

TIPS FOR CO-EDITION

Restricted Use of Commands

Because Office Apps automatically saves everyone's changes, the *Undo and Redo commands* might not work the way you expect. Additionally, you may not be able to work on the same elements at the same time (e.g., edit the same text box on a slide).

Tag your team member

Do not hesitate to insert **comment(s)** and use the **mentions function**, by typing '@' along with the name of the co-authors. They will be notified automatically through e-mail and you will get this person's attention.



Hence, Consider **coordinating** with your colleagues if you are working on the same file to **avoid confusing changes!**

