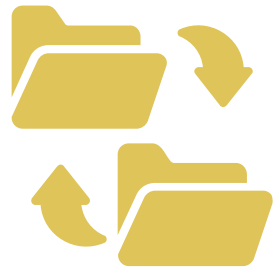# Document collaboration
with OneDrive and Word

Enhance your productivity when working on documents by using OneDrive and Word. These platforms provide seamless tools designed to facilitate real-time collaboration, eliminating the challenges of version control and lengthy email threads.

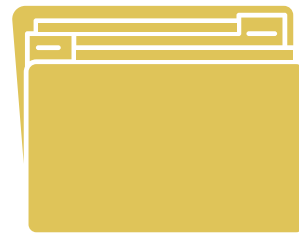## Smart sharing

Choose who gets access and how.
- Share with individuals, Teams groups, or external users.
- Control permissions by allowing others to edit, review, view only, or block downloads.
- Add a message or simply copy and send a link.
- Always review access settings before you send to others.

🔓 Not everyone needs edit rights. Selecting **Can view** helps prevent mistakes.
📤 Use **Copy link** for quick sharing without emailing files.
☁️ Update or remove access anytime via OneDrive settings.

Organise drafts

Use one folder for all drafts, or create separate folders for different work areas. Save documents where they fit best.
- Personal work → OneDrive
- Team work → Teams folders

📁 Avoid clutter by storing files in the right place from the beginning.
⚠️ Copying files creates confusion. Move them instead.
📌 Use clear folder names.

Real-time collaboration

Streamline teamwork with these Word features:
- **Live co-authoring:** See updates as they happen.
- **@Mentions in comments:** Tag colleagues to review or edit.
- **Assign tasks:** Turn comments into to-do lists.
- **Resume reading:** Pick up where you left off.

👀 Your initials will appear in the document when editing together.
🔔 Tagged colleagues get notified via email or Teams.
✅ Tick off tasks once completed to stay on track.
📑 Use **Reviewing** mode if you only want to suggest changes.

Extra tips to work to work smarter

HELPFUL TIPS

- Use **Dictation** to draft faster by speaking your ideas instead of typing.
- Apply **Styles** for consistent formatting to keep headings, spacing, and layout uniform.
- Use **Version History** to restore earlier changes if needed and track who made edits over time.

🎙️ Dictation is found under the **Home** tab in Word.
🎨 **Styles** are under the **Home** tab.
🕐 **Version History** is found under **File** > **Info** in Word or in OneDrive's file menu.

ICTS