

HOW TO COLLABORATE IN WORD

DESCRIPTION

Through Microsoft Office 365, you will be able to work with other students (at the same time or at different times) to peer review, edit, and collaborate on writing within a document. University of Waterloo students have access to [Microsoft Office 365](#).

Follow instructions below to access your Microsoft Office Account and share your work for peer review or co-authoring.

1) Through your browser

1. Go to <https://portal.office.com>
2. Enter your email as username@uwaterloo.ca
3. You will be redirected to Waterloo's sign-in page
4. Enter your WatIAM password and click Sign in

2) Create or open your document. When creating or opening a document, students will have the option of being able to collaborate using the online version of Word, or desktop version.

Note: Make sure all users editing the document are using the same version of Office. There may be minor problems between users collaborating and using different versions of desktop Office suites (such as Office 2016 and Office 365 ProPlus). Some features may not exist in an older version of Office or may be implemented in a new way. If the same desktop version cannot be used and problems occur, we recommend using Office Online (web version) available in O365.

3) Share a document with others (group members and instructor) and give them permission to edit in your document.

- [Share a document](#)

4) Collaborate on Word documents.

- [Collaborate on Word documents with real-time co-authoring](#)
- [Insert or delete a comment](#)
- [Track changes](#)
- [Accept tracked changes](#)