Let’s practise sharing a document

Use @mentions in comments

@mentions is another useful tool to use in online collaboration. If you did not share a document but you stored it in OneDrive for Business, you can use an @mention in a review comment to e-mail someone a link to any place in the document where you need their input. To do this, insert a comment at the relevant place in the document. In the comment box, type an @ symbol, followed by the person’s name and your comment. The person will then receive an e-mail containing a message stating that you mentioned him or her in a document, as well as a link to the document. Clicking the link not only opens the document but takes the person to the exact comment where he or she was mentioned.