

# Creating and Using a Shared Workbook in Excel

Article Number: 874 | Rating: 1/5 from 1 votes | Last Updated: Wed, Feb 16, 2022 at 10:54 AM

2018



---

## Creating and Using a Shared Workbook in Excel

For users who need to be able to access the same workbook as another user simultaneously, a function exists within Excel known as a Shared Workbook. Microsoft has provided step by step instructions to access and utilize this function at the following address:

<https://support.office.com/en-us/article/Use-a-shared-workbook-to-collaborate-79bd9dee-1aa3-49b5-bc27-a1ad28ffcbee>

If you have any further questions or encounter difficulty, please contact the Help Desk at 215-641-6495, <https://support.mc3.edu> , or [helpdesk@mc3.edu](mailto:helpdesk@mc3.edu) .

Posted - Tue, Feb 16, 2016 at 6:58 PM. This article has been viewed 7081 times.

Online URL:

<https://kb.mc3.edu/article/creating-and-using-a-shared-workbook-in-excel-874.html>