



Document Collaboration and co-authoring using office (365) in Onedrive



Presented by

ENIKUOMEHIN, A. OluwaToyin, PhD

Department of Computer Science

Lagos State University, OJO, Lagos.



Co-authoring

- Co-authoring is simply having several people work on a document at the same time.
- Needed for document requiring fast turn around and high accuracy with multiple pairs of eyes on each paragraph.
- Office has functions that allow you to make comments, track changes, as well as activities for creating quality documents. .




Co-authoring

- There are two ways to co-author documents that are supported in Office:

- Regular Co-authoring

- Real time Co-authoring

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Regular Co-authoring

- Regular co-authoring is when you and others work on document simultaneously, and not block each other.
- As others work on the document you can see which paragraph they have temporarily locked as they edit.
- You can see who is working on the document by looking in the Collaboration Corner.



Real Time Co-authoring

- Real-time co-authoring is when two or more colleagues can type at the same time and automatically see text changes as they happen.
- You can see the cursor location where someone is typing and what they're typing as they are editing.
- The location and text of the colleagues appears on the document very quickly, with formatting following shortly thereafter.



What I need to Co-author in Office

- One Drive for Consumer.
- One Drive for Business
- SharePoint Online
- SharePoint Sever



What I need to know to Co-author

- For real time co-authoring, documents must be stored online.
- Use one drive, SharePoint online but not SharePoint server
- Co-authoring with office is turned on by default in One drive and SharePoint Online
- No need for special configuration



APPS that supports Co-authoring

- Word and PowerPoint on all platforms, and on all versions since Office 2010.
- Excel Online, Android, and Windows Mobile.
- Real-time co-authoring is supported on Word for Windows Desktop 2016,
- And Word, PowerPoint, and Excel Online
- Word 2016 has real time and regular co-author mode



File format that supports Co-authoring

- Co-authoring is only supported on newer file formats such as .docx, .pptx, and .xlsx
- VBA macros are not supported in co-authoring documents.
- ,



Remember

- Documents with Track Changes enabled do not support real-time typing in Word but you can still co-author.
- VBA macros are not supported in co-authoring documents.
- Real-time co-authoring is deployed as a cloud service

Why use Cloud Services?



What is Office 365?



Microsoft Office

Office 365 adds more power to the Office you already know and use by making it easier to communicate and collaborate with others



Website

Launch and sustain a professional website



File sharing and managing projects

Share documents and collaborate with colleagues online



Mobility

Get virtually anywhere access on nearly any device* so you can be productive on the go



Email and calendars

Access your email and calendar from your computer, the web, and smart device*



Instant messaging, presence, and conferencing

Connect immediately with colleagues. Set up and conduct online meetings



Office Web Apps

Create, store, and edit Office docs online



Security and trust

Microsoft helps keep your data safe and private

Office 365 Includes web and Mobile Versions of Word, Excel, PowerPoint and OneNote for Creating and Editing Documents



Office 365 offers Current Employees and Students Microsoft Office on up to 5 Personal Computers (Windows and/or Mac)



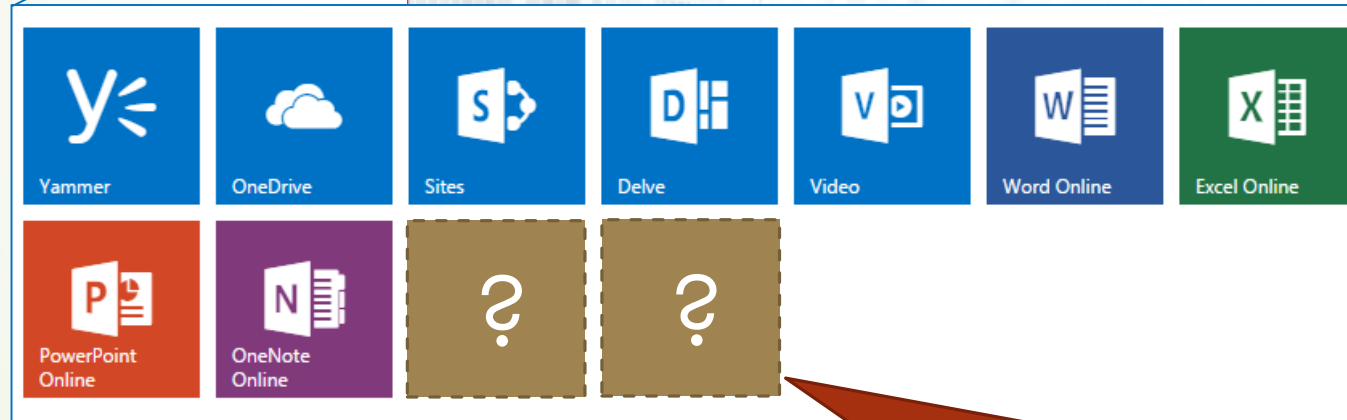
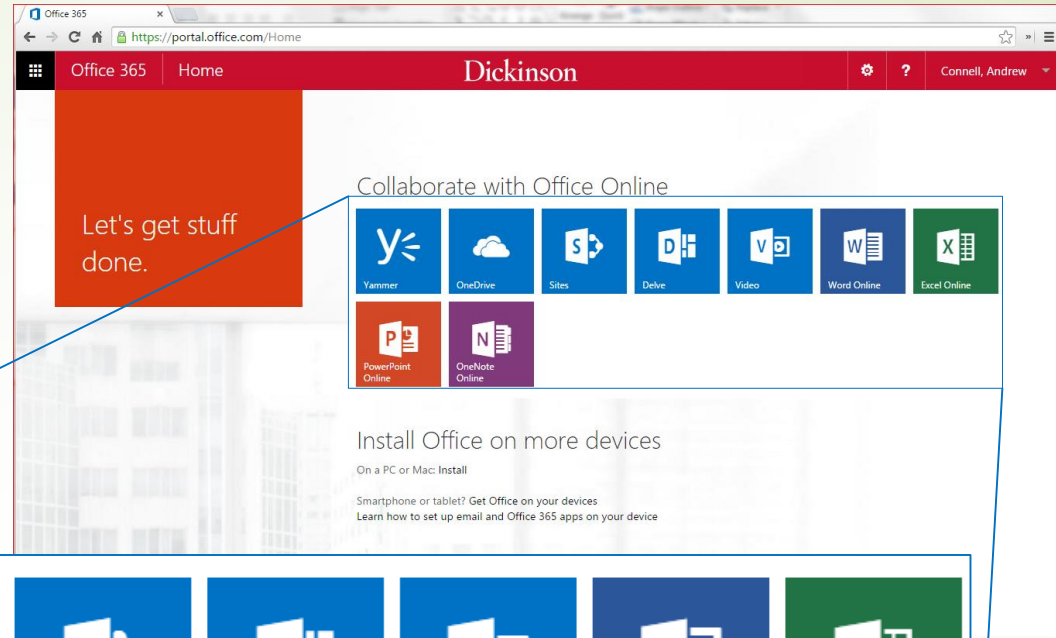
Document Sharing and Collaboration requires the Documents to be stored on OneDrive. Office 365 comes with 1TB of OneDrive space and DropBox-style file sync.




Microsoft Office can be Integrated into browsers

 Office 365

Upon logging in to the Office 365 portal, 9 web apps are available by default: Yammer, OneDrive, Sites Delve, Video, Word Online, Excel Online, PowerPoint Online and OneNote Online.



While LASU can add licensed apps to the portal, it is important to note that Microsoft may also add apps as they are developed for Office 365.



Office 365 keeps you **efficient** and in **control**



Federated identity and single sign-on

Different identity options for your organization, including full support for single sign on with the cloud



Role-based access

More granular role base access for administrators, partners and end users



Simplified management

Remote PowerShell and fall through experience to specific services to gain similar server configuration control

**Now, let's take a look at
OneDrive!**

File Management in OneDrive

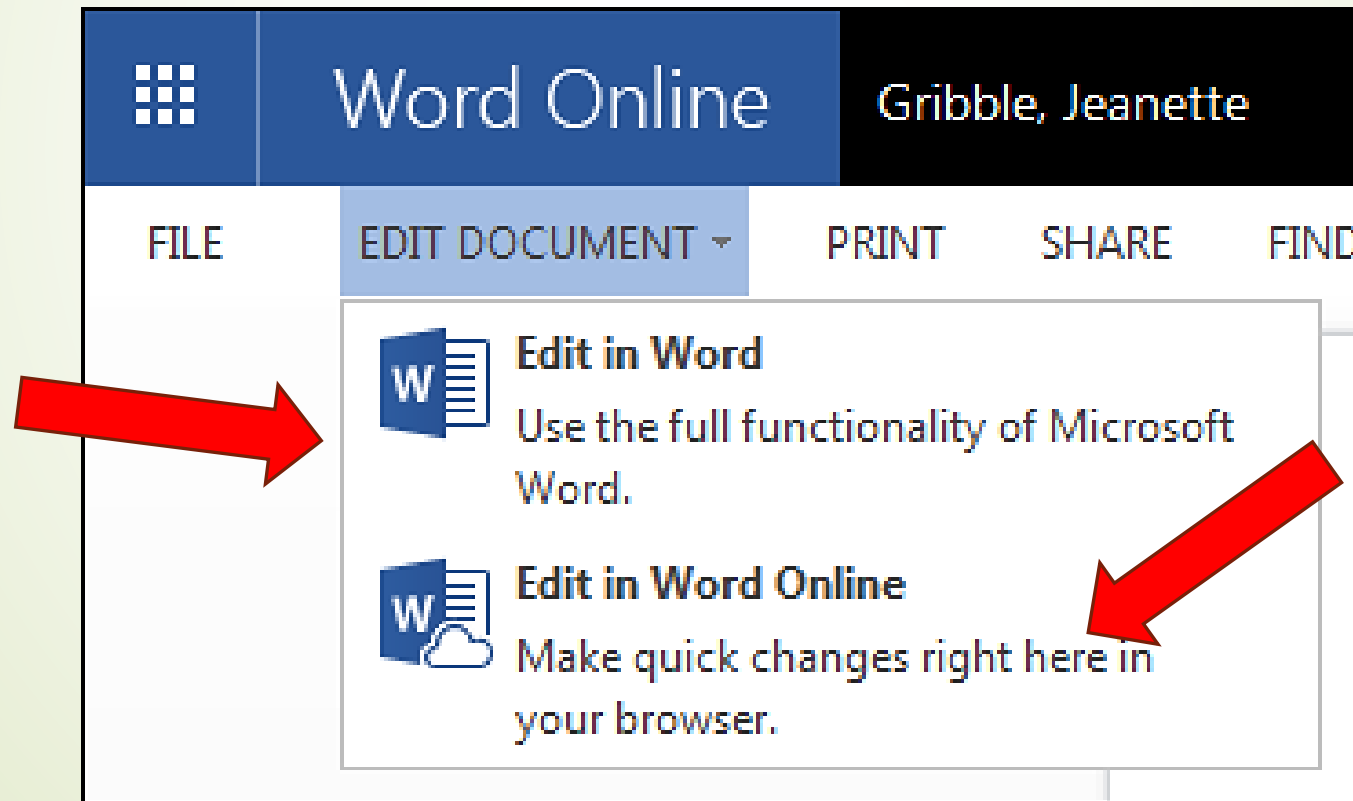
Create New, Upload, Deleting, Sharing, Folders, Recycle, Sync & More

The screenshot displays the OneDrive web interface. At the top, there's a navigation bar with 'Office 365' and 'OneDrive' labels, along with settings, help, and user profile icons. Below this is a secondary navigation bar with 'BROWSE', 'FILES', and 'LIBRARY' tabs. A ribbon of action buttons follows, including 'New Document', 'Upload Document', 'New Folder', 'Edit Document', 'Check Out', 'Check In', 'Discard Check Out', 'View Properties', 'Edit Properties', 'Delete Document', 'Version History', 'Shared With', 'Share', 'Alert Me', 'Follow', 'Download a Copy', 'Workflows', 'Publish', and 'Tags & Notes'. A search bar is located on the left side of the main content area. Below the search bar is a sidebar with navigation options: 'Documents', 'Recent', 'Shared with me', 'Followed', 'Site folders', and 'Recycle bin'. The main area features a row of action buttons: 'new', 'upload', 'sync', 'edit', 'manage', and 'share'. Below these is a table listing files and folders with columns for Name, Modified, Sharing, and Modified By.

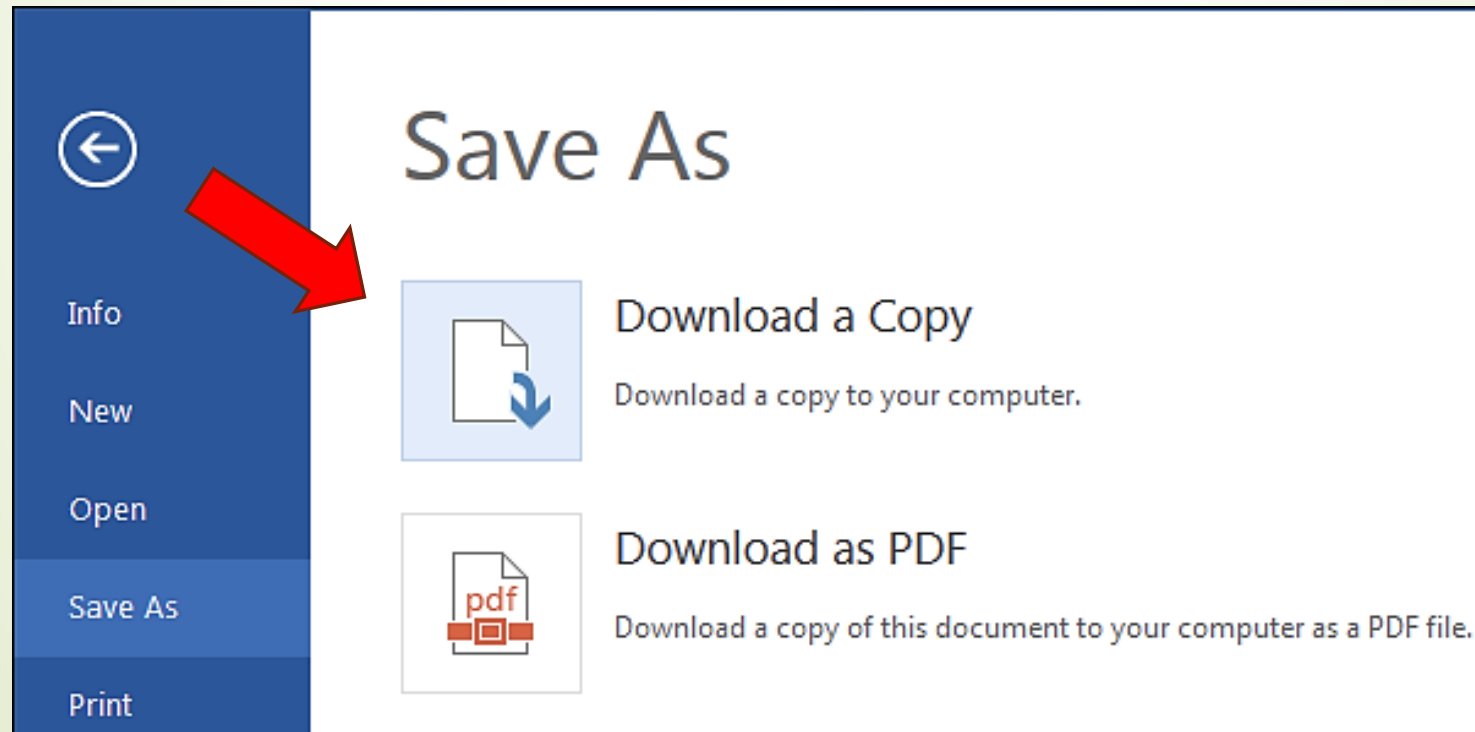
✓	Name	Modified	Sharing	Modified By
	How about a Folder	... February 27	🔒 Only you	<input type="checkbox"/> Gribble, Jeanette
	Jeanette @ Work	... Tuesday at 1:18 PM	🔒 Only you	<input type="checkbox"/> Gribble, Jeanette
	Office 365 Files	... Wednesday at 10:02 AM	👤 Connell, Andrew	<input type="checkbox"/> Gribble, Jeanette
	Shared with Everyone	... February 27	👤 Shared	<input type="checkbox"/> Gribble, Jeanette
	Book	... March 6	🔒 Only you	<input type="checkbox"/> Gribble, Jeanette
	Document1	... Yesterday at 1:47 PM	👤 Shared	<input type="checkbox"/> Gribble, Jeanette
	Example Document to Share	... March 3	👤 Office365 UserServices and 1 more	<input type="checkbox"/> Gribble, Jeanette
	Excel Survey	... March 2	👤 Shared	<input type="checkbox"/> Gribble, Jeanette
	StatesCity	... Wednesday at 5:05 AM	👤 Orr, Mary	<input type="checkbox"/> Gribble, Jeanette
	Survey with Time	... March 3	👤 Office365 UserServices and 1 more	<input type="checkbox"/> Gribble, Jeanette

Drag files here to upload

Edit a Document in the Cloud or Edit it on your Computer

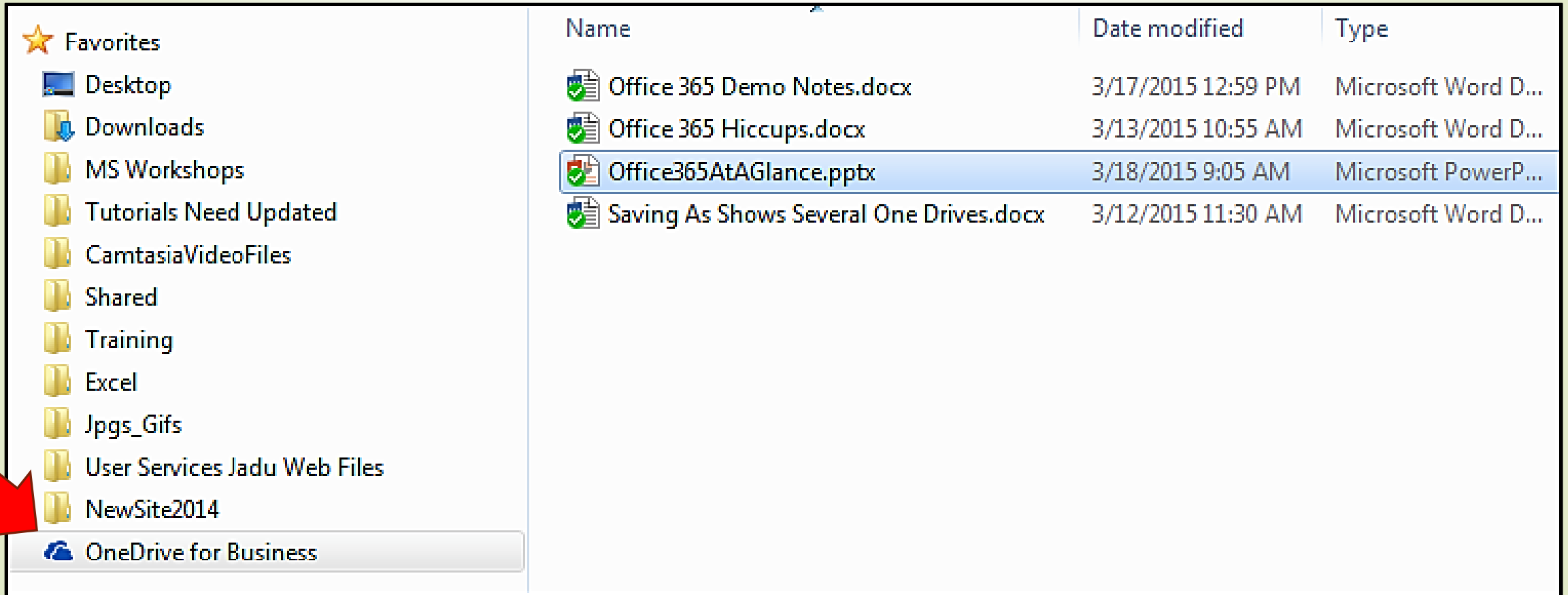


Saving - Automatically Saves while working on
OneDrive
or
Save a Document to another location, like the
Network or your Computer



Sync Files and Folders on OneDrive

Find them in your Favorites*



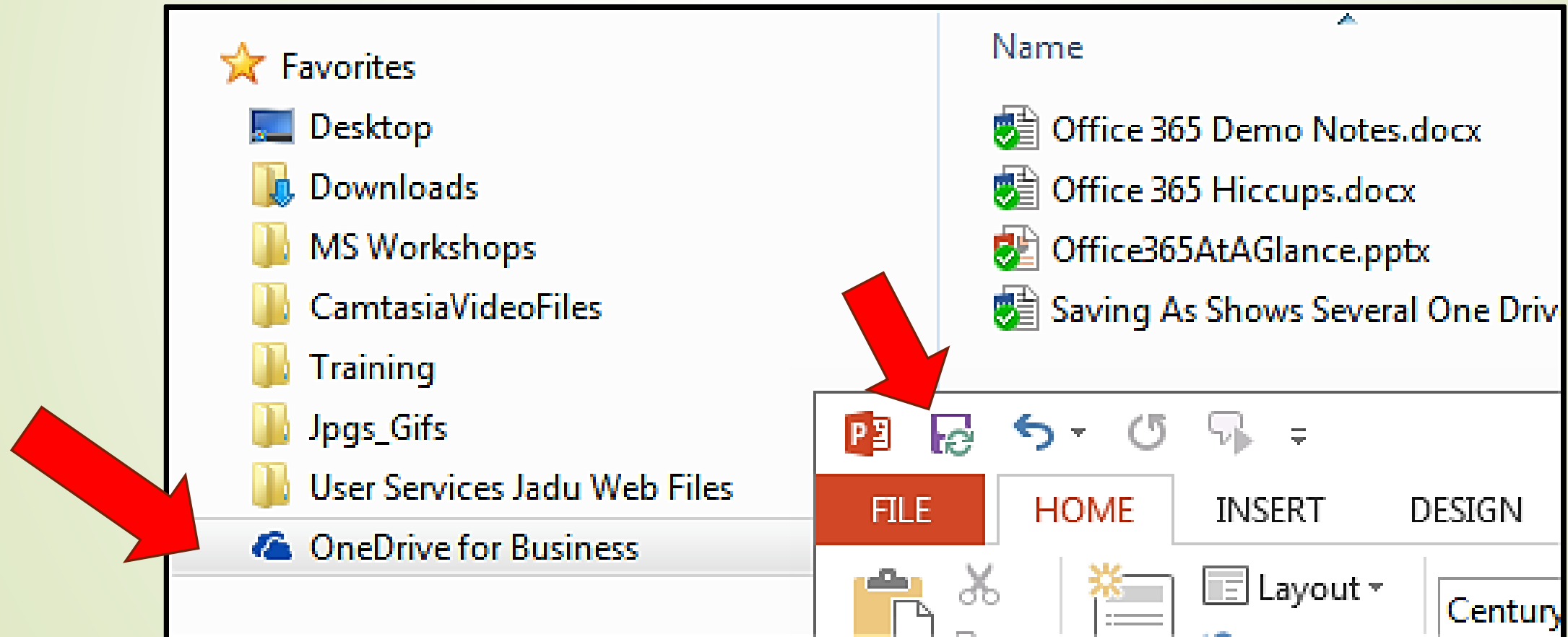
The screenshot shows the Windows File Explorer interface. On the left, the 'Favorites' pane lists several locations, with 'OneDrive for Business' at the bottom, highlighted by a red arrow. The main pane displays a list of files with the following columns: Name, Date modified, and Type.

Name	Date modified	Type
Office 365 Demo Notes.docx	3/17/2015 12:59 PM	Microsoft Word D...
Office 365 Hiccups.docx	3/13/2015 10:55 AM	Microsoft Word D...
Office365AtAGlance.pptx	3/18/2015 9:05 AM	Microsoft PowerP...
Saving As Shows Several One Drives.docx	3/12/2015 11:30 AM	Microsoft Word D...

NOTE: *Not currently available for Mac's.

Editing from the OneDrive in Favorites

The Save Disk in the office program will have two little arrows letting you know it is automatically saving your file while in OneDrive

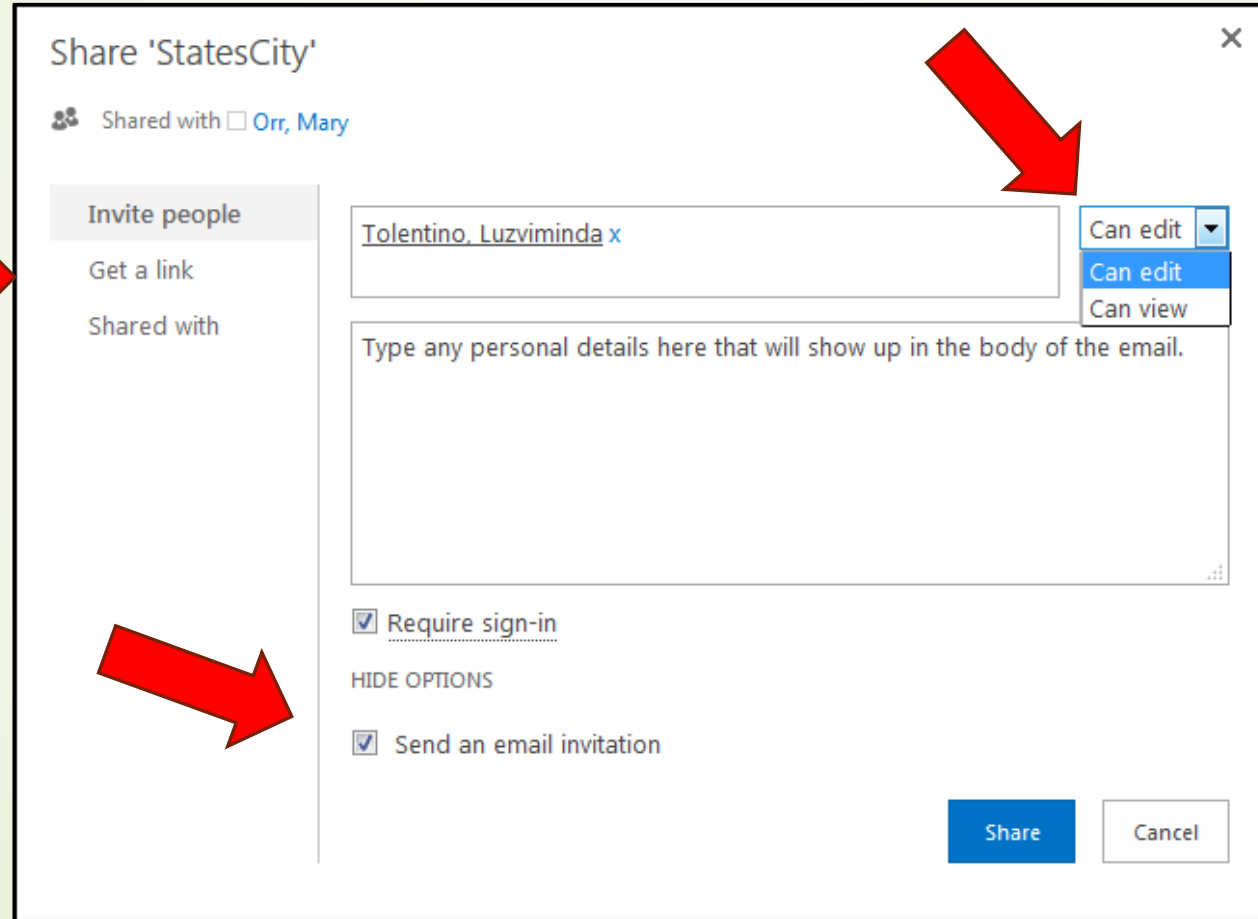
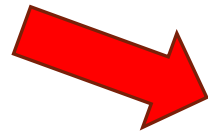


Share files in OneDrive

Get a Link



Emails can be sent when Sharing Files or Folders

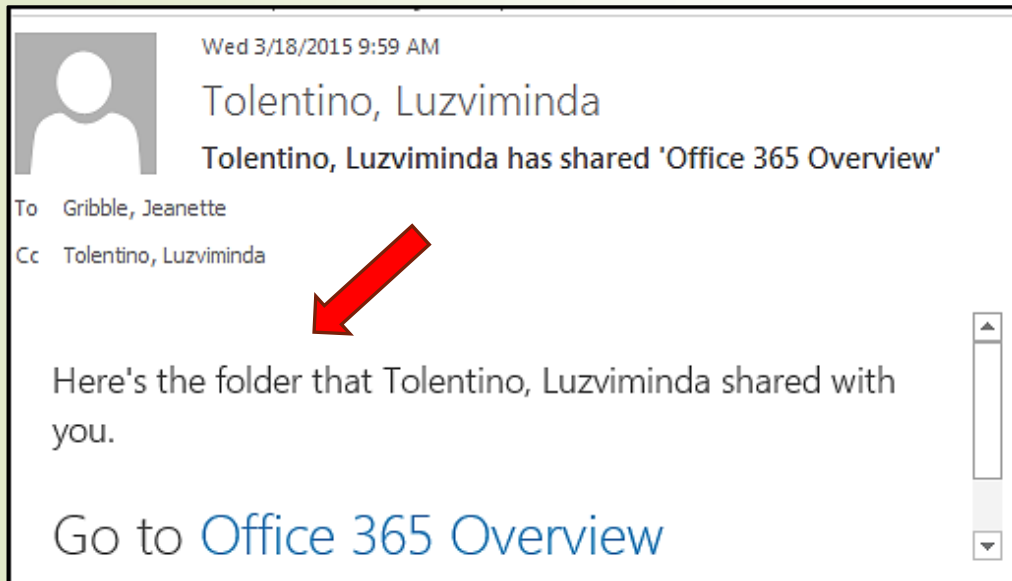


The screenshot shows the 'Share' dialog for a file named 'StatesCity'. The dialog is titled 'Share 'StatesCity'' and has a close button in the top right corner. Below the title, it says 'Shared with' followed by a checkbox and the name 'Orr, Mary'. On the left side, there is a vertical menu with three options: 'Invite people' (highlighted), 'Get a link', and 'Shared with'. A red arrow points from the 'Get a link' option in this menu to the 'Get a link' option in the main content area. The main content area has a text input field containing the email address 'Tolentino, Luzviminda x'. To the right of this field is a dropdown menu with three options: 'Can edit' (selected), 'Can edit', and 'Can view'. A red arrow points from the top right of the dialog to this dropdown menu. Below the input field is a text area with the placeholder text 'Type any personal details here that will show up in the body of the email.'. At the bottom of the dialog, there are two checkboxes: 'Require sign-in' (checked) and 'Send an email invitation' (checked). Below these checkboxes is the text 'HIDE OPTIONS'. At the bottom right, there are two buttons: 'Share' (blue) and 'Cancel' (white).


Select either Edit or View

Email Examples of Shared Files or Folders

Share a Folder



Wed 3/18/2015 9:59 AM

 Tolentino, Luzviminda
Tolentino, Luzviminda has shared 'Office 365 Overview'

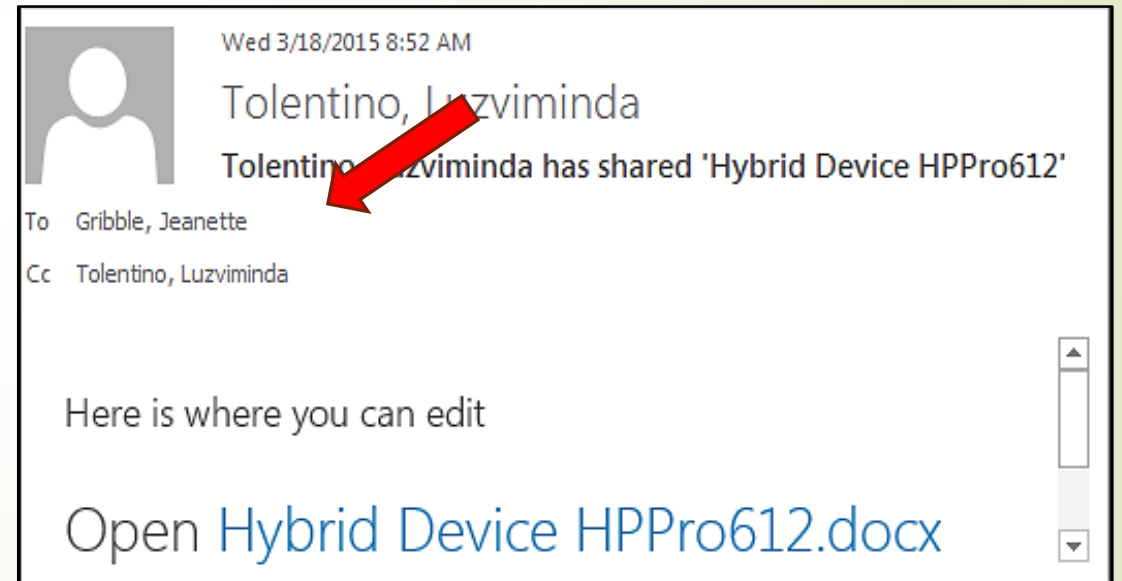
To Gribble, Jeanette
Cc Tolentino, Luzviminda

Here's the folder that Tolentino, Luzviminda shared with you.


Go to [Office 365 Overview](#)

A red arrow points from the subject line 'Office 365 Overview' to the text 'Here's the folder that Tolentino, Luzviminda shared with you.'

Share a file with one or several users



Wed 3/18/2015 8:52 AM

 Tolentino, Luzviminda
Tolentino, Luzviminda has shared 'Hybrid Device HPPro612'

To Gribble, Jeanette
Cc Tolentino, Luzviminda

Here is where you can edit

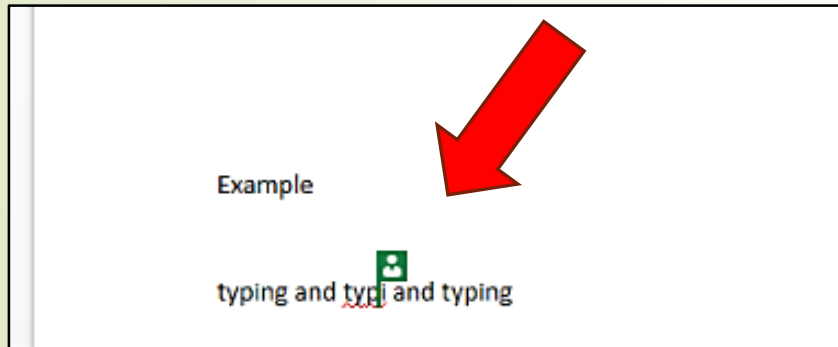
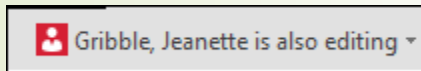
Open [Hybrid Device HPPro612.docx](#)

A red arrow points from the subject line 'Hybrid Device HPPro612' to the text 'Here is where you can edit'.

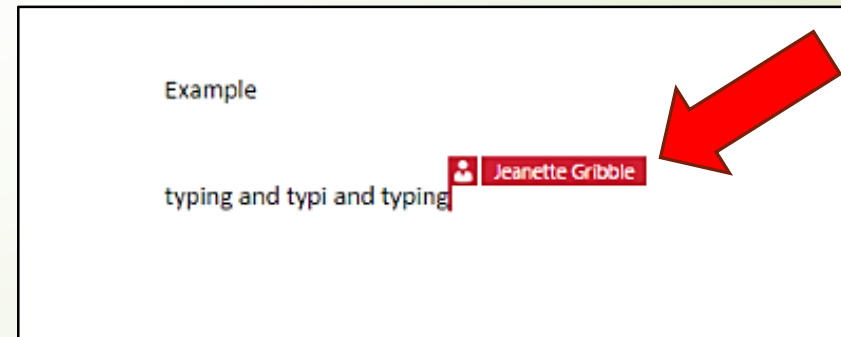
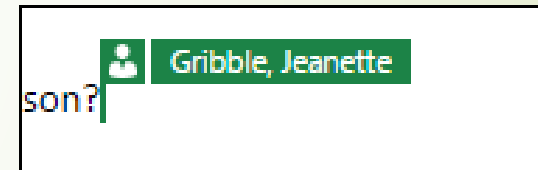
Shared Document with Real Time Editing

Several users can be editing the same document at the same time.

The top bar displays details of who is editing.

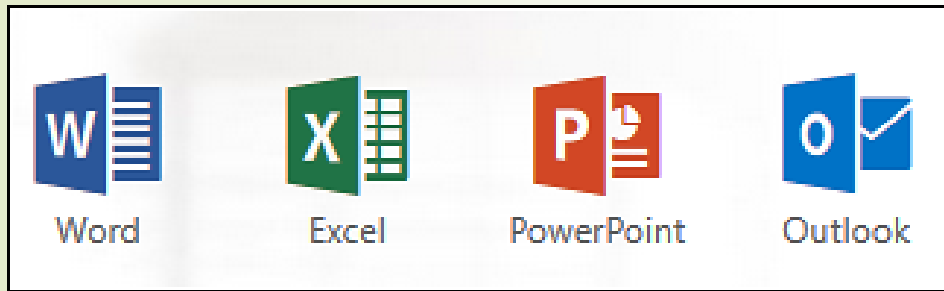


A flag and name appears at the exact place when someone is editing a shared document as they are typing.



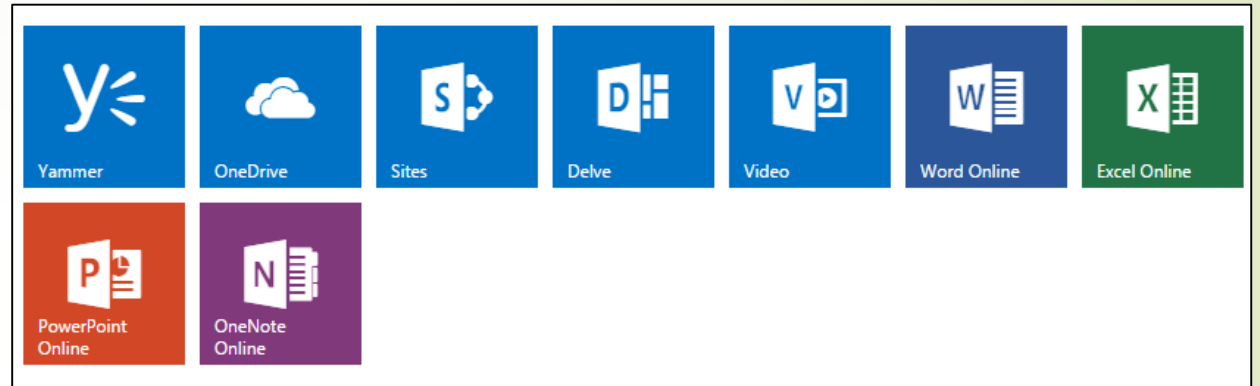
Recap - Office Differences at a Glance

Office on Campus Computers



- Local to the computer
- Full editing functions/features
- Backed up by Dickinson College when files are stored on Network

Office 365



- An On-line version by using a browser
- Share files with real time editing
- Lite editing functions/features

Frequently Asked Questions about Office 365

Will there be more training?

- ▶ Yes, the department has incorporated technical sessions into the monthly seminar. Office 365 tutorial is also available on Microsoft website

Do I have install something on my computer at work to use Office 365?

- ▶ No, To use Office 365 you simply use your email account and password to log in.

What can I store on this Space, the cloud?

- ▶ Microsoft OneDrive is file storage space on a Microsoft server. You may store any type of files on your OneDrive space. (i.e. zip files, audio files, video files, PDFs, etc.)
Not just Microsoft Office documents (.docx, .xlsx, etc.).

Please note that OneDrive space is not backed up by Microsoft and thus, any files deleted from OneDrive are NOT recoverable.

Who may use Office 365?

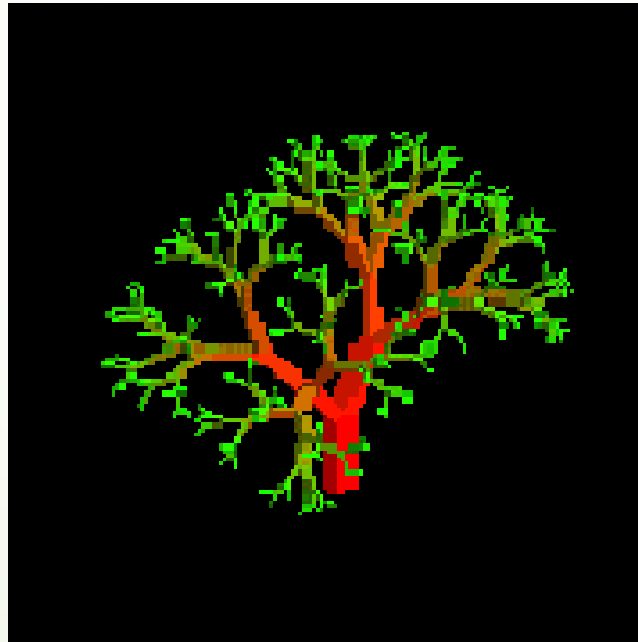
- Office 365 is for everyone with a valid subscription and a valid email-address.

If I share a document can I get back to my original version?

- Yes, under the Manage is Version History which gives you the ability to restore to a specific version on a specific date.

Time For Hands on

- So let run some practical ...



Questions?

Should you have any more questions or may need help, please contact me at toyinenikuomehin@gmail.com or call +2348033930557. Twitter: @enikuomehin, @chyzeay



Thanks!