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Getting started with documents

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You can upload any type of 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](#)
- 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

- [Adding or Editing a Document](#)
- [Getting started with structured documents](#)
- [Direct "Edit In Office" for Documents](#)
- [Document management](#)
- [Document Locking](#)
- [Document Review and Approval Process](#)
- [How-To use Microsoft Office 365 via Kahootz](#)