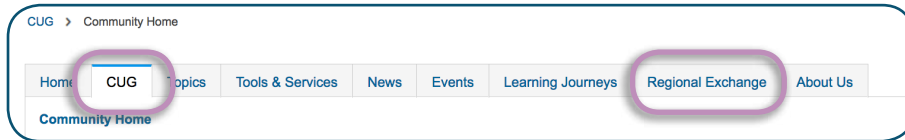


You will learn how to collaborate with other colleagues on the same document. This collaboration tool is available for SDC personnel on the CUG and the Regional Exchange tabs.

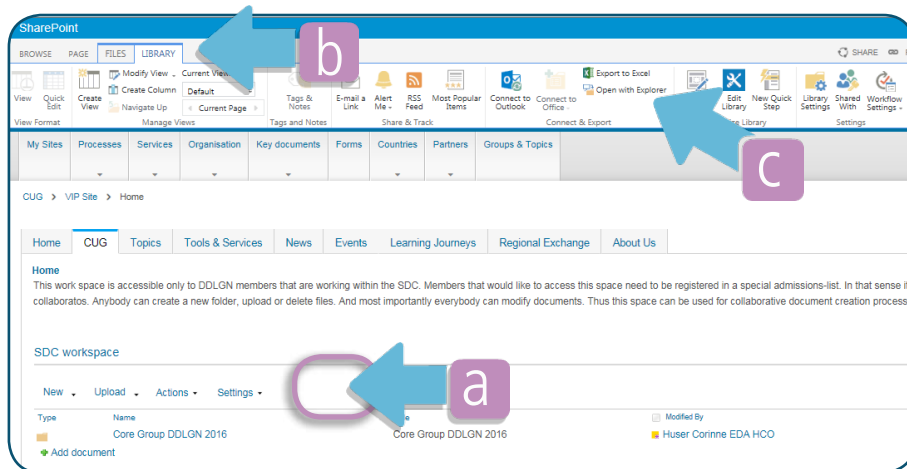


1



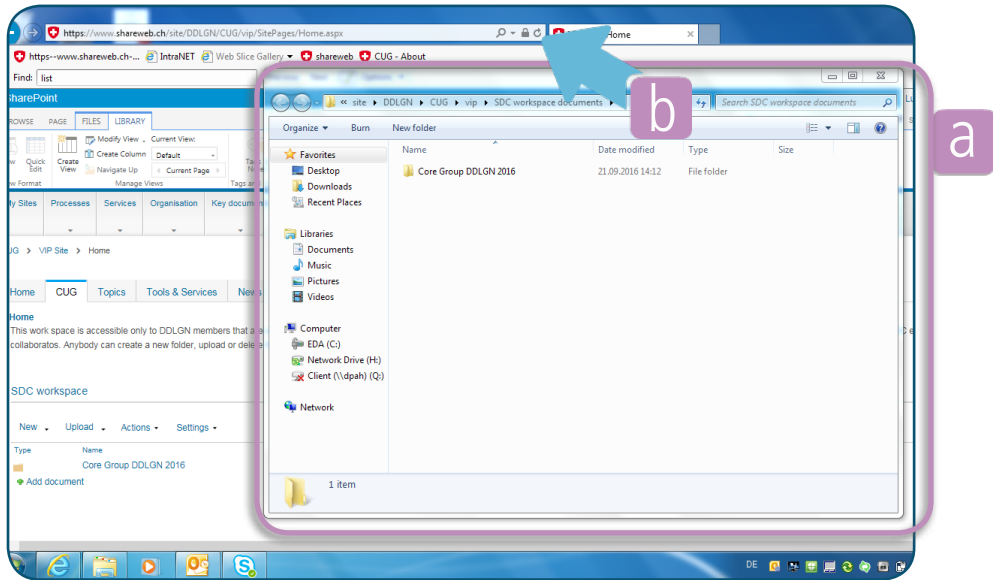
- a) Make sure you are logged in as a DDLGN member with an @eda.admin.ch email address (and an FDFA computer)
- b) Make sure you are in the CUG tab
- c) Scroll down
- d) Click on SDC work space

2



- a) Click on the white space next to the folder dropdown menus
- b) Click on LIBRARY
- c) Click on Open with Explorer

3



- a) An Explorer window opens mirroring the content on SharePoint SDC workspace. Now you can create/delete folders, drag&drop new files, just like on your computer
- b) Everything you do in this Explorer window will be mirrored on SharePoint SDC workspace. Just refresh your browser

4



- a) When two people work on the same document the paragraph that is being edited by one person is block/not editable for the other
- b) Collaborators that don't have PC computer with MS Office (f.ex. Mac) can collaborate on documents by opening the document and then on [edit in Word Web App](#)