Require Check Out

The check out feature is enabled through Library Settings.

When a user checks out a file, no one else can edit the file until it is checked back in. This prevents conflicting changes by multiple users. Users can also see what files are checked out and to whom, and can add comments describing their changes.

1. Navigate to the library.
2. On the ribbon, click the **LIBRARY** tab. In the **Settings** group, click **Library Settings**.

3. On the **Settings** page under **General Settings**, click **Versioning Settings**.

4. In the **Require Check Out** section, click **Yes** for **Require documents to be checked out before they can be edited?** and click **OK** to save the change.
