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# WORK ON A FILE TOGETHER ON MICROSOFT TEAMS

Microsoft Teams

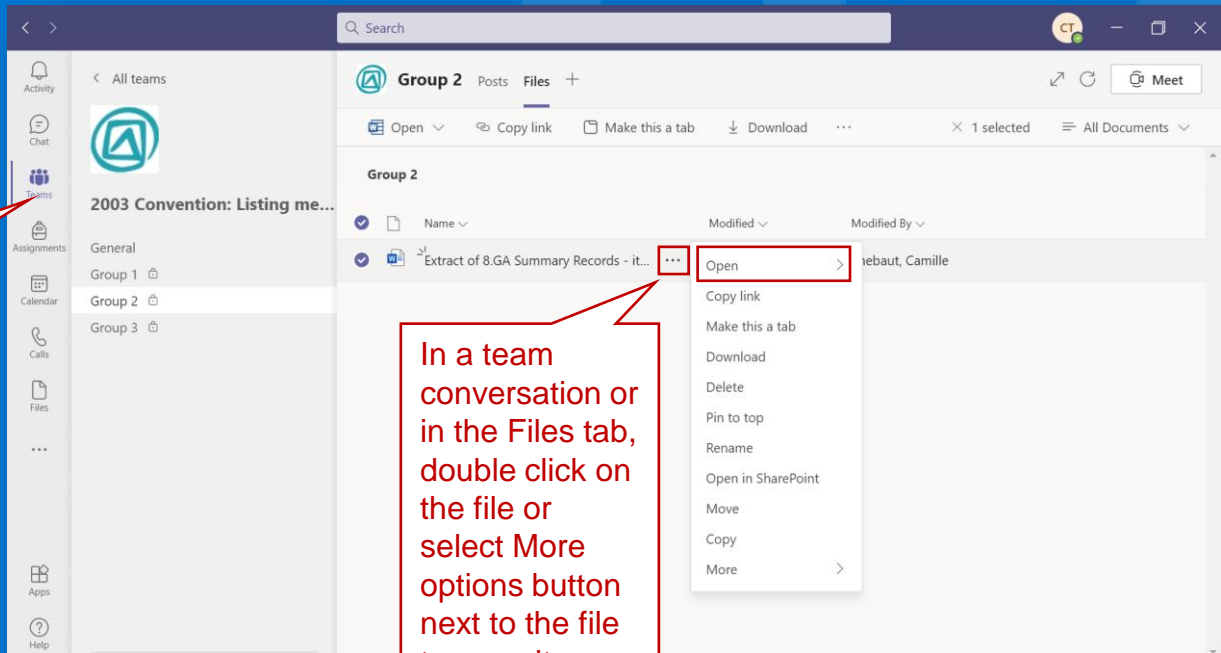
## Work on a file together



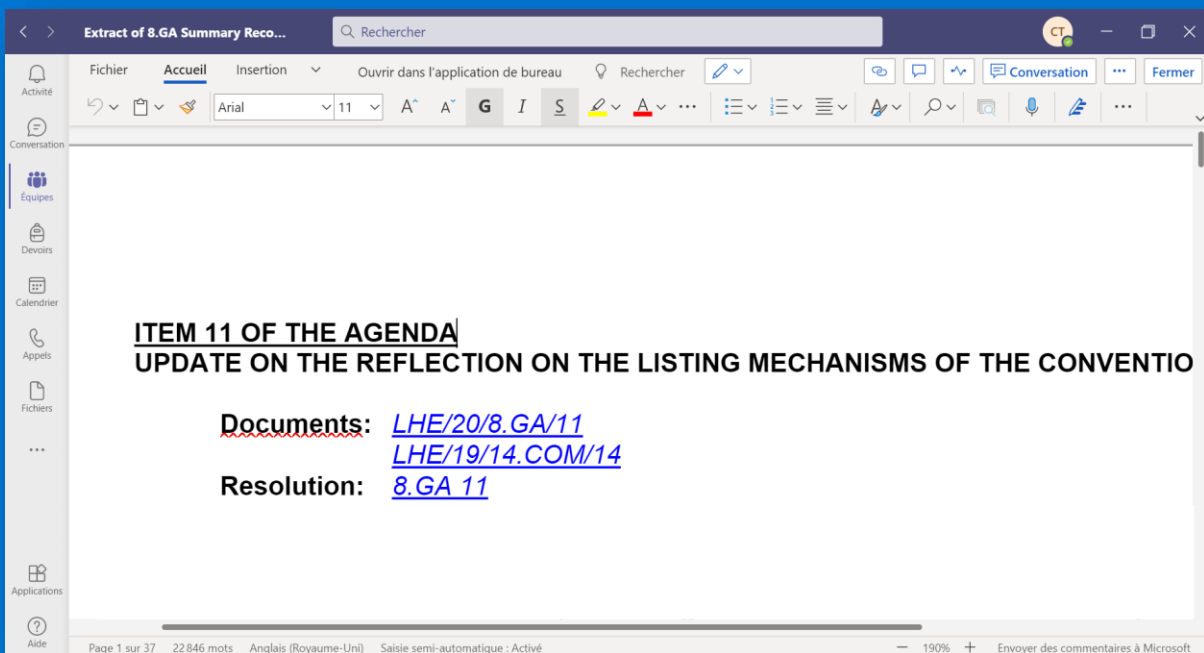


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Working in Microsoft Teams lets you work on files together at the same time.



You can choose to edit the file in Teams, on your desktop, or in your browser. Please choose to Edit the file in Teams.

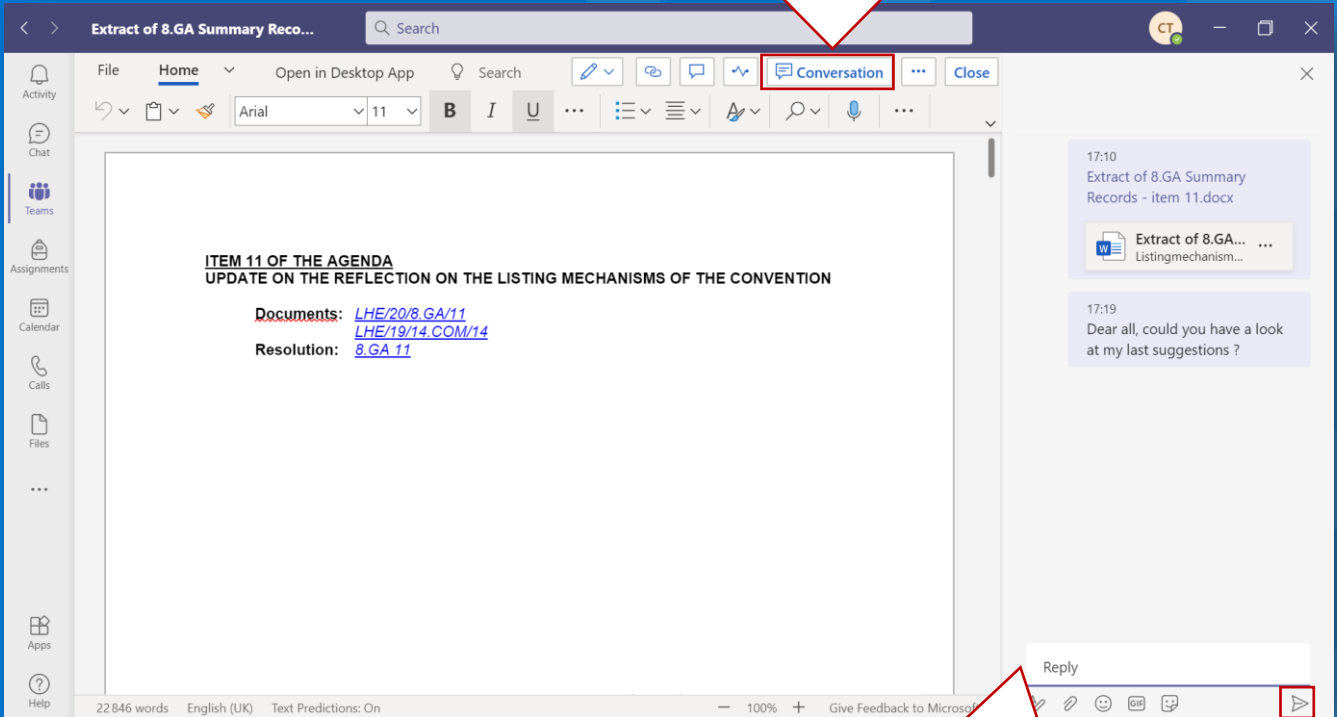




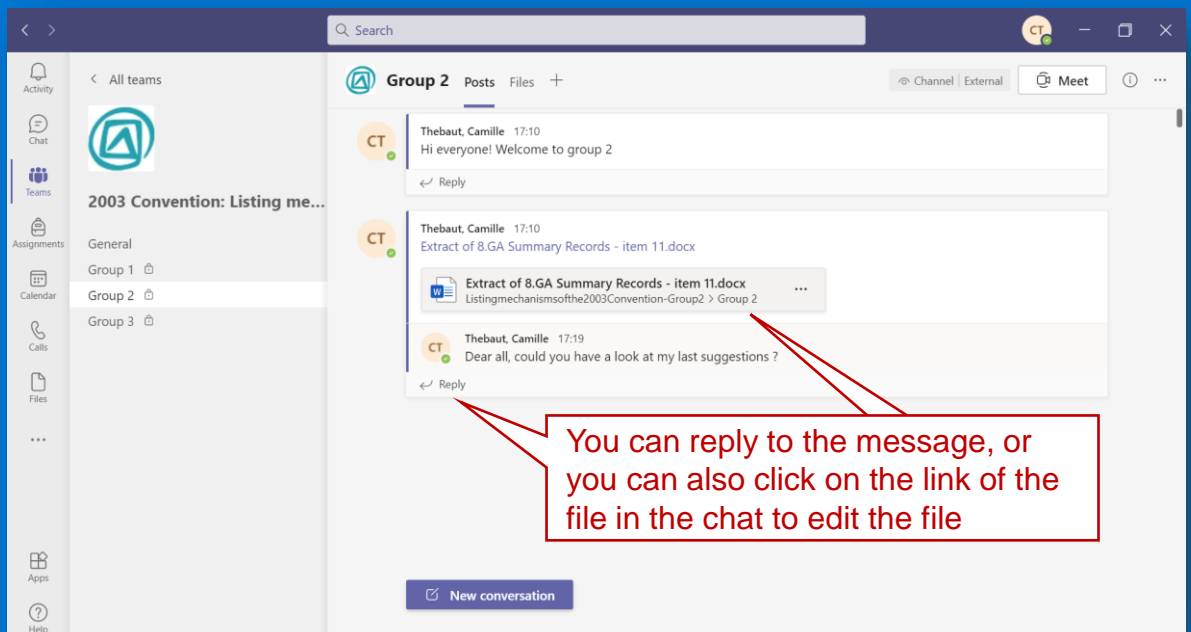
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Messages about the document stay with it and will show up in your team conversations.

Select Start conversation to add a message about the file.



Type your message or @mention someone and select Send.



You can reply to the message, or you can also click on the link of the file in the chat to edit the file





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# How to upload a new file/folder on your virtual workspace

