

How do I collaborate with colleagues or students?

Use Office Online to work together in Office 365

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

When you open documents in Office Online, your teammates can open them at the same time. That means you do not have to wait for Tom to finish adding his information to a spreadsheet before you can enter yours. You finish sooner because you do not have to take turns.

You might send out a link, inviting people to work on a document with you. As you see each other's updates, you can talk to each other and share ideas, resulting in a document that is truly a team effort.

Begin by [storing documents in your OneDrive library or team site](#) (If you have Office 2010 or later, you can save directly from your Office program to the team site or OneDrive library).

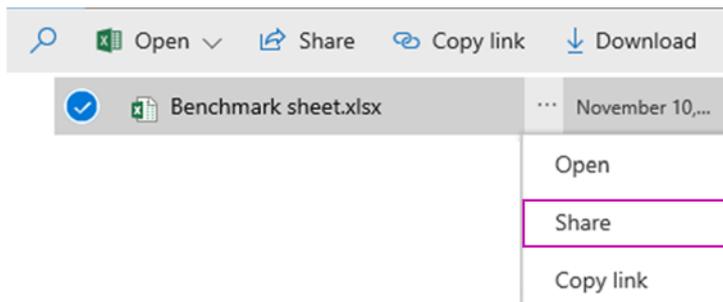
Click a document's name to open it in Office Online.



If your colleagues are online, try [chatting while you work together](#), or [start an impromptu meeting](#).

Tips

To help your teammates get to the document quickly, send them a link: next to the document's name, click **Open Menu**, and then click **Share**.



NOTE: For more information about sharing documents in Office 365, see [Share items in your SharePoint OneDrive](#) and [Share sites or documents with people outside your organization](#).

Here are some things to keep in mind when you are working with others:

Word documents and OneNote notebooks: it is okay if some people are working in the Word or OneNote desktop program while others are working in an Office Online program. In the desktop programs, co-authoring works best in the most recent version of Office (Mac and Windows), but is also supported in Office 2010. Updates differences in OneNote and Word, whether you are working in the desktop program or Office Online:

- OneNote notebooks show updates immediately.
- In Word documents, save the document to share your updates and to see others' updates.

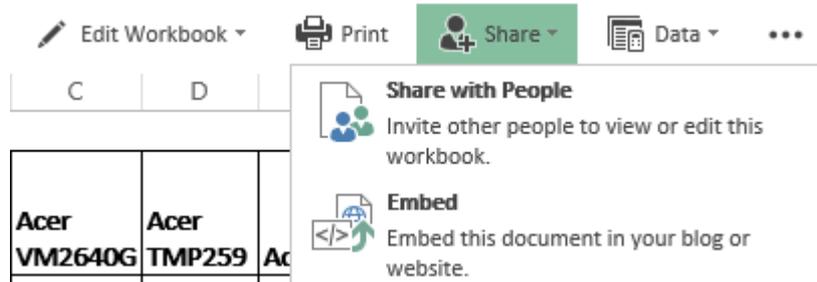
Excel workbooks: Everyone opens the workbook in Excel Online. The workbook displays updates immediately. If someone opens the workbook in the Excel desktop program, no one else can open the workbook until that person closes it.

PowerPoint presentations: For best results, everyone opens the presentation in PowerPoint Online or in PowerPoint 2013. People who open the presentation in PowerPoint 2013 might have problems saving the file if others are making updates to the presentation in PowerPoint Online.

Work together on Office documents in OneDrive

With Office Online, it is 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.

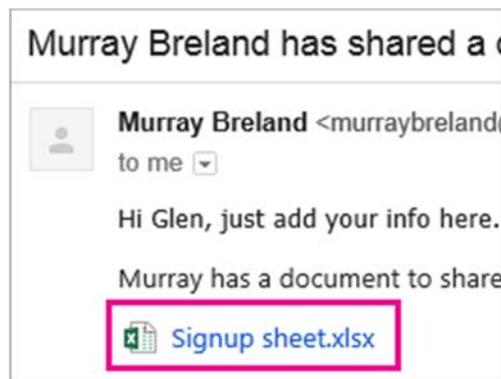
1. To send a link, click **Share** at the top of the Office Online program window, either while you are viewing:



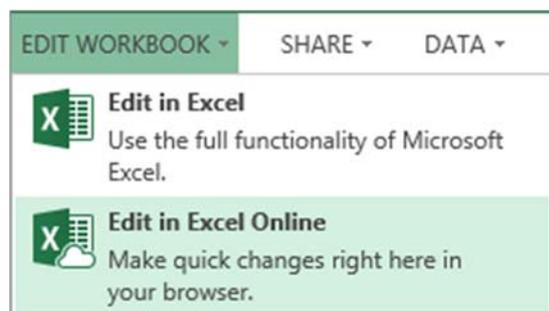
2. Or editing your document:



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



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



To get started, store your document on OneDrive

Upload your documents to OneDrive, and then [share them](#).

NOTE: If you are using Office Online for school or work, here is information specific to [team libraries and OneDrive for Business](#).

Work with others in Word Online

When you are editing a document in Word Online, you might see notification that others are working in the document too. There is no special co-authoring mode and no command to begin working together on a document. You edit in Word Online as you normally would, and if others are also editing the document, Word Online alerts you to their presence, and shows you the paragraph they are working on.



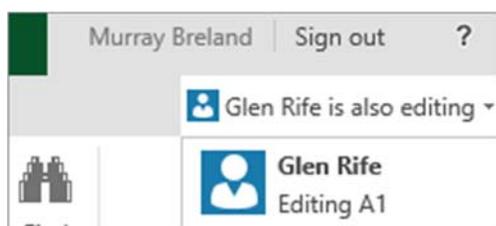
People can be working in Word Online, Word 2010 or later, or Word for Mac 2011.

For details, see [Work together on a document in Word Online](#).

Work with others in Excel Online

If you make your workbook available for others to edit, your friends can work on the workbook at the same time as you, known as co-authoring. 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. No more e-mailing a list around.

While you are editing the workbook, Excel Online shows you where others are also working on the workbook.

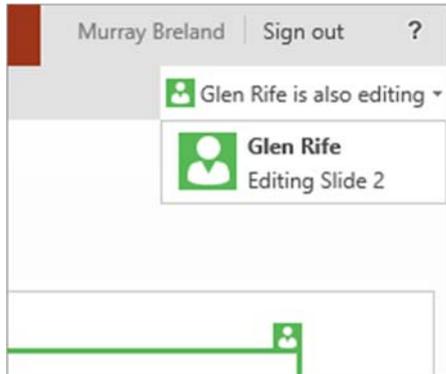


NOTES:

- If someone opens the workbook in a version of Excel that does not support co-authoring, editing is only possible in Excel Online after the workbook is closed. For more information on which versions support co-authoring, see [Collaborate on Excel workbooks at the same time with co-authoring](#).
- Because Excel Online automatically saves everyone's changes, the Undo and Redo commands might not work the way you expect.
- In addition, when one person changes the sort order or filters data, the view changes for everyone who is editing the workbook. So, be mindful of sorting and filtering while others are in the workbook.

Work with others in PowerPoint Online

Team presentations and school projects: you can work on them together in PowerPoint Online. When more than one person is editing a presentation at the same time, you see their names in top of the PowerPoint Online window:



You and your colleagues will see each other's changes immediately, and PowerPoint Online saves the presentation automatically.

People can be working in PowerPoint Online, PowerPoint 2010 or later, or PowerPoint for Mac 2011. However, for best results we recommend that everyone be working in either PowerPoint Online (document changes gets saved automatically) or the PowerPoint desktop applications (where everyone saves the presentation periodically).

For more information, see [Work with other people on a presentation.](#)

Work with others in OneNote Online

If you make your notebook available for other people to edit, your friends can work on the notebook at the same time as you. This works well for notebooks where you are collecting information from a group of people, such as a brainstorming session or a group project. The notebook functions like a wiki where everyone contributes. You can see who did what, and you can revert a page back to a previous version if necessary.

Who's doing what?	
Literature review	Everyone
Evaluate methods	Everyone
Write up analysis	Tammy
Write the abstract	Tom
Format in APA	Tammy

Guest

Tom Perham

If you or other people have OneNote 2010 or later, you can work in the OneNote desktop and mobile applications while other people are working on the same notebook in OneNote Online. You can share the notebook in OneDrive, just like Excel, Word, and PowerPoint documents, but you can also share the notebook in OneNote 2010 or later.

- Click the **File** tab, and on the **Info** tab, click **Invite people to this notebook**, under the name of the notebook.