

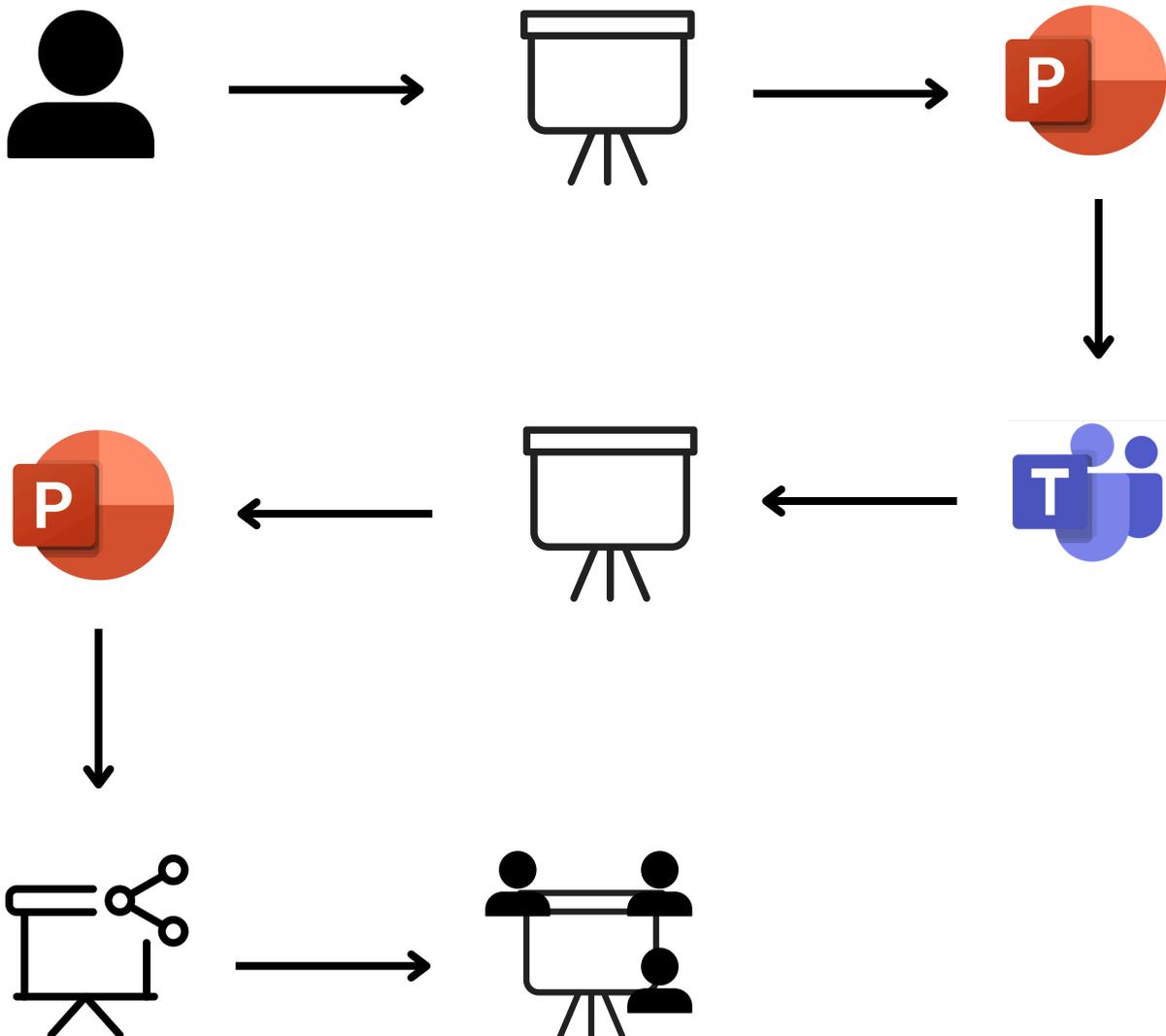


## File Management & Collaboration

# Co-authoring a Presentation

**Workflow:** Use this workflow when more than one person needs to work on the same PowerPoint file at the same time.

### Start



### Finish



## File Management & Collaboration

# Co-authoring a Presentation

- 1 Save the **PowerPoint** file to **Teams**.



 This ensures everyone can access the same version of the file online.

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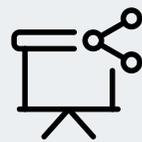
- 2 Open the presentation in PowerPoint Online.



 Working in the **browser** allows real-time collaboration with no need for downloads.

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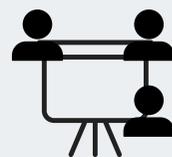
- 3 Invite others to **edit** with you.



 Click "**Share**" and choose "**Can edit**" to collaborate live.

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- 4 Edit **together** and you will see live cursors and changes.



 You'll see your collaborators' **names** as they work on the same slide deck.