

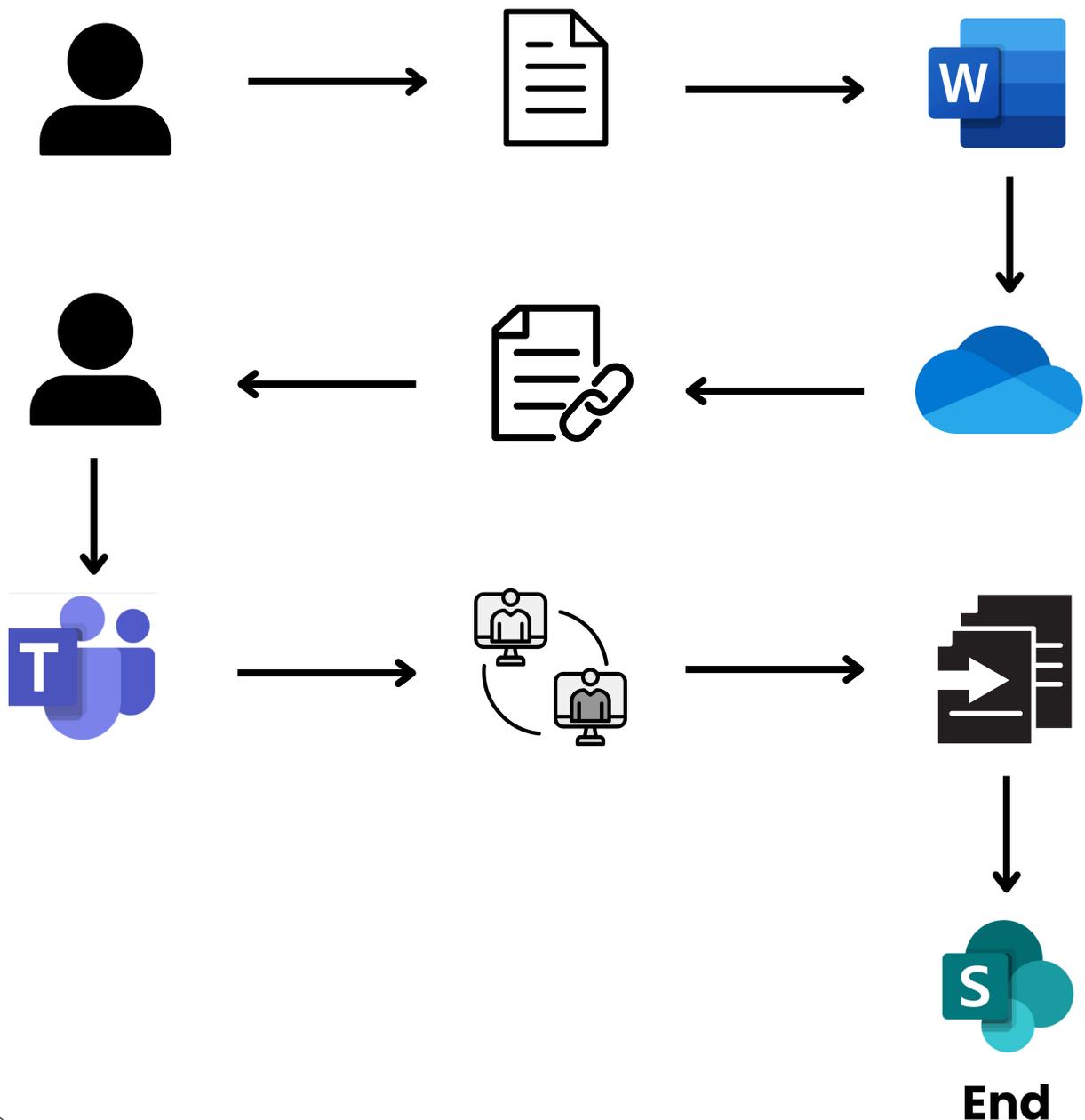


File Management & Collaboration

Share a Draft Report for 1:1 Collaboration

Workflow: Writing and Sharing a Draft Internal Report with a Colleague

Start





File Management & Collaboration

Share a Draft Report for 1:1 Collaboration

- 1 Create your draft in **Word** and save it to your **OneDrive** – Work folder.



 This keeps the document private while you are working on it.

- 2 Once you are ready for feedback, click "**Share**" in Word or OneDrive and send the link directly to your colleague. Choose "**Can-edit**" to allow co-authoring.



 Avoid sending as an attachment to maintain a single version

- 3 Collaborate in real time or via comments. Use **@mentions** inside **Word** or **Teams** chat for quick feedback.



 This ensures the final version is in a shared, structured and secure location for future reference.