Exploring Office.com

Office.com is the best place to start, whether it's the start of the day or you're getting back to your work. At Office.com you can:

- Launch an app, like Word, Excel, PowerPoint, or Microsoft Teams.
- Get back to your work with the **Documents** section. You can get to the files you worked on recently, files you've **Pinned**, or files shared with you. **Recommended** shows you documents that are directly relevant to you and **Discover** shows work from your colleagues you might find interesting.
- **Search** to quickly find **Apps**, **Files**, **People**, and **Sites**.
- Create new documents or **Upload and open** a file in OneDrive.
- Use the **App launcher** to launch an app, find a recent file, or get back to Office.com, no matter where you are in Microsoft 365.

1.2. Create, Save and Open Files

When you create a new document at **Office.com**, it's automatically saved to **OneDrive**. This lets you quickly share it with anyone you need to collaborate with.

1. Sign in to Office.com.
2. Select **New**.
3. Choose the type of document you want.
4. While working on the web, it saves automatically. Select **Share** to send it to others to collaborate with.

2.3.1.Save Files to the Cloud

Saving documents to **OneDrive** or other online sites makes them available from other devices and easier to share.

- With a document open in an Office app like Word or Excel, select **File** > **Save** (or **Save a Copy**). Then choose either **OneDrive** or **Sites**, then the appropriate site or folder.

- If you haven't signed in, do that now by selecting **Sign In**.

  If you are creating documents in Office for the web or Microsoft Teams, the doc is being saved online automatically. If you need to save a new copy or rename, select **File** > **Save as** and choose from the menu.

2.3.2. Sync Files on Demand with OneDrive

With OneDrive Files On-Demand, you can get to all your files in OneDrive or SharePoint Online, without having to download them and use storage space on your device.

Turn on Files On-Demand in OneDrive

With OneDrive Files On-Demand, you can get to all your files in OneDrive or SharePoint Online, without having to download them and use storage space on your device.

1. Select the white or blue OneDrive cloud icon in the Windows notification area.

Note: If you're on Windows 10, your computer already has the OneDrive desktop app on it, but you'll need to turn on Files On-Demand in OneDrive settings.

2. Select **Settings** ⚙️
3. Select **Settings** > **Save space and download files as you use them**.

Work with files in Files On-Demand

When Files On-Demand is on, you'll see new status icons next to each of your SharePoint files. You can now copy or move files from your computer to SharePoint Online right from your file system.

📄☁️	Save space on your device by making files online-only. These files are only available when you're connected to the Internet, but don't take up space on your computer.
📄✅	When you open an online-only file, it downloads to your device and becomes locally available. You can open a locally available file at any time even without Internet access.
📄✅	To make a file always available, even when you're offline: Right-click it and select **Always keep on this device**. To change a file back to an online-only file: Right-click it and select **Free up space**.

2.4. Share and Collaborate

2.4.1. Share files in Microsoft 365

Wherever you're working in Microsoft 365, it's simple to share your documents.

Share a document

1. Select **Share**.

2. Select **Link settings**.

3. Choose the permissions you want:

   ▪ **Anyone with the link**

   ▪ **People in [your organization]**

   ▪ **People with existing access**

   ▪ **Specific people**

4. Choose if you want to **Allow editing**.

5. Select **Apply**.

6. Type in names or email addresses for those you want to share with.

7. Add a message if you want.

8. Select **Send**.

Share a Copy Link

1. Select **Share**.

2. Select **Link settings** if you want to change permissions.

3. Select **Copy Link** and share the link however you want, like in an email, document, or IM.

2.4.2. Co-author

With Microsoft 365, share your document and quickly collaborate with others no matter where you are.

▪ Work together at the same time on the desktop or on the web.

- Colorful bubbles with names or initials indicate where someone is working in the document.
- See changes in real-time as they're being made.

Use comments, @mention, assign Tasks, add Follow-ups, and reviewing mode

- Choose content to comment on. Select **Review > New Comment** to add a comment.
- Or right-click and select **New Comment**.
- In a comment, **@mention** someone to get their attention at the exact spot you want. If you **@mention** someone, you can also choose to assign them a task.
- Right-click anywhere in the document and select **New Follow-up** to add a note or reminder while you're in the flow.
- Turn on **Reviewing** mode so everyone sees the changes you make, and the document owner can accept or reject the changes.

Get caught up

After others have made updates to the document:

- Check activity to see who the changes were made by.
- Blue dots in the document show where someone made changes or added new content.
- Right-click any changes to **Accept** or **Reject** it.

Use @mentions

Use @mentions in a comment to get someone's attention, like for feedback or for more information, exactly where you want the help.

1. Sign in to Microsoft 365 with your work or school account, and go to a document that's saved in a SharePoint library or OneDrive for work or school.

   Note: For this feature to work, you'll need to be signed in to Outlook on your PC.

2. Add a comment.

3. Type **@** and the first few letters of the person's first or last name, and then pick the name you want. If they don't already have permission to open the document, you'll be asked to share the document with them.

   Tip: To be more casual, feel free to delete everything except the person's first name in the @mention. To include more people, type **@** again and mention someone else.

   Everyone you @mention will receive an email notification with a link that takes them directly to the comment where you mentioned them.

Follow-ups

Maintain your train of thought by leaving follow-ups in the document, and bring others into the conversation by mentioning them directly into the canvas.

1. To start a follow-up, right-click and select **New Follow-up**.

   Tip: You can also type a left and right bracket **[]** to start a follow-up.

2. Type your follow-up, and then press **Tab** when you're done. The follow-up will be highlighted in yellow.

   Note: If you're using SharePoint Online, you can even add an @mention as part of a follow-up. Type **@** and their name. If they don't have access, the **Share** box will appear. Select **Share and notify** to grant access.

3. To resolve a follow-up, select it and select **Resolve Follow-up**. The follow-up will disappear.

4. To see a list of all follow-ups, select one and select **See all Follow-ups**. This makes it simple to navigate through the Follow-ups. Select one to jump to that part of the document.