



## Training and Communication

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*Division of Information Technology*

Technology-related learning opportunities and support for VSU Faculty and Staff

# Office 365:

Material adapted from [www.microsoft.com](http://www.microsoft.com)

# Collaborate on Documents in OneDrive for Business



## Collaborate on documents in OneDrive for Business

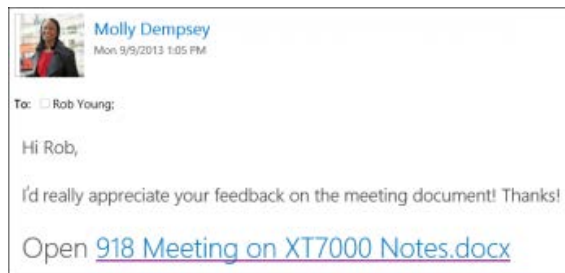
You can [share your documents](#) with other people, and give them editing permission. Likewise, others can invite you to work with them on documents.

### Share your OneDrive for Business documents and folders

You can [share documents](#) in OneDrive for Business by inviting people in your organization to view or edit a document, or all items in a folder. If you're using Office 365, you may be able to [share documents and folders with people outside your organization](#).

### Edit documents that are shared with you

When someone shares a document with you, you typically receive an email that contains a link to the document.



Select the link to go to the document.

- If you were given editing permission, you can edit the document. You can even [edit the document at the same time as someone else](#) if it is in Word, Excel, or PowerPoint.
- If you don't have editing permission, you can still view the document and save it as a separate file.

Or, if you don't have a link, you can [find files that have been shared with you](#).

### Return to earlier document versions

If [document versioning is turned on](#) in OneDrive for Business, you can view and restore earlier versions of your documents. If document versioning is turned off, you can still revert a document to its most recent version. For details, see [Manage document versions in OneDrive for Business](#).

For more information about versioning, see [How does versioning work in a list or library?](#)

Did this article help you?