

# Collaborate on documents



## Work on documents simultaneously

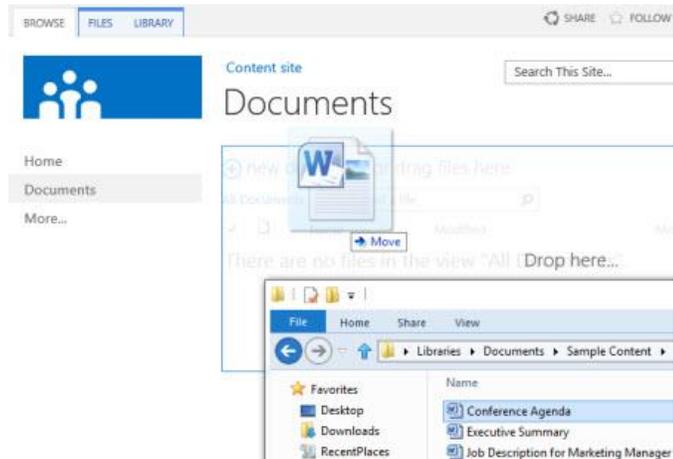
When Word, Excel, PowerPoint, and OneNote documents are stored in your Office 365 libraries, you can work together on them using Office Web Apps, which open the documents in a web browser.

Your teammates can then open and work on documents at the same time, without having to wait for someone else to finish. For advanced features, you can open the same documents in the desktop programs.

## Upload files or create files in a library

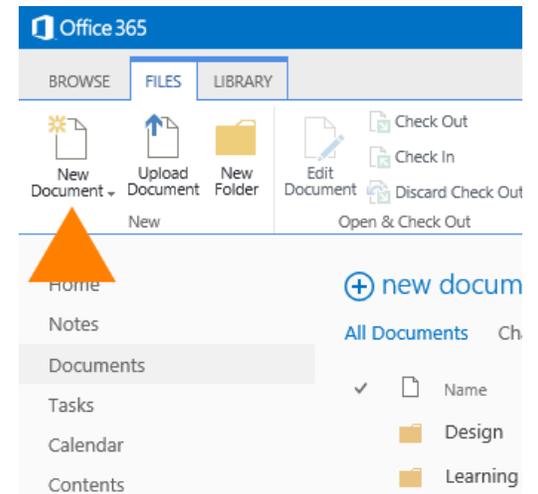
You can upload documents by dragging them from your computer to a library on your team site.

1. Open the library on your site.
2. Find and select the documents on your computer that you want to upload.
3. Then drag them to the space in your library where it says, **drag files here.**



## Create a new file in a library

1. Go to your site library, then click **new document.**
2. Select the type of file you want to create, name it and fill in other information if necessary.
3. The file opens in the appropriate program. Add the information that you want to your file.
4. When you save the file, it's added to the library and appears in the list of files.
5. Click a document's name to open it in Office Web Apps.



## Share a document with specific people

You can share documents and folders with people in your organization, and give them permissions to view or edit.

1. Click the ellipses (...) next to the document, then click **Share.**
2. In the **Share** window, enter the name of each person, then click it to add it to the invitation list.
3. Select the permission you want to grant invitees from the drop-down menu.
4. Write a message if you want and then click **Share.**

# Share documents



## Share a document with “Everyone”

Sometimes you may want to share a document with everyone in your organization, which helps people to discover it easily by searching.

1. Click the ellipses (...) next to the document, then click **Share**.
2. Type **Everyone** in the **Invite People** box.
3. If you see more than one match, select the one you want. For example, **Everyone Except external users**.
4. If you're sending an email with the invitation, enter text in the text box and click **Share**.

**Tip** When sharing a document with everyone in a large company, it's a common practice to skip sending an email with the invitation.

Share 'QA Monitoring Form' ×

**⚠ This site may be shared with external users.**

**🔒 Only shared with you** (includes external users)

Invite people

Everyone Can edit ▾

Everyone except external users ional).

HIDE OPTIONS

Send an email invitation

**Share** **Cancel**

## Share documents with people outside your company

You may need to share documents with vendors, clients, or customers. In that case you can require them to sign in to your site to view the document, or send them a guest link, which they can use to either view or edit the document without signing in.

1. Go to the document you want to share, then click the ellipses (...), then **Share**.
2. Type the e-mail addresses of the external users.
3. In the drop-down list, select the permission level you would like to grant.
4. Type a message providing invitation recipients with any necessary instructions for their task.
5. Select the **Require sign-in** if you want, then click **Share**.

## Stop sharing a document or folder

You can stop sharing a document or folder with all or selected people.

1. Select the document or folder you want to stop sharing, and then click **Files** > **Shared With**.
2. In the **Shared With** window, click the drop-down arrow next to the person you want to stop sharing with, and then click **Stop sharing**.

Can edit ▾

Can edit

Can view

Stop sharing

Save changes **Close**

# Collaborate in Word



## Co-author documents

When your Word document is saved on OneDrive for Business or SharePoint library, people can work on it in Word Web App, if they have permission.

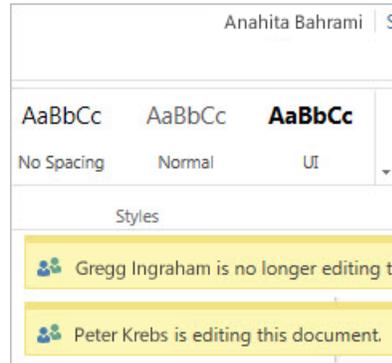
1. Click a document in the library to open it in Web App.
2. Click **Edit Document > Edit in Word Web App**.
3. When someone else opens the document, Word alerts you. Click the notification to see who's working with you.

Your edits become available to the other people who are working on it, when you save.

You can also see who is currently working in the document by clicking the status bar at the bottom of the Web App window.

Word Web App displays a dotted blue bracket to show you the paragraph you're working on, and other authors will see that you are working on this paragraph.

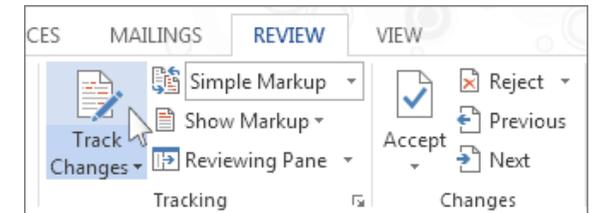
When you save the document Word Web App notifies the others writers. Content that other authors changed, is displayed with a colored background.



## Track changes

Turn on **Track Changes**, to see who's changing what in your document. Changes to the document are marked by a line near the margin.

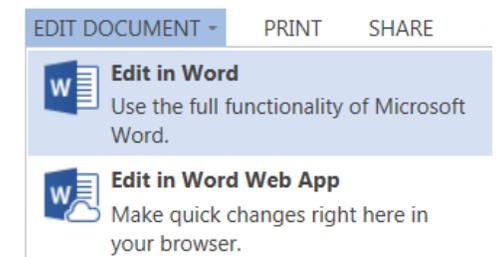
- Click **Review > Track Changes**.
- To see the changes and comments, click the line or the balloon, that shows someone's made a comment.
- If you'd rather see all the comments, but not all the changes, click **Show Comments**.
- On the toolbar, click **Review > Next >** to **Accept** or **Reject** a change.
- To turn off **Track Changes**, click the **Track Changes** button again.



## Work in Word desktop application

If you want to make changes that require features of the Word desktop application, such as table of contents or a bibliography, click **Edit document > Edit in Word**.

For more information, see [Differences between using a document in the browser and in Word](#).



# Collaborate in OneNote



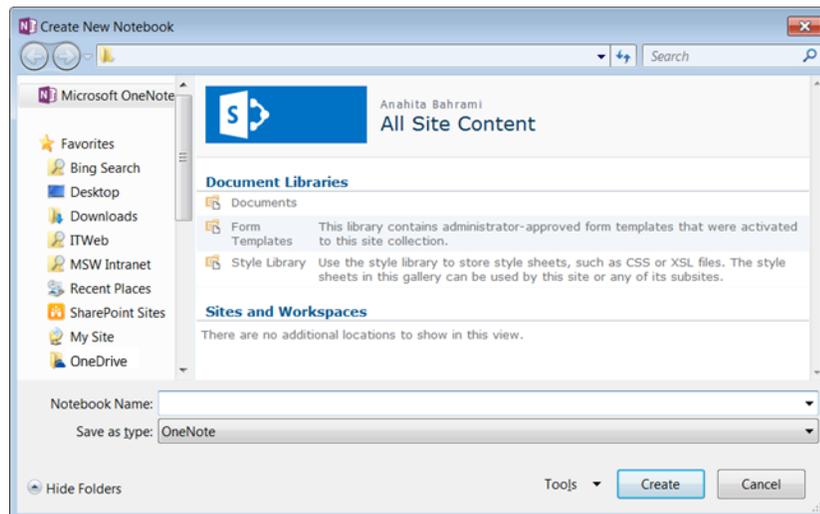
## Share a notebook on a SharePoint site

You can store your OneNote notebooks in a library for your whole team. Whenever you or someone you work with changes the content in a notebook, OneNote automatically saves and syncs the notes on SharePoint. Note that people need read/write permission on the library.

1. In OneNote, click **File > New > SharePoint**.
2. On the right side, under **SharePoint**, click **Browse**.
3. Go to the document library on our SharePoint site where you want to store your team notebook.
4. Type a name into the **Notebook Name** box and then click Create.

After you create the notebook, you can email teammates and colleagues a link to the notebook.

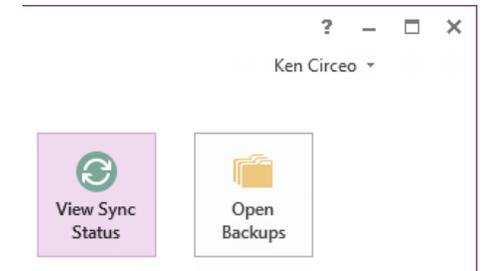
Anyone with write permissions on the SharePoint site will be able to view and edit.



## Sync shared notebooks

OneNote automatically synchronizes shared notebooks at regular intervals. But sometimes, you may want to sync a shared notebook manually.

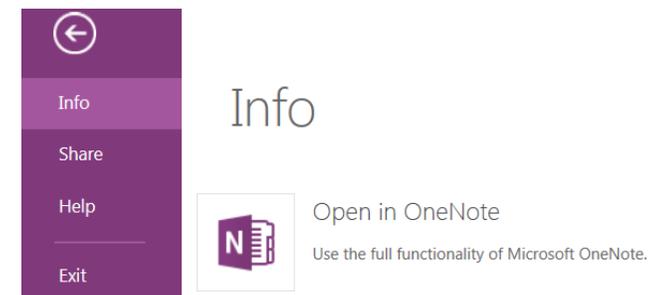
1. In OneNote, click **File > Info > View Sync Status**.
2. In the **Shared Notebook Synchronization** dialog box, do either of the following:
  - Click **Sync All** to sync all of your shared notebooks.
  - Click **Sync Now** next to the specific notebook that you want to sync.



## Work in OneNote desktop application

OneNote Web App lets you take notes and organize note pages in a web browser. For more advanced editing features, got to **File > Info > Open in OneNote**.

When you save the notebook in OneNote, it is saved on the website where you opened it in the web app. For more information, see [Differences between using a notebook in the browser and in OneNote](#).



# Collaborate in Excel



## Work with others in Excel Web App

If you make your workbook available for others to edit, they can work on it at the same time as you. This works well for workbooks where you are collecting information from a group of people, such as a list of information or a group project.

While you are editing the workbook, Excel Web App shows you whether others are also working on the workbook.

## Share a workbook

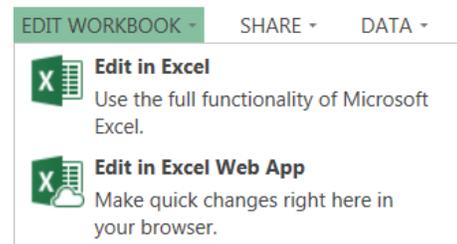
Because your workbook is online, you can share it by sending a link instead of an email attachment. People can read it in their web browser or mobile device. They can view all the worksheets, sort and filter data, and drill into the details of PivotTables.

1. Click **File > Share > Share with People**.
2. Add the email addresses of the people who will be working on the workbook.

## Edit an Excel workbook in the browser

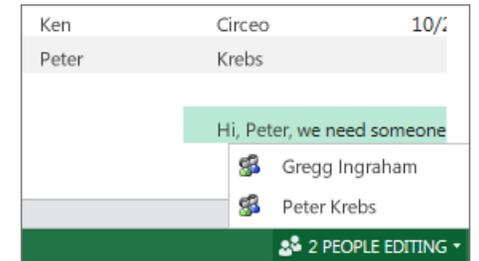
Click **Edit Workbook > Edit in Excel Web App** to edit the workbook in your browser. Enter data, set up a formula, add charts, and apply basic formatting.

Excel Web App saves your work automatically. For more advanced editing click **Edit in Excel**. For more information, see [Differences between using a workbook in the browser and in Excel](#)



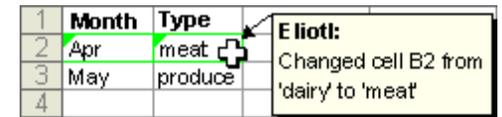
## Work together on the same spreadsheet

Excel Web App shows you who is working in the file, and you can see updates right away, if they are working in Excel Web App (not in the Excel desktop application).

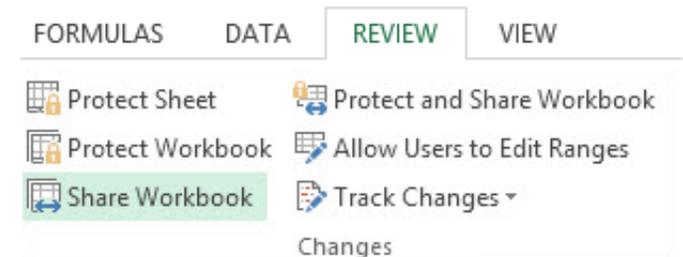


## Track changes

By using change tracking, you can track, maintain, and display information about the changes that are made to a shared workbook.



1. On the **Review** tab, in the **Changes** group, click **Share Workbook**.
2. In the **Share Workbook** dialog box, on the **Editing** tab, select the **Allow changes by more than one user at the same time** check box.
3. Click the **Advanced** tab.
4. Under **Track changes**, click **Keep change history** for and type the number of days of change history that you want to keep.



For more information, see [Track changes in a shared workbook](#).