

Guide for Microsoft Co-authoring

Platforms supported

Windows	Mac	iOS and Android	Web
Windows 10/11 are supported. However, for now, users should not be on the MSIX (store version) of Dropbox desktop app.	Minimum OS version will be 12.5, which supports FileProvider and users must have FileProvider for co-authoring.	iOS and Android Versions that support the Dropbox and Office 365 apps.	Co-authoring sessions on web will continue to work with other web users AND support joining co-authoring sessions with other platforms.

Requirements

Office 365 Business licence is required.

Perpetual licences (e.g., Office 2016, 2019 etc.) not supported.

- **For Business:** M365 Business Standard, M365 Business Premium and M365 Apps for Business
- **For Enterprise:** M365/O365 E3 & E5, M365 Apps for Enterprises, M365/O365 G3 & G5

Customers on Dropbox Standard, Advanced, Business, Business Plus and Enterprise must have Office version 2311 or higher. Please upgrade your Office to the latest version via this [article](#).

Files supported

Files above 500 MB are not supported.

If a user tries to open a file larger than this limit, it will open in “offline” mode.

Noteworthy considerations

For Mac users to open files directly from Finder, they must upgrade to [FileProvider](#) for Dropbox. If there are issues opening files directly from **File Explorer or Finder**, please try opening files inside **Office 365 apps** to start co-authoring.

If you're collaborating with external partners (or anyone without co-authoring), they need to have co-authoring enabled to edit on web. If not, they'll be able to open a “view-only” copy.

Make sure the AutoSave toggle is on, which should be by default. If not, turn it on, define the location for AutoSave, exit and reopen the app.

Trying to open an online-only file from Finder or File Explorer? Make sure the sync engine is running so the file's data can be downloaded and opened locally.

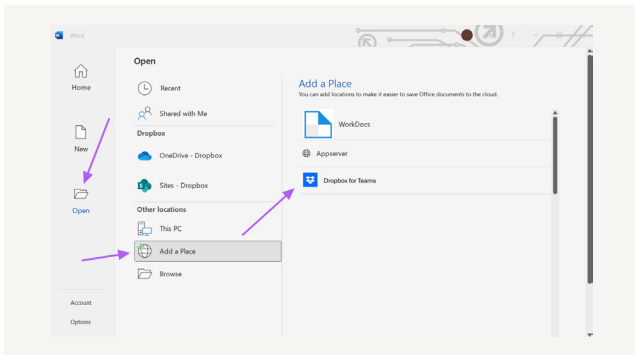
Please use our [Community forum](#) for more information, ask questions and share suggestions.

How to add Dropbox for Teams as a place in Microsoft Office

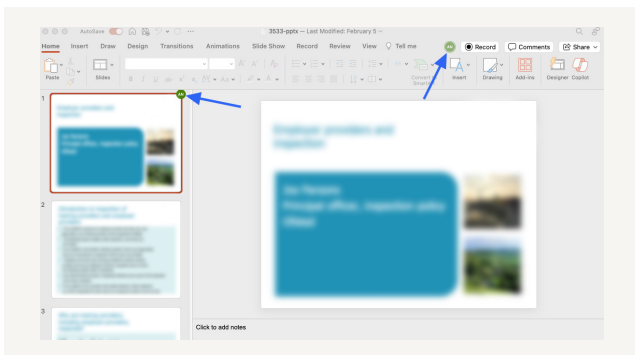
A “Place” in Microsoft Office is a location you can access directly from your Office apps, without using Windows File Explorer or MacOS Finder. Add Dropbox for Teams as a Place to open, share and save files using Dropbox from within Microsoft Word, Excel and PowerPoint.

Windows setup

1. Open any Word/Excel/PowerPoint file.
2. Go to File > Open pane > Then click “Add a Place” > Find “Dropbox for Teams” on list. Sign in with your normal Dropbox account.

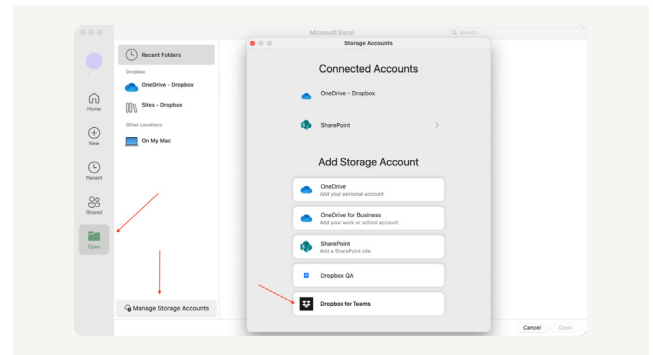


3. Now users will be able to open files from Word/Excel/PowerPoint app. Windows Users can also open files directly from Windows File Explorer.
4. When opening a file, make sure “Auto-Save” on the top-left is toggled on. That’s how users will know the file is ready to be co-authored.
5. If someone else joins the session, users will see their icon pop up and should begin to see their updates come in live.



MacOS setup

1. Open any Word/Excel/PowerPoint file.
2. Go to File > Open pane > “Manage Storage Accounts” > Find “Dropbox for Teams” on list. Sign in with your normal Dropbox account.



3. Now users will be able to open files from Word/Excel/PowerPoint. **In order for Mac users to open files directly from Finder, they must upgrade to [FileProvider for Dropbox](#).**
4. When opening a file, make sure “Auto-Save” on the top-left is toggled on. That’s how users will know the file is ready to be co-authored.
5. If someone else joins the session, users will see their icon pop up and should begin to see their updates come in live.

