

How To Share Editable Files In Microsoft Teams Chat

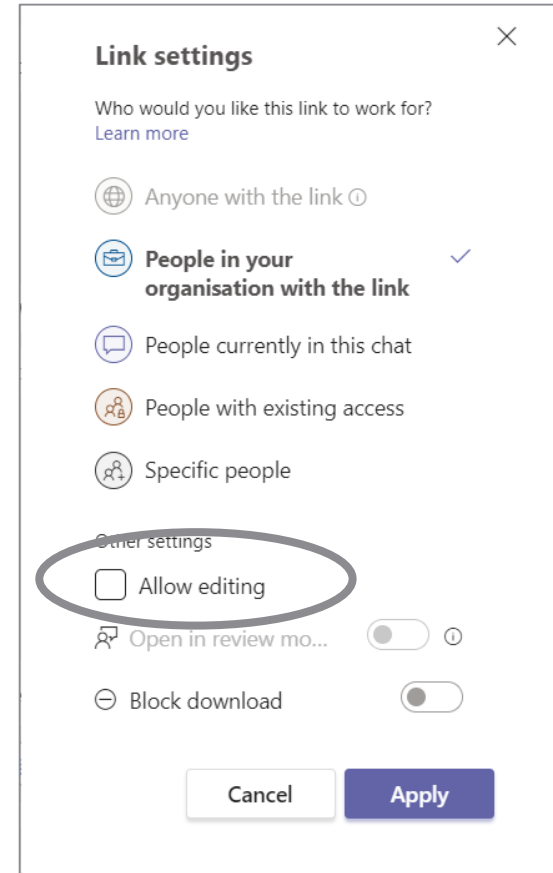
Microsoft have recently released an update where when a document is shared in Microsoft Teams Chat it defaults to a read-only file. Now when sharing documents to work together please follow the steps below.



- ❖ Simply attach the file you are trying to share into the chat with whom you want to share it to.
- ❖ When the file is uploaded it will look something like the below



- ❖ As you can see the file is uploaded but you can see writing below the title of your document
- ❖ Click on the little down arrow next to the text, this will now show you the following options



- ❖ You need to ensure that “Allow editing” is ticked
- ❖ Once ticked click Apply
- ❖ Send your document

Your document will now send and you along with the colleague you have shared it with will be able to edit in Microsoft Teams and the desktop version.