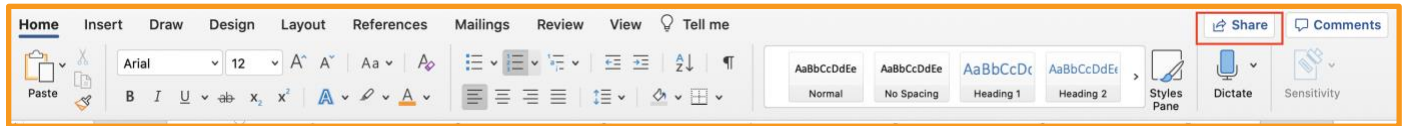# Collaborating in Microsoft Word

**Share your document with others and collaborate on it at the same time**

1. Open the Word Document.
2. In the upper right corner, locate and click on the arrow icon (the **Share** button). A box will open.



3. Type the name of the teacher on **Enter a name or email address line**. **Multiple names may be added the same way. *Do one at a time*. **
4. Select the name from the drop-down menu.
5. Click **Send**. An email will be sent to those individuals.
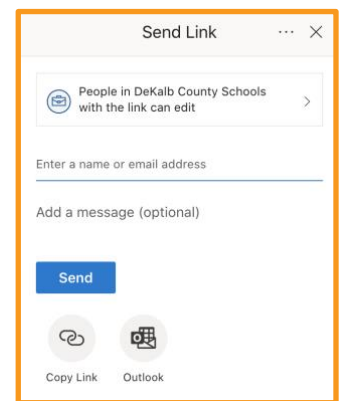


**Co-edit a Document**

After the document is shared, the names of individuals working on the file will appear.

The colored flags show where each person is working in the document. Hovering over the colored flag will reveal the name of the individual working on the file.