


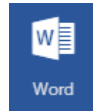
# Sharing Edit Access in Word Online

## for Cobb Student Accounts

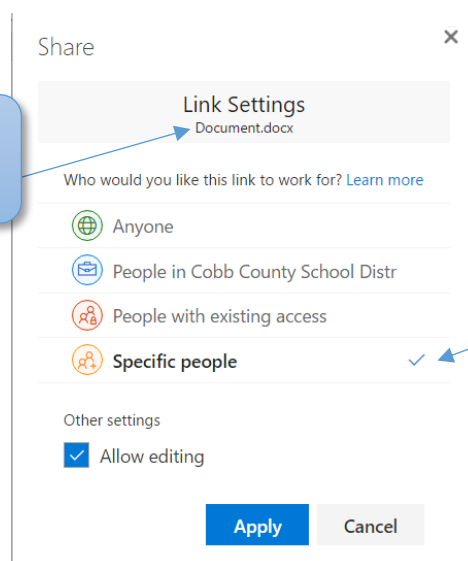
All Cobb students have access to *Word Online*, so the next time that you are working on a group project, try using a **shared** document to make life easier!

Here are the steps for creating a single document that all group members may type on:

1. **One group member creates** the document in *Word Online*
  - [Login](https://login.microsoftonline.com) to [login.microsoftonline.com](https://login.microsoftonline.com) using the format **First.Last@students.cobbk12.org** and your school computer password
  - Click on **Word**
  - Select a **New blank document**
  - Click on the word *Document* at the top of the screen in the black bar and change it to **give your document a meaningful name**
2. The document creator (owner) **shares** the document with group members  
(Warning: *follow these specific steps or group members will not have access; it is a bit more involved than sharing a Google doc*)
  - Click the dropdown by "Anyone with the link..."
  - Select **Specific people**
  - Enter the **First.Last@students.cobbk12.org** address for each group member
3. Each group member opens the document to start working
  - [Login](https://login.microsoftonline.com) to [login.microsoftonline.com](https://login.microsoftonline.com) using the format **First.Last@students.cobbk12.org** and your school computer password
  - Click on **OneDrive**
  - Click on **Shared with me**, at the left
  - Click on the file name to open the document
  - Click on  **Edit Workbook** - towards the upper right
  - Select **Edit in Browser**
  - Start contributing!



Remember to give your document a meaningful **name**; don't leave it on the generic: Document



The owner must **share** the document with this setting for other students to find the file