


Edit Excel Sheet Simultaneously in the CLOUD

If you ever need to share excel sheet with user who can edit the sheet simultaneously and update - you can do it with the following steps.

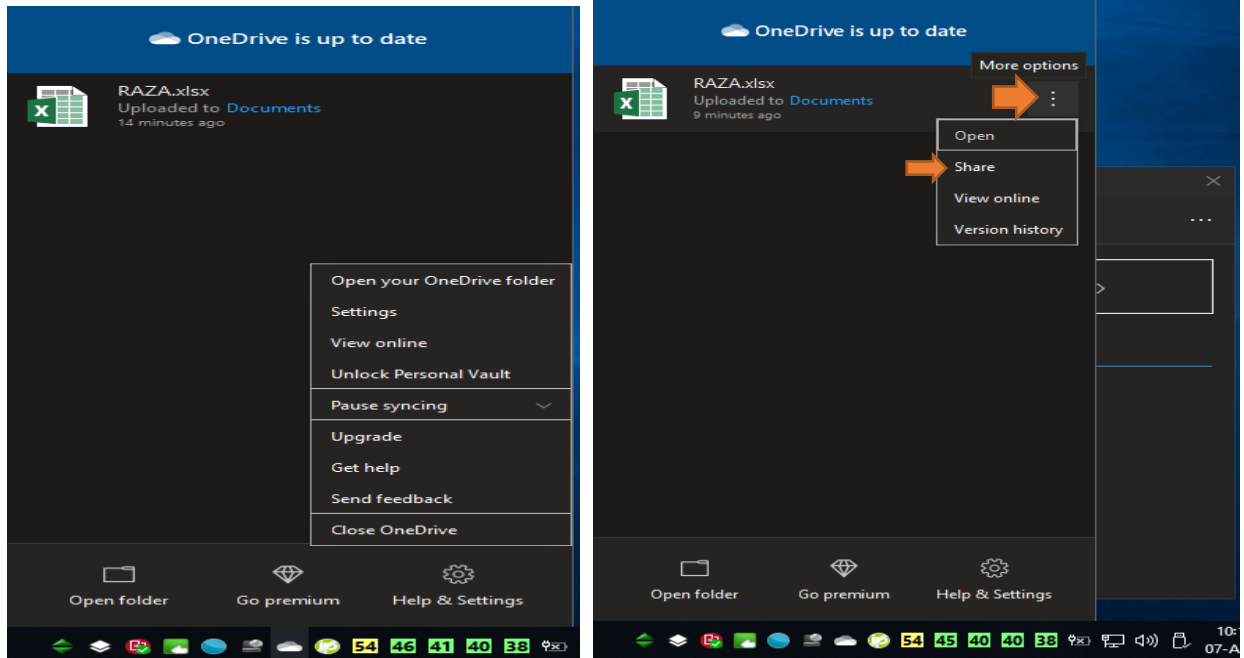
Create a blank excel sheet

Give it a name and save it on your hard drive

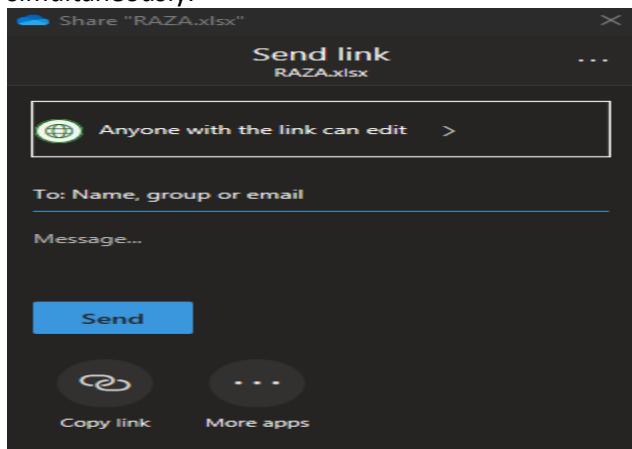
Now login to OneDrive and upload excel file

When you login to OneDrive you will also see a small icon on your desktop like this  and it will show you the list of files at OneDrive

Right Click OneDrive icon on your desktop – look at the excel file – click three dots for more options and click share



You will see this – Enter user email address. User will get the link and they can edit excel sheet simultaneously.



Then, everyone who got the link will also be able to edit the spreadsheet. People's photos or initials will pop up to show you who is editing the spreadsheet and different users' edits will be highlighted in different colors.