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# Collaborate in Word 2016

## Share your document

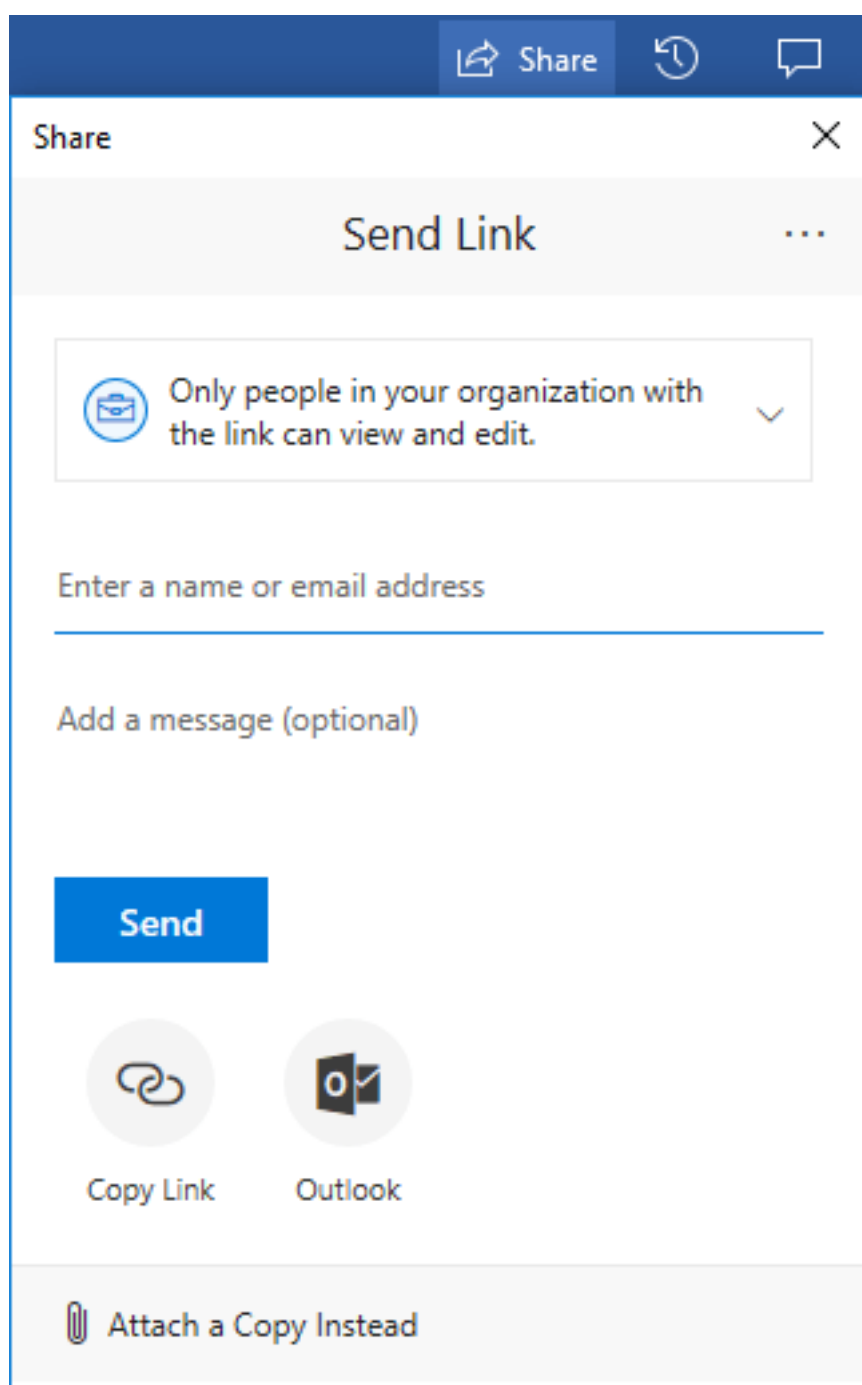
To share a file from within Word:

1. Select **Share**  on the ribbon.

Or, select **File > Share**.

**Note:** If your file is not already saved to OneDrive, you'll be prompted to upload your file to OneDrive to share it.

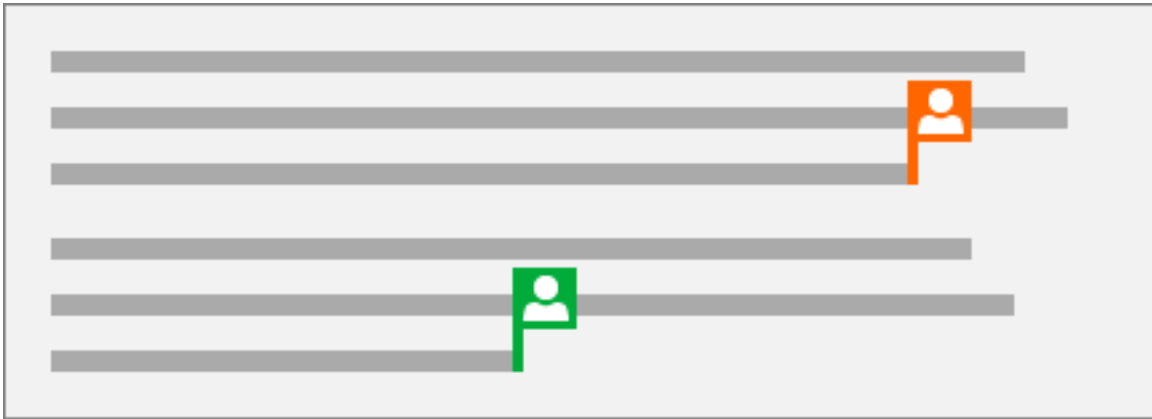
2. Select who you want to share with from the drop-down, or enter a name or email address.
3. Add a message (optional) and select **Send**.



**Co-edit a document**

After you share your document, you can work on that file at the same time with others.

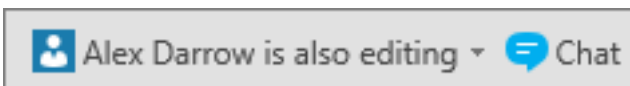
- For the best experience, work together in Word Online and see real-time changes.
- Under **Share**, you will see the names of who else is also editing the file.
- Colored flags will show you exactly where in the document each person is working.

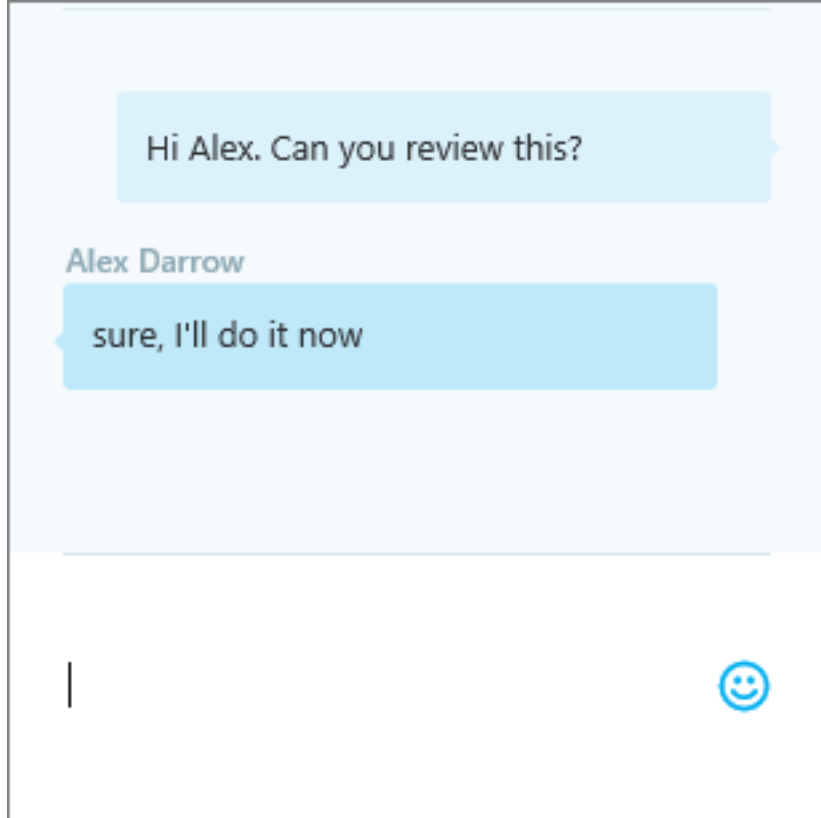


## Chat in a document

1. If there's another person editing your file online, select **Chat** to open a chat window.
2. Type some text and press Enter to send your message.

Your conversations won't be saved when you close a file. If you'd like to keep a record of your chat and have ongoing conversations, talk with your colleagues in Microsoft Teams.





## Track and review changes

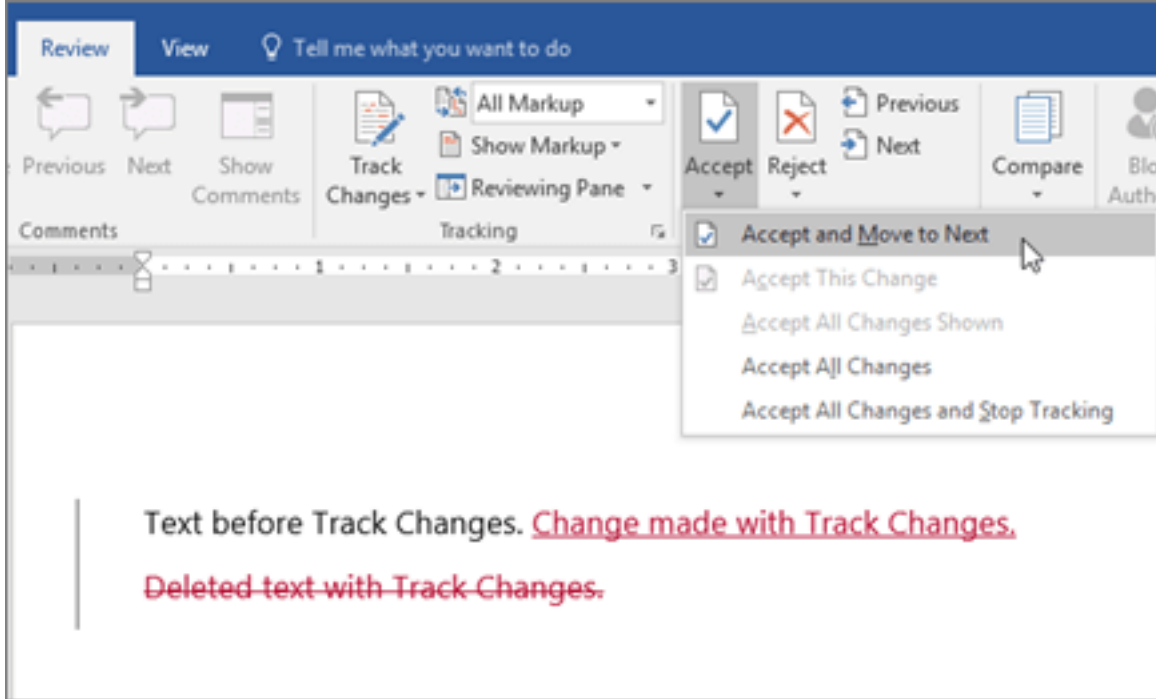
1. To track changes, select **Review >Track Changes**.

The **Track Changes** button highlights, and any new changes are marked. To stop tracking changes, select **Track Changes** again.

2. To review changes:

- Place the cursor before a change.
- Select **Accept** to keep the change, or **Reject** to remove it.

To accept all changes, select **Accept All Changes** from the drop-down.



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