# Collaborate in Word
Word helps you work together on documents

Whether you have a school project, sales pitch, or newsletter for your club, you can share the load in Word by working on a document with others. For practice using collaboration features, watch for **Try it** text in red throughout this document.

Cloud Storage in OneDrive

Collaboration happens online, so the first step is to save your document in OneDrive.

When you save this document in OneDrive, you'll be able to open it anywhere: on your computer, tablet, or phone. Your changes will be saved automatically.
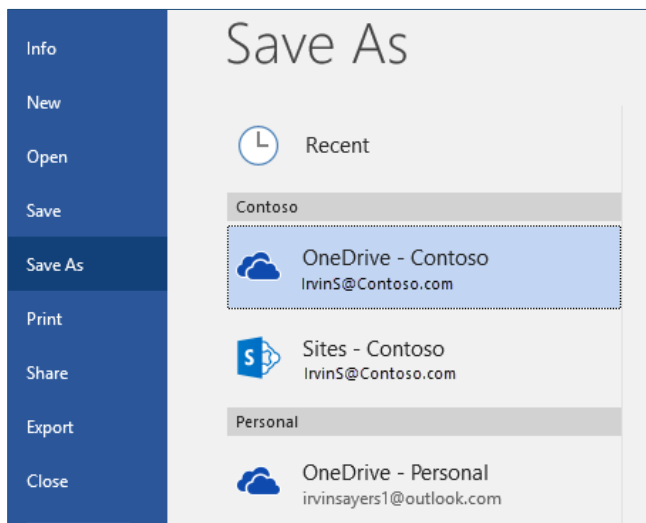

Try it: Select **File** > **Save As**, select a OneDrive location, and give this document a name.

Share your document

Now that this document is in OneDrive, you can share it. People you share it with won't even need Word to open it (more on that later).

You can send the link by typing someone's email address or by copying the link and pasting it into a message or chat. If you want them to read the document but not edit it, set their permission to view-only.

If they don't have Word, the document will open in their web browser, in Word Online
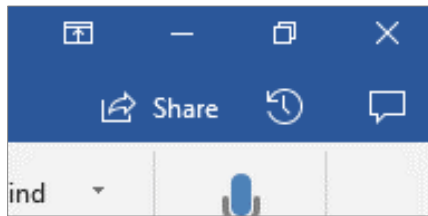

Try it: Select **Share** near the top of the window (keyboard shortcut: press Alt, then Z and S). Send the link by typing someone's email address or by copying and pasting the link.

Tip: Can't think of someone to share with? Try sending a link to yourself, just to see how everything works.

Edit at the same time

When recipients open your link, the document opens in their web browser, in Word Online. By selecting **Edit Document** > **Edit in Browser**, they can edit the document even if they don't have Word installed.
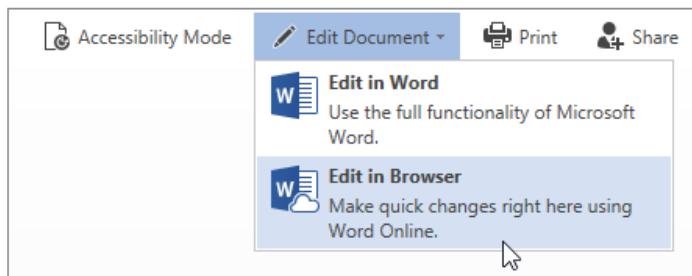
Try it: If anyone else is working in the document, everyone will see each other's edits. We call this coauthoring, or real-time collaboration.
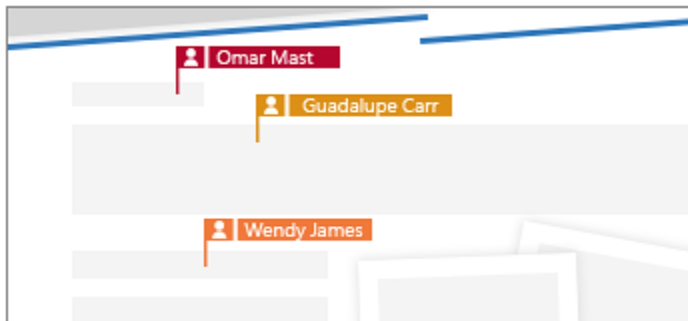
People who would rather work in their Word app (Windows, Mac, iOS, or Android) can select **Edit in Word**, near the top of the Word Online window, and continue editing in their Word app.
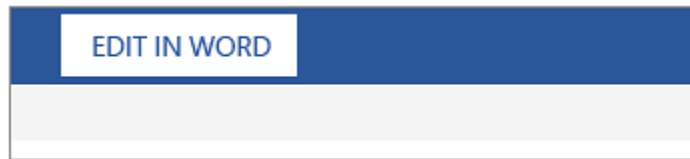
EDIT IN WORD

Tip: If you sent the document link to yourself, you can simulate coauthoring by editing the document here in Word and in Word Online.

If the people you're sharing with are editing in an older version of Word, or if they're not an Office 365 subscriber, they'll have to save the document periodically to sync their changes with yours. Subscribers editing in Word 2016 and later will see changes as they happen, and all changes are saved automatically.

Start a conversation with comments

When you want to give feedback or ask questions, use comments to start a conversation that's connected to the thing you're talking about. Replying to comments lets you have a discussion, even when you're not in the document at the same time as your colleagues.

Review

New Comment

Comments

Try it: Select some words in this line, right-click, and then click **New Comment**. Type something, and then click **Post**.

Keep track of changes

To prevent unwanted edits, use Track Changes to mark additions, deletions, and changes to formatting.
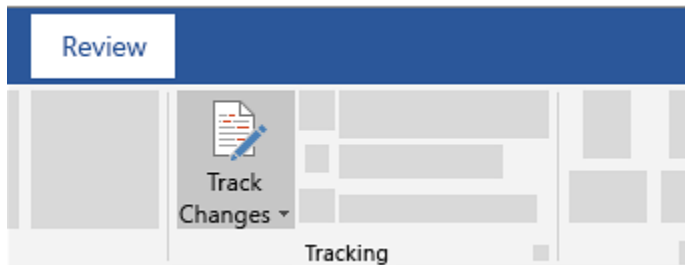

Try it: Go to **Review** > **Track Changes**. Make some edits, and then choose **Track Changes** on the **Review** tab again to switch it off.

When Track Changes is turned on, deletions are marked with a strikethrough, and additions are marked with an underline. Different authors' changes are indicated with different colors.

When Track Changes is turned off, Word stops marking changes, but the colored underlines and strikethrough are still in the document.

Accept and reject tracked changes

With changes marked in the document, you can selectively accept and reject each change, removing the markup and making the changes permanent.
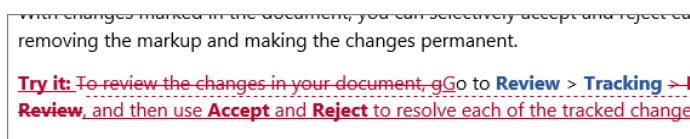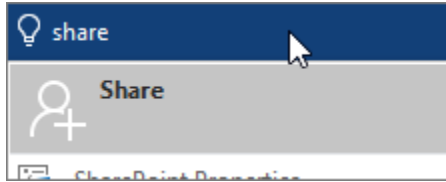

Try it: Go to **Review** > **Tracking**, and then use **Accept** and **Reject** to resolve each of the tracked changes.
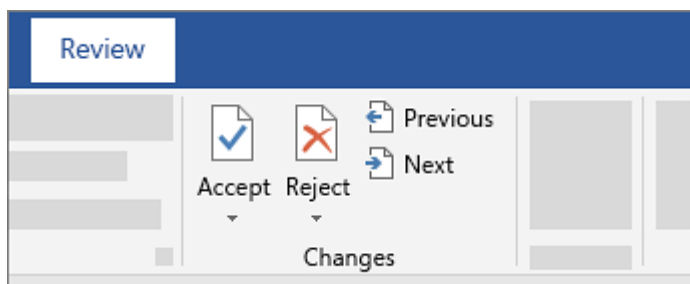
Get help in Word

The **Tell me** search box takes you straight to commands and Help in Word.

Try it: Go to **Tell me what you want to do** at the top of the window, and then type what you want to do.

For example, type:

- **share** to quickly get to the Share command

- **help** to go to Word help

- **training** to see the list of Word training courses

Learn more

For more info about working together in Word and Office 365, go to support.office.com.

Tell us what you think

Please give us feedback on this learning guide, so we can provide content that's truly useful and helpful. Thanks!