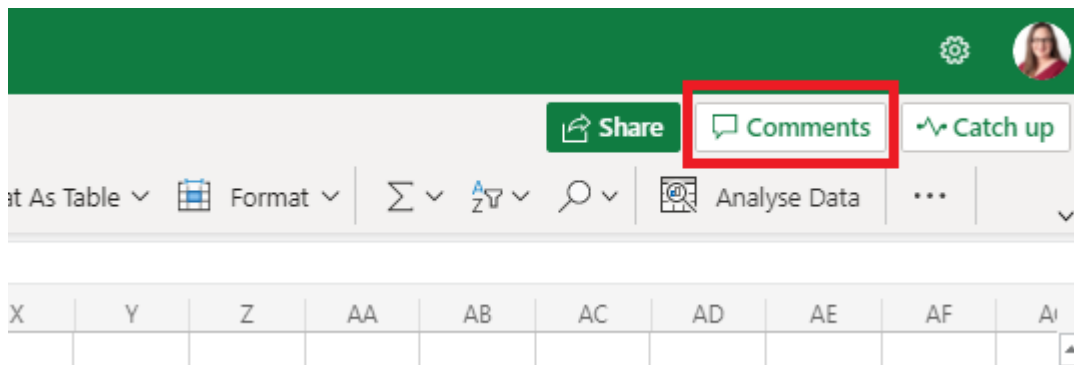


OneDrive Quick Reference Guide – Comments and Catch up

Comments on a Microsoft Document (Word, Excel, etc.)

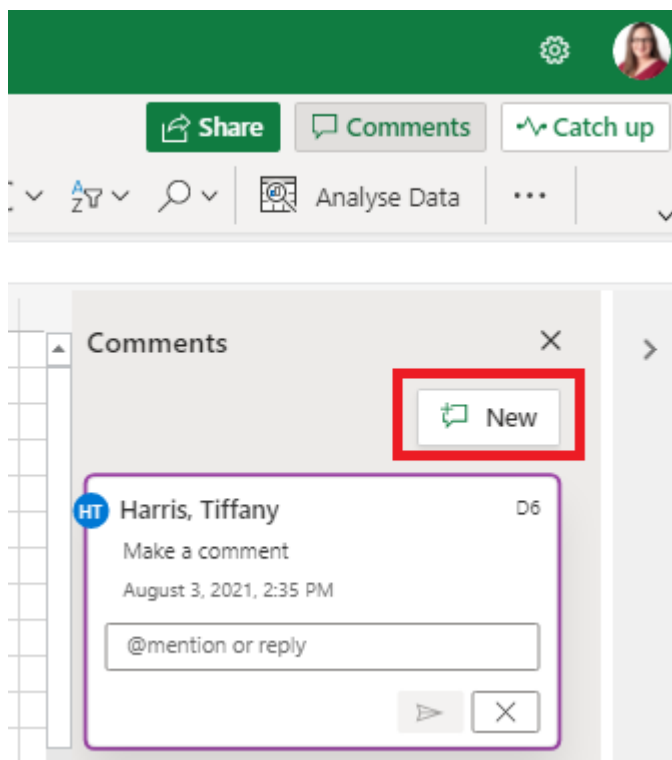
Open the desired document in OneDrive.

In the top right-hand corner, select Comments.

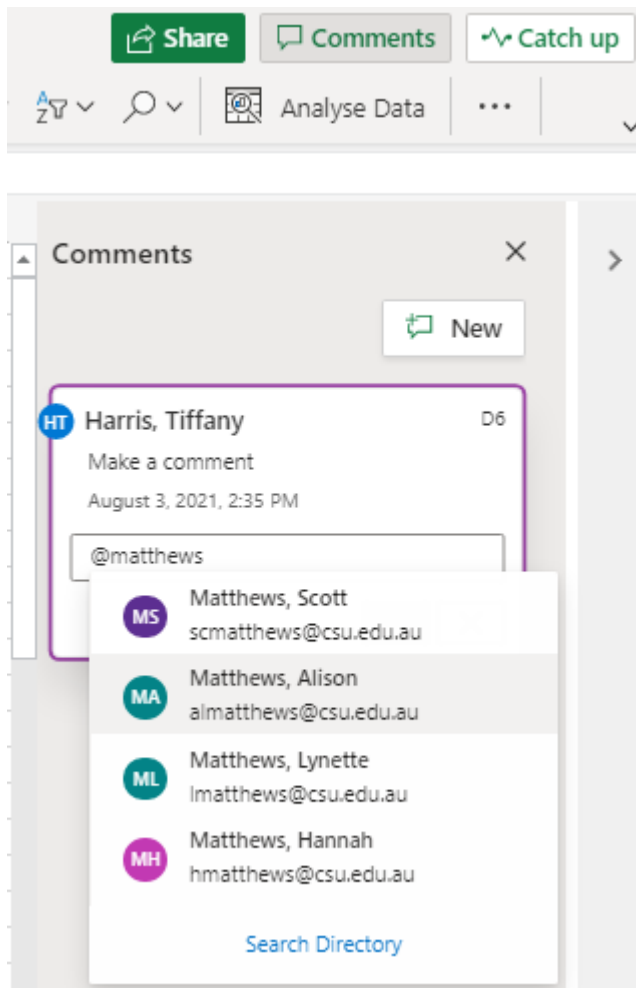


Click on New.

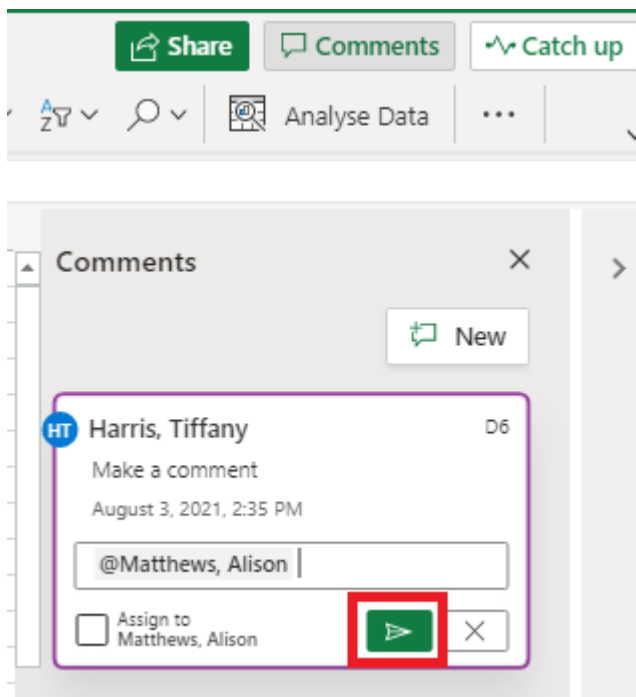
Enter your comments.



To mention someone who has access to the file, type the '@' symbol and begin typing their name. Click on the name of the appropriate person.

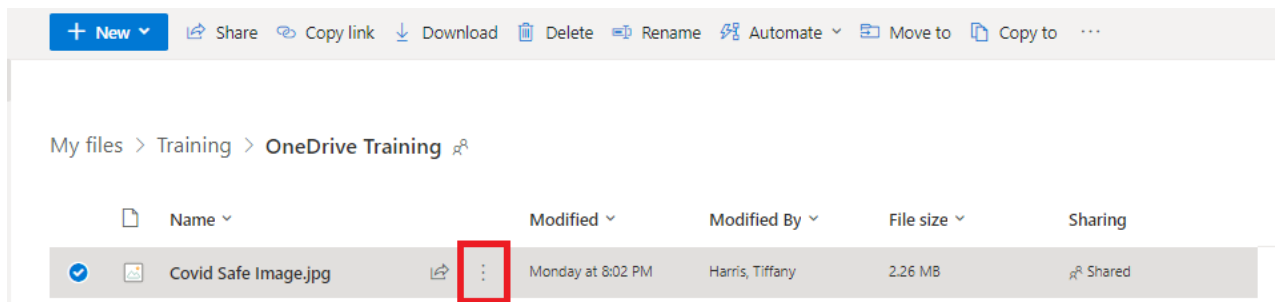


When you have finished making your comment, click on the paper plane icon to send.

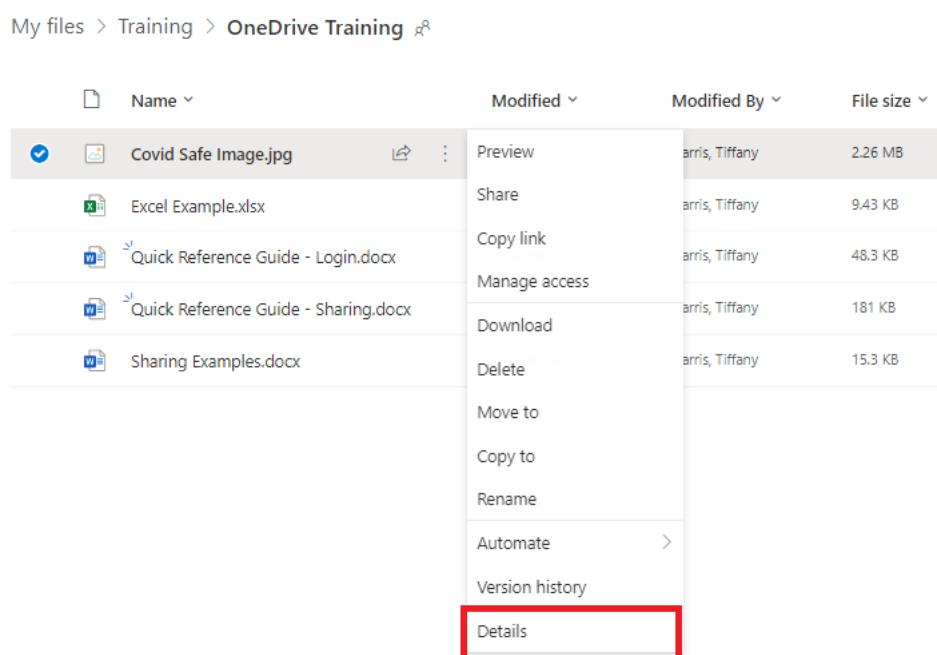


Comments on other file types

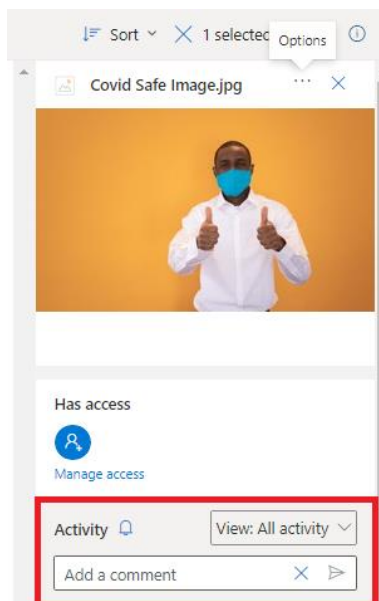
In OneDrive, click on the three vertical dots near the file name



Select Details from the menu



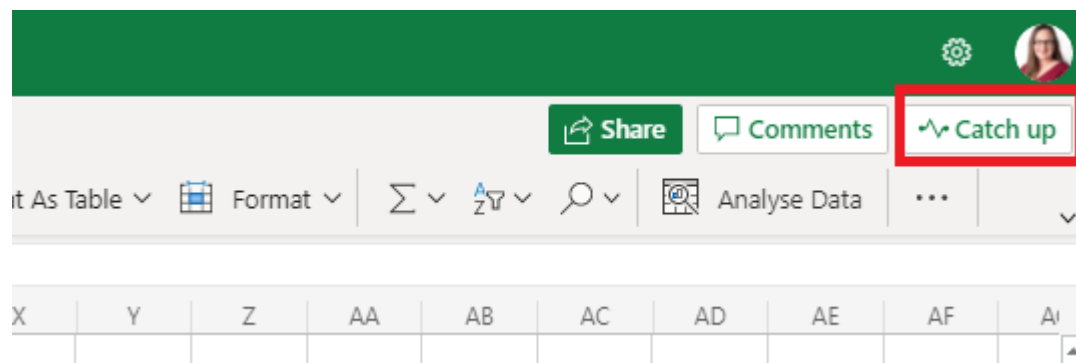
In the right-hand menu, add your comment, then select the paper plane icon to send.



Catch up on Microsoft documents

Open the desired document in OneDrive.

In the top right-hand corner, select Catch-up.



Items will be displayed in a list.