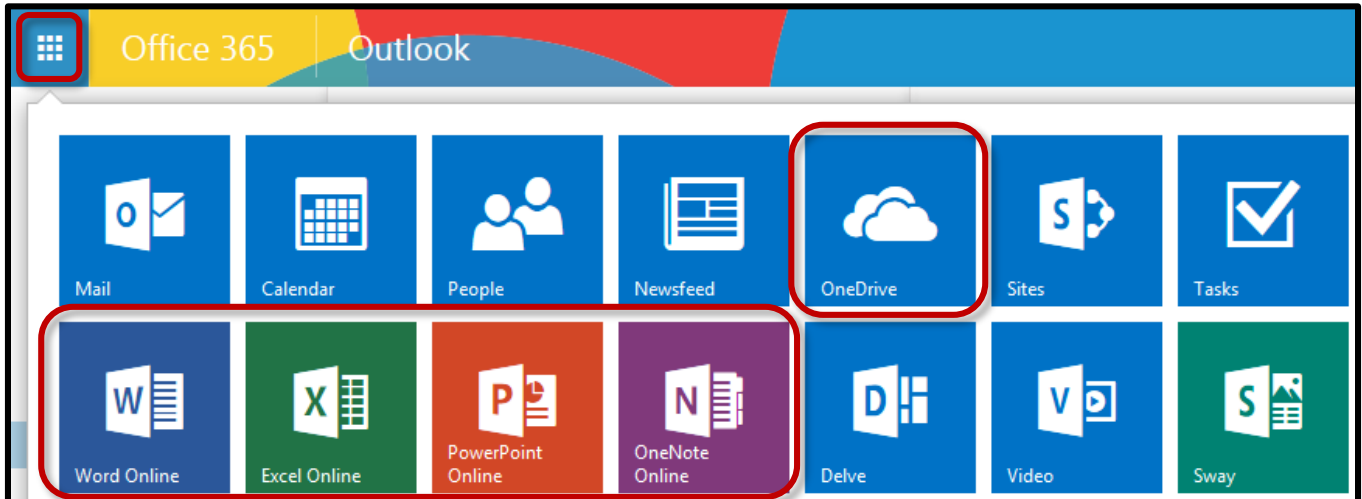


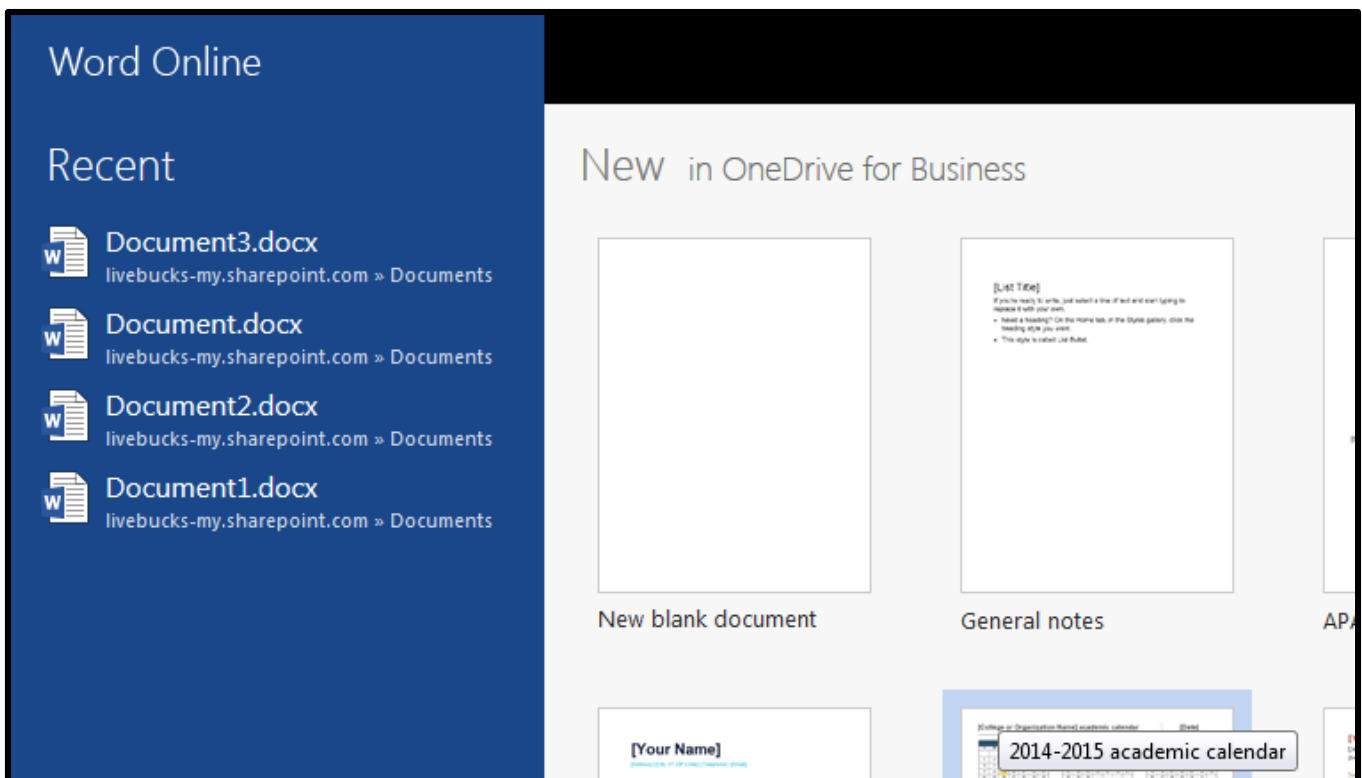
OneDrive -- Collaborating on Documents Online

With Office 365 and OneDrive, Bucks students can share and edit documents with their classmates and teachers online. OneDrive offers 1TB of online storage that can be accessed from any desktop, laptop, or mobile device.

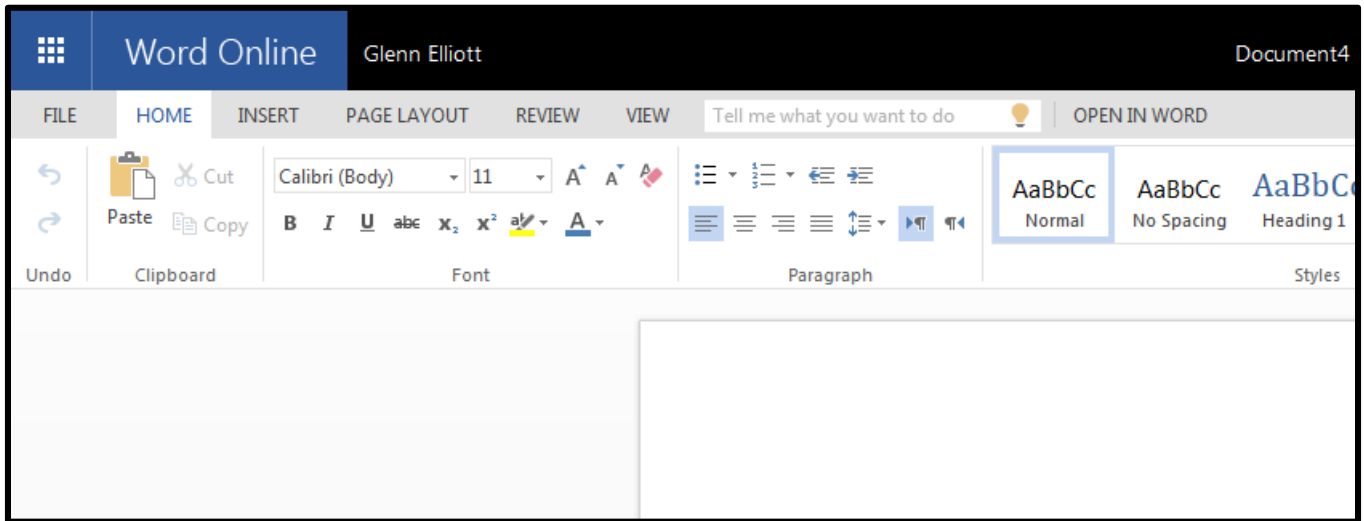
1. After signing into your Bucks email account, you can click the icon in the upper left corner to bring up online versions of Office or OneDrive.



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.



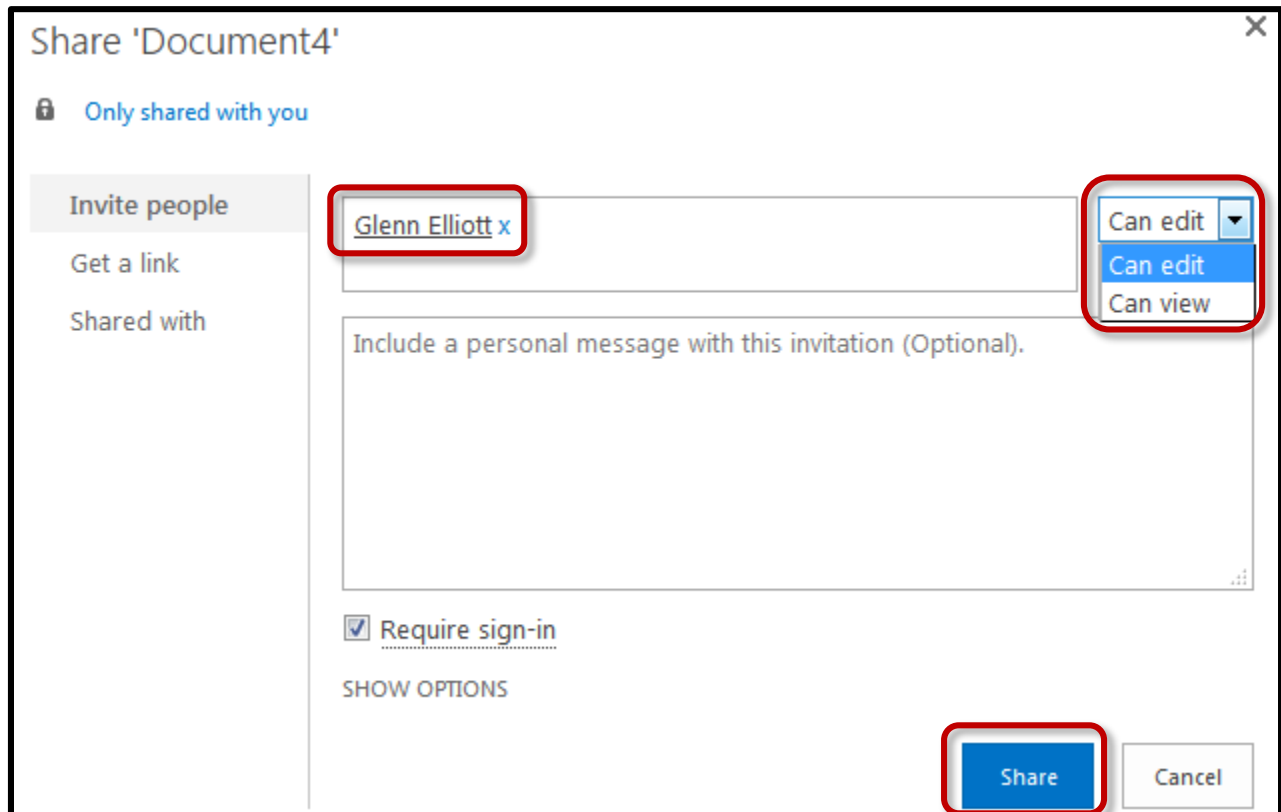
- Word Online features a similar interface to that of Office 2013. You'll notice familiar ribbons at the top of the page that offer commonly used tasks.



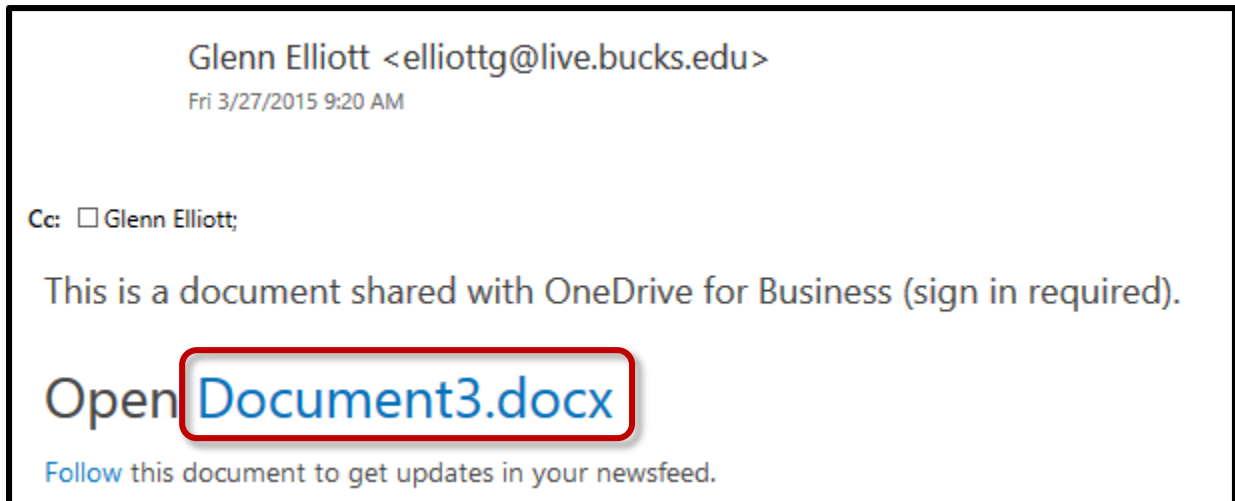
- In the upper right corner, there will be a **Share** button.



- Type in the people 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.

