

Editing an Attachment Using Microsoft Office Web Applications

Last Modified on 11/20/2023 1:11 pm EST

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.

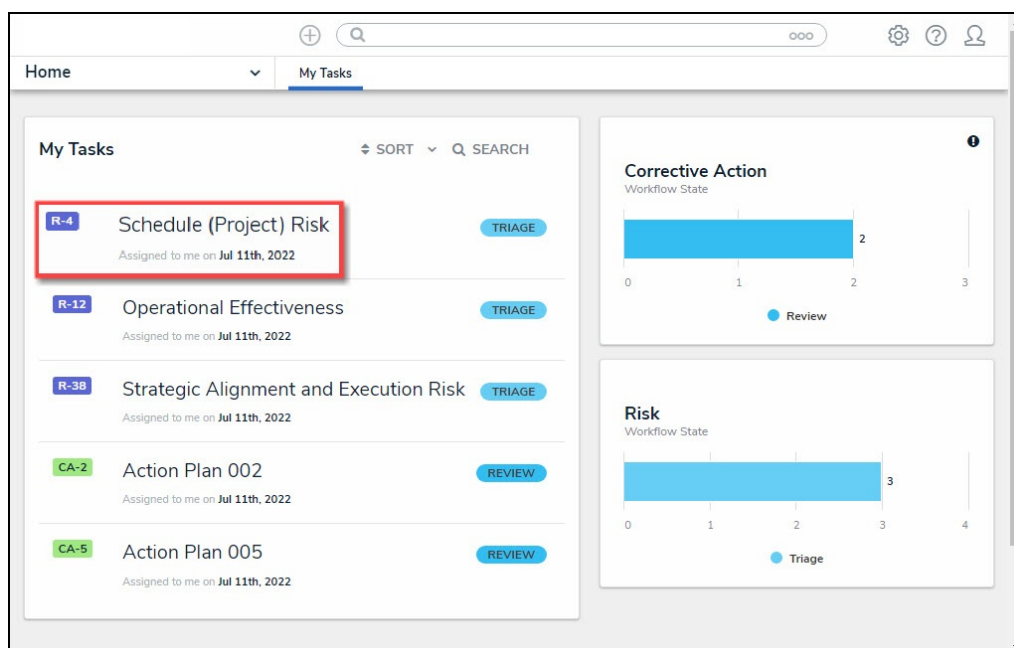
Related Information/Setup

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.

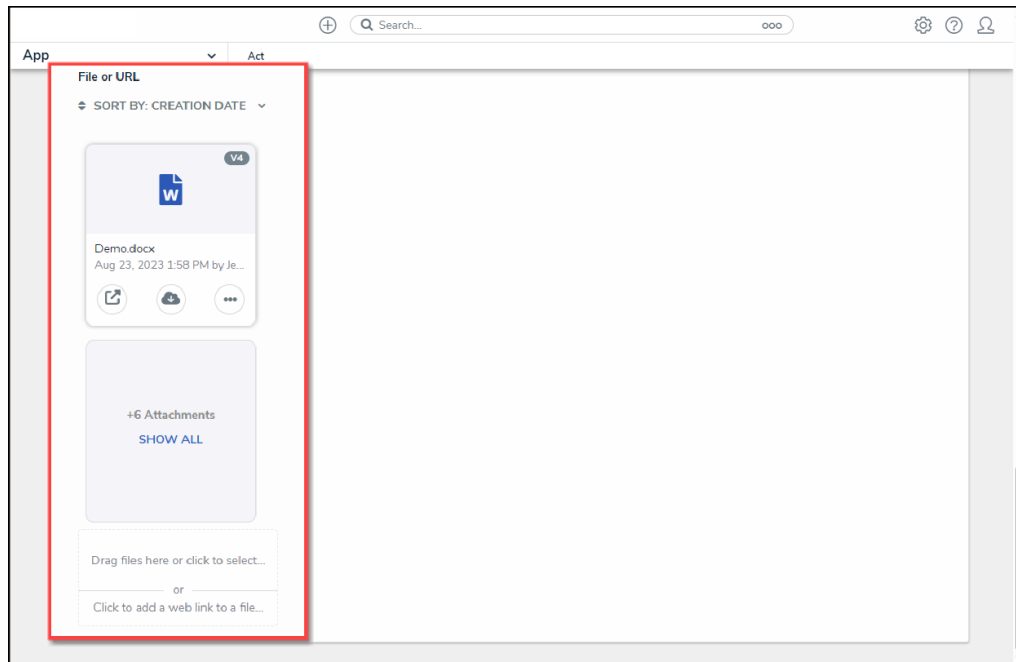


Form Name

Editing an Attachment Using Microsoft Office Web Applications

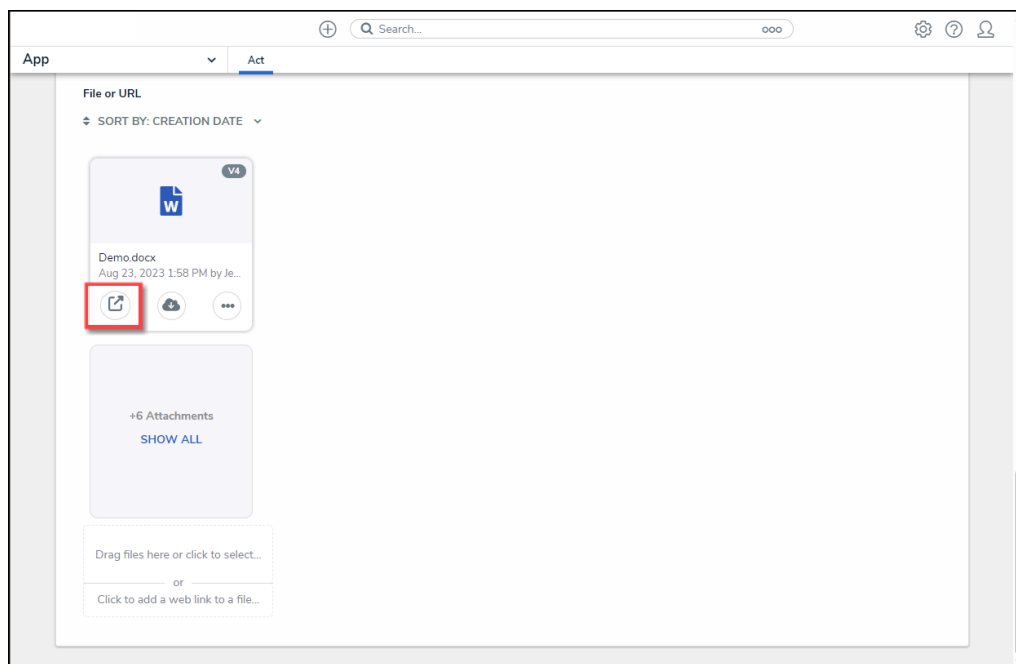
The first time you attempt to edit or preview a file, you will be prompted to log into your Microsoft Office web applications account using your Microsoft username and password.

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



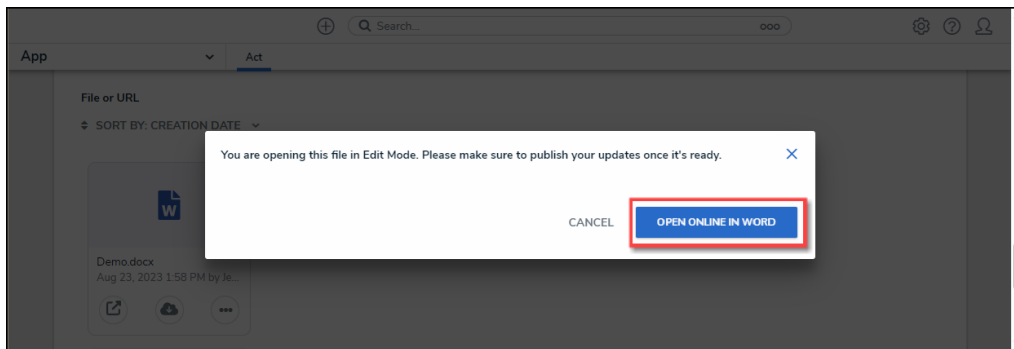
File Field

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



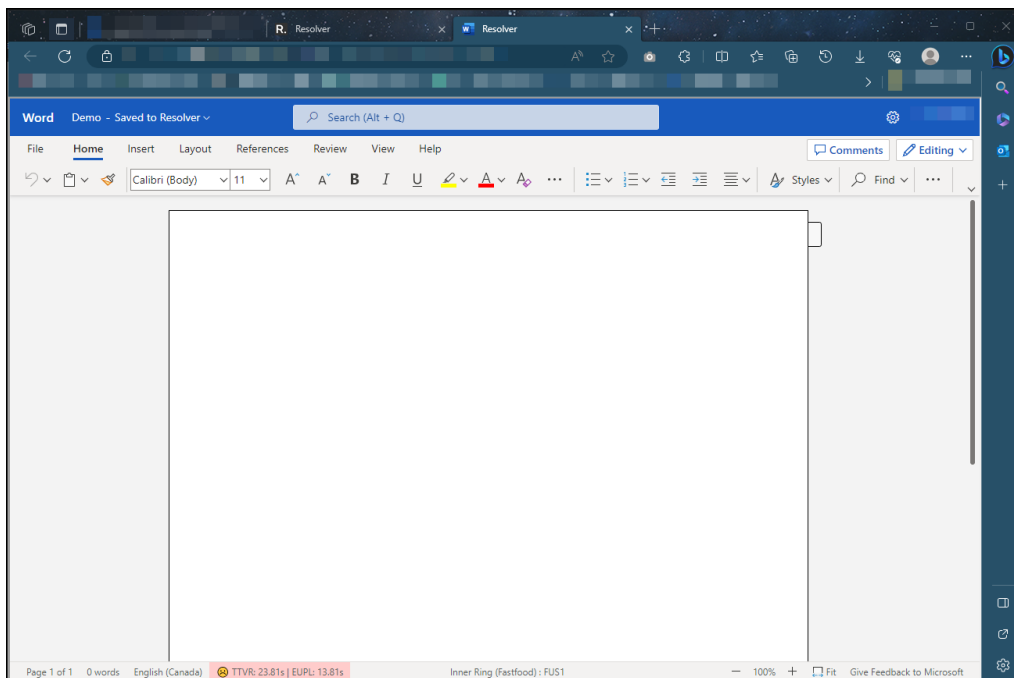
Edit in Microsoft Online Icon

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



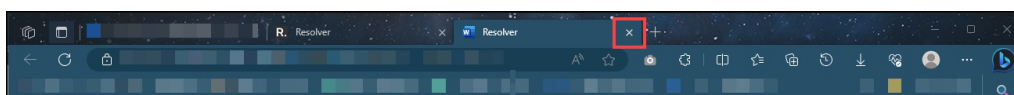
Open Online in Word Button

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



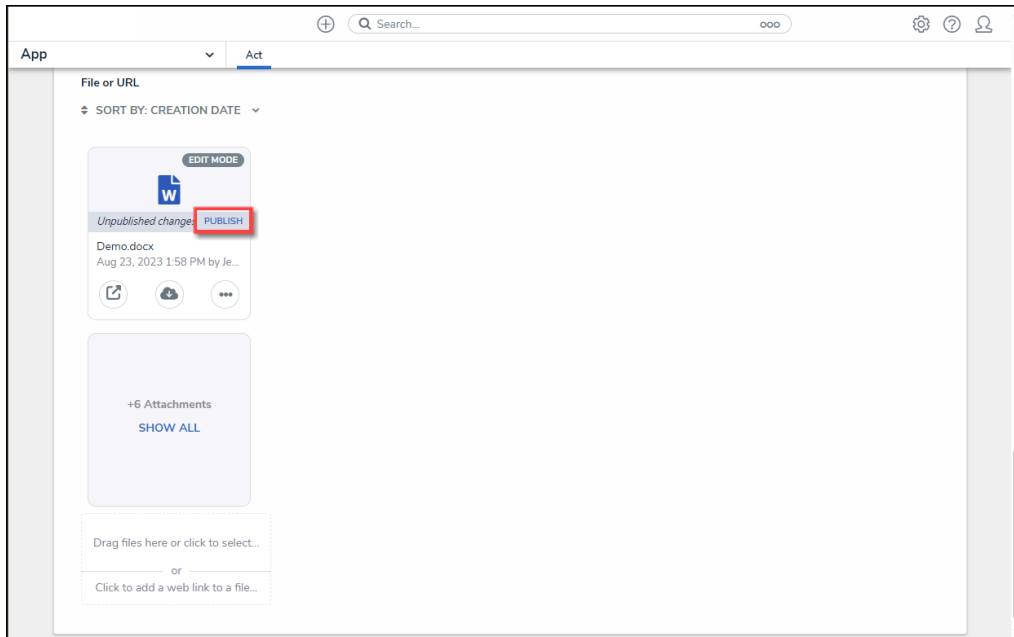
File

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



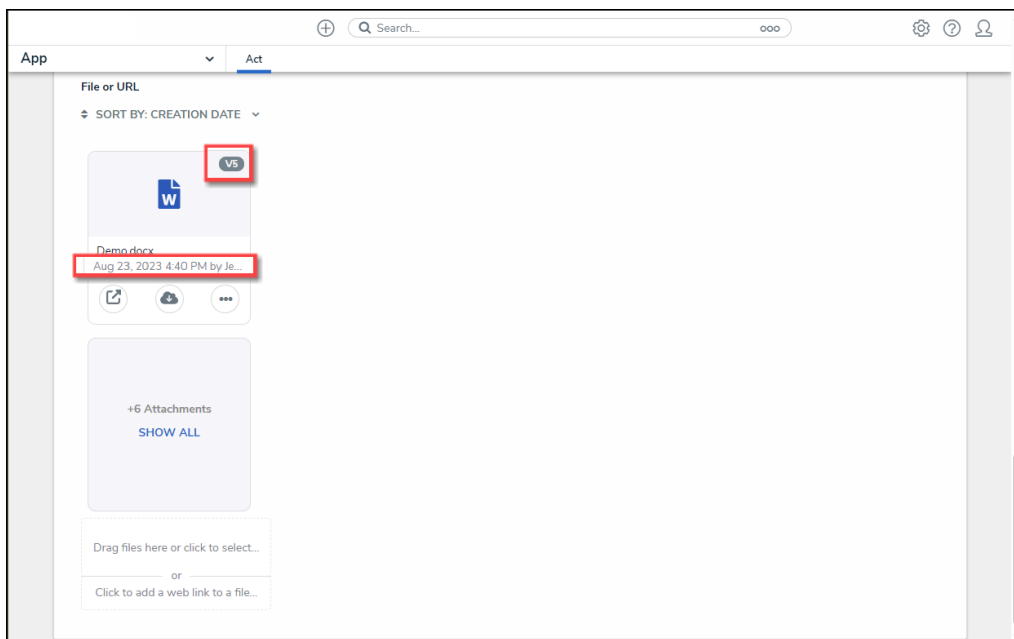
Close Tab

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



Publish Link

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



Attachment Card