WORD TRAINING MEMORANDUM

**To:** All employees

**From:** Your Name, Training Manager

**Date:** Today’s date

**Re:** Sharing documents

Office 2016 makes it easy to share files with others right from within Word. One way to share a file is to save it to OneDrive and invite others to work on it.

First, you must create a draft of the document. When you are ready to share it, click the Share button at the right end of the Ribbon. In the Share pane that opens, click Save to Cloud, and then select a location on OneDrive to save the document.

Once the document is saved to OneDrive, you can invite others to work on it. Simply enter the email addresses of the people you want to share the document with in the Invite people text box on the Share pane. Use semi-colons to separate email addresses if you want to invite more than one person. When you are finished, click Share.