

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 for all group members to contribute content:

1. **One group member creates the document in Word Online**

- [Login](#) to office365.cobbk12.org 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 and *give your document a meaningful File Name*, you may also select a **Location** or view **Version History**



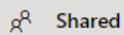
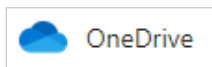
2. The document creator (owner) selects **Share** to give group members access



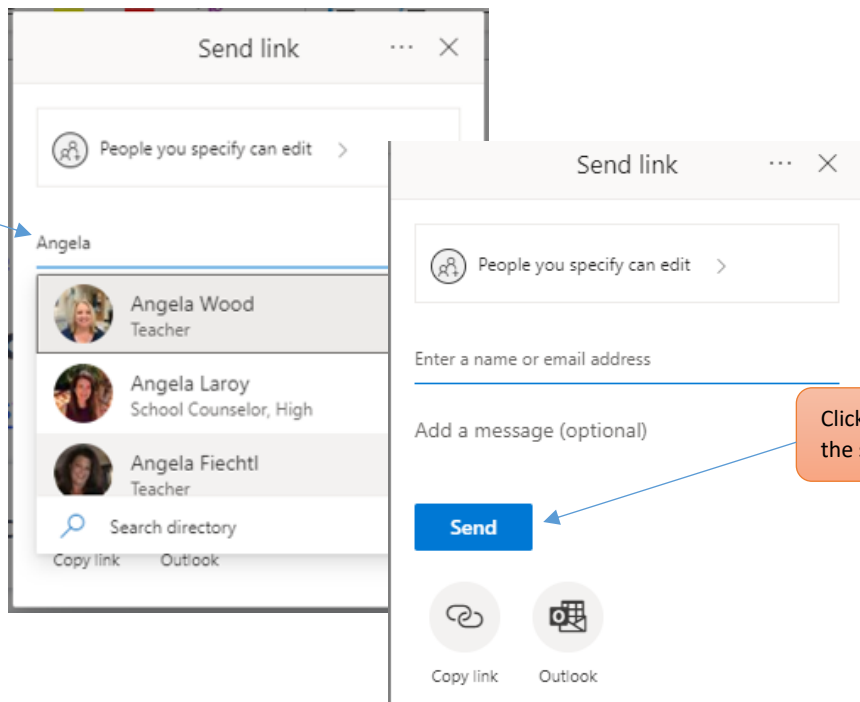
- Click the **Share** button on the upper right or select **File/Share**
- Under *People you specify can edit*, start to type a group member's name and their Office365 username will populate
- Select or enter the **First.Last@students.cobbk12.org** address for each group member
- Click **Send** to give group members access
- To **Manage access** to your shared doc, return to **Share** and select the 3 dots beside **Send link**

3. Each group member opens the document to start working

- [Login](#) to office365.cobbk12.org using the format **First.Last@students.cobbk12.org** and your school computer password
- Click on **OneDrive**
- Click on **Shared**, at the left (you may select *Shared with you* or *Shared by you* at the top)
- Click on the file name to open the document
- Click on the document and start contributing!



Begin entering a partner's **@students.cobbk12.org** address, select it if it appears in the list or type the full username



Click **Send** to complete the share process