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](#)