Solution

# Co-authoring Files and Documents

## Co-authoring in Word Online

* Open **Word** from the **App Launcher**
* Open ‘*Guide to Office Online.docx’*
* Click the **Share** button in the top right-hand corner
* Click **Share** again



* Type the names of the people to share the document with
* Set the access level to **Can edit**
* Click **Apply**
* Click **Send**

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The invitees will receive an Outlook email with a link to the document. When they open the document, we can see their profile photo at the top of the document and we can also see where they are clicked in the document.

