

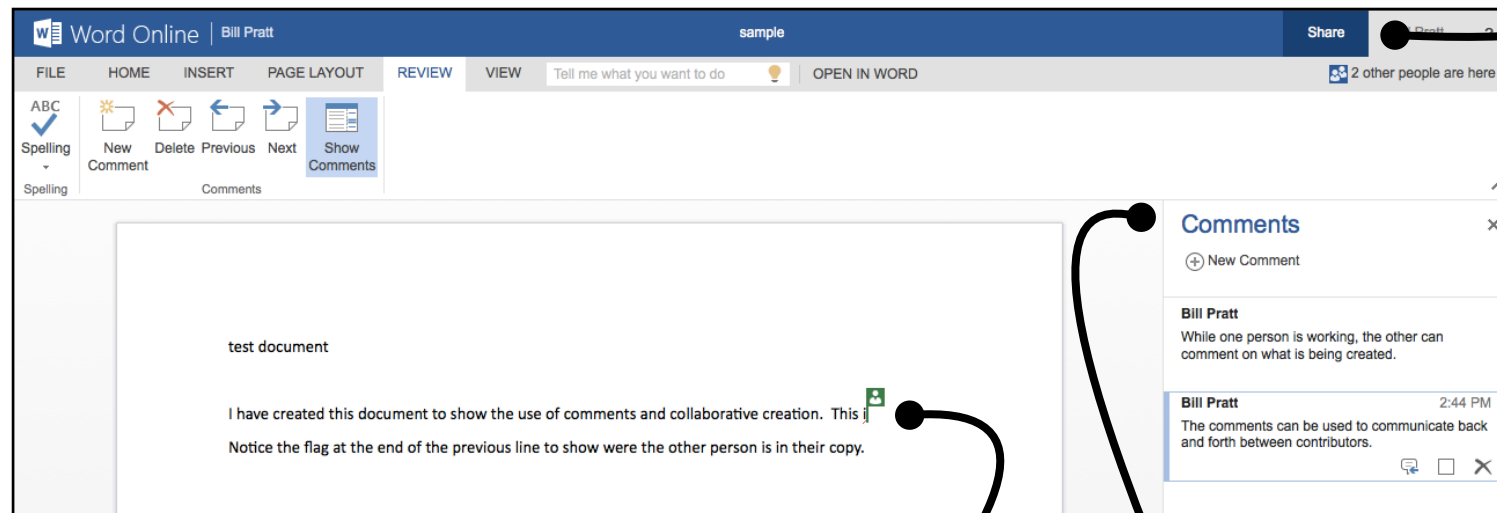
Office 365 Word Web App (on the iPad)



Comments and working collaboratively on a document

Working collaboratively online allows for multiple people to edit and share in the creation of documents. The use of comments while working creates a chat atmosphere where people not in the same room can explain and discuss portions of the document.

To collaborate on a document, you must first share the file by clicking Share. When prompted, enter the person's name, ensure the drop down next to their name says "Can Edit" and they will be able to click on the document from their OneDrive account.



To see the comments, click the Review tab and Show Comments.

As another contributor is typing, you will see flag of the person. The flag color is represented by looking under the Share button at the top. Multiple contributors can type at the same time; which can be confusing at first so make sure that you know where your cursor is.

The comments section shows the comments after a person posts the comment-not as they type. Contributors can even reply directly to another contributor's comment by clicking the reply bubble. If the reply bubble isn't showing, just click the comment and it will appear.

REMEMBER: Working collaboratively online saves the document as you type. There are undo and redo buttons on the Home tab but be careful.