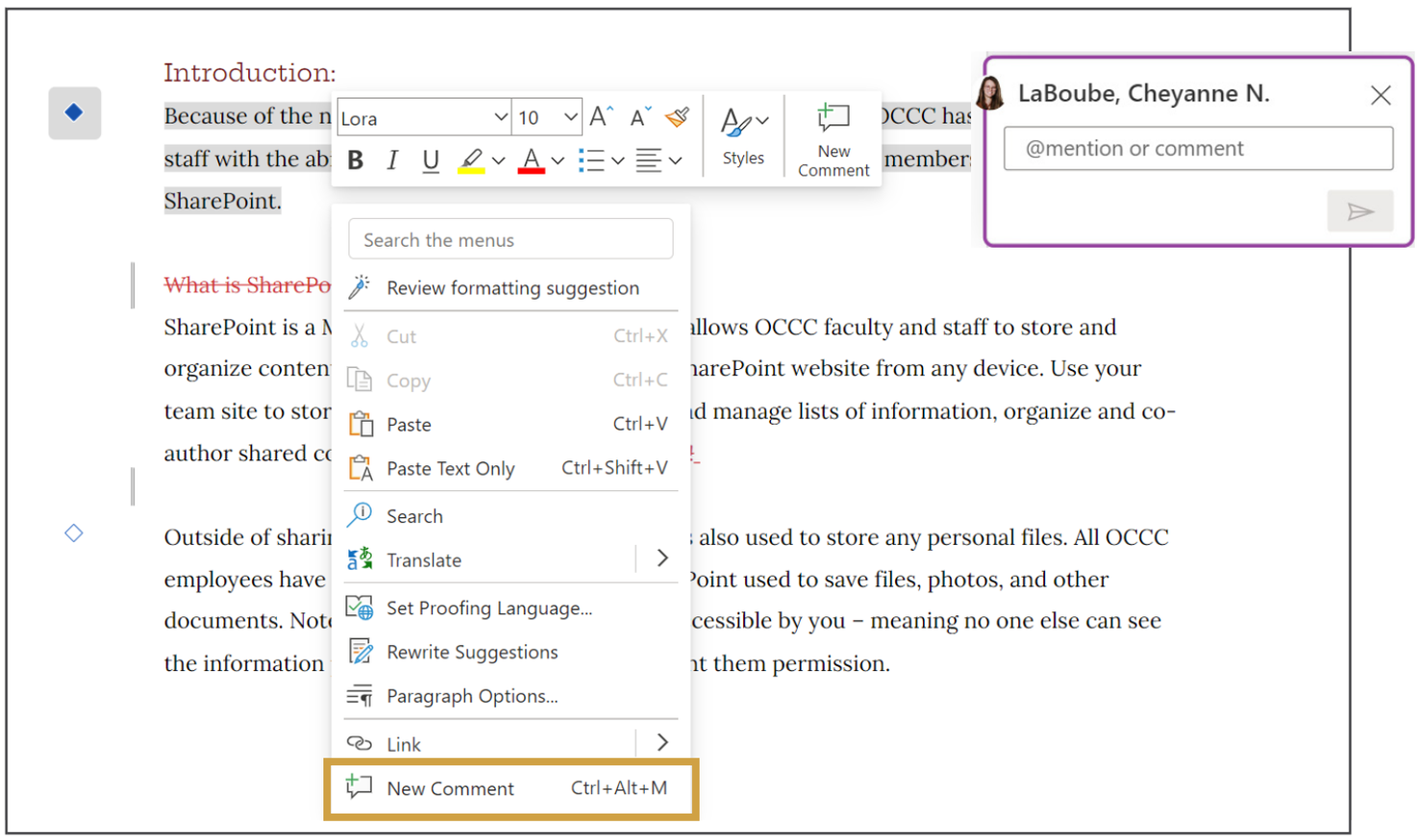
Comments:

To insert comments to give feedback or ask questions:

- Right-click where on the document you want to make a comment, select the "New Comment" option, then enter your comment on the right-hand side of the page.



Note that you can press the "@" (at mention) symbol and enter a collaborator's name to draw their attention to your comment.