Huddle for Office

What is it?

Huddle for Office brings the best collaborative parts of Huddle right into your applications. You are able to take the content that you are working on straight from Huddle, make your changes and then place it straight back into Huddle. All the while being able to keep track of the communication around that document without ever leaving your Microsoft Office application.

Everything in red on the screenshots has been added for the purpose of this user guide and is the context for the words around it.

Installation

To download the app, first navigate to this webpage and click 'DOWNLOAD':

http://www.huddle.com/product-overview/huddle-for-office/



What have I changed?

There are a few differences that you will notice the next time you open up an Office application:



This functionality contained in the red boxes will be explained below.

Logging in

Your first step after installing Huddle for Office will be signing into Huddle. This can be done by clicking the 'Sign in to Huddle' button in the top left corner of Office:



This will cause the following pop up box to appear:

Image: Spin to be Comments Image: Spin to be Comments <td< th=""><th></th><th>PAGE LAYOUT REFERENCES</th><th>Document2 - Word MAILINGS REVIEW VIEW</th><th></th><th>Patrick Conneely -</th></td<>		PAGE LAYOUT REFERENCES	Document2 - Word MAILINGS REVIEW VIEW		Patrick Conneely -
	FILE HOME INSER DESIGN Paste Gripboard rs Hudde Gripboard rs Calibri	PAGE LAVOUT REFERENCES (Body) • 11 • A* A* Aa • Image: Comparison of the second seco	MAILINGS REVIEW VEW Image: Second Secon	cox AaBbC(AaBbCct Ac ng2 Tr huddle	Patrick Connecty +

FILE	ടെ ഗ HOME	∓ INSERT	DESIGN	PAGE LAYOUT	REFEREN	CES	MAILINGS	REVIE	Do W VIE	cument2 - V EW	Nord								O P	atrick Con	neely +	2
Paste	h Sign in to Huddle	Comment Comment	Calibr	ri(Body) - 11 - 7 <u>U</u> - ab∈ x, x	A A A	a - 4	* 12 - 12	: • * * : •	€E ¥E	2↓¶ Huddle	AaBbCcDo	AaBbCcDc	AaBbCo	AaBb	ng 2	AaB	+ + +	♣ Find ▼ ♣ Replace े Select ▼	Share This File	WebEx		
Clipboard 's		Huddle		Font	A	2 77.1.0.	Huddle for account to s stevesmith Forgotten your	T Office - I ign in. I@globco r password	Please er corp.net a? Privac	Sign in	vou work would like to to assword.	ase your Hudo		~			<u>r</u> 2	Editing	We	bbx		~

Enter your Huddle username and password and click 'Sign In':

After signing in, the following box will appear:

	SE LAYOUT REFERENCES MAILINGS	Document2 - Word REVIEW VIEW			Patrick Conneely *
Paste Videopart de la comments Huddle Clibboard C	y \rightarrow 11 \rightarrow $A^{+} A^{-} Aa \rightarrow$ $Aa \rightarrow$ Aa \rightarrow $Aa \rightarrow$ Aa \rightarrow $Aa \rightarrow$ $Aa \rightarrow$ Aa \rightarrow Aa \rightarrow $Aa \rightarrow$ $Aa \rightarrow$ Aa \rightarrow	臣 * '張 * 一 经 建 第一 AaBbCcDc AaB Huddle	bCcDr AaBbCr AaBbCr AaBbCr A	aBI [→] [→] [→] [→] [→] [→] [→] [→]	Find * Replace Select * This File * WebFx *
Clipboard 🕫 Huddle	Font Hi Steve, Huddle fo access to safely can	r Office - Enterprise Deploy is requesting that ya your Huddle content. If this request is unexpected, cel.	u allow you can	rs Ec	iliting WebEx 🖍
	About Huddle Te	Cancel Allow access ms of use Privacy Policy Help Blog WEB04			

If you wish to use Huddle for Office then you need to allow the application to access your Huddle content.

After allowing access, you will be signed into Huddle for Office and are now able to take advantage of the new functionality.

Saving to Huddle

Huddle for Office gives you the ability to save directly to Huddle; no need to open up a web browser. You can find the button for this in the top left corner of the screen:





Clicking this button will result in the following popup box appearing:

Within this box you are able to change the name of the document before saving it by editing the existing title:

h Save	to Huddle
Patrick Conneely (sign out)	
Document2 .docx Document	
Choose where to put this file. If you	like, you can also change the title.
Document2	
🎓 💼 Patrick's Demo Workspa	ce
1 m	
Case studies	
Collaboration statistics	
Meetings	
	Upload

To get access to your different workspaces use this button:

Save to Huddle
Patrick Conneely (sign out)
Document2 .docx Document
Choose where to put this file. If you like, you can also change the title.
Document2
Patrick's Demo Workspace
Case studies
Collaboration statistics
Meetings
Upload

Clicking the 希 button for this example brings up of all of the user's workspaces:

Image: Save to Huddle	×
Patrick Conneely (sign out)	
Document2 .docx Document	
Choose where to put this file. If you like, you can also change the title.	
Document2	_
☆ Your workspaces	Q
🚔 *Personal WS	^
🚔 Alexandra Robinson Workspace	
Certification Process	
🚔 Customer Success [Global Team]	
💼 Demo Project Area	~
Upload	

Clicking on one of your workspaces will bring up the folder structure of the workspace where you can navigate through to the specific folder that you wish to save the file in:





Once you have chosen where to save your file, click the upload button:

A balloon will pop up in the bottom right part of the screen to let you know that you have uploaded the file to Huddle:



Your file is now in Huddle!

What can I do now that my file is in Huddle?

Having saved your file in Huddle, you will now be able to access the comments bar on the right hand side of the page:



This is the comment feature that you will recognise from underneath the file preview in Huddle.



To enable this feature, you must be signed into Huddle through Huddle for Office. This process has been explained above.

Once you are signed in, you are able to toggle the comment box using the ² Comments button located in the top left of the page:



When the comment box is toggled on, the button will change colour from **Comments** to



If you would like to move or resize the comment box, you are able to do this by clicking the small arrow located at the top of the comment box:

Com	ments in Hud🔿
	Add a comment (type to notify specific peo
	Post comment

Which will open a drop down menu:



This comment appears on the file in Huddle as well:

=	bove and Mac OS 10.7 and above. I I II III III III III III III III III	۹.
	What have I changed?	
🗣 Cor	nments - This file has 1 comment	
	Add a comment (type @ to notify specific people)	
Version 1 -	Current version	
	Patrick Conneely This is my user guide for Huddle for Windows and Mac. If anyone has any know!	2 mins ag y input, let me

Tag

You are able to tag other members of the workspace, workspace teams or everyone using the '@' sign



Keep up to date

You are able to click the refresh button to make sure that you are up-to-date with all the communication around the document:



View in Huddle

You are able to directly access the file, once it is saved, in Huddle by clicking on the

IÎI

View in button located in the top left of the screen: Huddle



This will open your default browser on the file page that you have been working on.

Opening documents

You will also have the ability to open documents straight from Huddle into your Office application. This functionality can be found in the top left corner of the screen:



This is a close up of that box:



Clicking the Copen T button will result this window popping up:

CLINC.	L.J.	MAILINGS		VILVY				
h			C	Open fror	n Huddle			×
	Steve G	ates <u>(sign ou</u>	<u>ut)</u>					
	W	Choose a	documen	it				
	â	Your works	paces					Ð
	≞ P	atrick's Dem	o Workspa	ace				
					Edit an	d lock	Open Read-	only

This is a list of all your different workspaces. Clicking on a workspace will bring up the folders and files within that workspace. In this example, when the workspace button is clicked on 'Patrick's Demo Workspace', it will look like this:

		h Open from Huddle	x
3		Steve Gates (sign out)	
		Choose a document	
	L		
		🎓 💼 Patrick's Demo Workspace	
	1	International Activity of the second seco	^
		Case studies	
		Collaboration statistics	
		Meetings	
i		Agenda	
		Document5	~
		Edit and lock Open Read-on	ly

Here you are able to choose whether you would like to open a read-only version of the document or one with editing enabled. When you open a document with the

Edit and lock

button, Huddle will automatically lock the document. This is in order to keep version control.

Clicking on the small arrow on the right hand side of the ^{Copen} ^{*} button, will open a drop down menu which will give you access to your most recent files:



Feedback

The ⁶⁶ Feedback button allows you to send your thoughts and feelings about Huddle for Office directly to the Huddle Product Team.