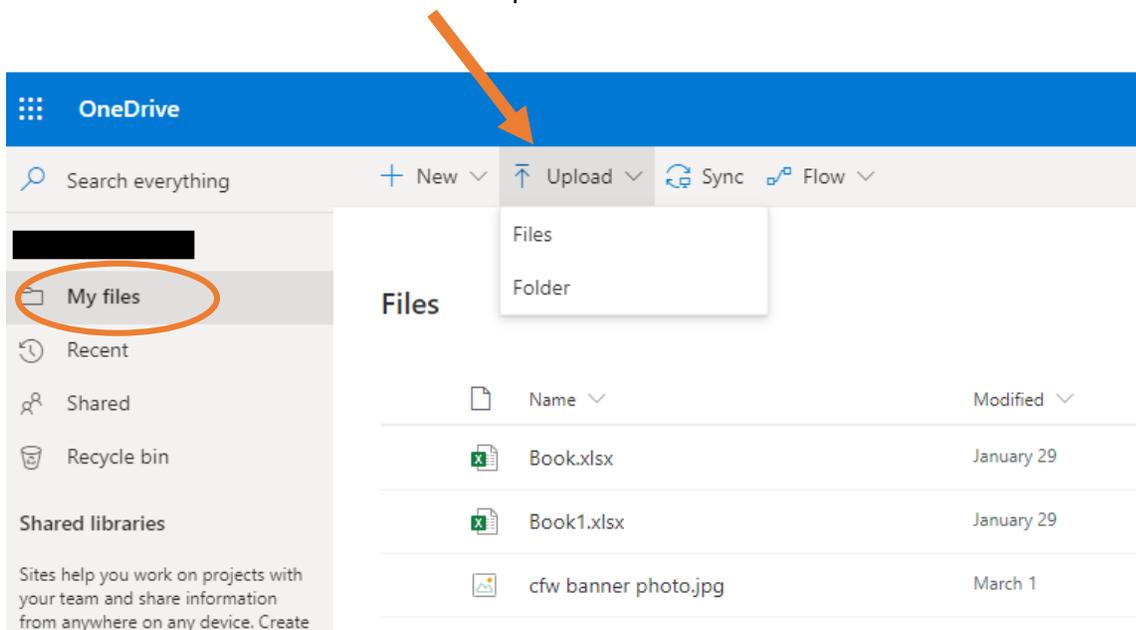


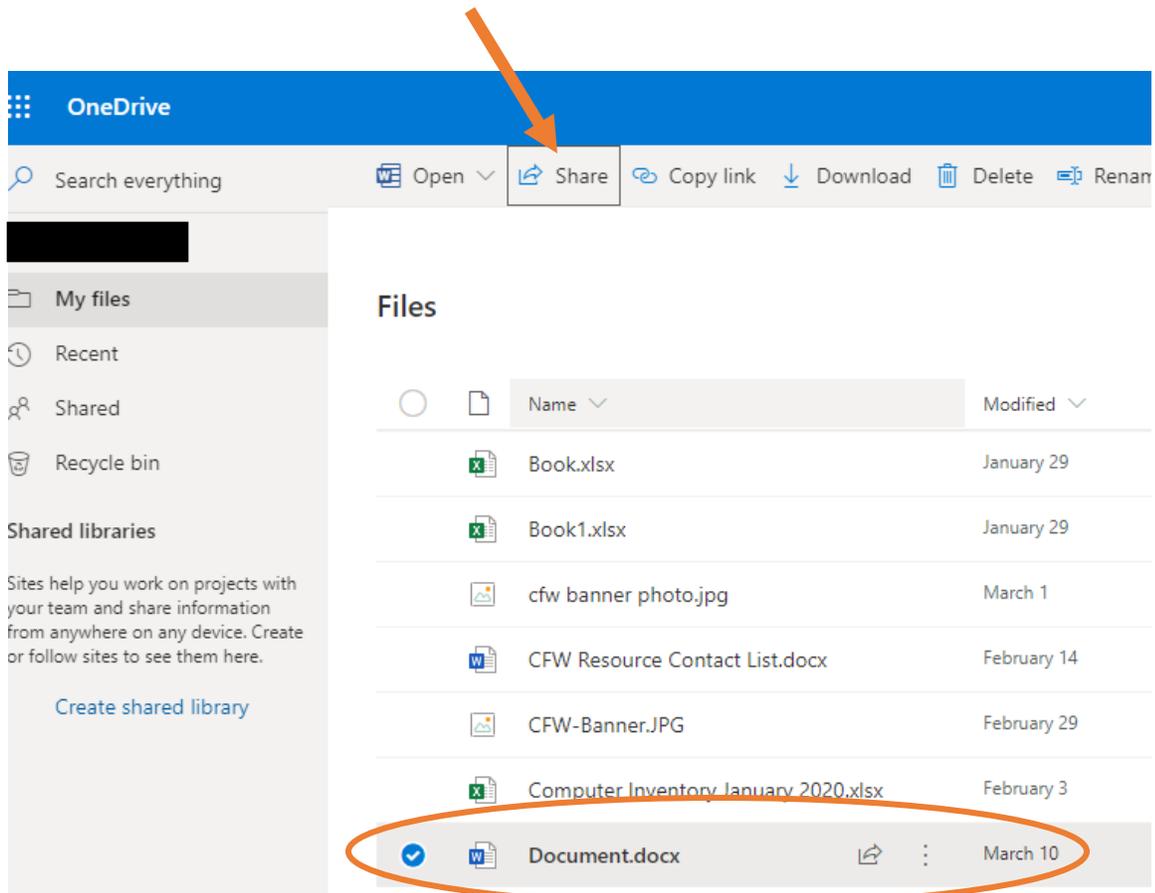
OneDrive Document Sharing

To collaborate on a word document with a consultant, the document must be on OneDrive. Documents can be directly created in OneDrive or uploaded. OneDrive can be accessed in multiple ways. If you are logged into Office 365 Outlook (email) via a browser, click on the 9 squares icon by the word Outlook. Then, select the OneDrive application.

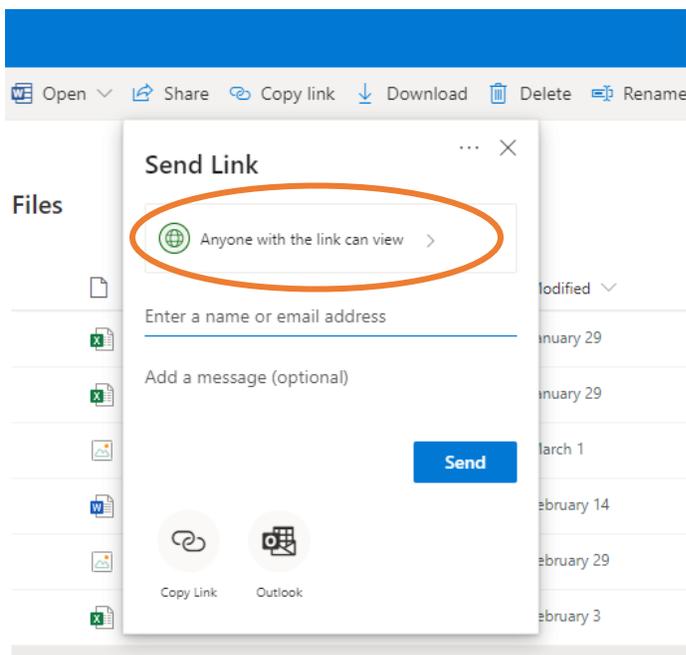
- To upload a file, click on the “Upload” button at the top of the site. Then, click on “Files” and choose a file to upload.



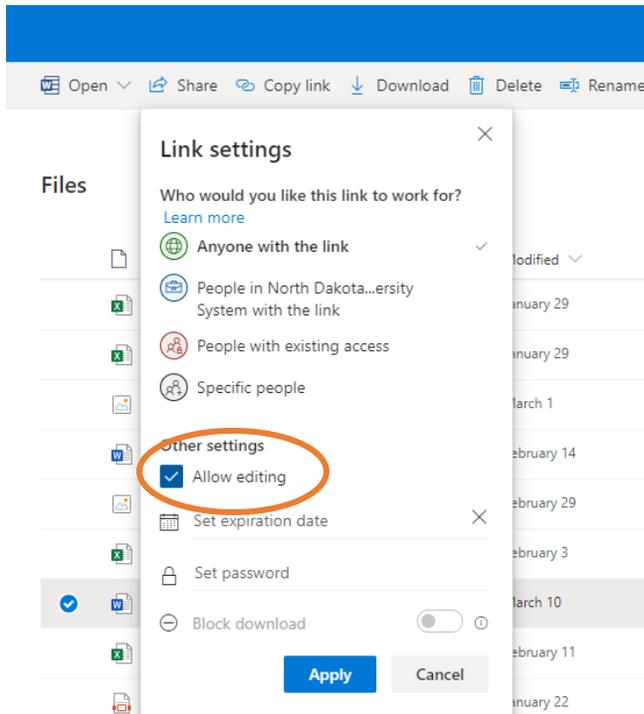
- When the file is uploaded or ready to share, use the pointer to hover over the document.
- Click on the white circle that appears to the left of the document to select it. A blue circle with a white check mark will appear.
- Locate the “Share” icon at the top of the site.



- When the “Send Link” window opens, click on the field “Anyone with the link can view >”.

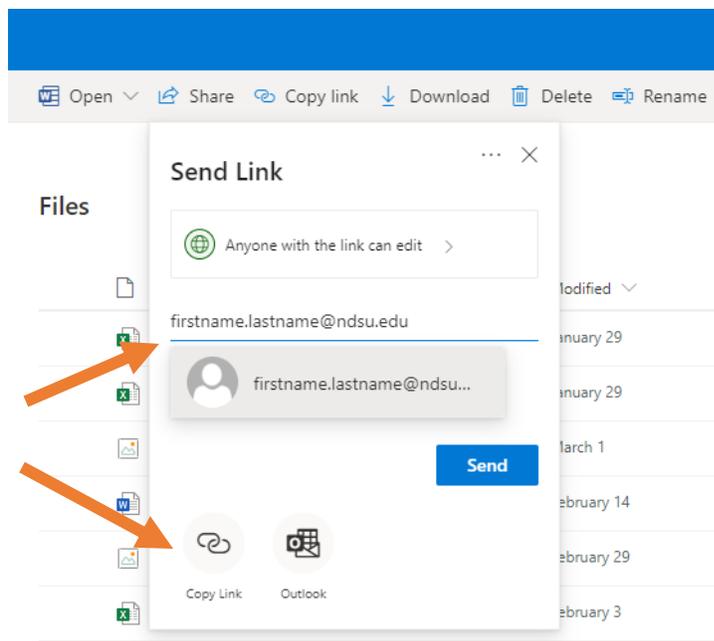


- When the Link Settings window opens, select “Allow editing”.
- Click “Apply”.

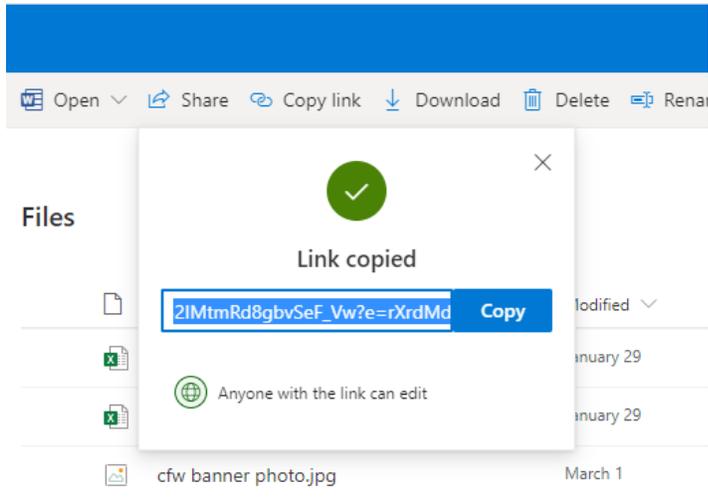


- The window will automatically return to the Send Link window, but it should now read “Anyone with the link can edit”.
- If you know the email address of the person you are sharing with, type it into the field.

or



- If you choose not to type in an email directly, click on “Copy Link”.
- A window will pop up with a link to share.
- Paste the link into an email.



Tips and Guidelines for Working on Shared Document:

- When working on the document at the same time as someone else, keep the document open in the same browser window: don't try to open in desktop, a new page, or browser in the middle of editing.
- Consultants should not directly edit a paper. Highlighting a section or creating a comment on the side will allow consultants to bring attention to specific areas in review. **IF** a suggestion is made directly in the document, colored text will be used to indicate the editing suggestion.
- After the session is over, consultants should check their shared files in OneDrive and remove the client's document (if it is in there).