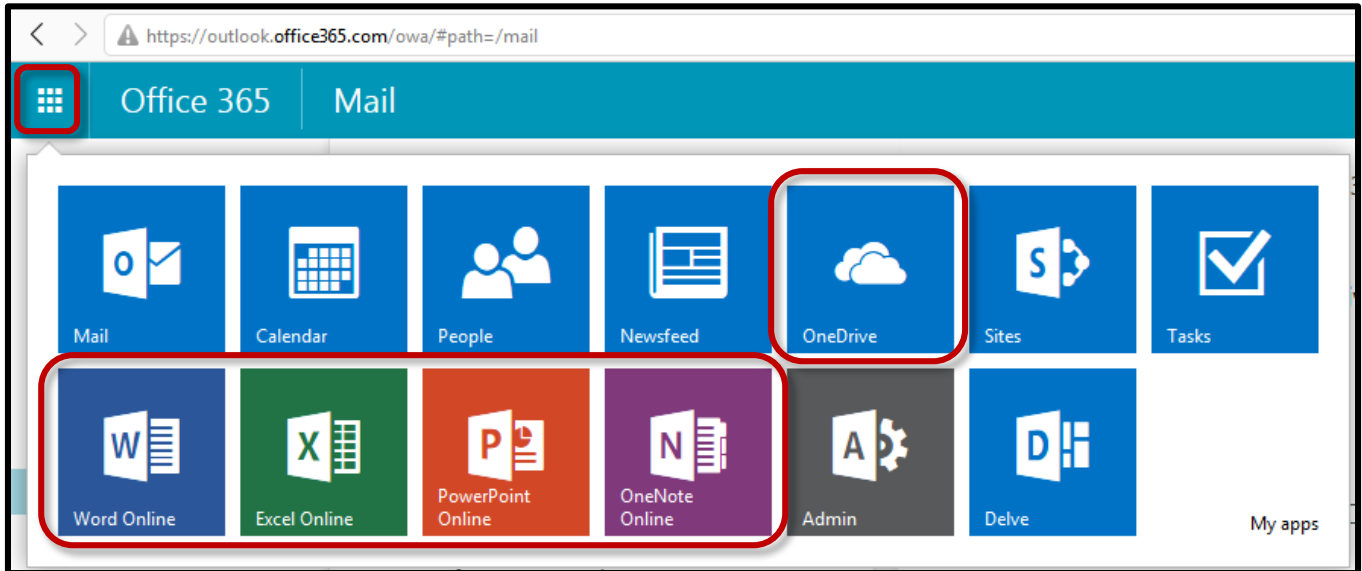


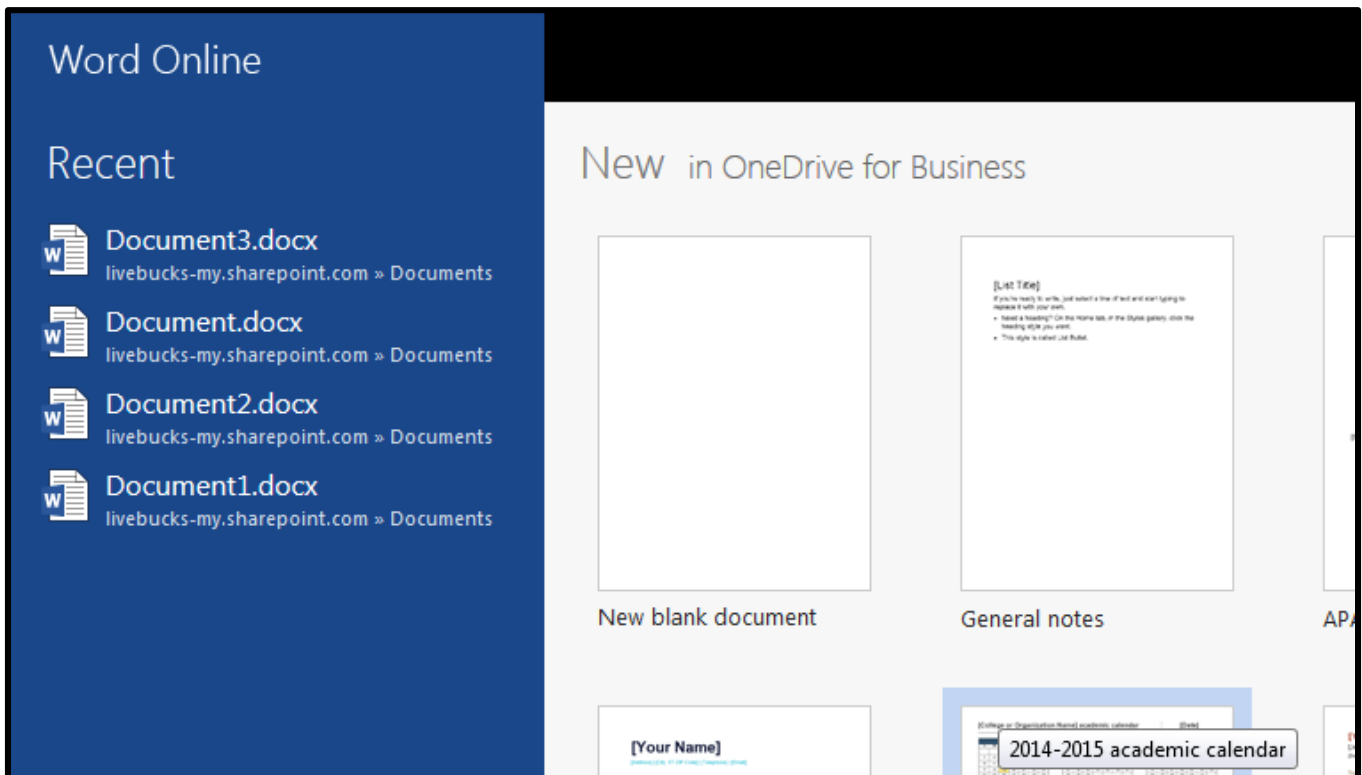
OneDrive for Business -- Collaborating on Documents Online

With Office 365 and OneDrive, Bucks faculty and staff can share and edit documents with their colleagues online.

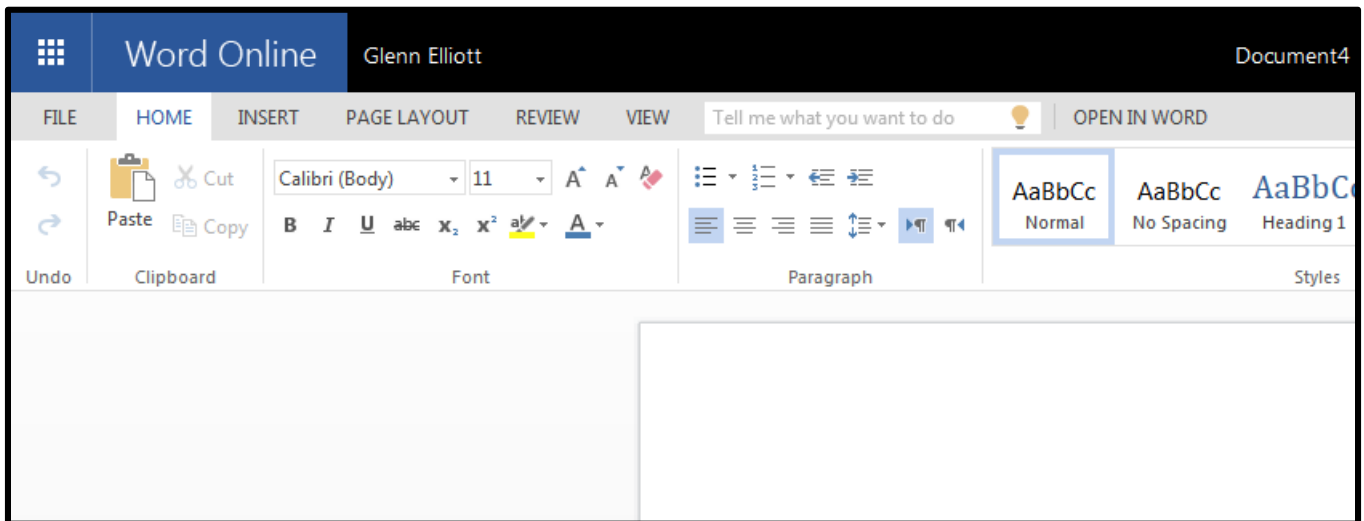
1. After signing into your Bucks email account online, you can click the square icon in the upper left corner to bring up online versions of Office or OneDrive for Business.



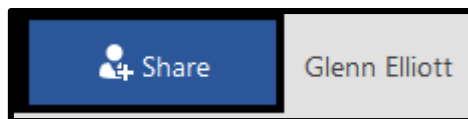
2. After clicking Word Online, a new tab in your web browser will open with an option to create a **New blank document** or use an existing template. Recent documents you have saved will show up on the left panel.



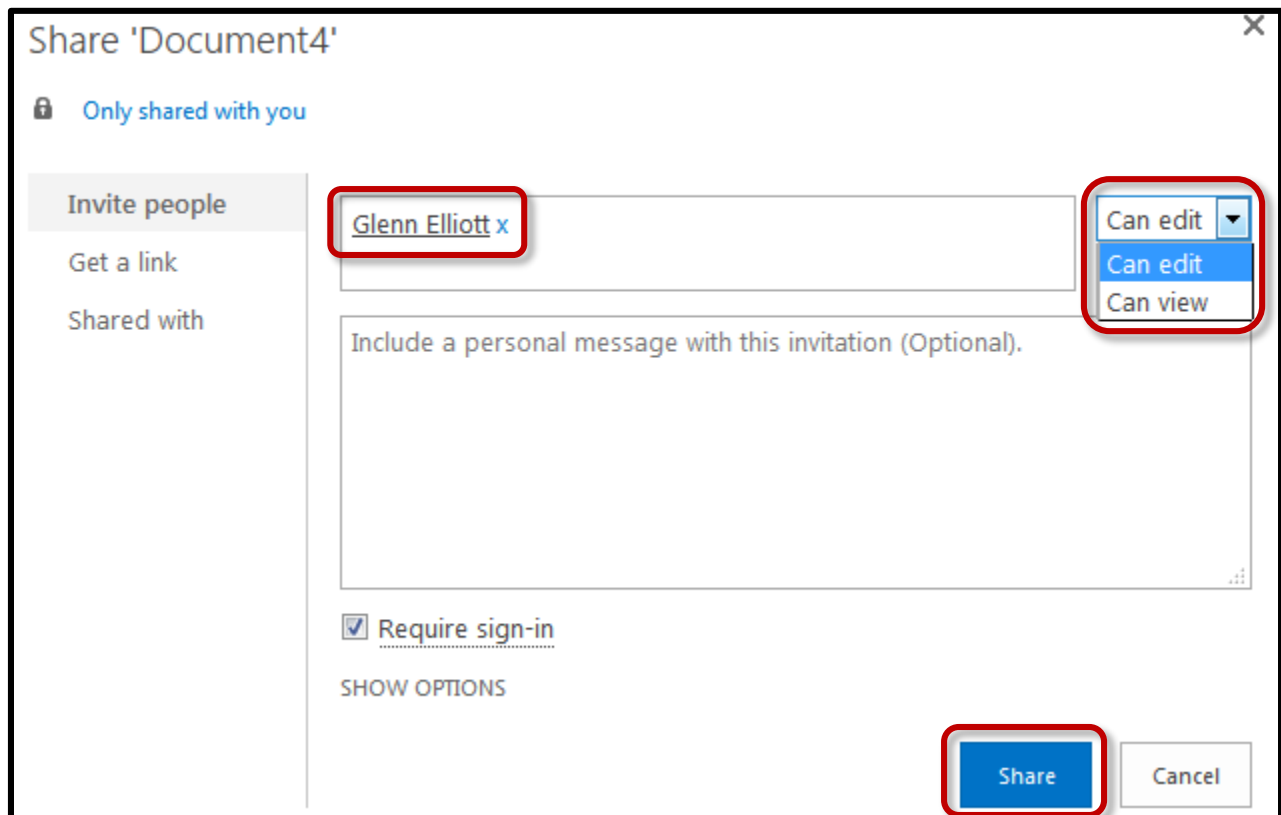
- Word Online features a similar interface to that of Office 2013. You'll notice familiar ribbons at the top of the page that offer commonly used tasks.



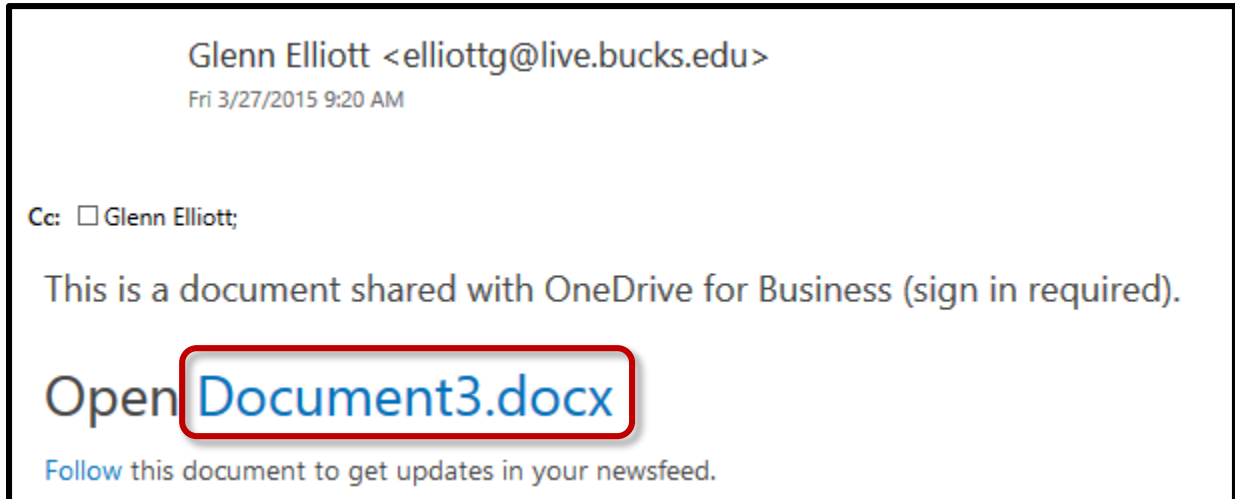
- In the upper right corner, there will be a **Share** button.



- Type in the name or names of the colleagues you wish to collaborate with. You can allow each person the ability to edit the document or view it. Include a personal message if necessary and click the **Share** button.



- An email will be dispatched to their inbox with a link to edit the document.



- Each user will have a different color assigned to their cursor to indicate where changes have been made to the document. Documents will be saved automatically as you continue to edit and collaborate.

