

Editing an Attachment Using Microsoft Office Web Applications

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Overview

You can apply edits to an Attachment file using Microsoft Office web applications. An Administrator must enable the **Allow Editing Online via Microsoft Office** toggle switch, and users must have a current Microsoft Office license to edit an Attachment.

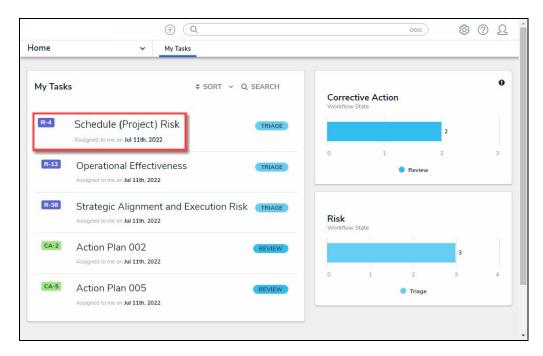
Related Information/Setup

For more information on enabling the Microsoft Office Editing option, please refer to the Opting into Document Management & New UI article. You will need your Microsoft account login credentials (username and password).

• Opting into Document Management & New UI

Navigation

- 1. From the *Home* screen, search for a form with an attachment on the *My Tasks* list.
- 2. Click the **Form** name.



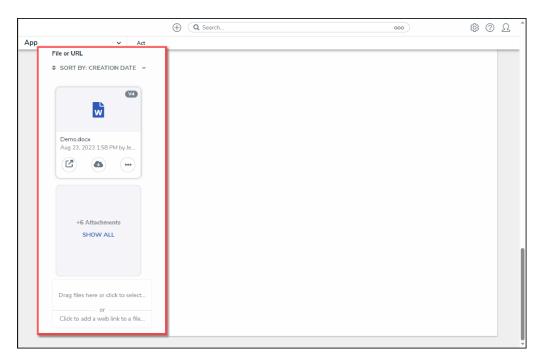
Form Name



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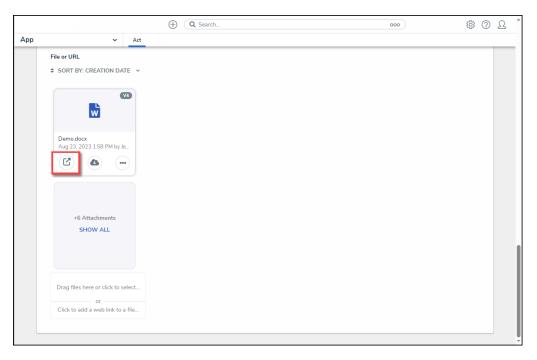
The first time you attempt to edit or preview a file, you will be prompted to log into your Microsoft Office web applications account using your Microsoft username and password.

1. From the *Form* screen, navigate to the **File** field on the form.



File Field

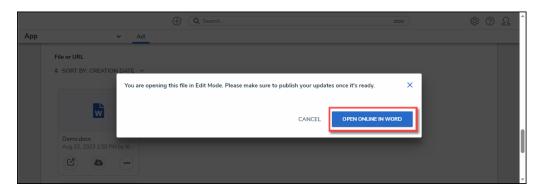
2. Click the Edit in Microsoft Online icon on the Attachment card you want to edit.



Edit in Microsoft Online Icon



3. From the *Confirmation* pop-up, click the **Open Online in Word** button.



Open Online in Word Button

4. A new tab will open in your browser and load the file using Microsoft Word online.

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File

- 5. From Microsoft Word Online, apply your edits to the file. Microsoft Word Online automatically saves your changes.
- 6. Close the Microsoft Word Online tab by clicking the **x** on the tab.



Close Tab

 From the *Form* screen in Resolver, click the **Publish** link on the **Attachment** card for the file you edited.



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Publish Link

8. The file's Version Number, Date and Time, and Created by information will be updated to reflect the new version.

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Attachment Card