ELO Desktop Client

Collaboration

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Edit Microsoft Office documents

Check out to OneDrive

Use this function to check out a Microsoft Office document in ELO to Microsoft OneDrive for editing. The document is stored in your OneDrive folder until you check it back into ELO.

This function is only available if you have a Microsoft school or work account with Microsoft OneDrive for Business that has been activated for ELO by an administrator.

> **Please note**
>
> You can only use this function to edit documents with standard file formats such as *DOCX*. The document size is limited to 4 MB.
>
> For documents with older file formats like *DOC*, use the *Check out and edit* function.

Related function

- Check out and edit: The *Check out and edit* function opens a selected document for editing in an external program.

Method

1. Select the document you want to edit.
2. On the toolbar, select *Document > Check out to OneDrive*.

Result

The Microsoft Office document is opened for editing in a new browser tab.

While you are editing the document, it has the status *Checked out* for other users.

Changes to the document are automatically saved in Microsoft OneDrive.

For explanations of the document synchronization status icons, see the Microsoft documentation [What do the OneDrive icons mean?](#)

Other options:

- Edit in the desktop app
- Edit collaboratively: You can invite other users to edit the document collaboratively. These users do not need an ELO account for this, but they must have a Microsoft account. For more information, refer to the Microsoft documentation [Share OneDrive files and folders](#).

> **Please note**
>
> You cannot check the document back into ELO until all users who are editing the document have closed it.

Outlook

To save a new document version in ELO, close the document and select *Document > Check in* in the ELO toolbar.

If you want to continue editing the document at some point without checking it in, you can always open it from the following folder: *OneDrive - <your company name> > Apps > <name of target folder>*.

> **Please note**
>
> You may not be able to check a document in if you are editing it in the Firefox browser and use the uBlock Origin ad blocker extension. In this case, disable the extension or switch it off for the relevant page.