

Editing as an External User

If you have received a share link with edit permissions, you can make changes directly in OfficeDocs without needing a full internal account. Your access depends on the permission level assigned to the link.

Confirming View & Edit Access

You have view & edit access if:

- The toolbar shows editing tools
- You can click into the document and type
- The document opens in editing mode instead of read-only mode

Making Edits

With view & edit access, you can:

- Add, delete, and modify text
- Format content such as bold, italic, and similar styling
- Insert images, tables, and other supported elements
- Add comments
- Use the standard editing tools available in the document editor

Saving Your Work

- Changes are saved while you work
- You can also save manually at important moments
- Your edits may appear in version history, depending on the sharing settings and access options applied to the document

Collaboration Features

Real-Time Editing

If other people are editing at the same time:

- You may see their cursors and changes in real time
- You can collaborate in the same document during the same session
- Your presence may be shown to others using your verified email

Comments

- Add comments on specific text or content
- Reply to existing comments

- Resolve comments when appropriate

Your Identity

Your contributions are connected to your verified email address.

- Version history may show your email as the author of changes
- Comments may display your verified email
- Other collaborators may identify your activity through that email address

Limitations

As an external user, you may not be able to:

- Share the document with other people
- Change sharing settings
- Delete the document
- Access other documents without separate links or permissions

Session Timeout

If your session expires while you are editing:

- Recent changes should already be saved
- You may need to verify your email again to continue
- Re-verifying quickly helps you return to the document with less interruption

Best Practices

- Save manually at important milestones
- Use comments to communicate with the document owner or collaborators
- Finish important edits before the link expires
- Keep the share link available in case you need to re-open the document later

Revision #1

Created 30 October 2026 16:48:57 by Gabriel

Updated 30 October 2026 16:54:23 by Gabriel