



HOW TO EDIT & COMMENT ON SHARED FILES IN MICROSOFT WORD ONLINE

1

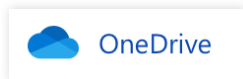
On a computer, use your internet browser to visit the website www.outlook.live.com.

If requested, sign into your Microsoft account.

If working on mobile device, such as a smartphone or tablet, open the OneDrive App.

3

Click on **OneDrive** from the list that appears.



2

Click on the All **Apps** icon located in the upper left corner.



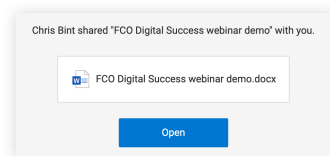
4

Locate the shared file in the Shared OneDrive. Click on **Shared** from the list on the left side of the window.

Shared

Note: You can also access the shared file from the email invitation. Click on the email, click **open**.

Chris Bint shared "FCO Digital Success webinar demo" with you.

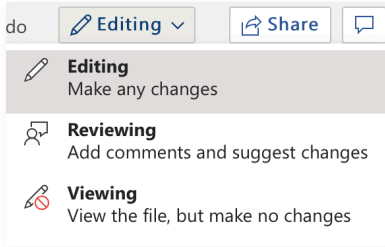


Almost there!



5

Once the file is open, in the upper right corner click on **Editing** to change how you interact with the document.



Editing will allow you to remove or add to the file.

Reviewing will allow you to add comments on the side of the document.

Viewing ensures you are not making any changes.

6

To add a **Comment** when reviewing, click on the **Comment box icon** in the upper right corner.



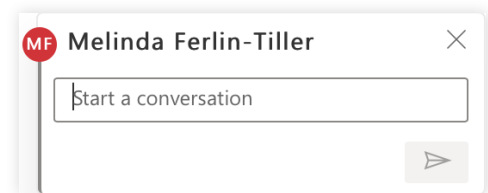
7

Click on New.



8

Start typing your comment, then click on the paper airplane in the bottom right corner to submit!



You're all set! You are on your way to collaborating online!