Collaborating in Microsoft Word and Teams

Opening Documents in the Desktop App

All revisions must be made in the draft located in the assigned Microsoft Teams channel. To make revisions, open the draft in the channel by opening it "in the app." (The app is Microsoft Word.)

To open the Word file in the app, please follow the steps below or watch this video tutorial:

1. Find the file with the policy draft. It will be a Word document and have "Stage X Draft" in the title.

2. Hover over the file and select the circle that appears to the left of the file name. Then, click the three dots to the right of the file name.
3. Click "Open."
4. Click "Open in app." This will open the Microsoft Word desktop app.
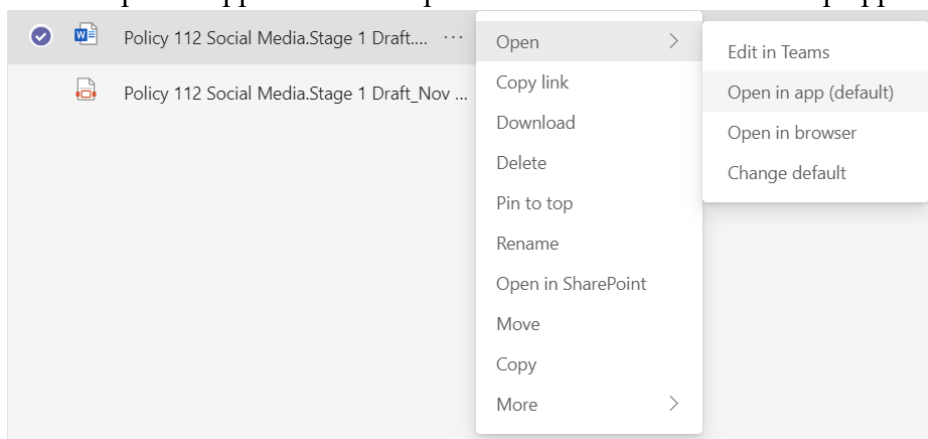
The Policy Office has tested all the methods for editing and collaborating on a document in Teams; it has found that opening and editing the document in the app has been the most effective. This method preserves and displays formatting most effectively.
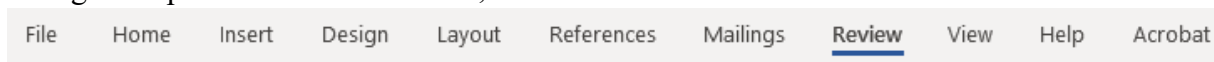
If there are any questions, please contact the Policy Office.
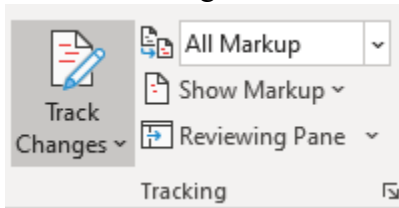
Using "Track Changes"

Once the document is open, "Track Changes" needs to be turned on before any revisions should be made.

To use "Track Changes," please either follow the steps below or watch this video tutorial:

1. Along the top of the document menu, find the "Review" tab.

2.   In the "Tracking" section, select "Track Changes."

"Track Changes" will show the other members of the drafting committee what has been inserted or deleted on the draft; when the policy draft is in Stage 2, 3, and 4, this allows university community members to view all changes.

Please contact any member of the Policy Office if there are any questions about how to use "Track Changes" or anything else related to the policy review process.

Collaborative Review Tools in Teams

Using the tools available in Teams, members of the drafting committee can write, edit, and review collaboratively. All drafting committee comments will remain within the private Teams channel.

To leave comments directly in the draft for a specific person, especially the embedded editor, use "@" followed by their name. They will receive an email notification about who has included them in a comment and which policy they should refer to.

Note: The Policy Office will not accept comments on a draft emailed separately by a member of the drafting committee.