

# Co-Edit Files

Files within Channels can be co-edited by several people at the same time.

## Quick Reference Guide

Files can be opened and edited from the Files tab within a Channel or from a Post if the file was sent as an attachment.

### Open and Edit in Files

There are three options to choose from when a file is opened from the Files tab.

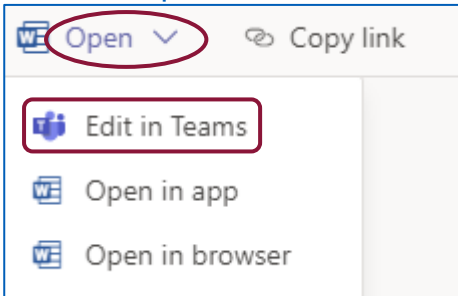
- **Edit in Teams** – opens the file within Teams so it can be co-edited by members.
- **Open in Browser** - opens the file in Word Online so it can be co-edited by members.
- **Open in App** - opens the file in Word and can be co-edited.

- Check the **button** next to the file name.

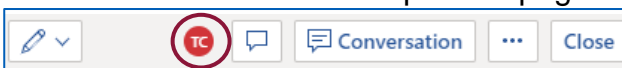


### Edit in Teams

- Click **Open** → **Edit in Teams**.

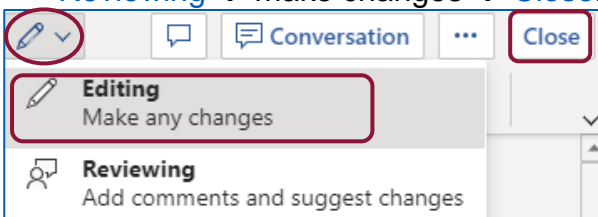


The file will open and can be co-edited with several people. Co-editors' initials will be shown in the ribbon at the top of the page.



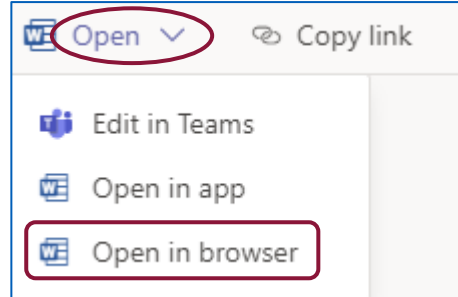
To review the file or add comments

- Click the **Pencil icon** → **Editing** or **Reviewing** → make changes → **Close**.



### Open in Browser

- Click **Open** → **Open in browser**.

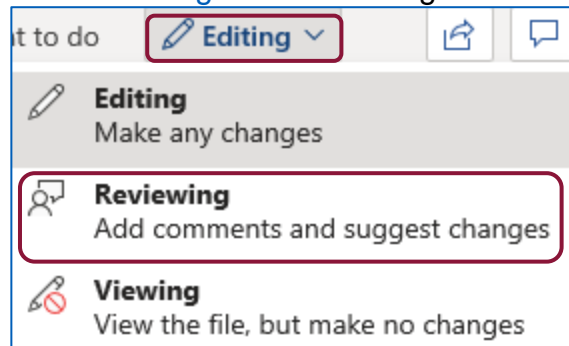


The file will open and can be co-edited with several people. Co-editors' initials will be shown in the ribbon at the top of the page.



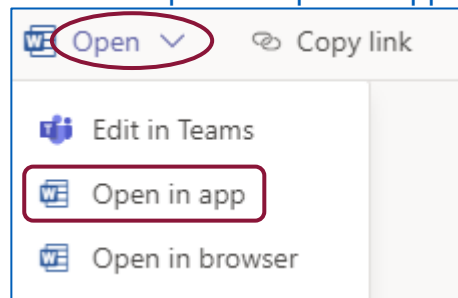
To review the file or add comments.

- Click the **Pencil icon** → **Editing** or **Reviewing** → make changes → **Close**.



### Open in App

- Click **Open** → **Open in app**.

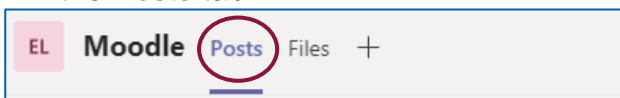


This option will open the file in Word and it can be edited as normal.

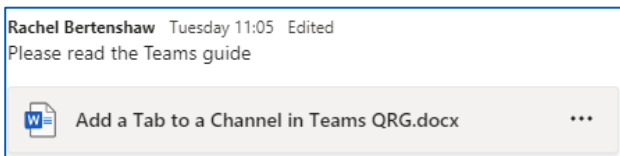
### Open and Edit in Posts

There are three options to choose from when a file is opened from the Files tab.

- **Edit in Teams** – opens the file within Teams so it can be co-edited by members.
  - **Open in Browser** - opens the file in Word Online so it can be co-edited by members.
  - **Open in Desktop App** - opens the file in Word and can be co-edited.
- Select the appropriate **Channel** → click the **Posts** tab

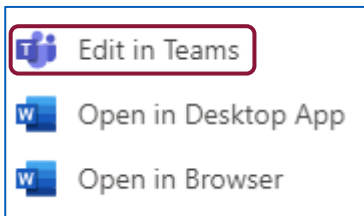


- Go to the **Post** → Click the **3 dots** on the file attachment.

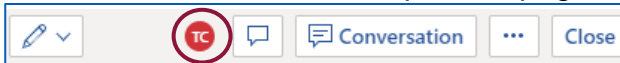


### Edit in Teams

- Click **Edit in Teams**.

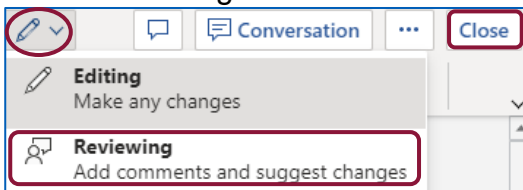


The file will open and can be co-edited with several people. Co-editors' initials will be shown in the ribbon at the top of the page.



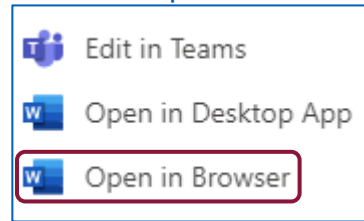
To review the file or add comments

- Click the **Pencil icon** → **Reviewing** → make changes → **Close**.



### Open in Browser

- Click **Open in Browser**.

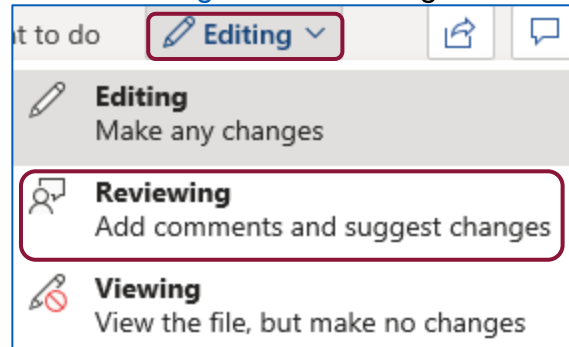


The file will open Word Online in an internet browser which can be co-edited with several people. Co-editors' initials show in the ribbon at the top of the page.



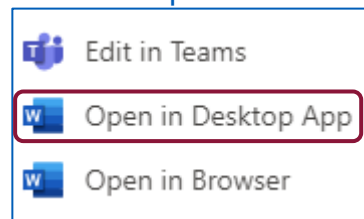
To review the file or add comments

- Click the **Pencil icon** → **Editing** or **Reviewing** → make changes → **Close**.

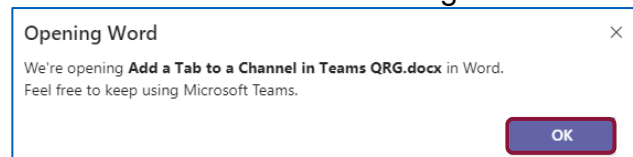


### Open in Desktop App

- Click **Open in Desktop App**.



- Click **OK** to close the dialogue box.



This option will open the file in Word and it can be edited as normal.

To book training or speak to a trainer, please get in touch via:  
e [training@imerseyside.nhs.uk](mailto:training@imerseyside.nhs.uk)