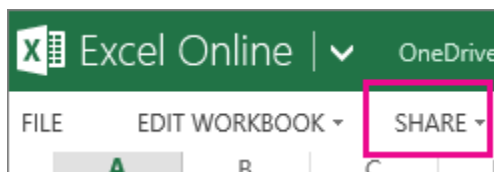


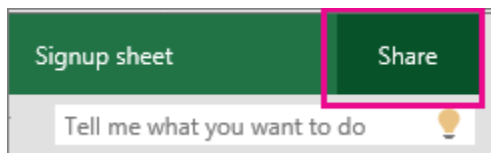
Work together on Office documents in OneDrive

With Office Online it's easy to work with others because you can send links to documents instead of sending file attachments. That saves on e-mail storage and prevents you from having to reconcile multiple versions of the same document.

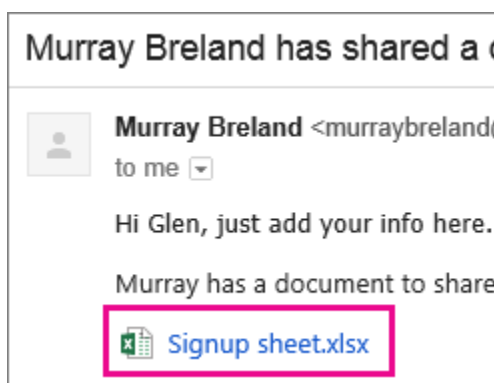
To send a link, click **Share** at the top of the Office Online program window, either while you're viewing:



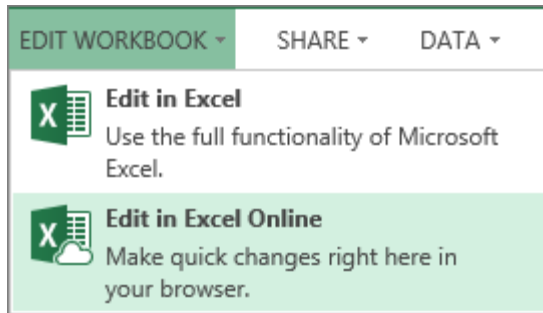
Or editing your document:



When your friends click the link you send via email, the document opens in their browser.



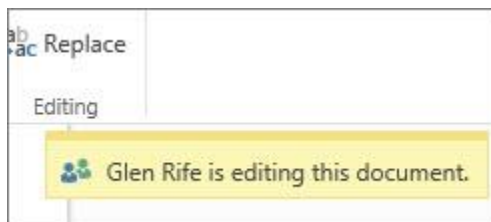
To edit, they click the command for editing in the Office Online program (If you send an email link, they'll need to sign in first).



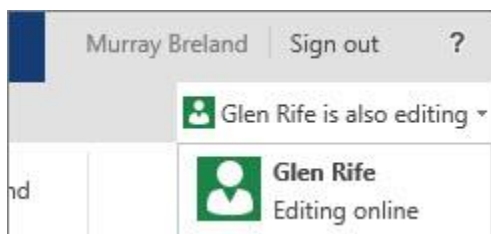
Work together on a document in Word Online

To work together in Word Online, you edit a document as you normally would, and if others are also editing it, Word Online alerts you to their presence, and shows you the paragraph they're working on. There's no special co-authoring mode and no command to begin working together at the same time.

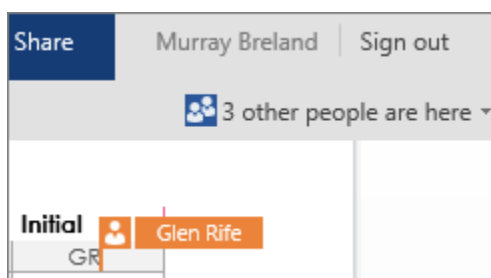
As authors come and go, Word Online notifies you briefly.



You can always see who is currently working in the document by clicking near the top of the window.



A colored indicator shows you where others are editing the document.

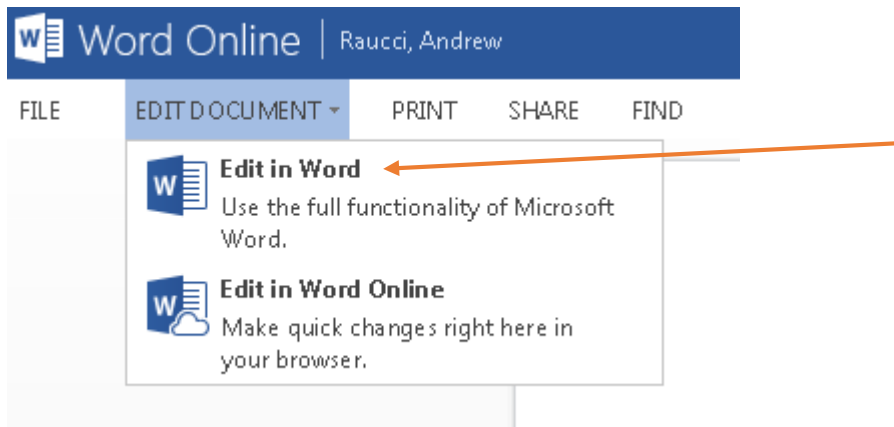


Opening the document in your desktop application (Word)

If you want to make changes that require features of the Word desktop application, click **Open in Word** and continue editing.



Or you may have this choice...



Please Note: Working in Word Online or Excel Online will allow you to work in your browser. If you desire to work in Word, the desktop application, you may select 'Edit in Word'. Simply put, this means you are downloading a local copy of the file to edit. You can only collaborate on a document while in the Online 365 program.