GOUCHER | college   **Information Technology Help Desk**

Microsoft OneDrive Features

How many times have you requested feedback on a document that you are working on with other team members. You email the document, and you receive several responses… and responses to responses. Then you think, there must be an easier way!

Well, there is! OneDrive provides an easy solution to collaborate on documents. When you share a document with others on your team, everyone with permissions can edit the document in real time, and at the same time. This alleviates the back and forth emails and ensures the document is always available and up to date. Here's how:

Store, Share and Collaborate

1. Store the document in OneDrive.

   - From File Explorer, save to your OneDrive-Goucher folder.
   - From browser view, save to, or drag and drop the file into your OneDrive folder.

2. Share the document with team members.
   a. From File Explorer or browser view, right click the file to be shared, then click Share.
   b. Add the email address of team members or a group email address.
   c. Click the icon to the right of the named team members or group to provide edit permission. (The pencil icon allows edits). Team members will be notified via email that you have shared a document.

3. Collaborate with team members.

   - From the email notification, team members can open the document and begin to collaborate within the document online in the browser view, or from the desktop app by clicking Open and selecting Open desktop app.

   - Team members may edit the document simultaneously. When multiple people are working on the document at the same time, each person will see a marker identifying other team members and their position within the document.

For more information view the IT Knowledgebase article [Using OneDrive - Goucher College Technology Knowledgebase](#).

Quick Tip! 💬 Comments

Use Comments and @mentions for instant communication within documents.

All Microsoft applications have a Comments feature. Comments is a quick and easy way to enhance collaboration on documents. You and your team members can communication, share thoughts and receive feedback instantly while working together within documents. Comments do not affect the format of the document.

Try it out. Within the document, position your cursor at the word, or section you want to comment on. From the ribbon, go to the Review tab and select **New Comment** or click the **Comments** button in the right corner of the ribbon. **Click New** to create a comment. Add an @mention in the comment to immediately alert your team members of the new comment. Click anywhere in the document to continue working.

Your team members can view and respond to your comment in real time! To delete a comment, right click and select Delete.

IT Training Events

IT Trainings are on hold during the implementation of Workday Go Live activities and training sessions scheduled throughout March and April. IT training classes will resume in May.

To learn more about Workday visit http://www.goucher.edu/Workday.

Contact the Help Desk at helpdesk@goucher.edu for more information, questions, or concerns.