

7 Ways to work together in PowerPoint



Edit with other people

Share a presentation with others so you can work on it together.



How-to steps and video: aka.ms/powerpointsharehelp



See who's working

Presence indicators show who's working in the file.

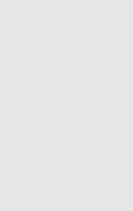


How-to steps and video: aka.ms/powerpointpresencehelp



See what's changed

Coloring in the thumbnail pane and on slides indicates what's been updated since you last looked.

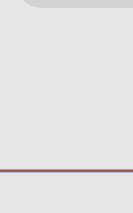


How-to steps and video: aka.ms/powerpointrevisionshelp



Give and receive ideas

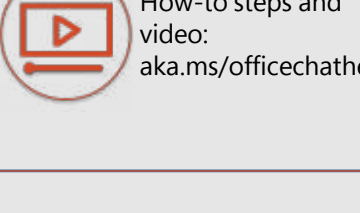
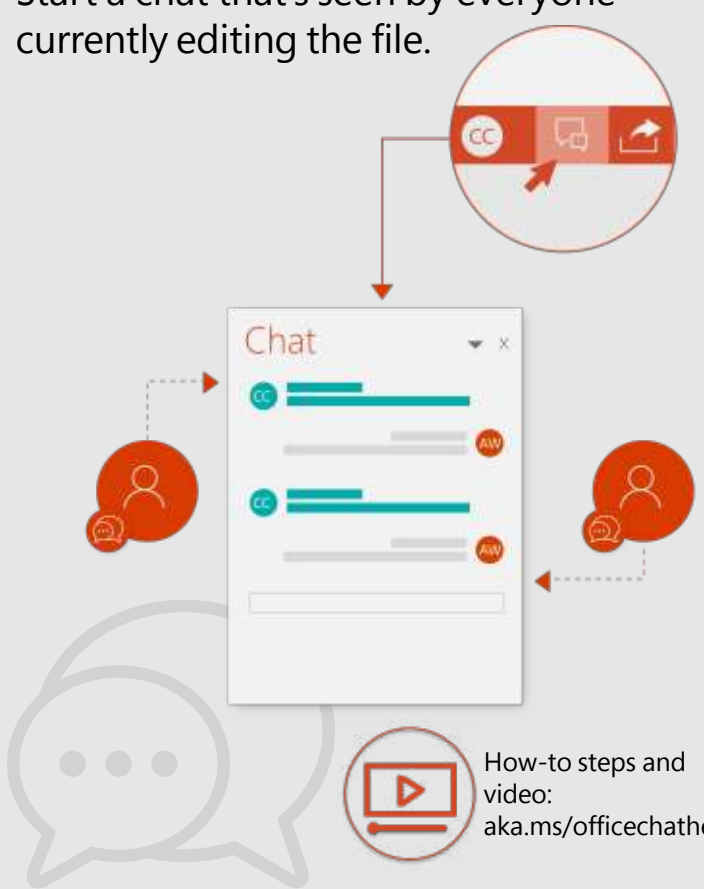
Add notes for others, or see what they've written.



How-to steps and video: aka.ms/powerpointcommentshelp

Chat instantly with others

Want to discuss it right now? Start a chat that's seen by everyone currently editing the file.



How-to steps and video: aka.ms/officechathelp

Give vivid feedback

Ink for emphasis! Some things are just easier to draw or scribble.



How-to steps and video: aka.ms/officeinkhelp

EDIT

SCRIBBLE

DRAW



See previous versions

When you're collaborating with others, sometimes you want to see what the file looked like before someone changed it.



How-to steps and video: aka.ms/powerpointhistoryhelp



You can restore a prior version, save it separately, or copy content from it

Work from anywhere, on any device

Away from your desk? Make quick changes on your phone or tablet.



How-to steps and video: aka.ms/officeappsmobilehelp

See more tips, videos, help, and training

Visit aka.ms/PowerPointHelp

These experiences are available in PowerPoint in Office 365.