Getting started with documents

Graham Smith - 2025-06-03 - Documents

You can upload any file as a document and share it in your workspace.

It gives your members consistent access to the most up-to-date information in a single location.

It's like having a shared network folder but so much more, as your members can reach it securely from anywhere.

Kahootz offers many more features than simple file sharing:

- Version control
- Document locking
- Direct editing of Microsoft Office documents via Online
- Direct editing of Microsoft Office documents via Desktop
- Auto document preview for MS Office, PDF and text documents
- Ability to discuss the document - see comments.
- Assigning and tracking tasks on the document - see Tasks and Related Items.
- Special features for gathering feedback and requesting sign-off for documents - see Document review and approval.

Related Content

- Direct "View/Edit" for Documents via Microsoft 365 Online
- Document Review and Approval Process
- Document Locking
- Document management
- Direct "View/Edit" for Documents via Microsoft Office Desktop
- Getting started with structured documents
- Adding or Editing a Document