NetExplorer and Office 365

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NetExplorer and Office 365

Your NetExplorer platform is interconnected with Office 365 suite and allows to access bonus features to make co-working easier.

Advantages of Office 365

➔ Modify files with other users together with real-time co-edition.

➔ No need to download documents, you can work directly from browser.

➔ No need to save, Office Online does it for you. You can work freely without worrying about saving.

Prerequisites

1 . Have a valid **Office 365 account**.

2 . Be on **Windows** and **Mac OS X**.

3 . Compatible browsers : **Firefox, Chrome, Edge, Opéra and Safari.** For a full experience of latest features, we recommend you to **check and apply updates regularly.**

4. *For admins only* - Activate **office365** in menu ADMINISTRATION>Configuration>Features tab

Features

Open a document with Office Online

From your NetExplorer platform you will be able to open Office documents with Office Online, for this you have to :

- **Go to your NetExplorer platform**,
- Spot a file, then right-click on it and select (if this is about a Word document),
- A new web page will open and Word Online will display document in preview mode.

You can then switch to edit mode from the up right button

Edit a document with Office Online

From your NetExplorer platform you will be able to open Office documents with Office Online, for this you have to :

- **Go to your NetExplorer platform**,
- Spot a file, then right-click on it and select (if this is about a Word document),
- A new web page will open and Word Online will display document in edit mode.

Your document is ready to be edited and Office Online is in charge for saving.

On top of the screen is displayed this message , this confirms that saving in real-time is enabled.

Notes

- Office Online **requires authorizing tierce cookies** in your web browser. If you deactivated it, you will need to set it up and **allow "officeapps.live.com".**
- With Office Online, you can only work on **recent extensions** (DOCX, XLSX, PPTX). If you try to open an XLS file, Office will convert it onto the latest file extension.. You will then find a newly created copy of the document with the latest extensions, and there will be as much version than the older one..
- **Office Online Revision mode** will show you every modification done on your documents, so you can follow modifications made by workmates, or even by yourself.