Modify user information and share a document

✓ **Video:** Module introduction - Collaborating on documents
40 sec

✓ **Video:** Modify user information
3 min

✓ **Reading:** Exercise: Modifying user information
10 min

✓ **Video:** Share a document
6 min

📖 **Reading:** Exercise: Sharing documents
10 min

📋 **Practice Assignment:** Knowledge check: Modify user information and share a document
15 min

Work with comments and compare changes

Review a document and

Exercise: Sharing documents

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

Log in to your Microsoft account. ☐ Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

In this exercise, you will save a Microsoft Word document to OneDrive and then share the document with a partner. You must be signed into your Microsoft account and have a OneDrive account available in order to complete this exercise.

Instructor Tip: For best collaboration results, we have suggested that one partner use the Microsoft 365 Word app for the Desktop while the other partner uses Microsoft 365 Word Online.
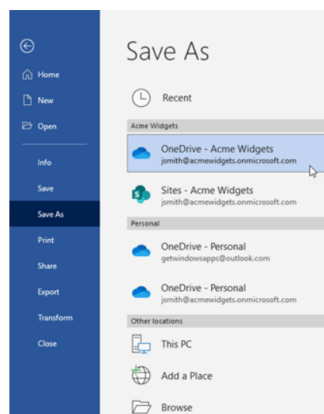
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

Exercise: Sharing Documents ☐
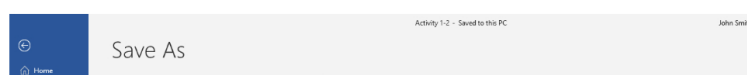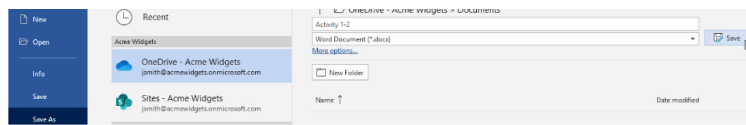
2. Click **File → Save As**:
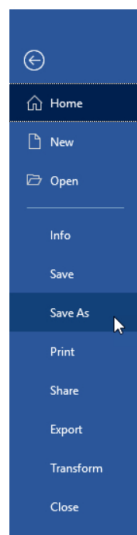
3. In the Save As category, choose your OneDrive account:

4. Select the location in your OneDrive and click **Save** to save your **Exercise: Sharing Document** document.

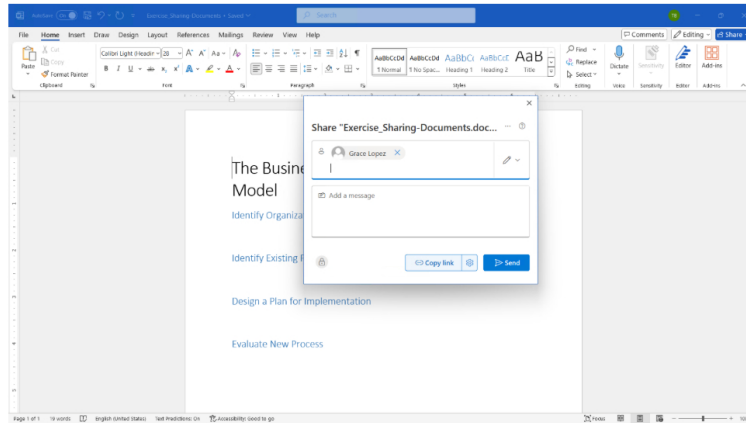**Note** that Activity 1-2 is used as an example in the screen below.

5. To create a sharable link and allow others to make changes to your document, click the **Share** button in the top right-hand side of the ribbon and then click **Share**.
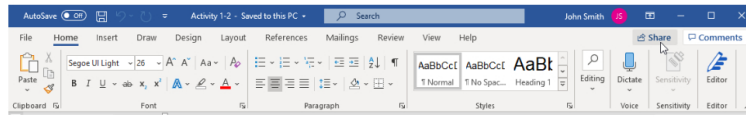

6. The **Share** dialog box opens. Enter your partner's name or email address and click **Send**:


7. A dialog box will appear advising you that your link has been Sent. From here, you can close the box and paste your link into the place where you wish to copy and/or share it. Close the dialog box by clicking the **X** in the upper right-hand corner:
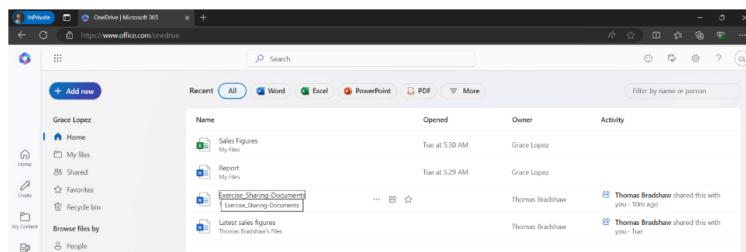
Note that Activity 1-2 is used as an example in the screen below.
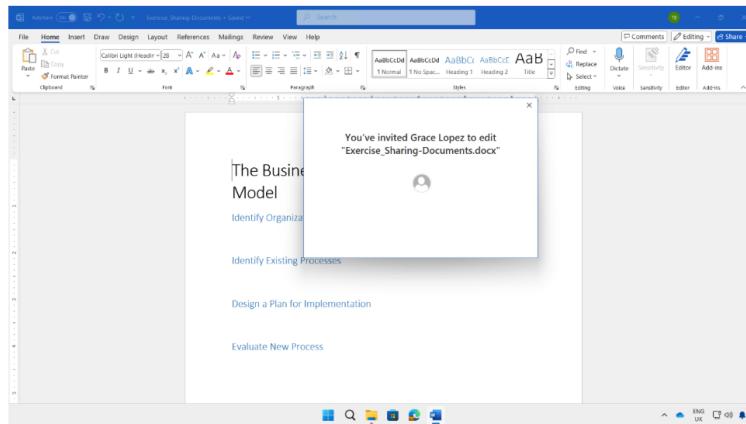
8. Partner B, open your web browser and log in to your Microsoft account:
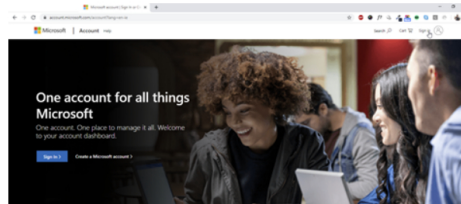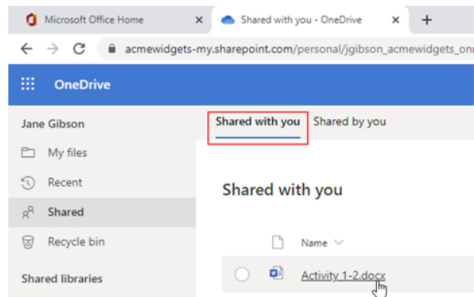

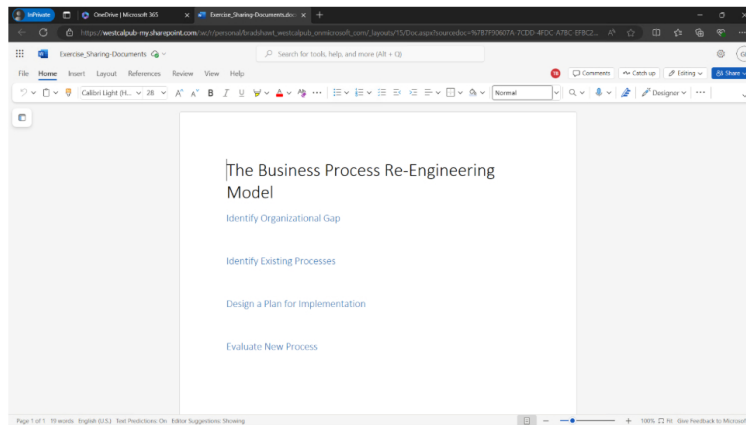9. Select **Apps** and click **OneDrive**. Notice the shared file(s):
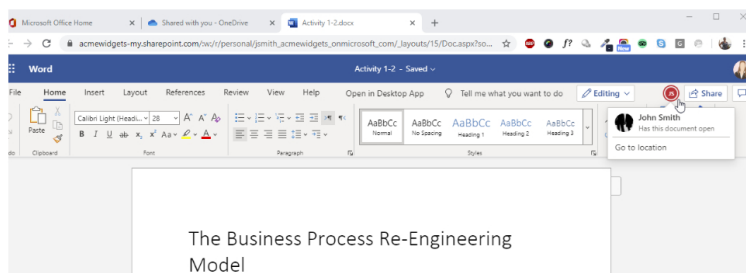
10. Click the shared document to open it in Word:

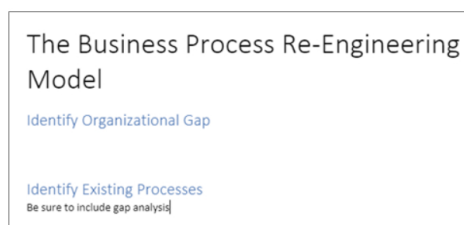**Note** that Activity 1-2 is used as an example in the screen below.

11. The document will open in Word Online in a new browser tab where you can begin editing:
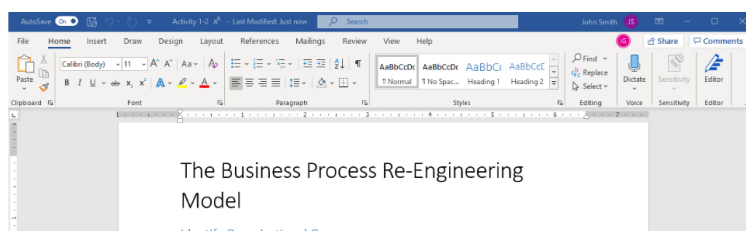
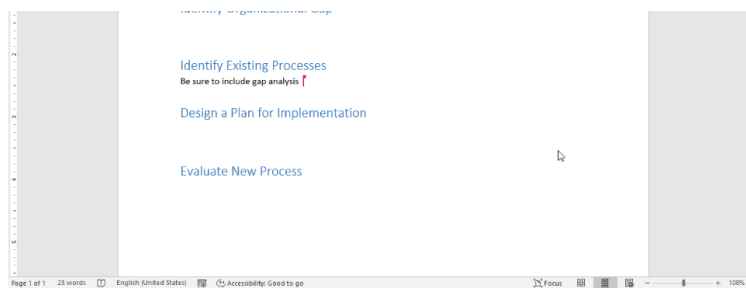12. You should be notified that your partner is also editing this document.

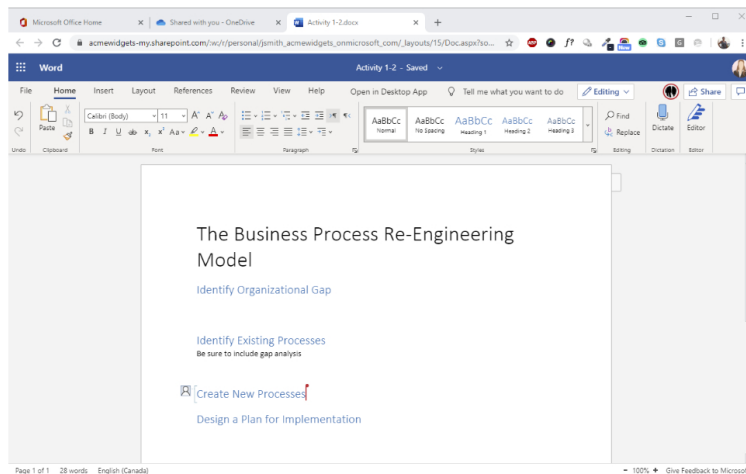13. Add the text "Be sure to include gap analysis" under the second heading:

14. Partner A will see this happening in real-time:

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15. Partner A should now add a new heading, "Create New Processes," after this text. Partner B should see this happening in real-time:

16. Partner A, save a copy of the completed document in your Exercise Files folder as Activity 1-2 Complete. Both partners can now close all open windows to complete the exercise.

17. Now, you can check out an example of a completed document in the link below:

Completed exercise: Sharing Documents ⬀

[Mark as completed]

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