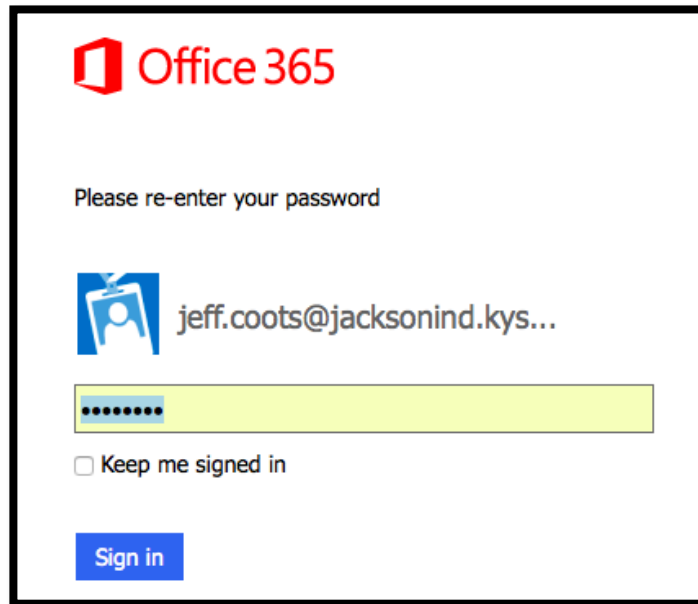1. Log into your school's Office 365 email account.
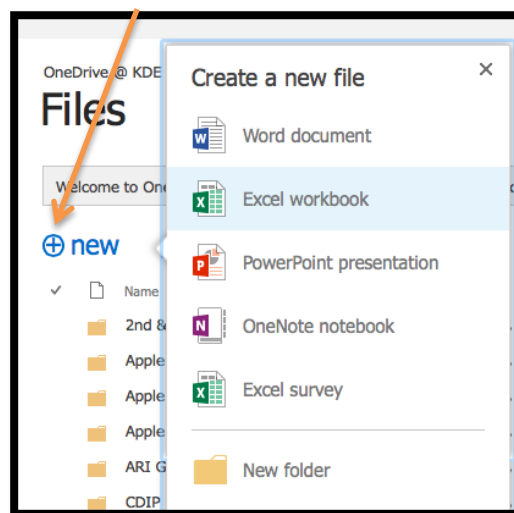

2. Once logged in, click "**OneDrive**" located on the top menu bar.


Now that you have logged in and are on the files page of One-Drive, we can now create a document that we can "Share" and start working collaboratively on with others.
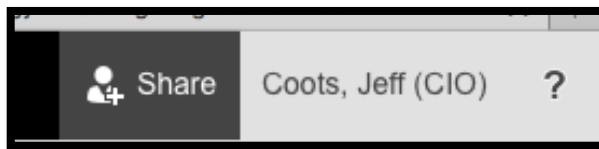
1. Create or Open a document that you want to share.
   a. "CREATE" - Click "**new**" and select the document you want to create.

b. "Open" – Just click on the document you want to open
   i. Once open, click "**EDIT DOCUMENT**", then "**Edit in Word Online**"
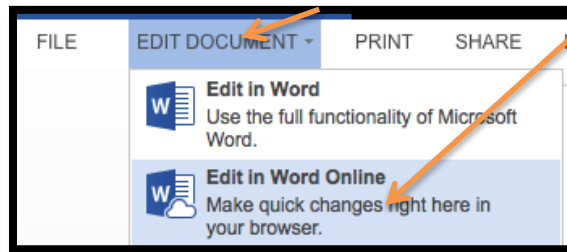
2. Share the document with the individual or the group
   a. To do this, click "**Share"**

   b. Then fill in the information on the popup window that appears.
      i. Invite People – These are the individuals who you want to work on the document.
      ii. Include a message for the individual or group.
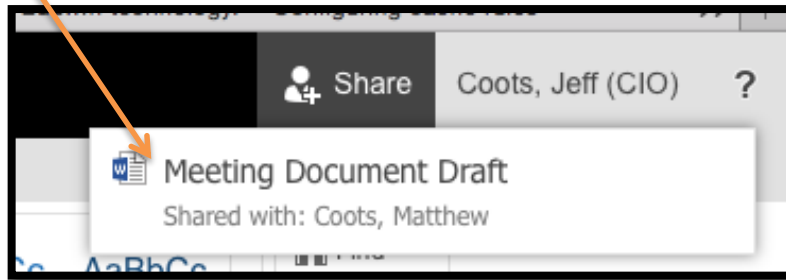   iii. Allow them to Edit – By default it is enabled
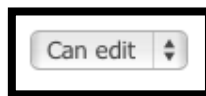
      iv. Either "Require sign-in" or not
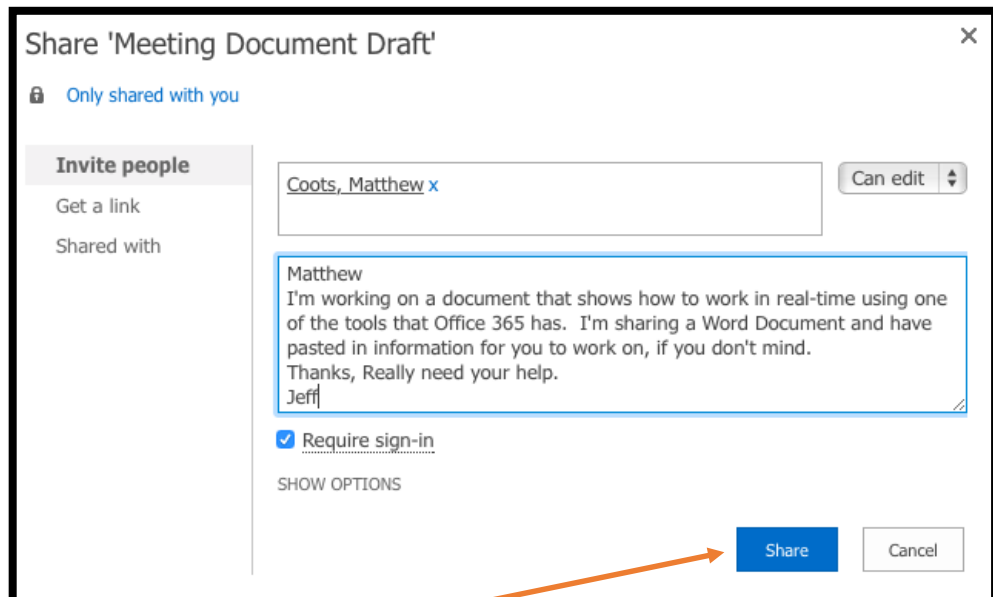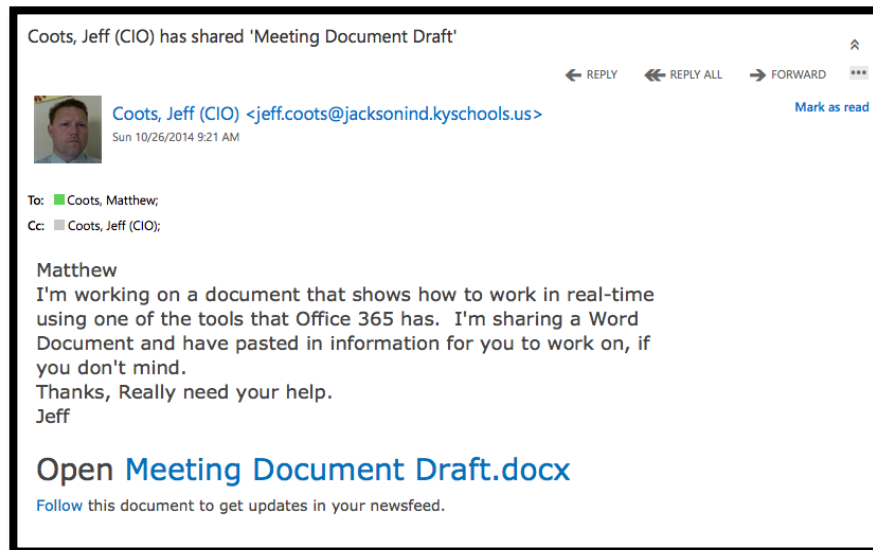

   c. Click "Share"

3. Once the document is shared
   a. You will see a popup at the top right screen stating the document is Shared with.

   b. The individual will receive an email stating that there is a document shared with them and a link. As seen below.

      i. Open the Document
         1. Either click the link, or
         2. Use "OneDrive" link at top
            a. Once you open up OneDrive, click the link on the side that states: "Shared with me". This shows all the shared documents you have.
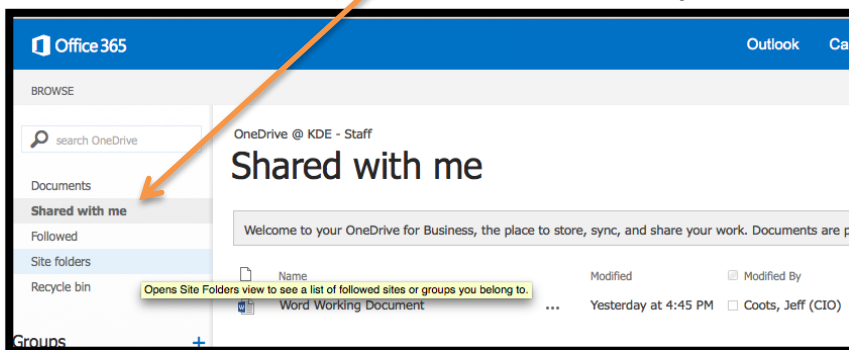
b. Click on the Document you want to edit.
c. On the popup window
   i. Select "Edit Document" and "Edit in Word Online"

Now you are ready to start collaborating. Once you share the document and give them rights to edit, that user can edit the document at any time. But what does it look like when users are working together online at the same time. In the next couple of pages I will share what it looks like from both the creator and the shared individual.

So, what does it look like?
- First it doesn't matter if you are the creator of the document or the shared individual editing.
  - Desktop editing tools do not change
  - A list of online individuals who are working on the document currently is listed at the top right corner.
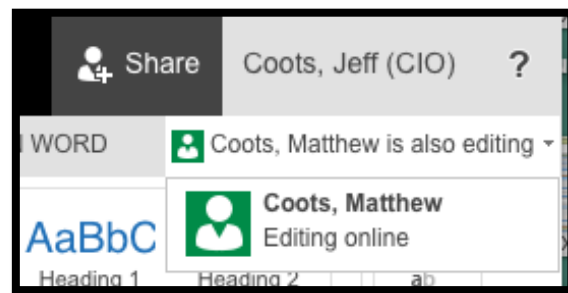
  - On the document you will see a color indicator stating which individual is editing the document.
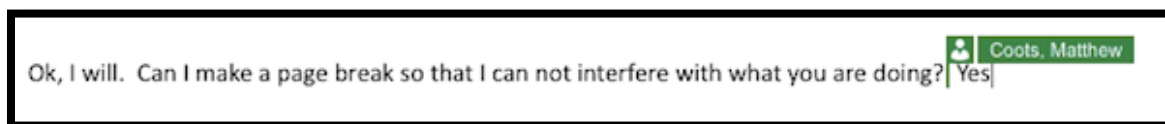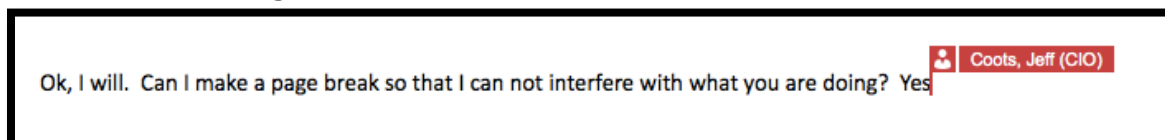
QUESTIONS AND ANSWERS.

Question: Can I use real-time collaboration with PowerPoint and Excel in One Drive?
Answers: Yes. It works the same way. Create a PowerPoint or Excel spreadsheet; share it with the individual or group.
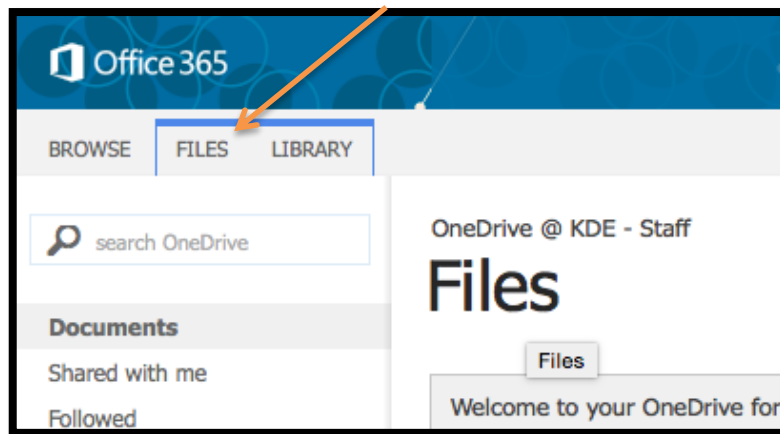
Question: Can you edit the document when the other person is not logged in?
Answer: Yes.

**Question:** Does it keep a version history of the document and can I restore it?
Answer: Yes. On the next page, I show you how to see the version history and how to restore a previous version.

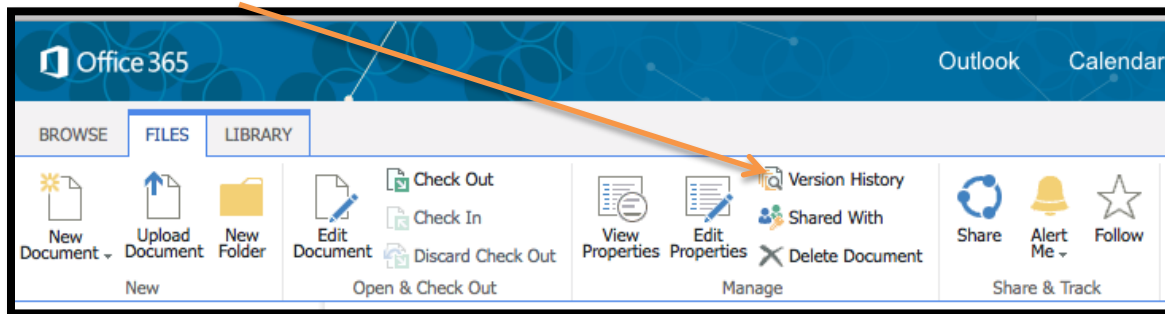On One Drive files page(Main Page), select FILES from the menu.

What this does is provide you with other tools that you can edit the documents.
Select the file you want to edit, by clicking in the space on the left side beside the document, not on the document. This selects the document.
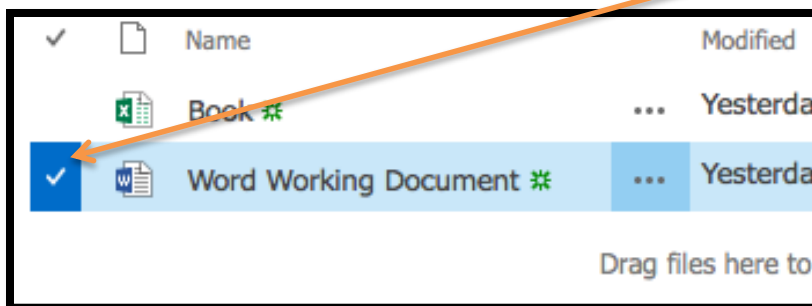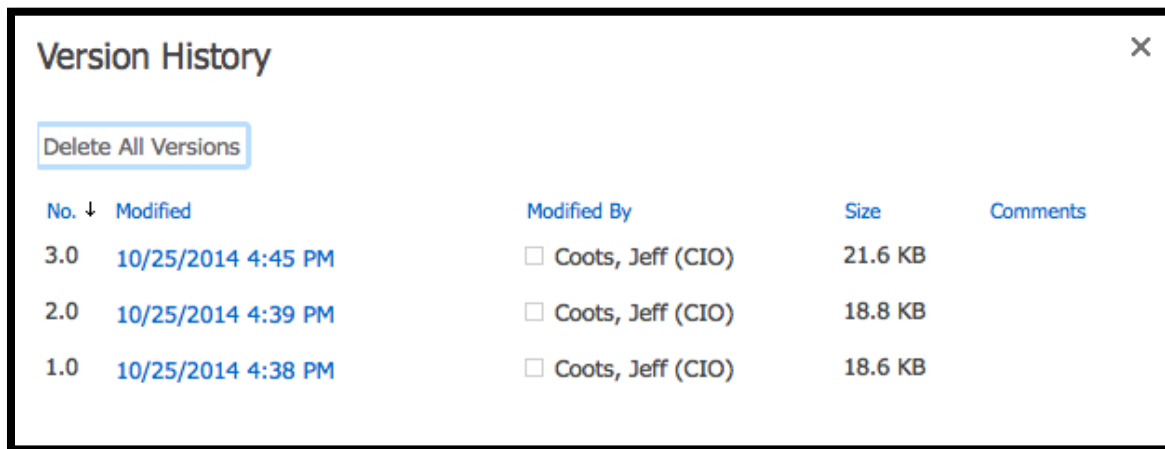
At the top, click the Version History icon:

A popup window will appear and you will see all the versions of the document

When you click on the Version, you have three choices: View, Restore, or Delete. I would view it first.