

# How to use Collabora to edit files online

If you want to work on files created in Office programs you can do so using Collabora.

1. Go to the [MyDrive Web Portal](#) and sign in
2. Navigate to the file you want to work on
3. Click on that file and it will open in Collabora

## FAQ

1. If I am working on a file in the Office program on my computer that is in MyDrive and it is shared with someone who is using Collabora is working on it at the same time, will I see them working on it or the changes in real time?
  - a. No, and if you both save the file you will get a “Solve sync conflicts error” from your MyDrive application where you can decide to save either or both versions of the document.
2. If I am working on a File in Collabora and someone who I have shared it with is also working on it in Collabora will I see them working on the file and their changes in real time?
  - a. Yes! You can see in the screenshot below that the cursor from my desktop was in the middle of the sentence while the cursor from my laptop was at the end.

This is a test file for MyDrive test PC

Working on two devices|at the same time

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