Recommended process for preparing documents, working on them collaboratively, and then filing them on the O:Drive

O:Drive

OneDrive

Create a new document

Prepare first draft and save with 'Track changes' turned on

Share to OneDrive

Either by typing in the names of specific peopleto send now, or creating a link to share later. This creates an online copy.

Monitor comments /review changes

Stop sharing

(via 'manage access')

Download to the O:Drive

Accept changes, tidy up, and save.

This version is now your 'master copy' on the O:Drive

Delete from OneDrive to save space