

# 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

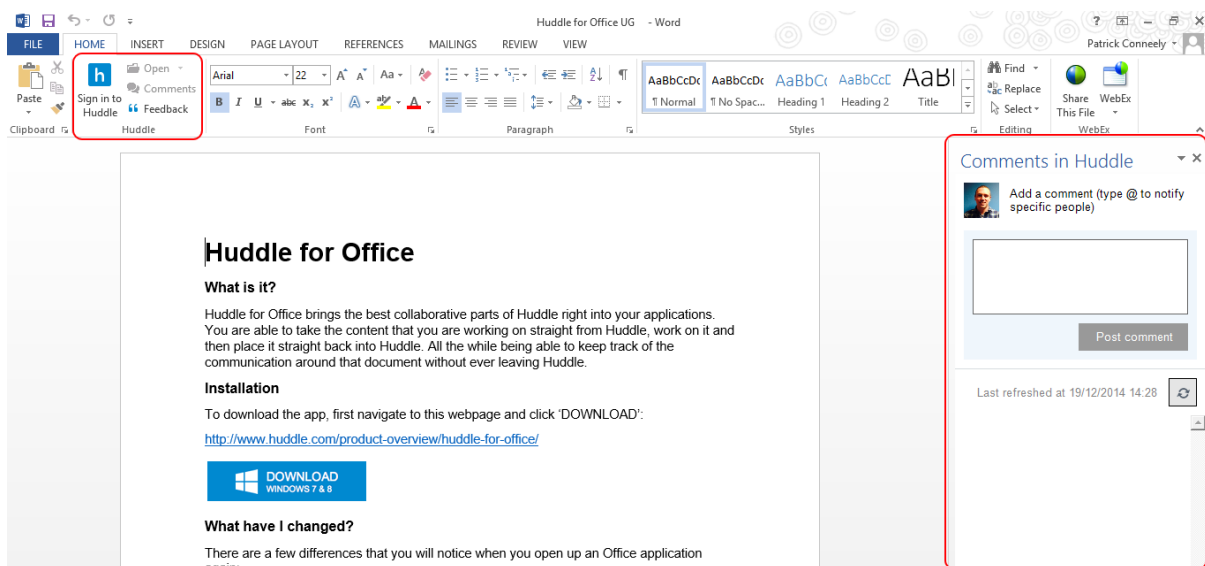
To download the app, first navigate to this webpage and click 'DOWNLOAD':

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



## What have I changed?

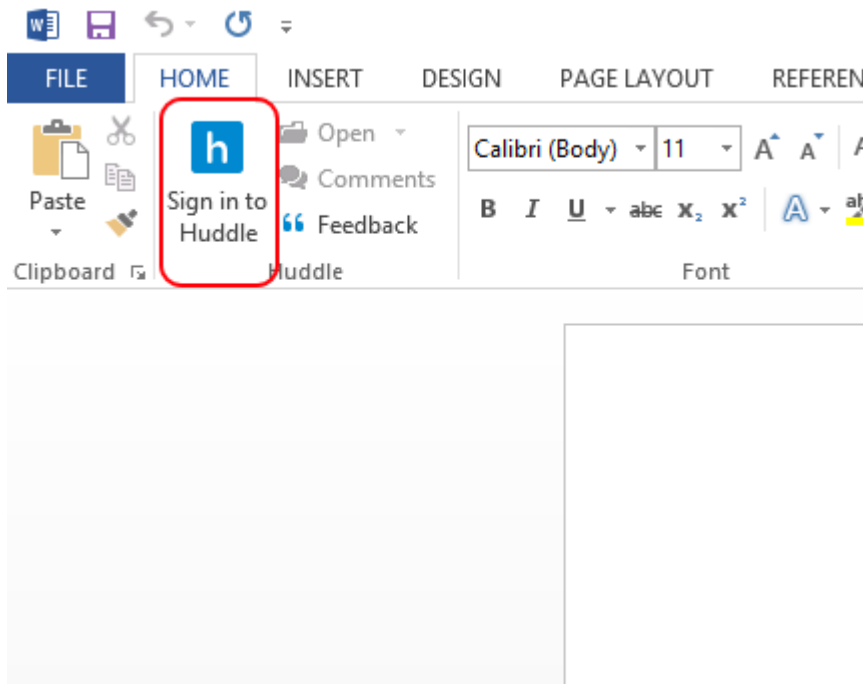
There are a few differences that you will notice the next time you open up an Office application:



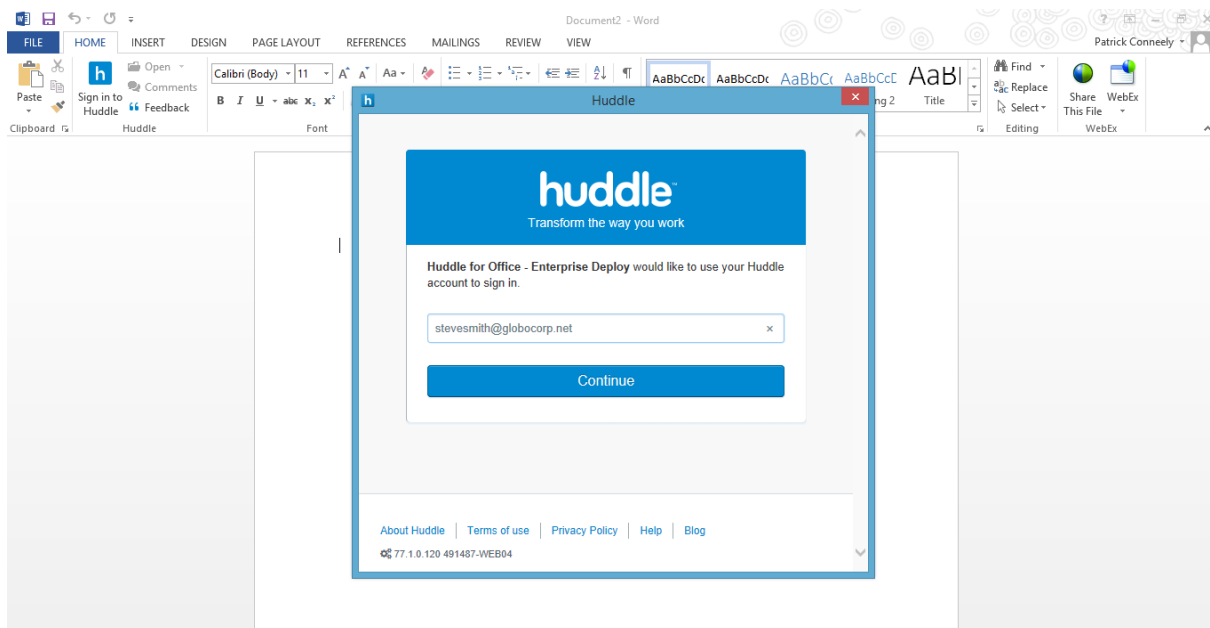
This functionality contained in the red boxes will be explained below.

## Logging in

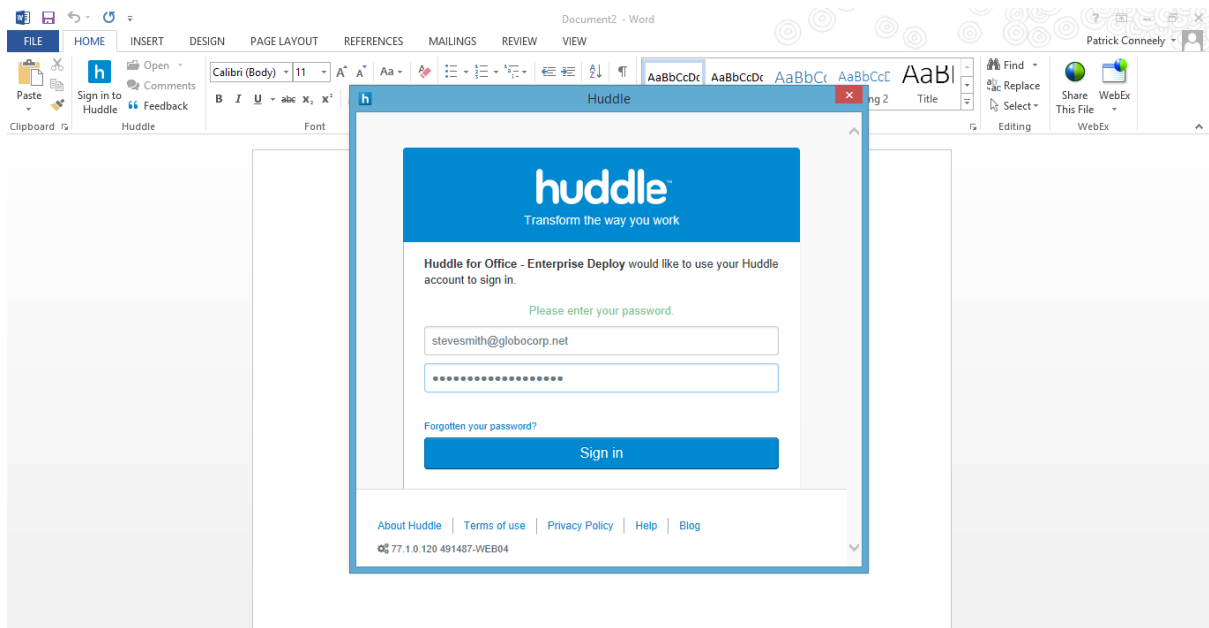
Your first step after installing Huddle for Office will be signing into Huddle. This can be done by clicking the 'Sign in to Huddle' button in the top left corner of Office:



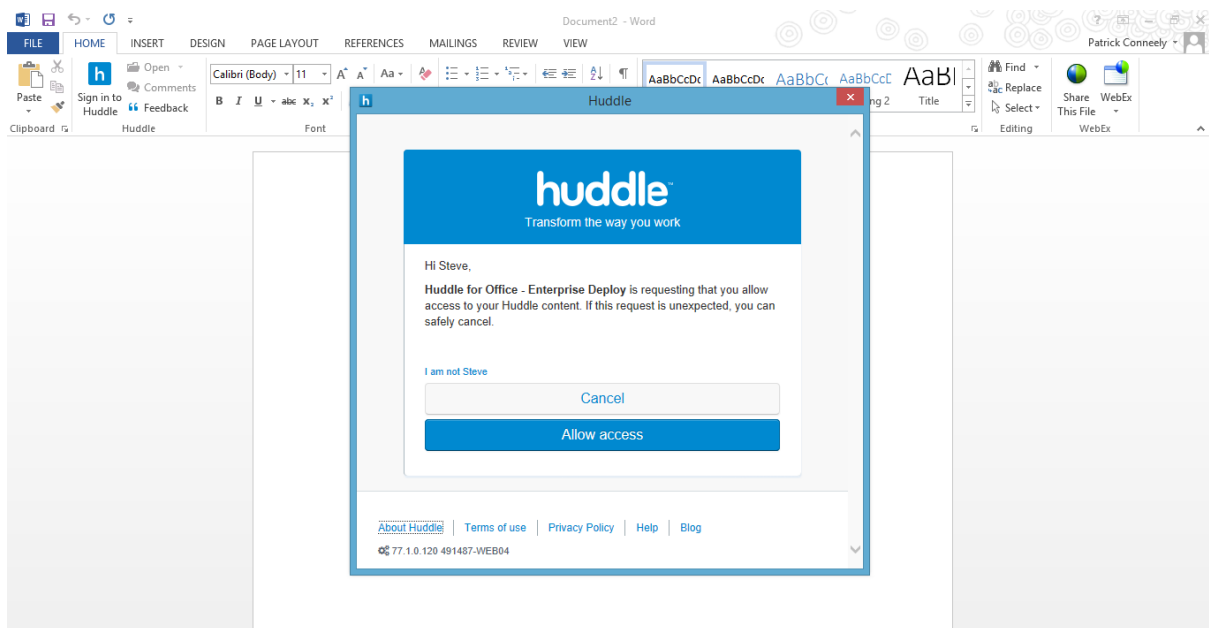
This will cause the following pop up box to appear:



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



After signing in, the following box will appear:

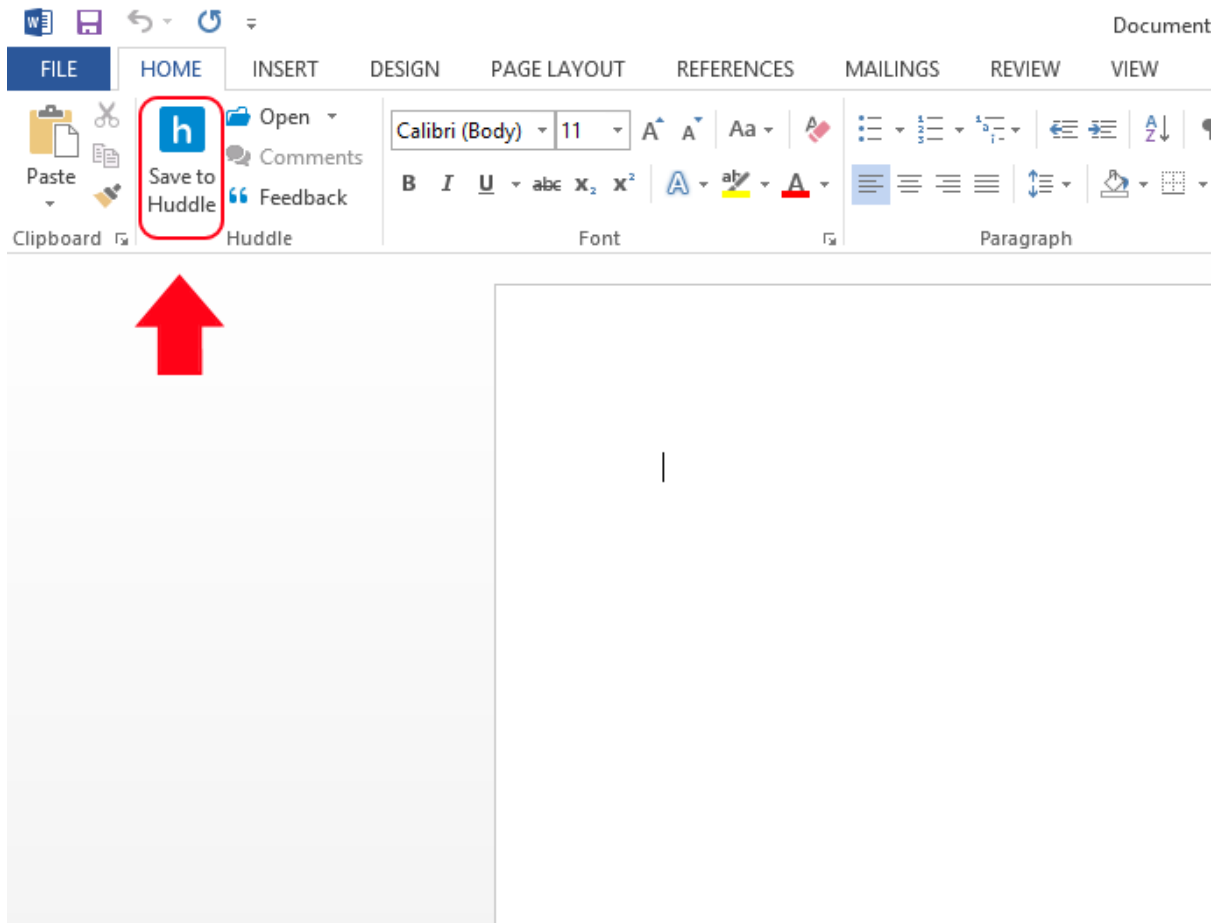


If you wish to use Huddle for Office then you need to allow the application to access your Huddle content.

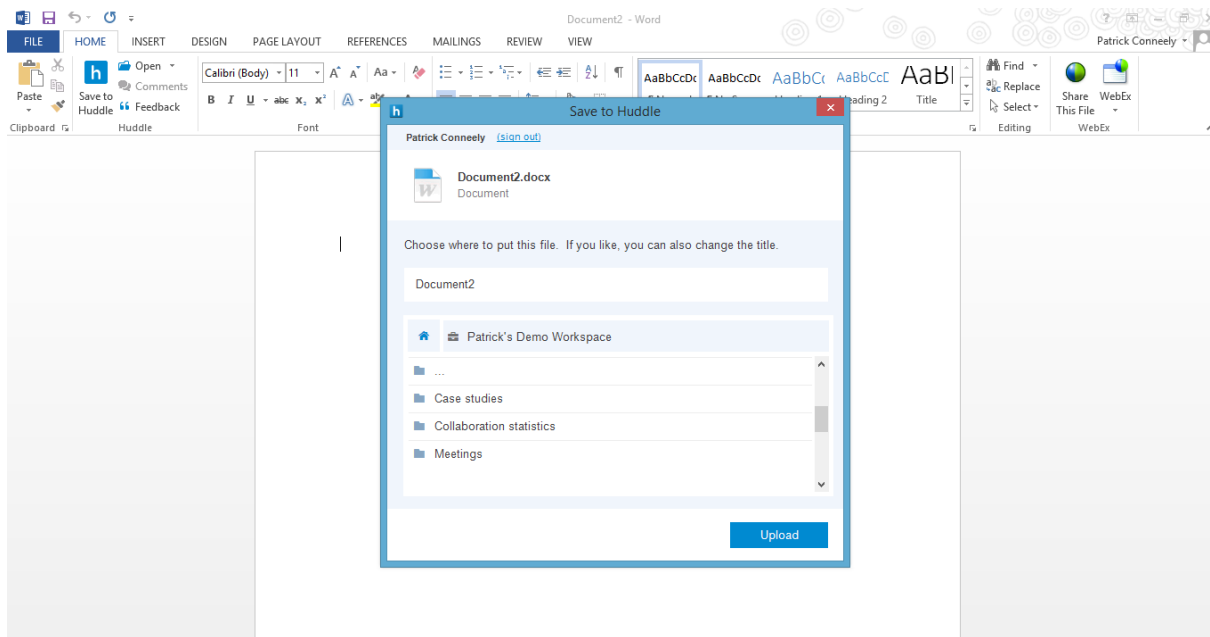
After allowing access, you will be signed into Huddle for Office and are now able to take advantage of the new functionality.

## Saving to Huddle

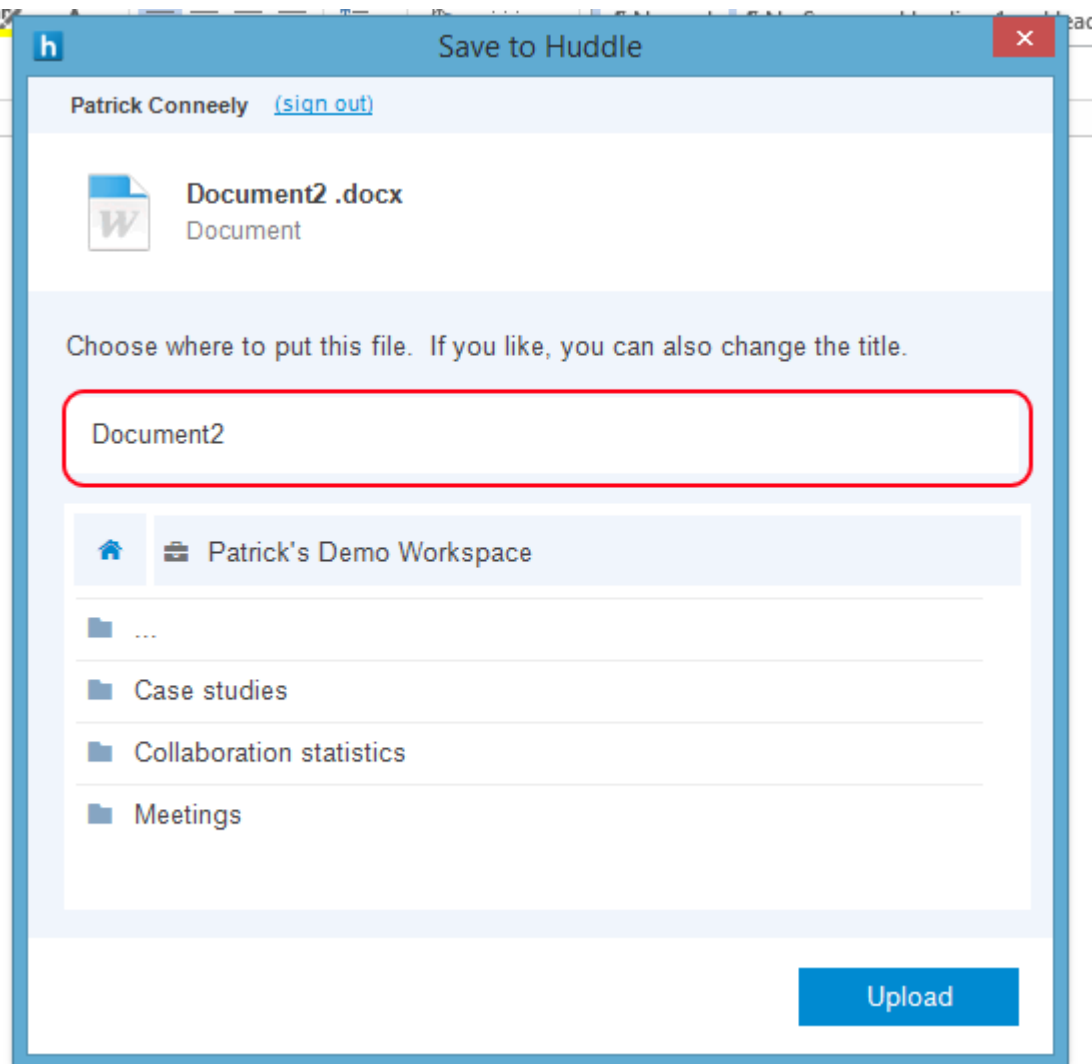
Huddle for Office gives you the ability to save directly to Huddle; no need to open up a web browser. You can find the button for this in the top left corner of the screen:



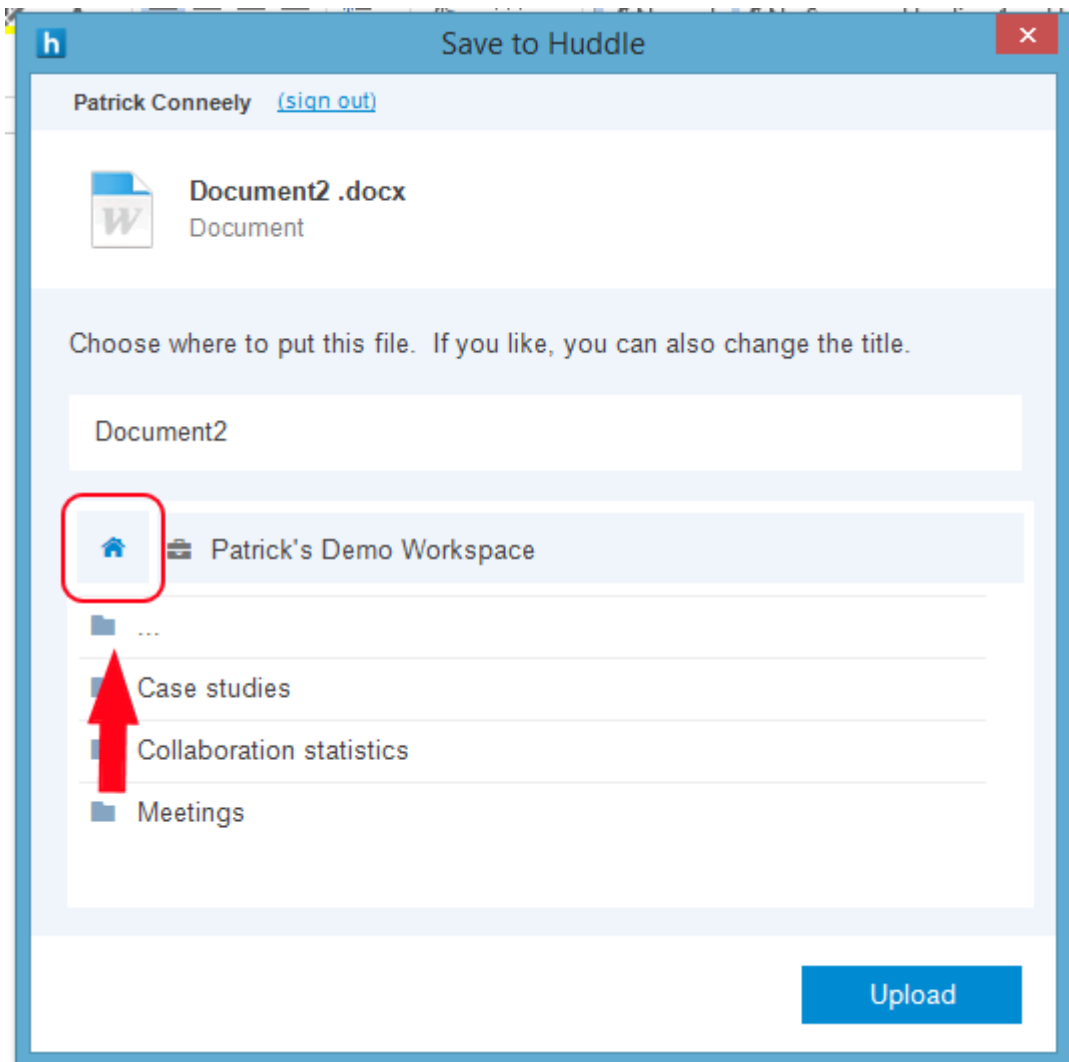
Clicking this button will result in the following popup box appearing:




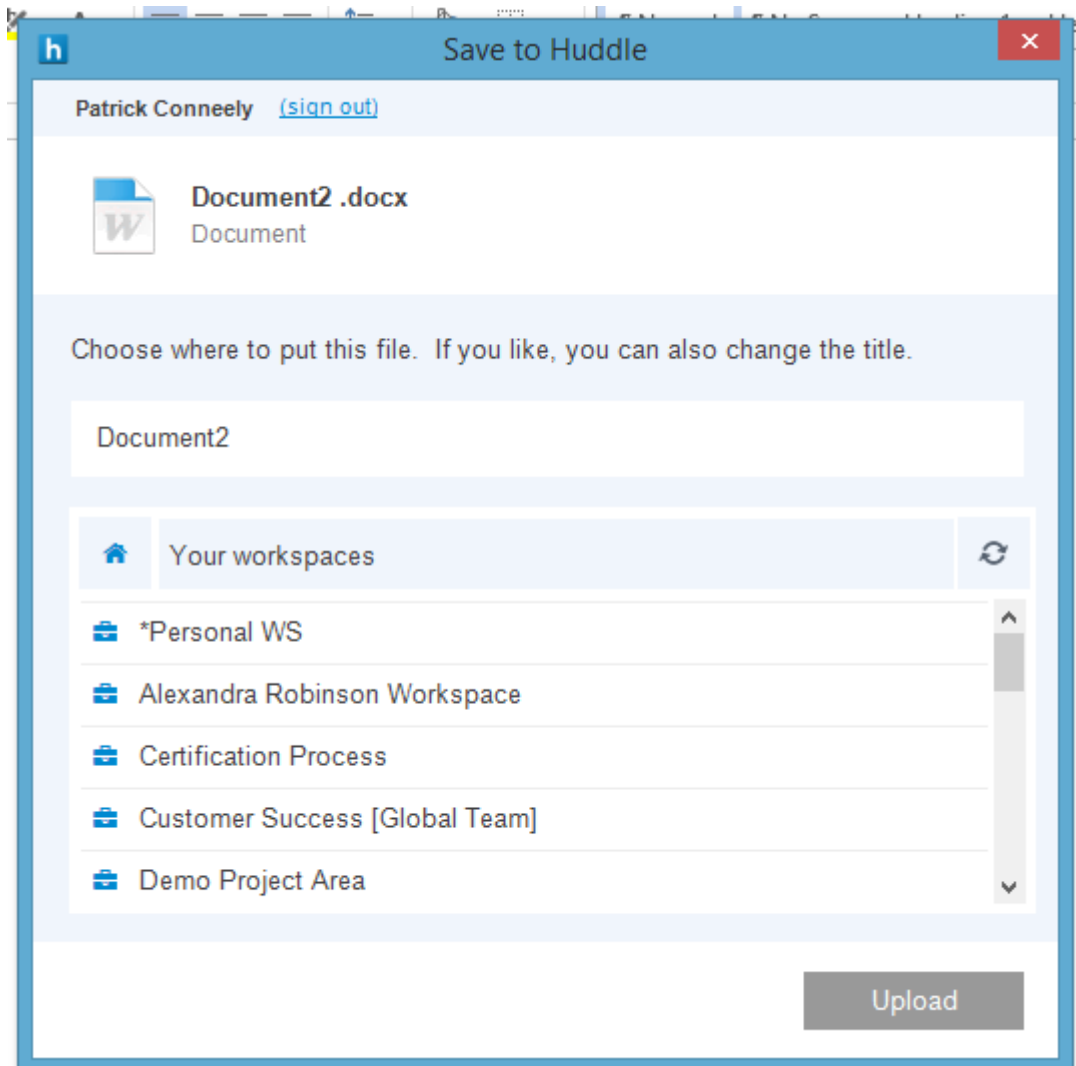
Within this box you are able to change the name of the document before saving it by editing the existing title:



To get access to your different workspaces use this button:

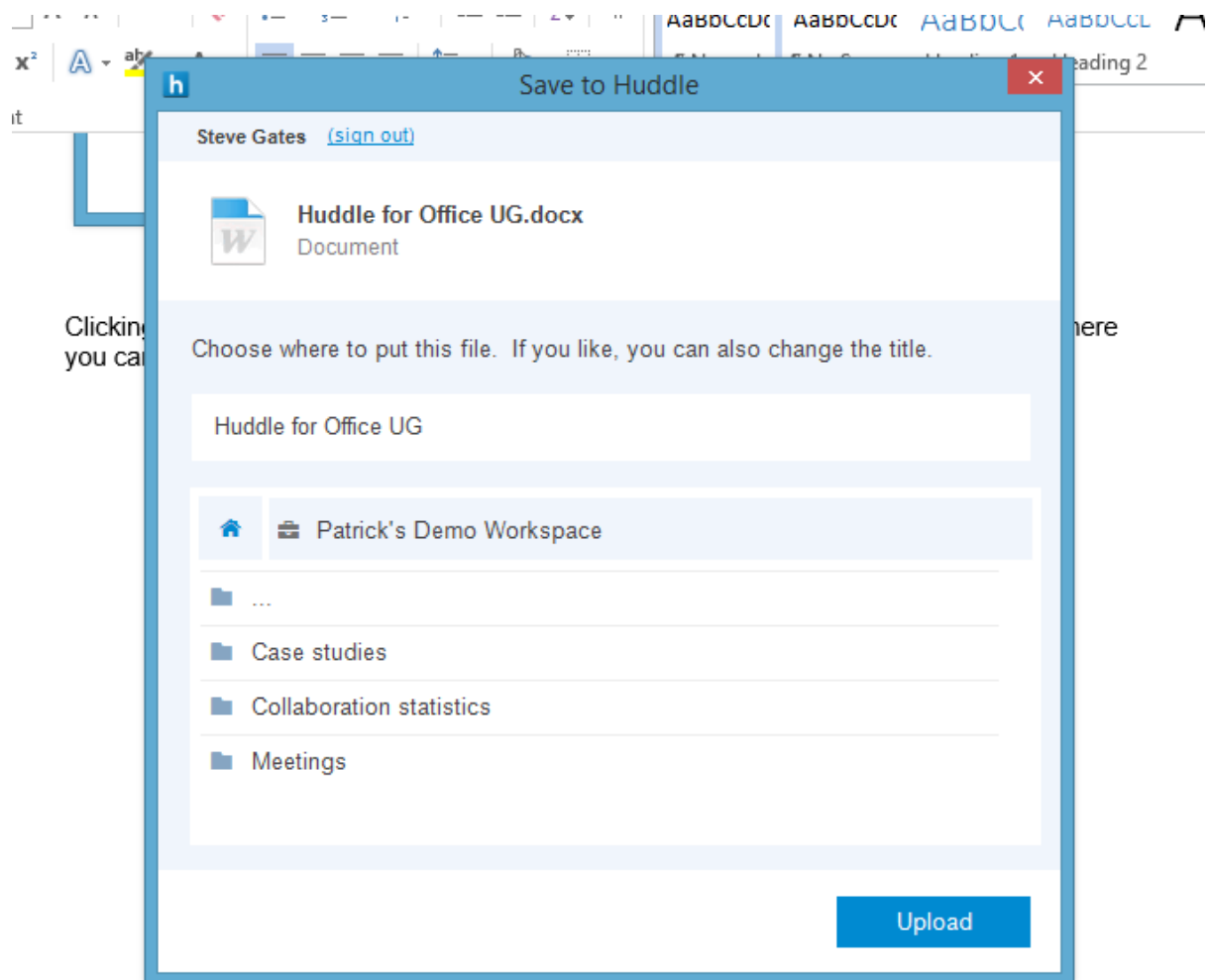


Clicking the  button for this example brings up of all of the user's workspaces:

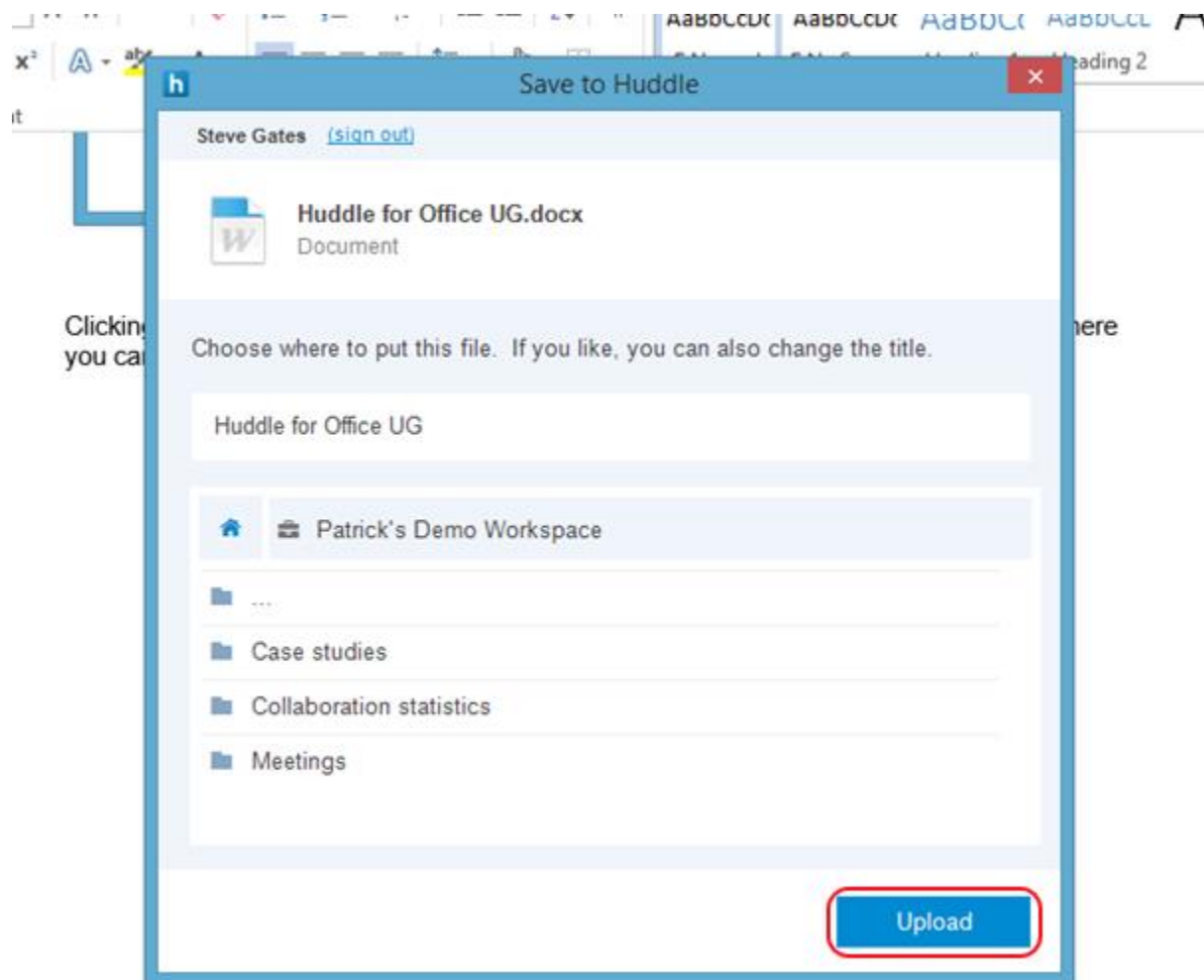




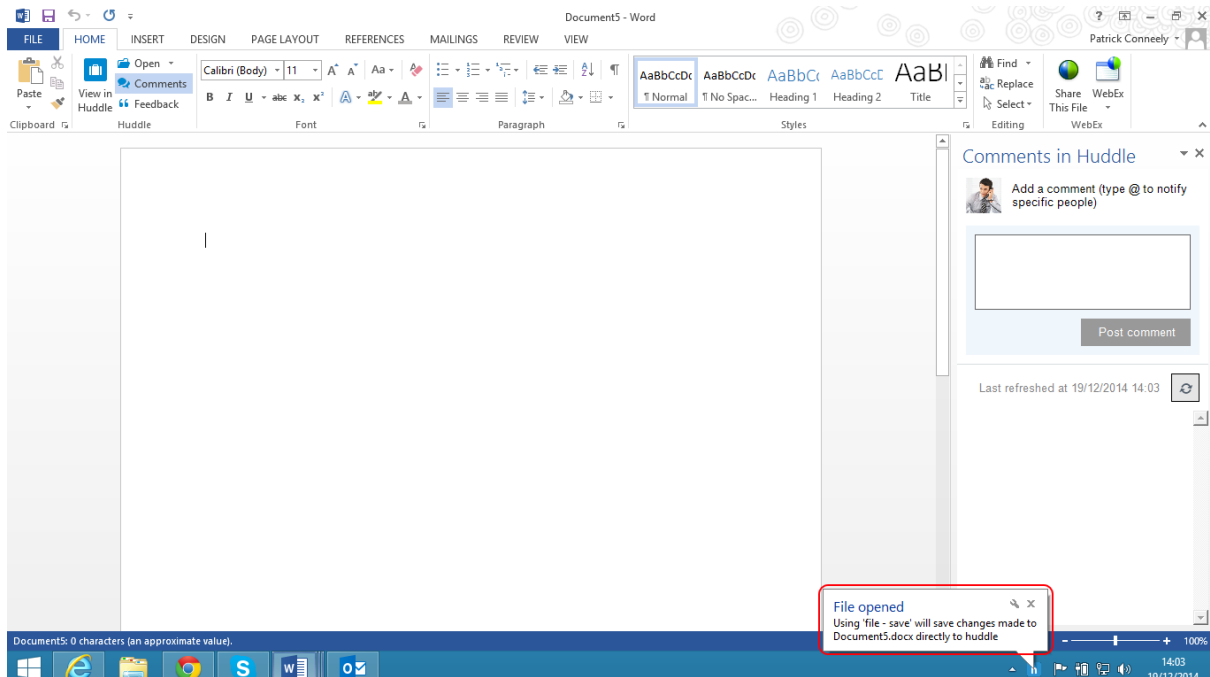
Clicking on one of your workspaces will bring up the folder structure of the workspace where you can navigate through to the specific folder that you wish to save the file in:



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



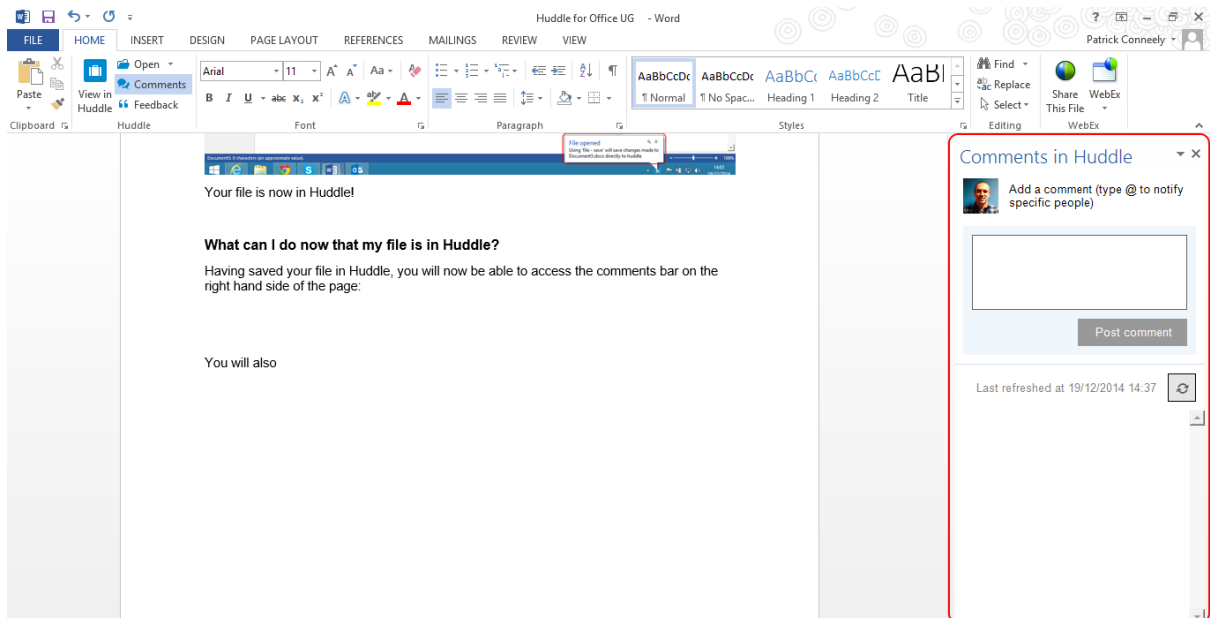
A balloon will pop up in the bottom right part of the screen to let you know that you have uploaded the file to Huddle:



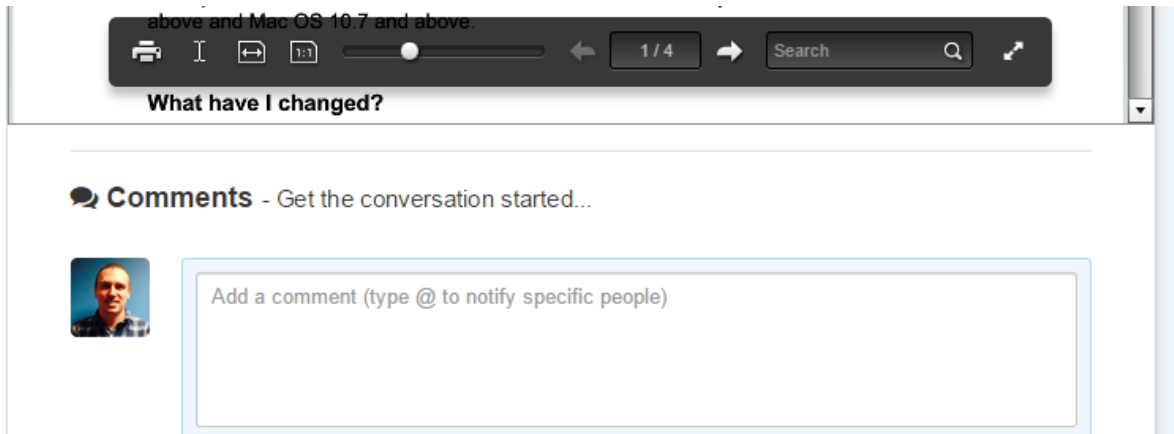
Your file is now in Huddle!

## 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:

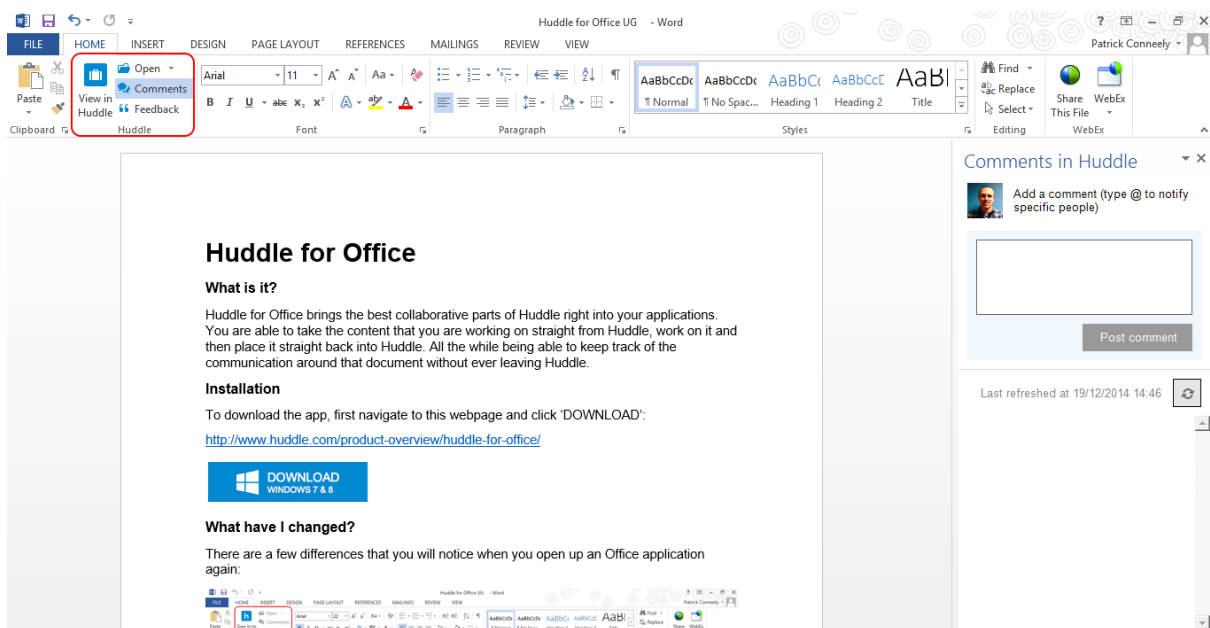




This is the comment feature that you will recognise from underneath the file preview in Huddle.



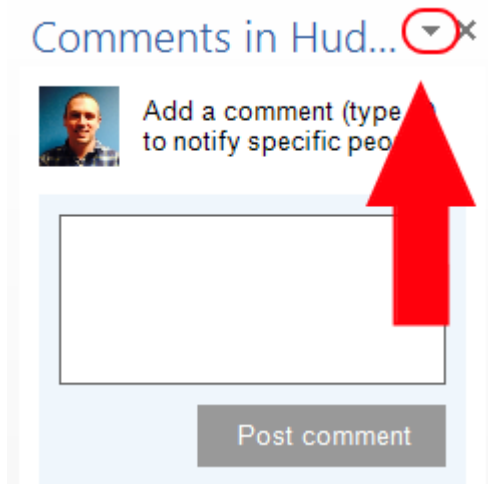
To enable this feature, you must be signed into Huddle through Huddle for Office. This process has been explained above.

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

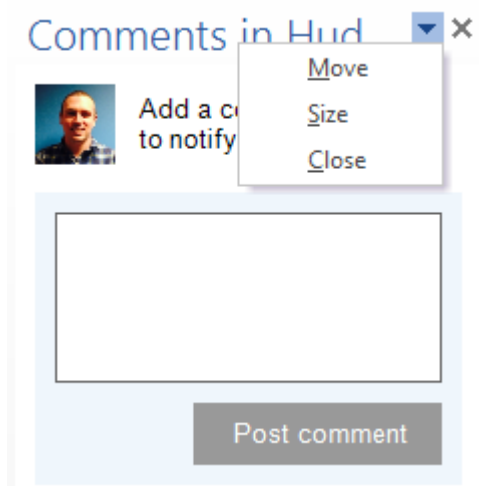


When the comment box is toggled on, the button will change colour from  Comments to 

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:



Which will open a drop down menu:

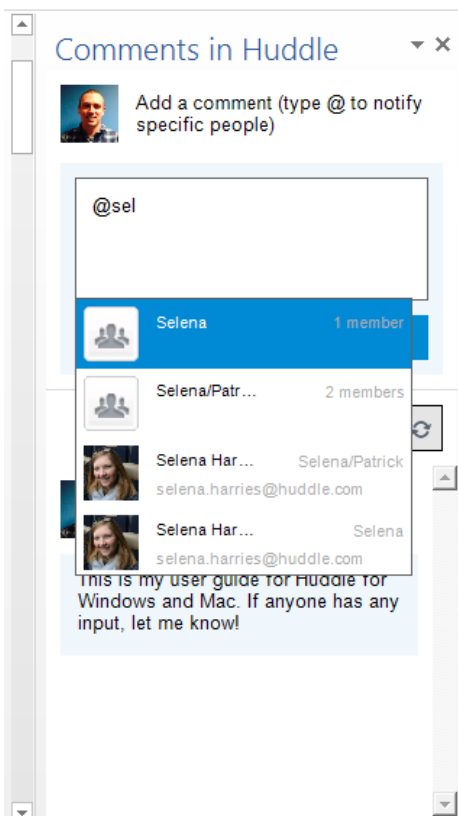


This comment appears on the file in Huddle as well:



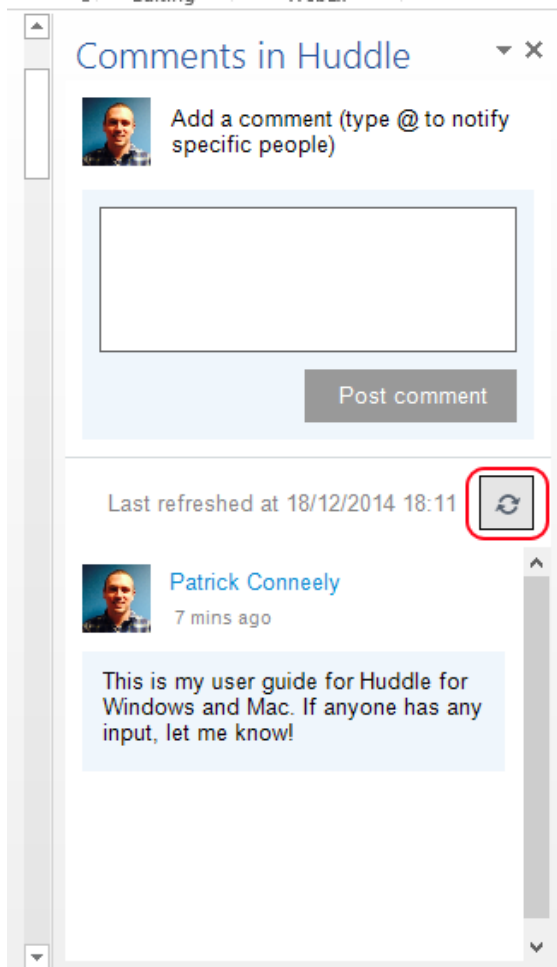
## Tag

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:

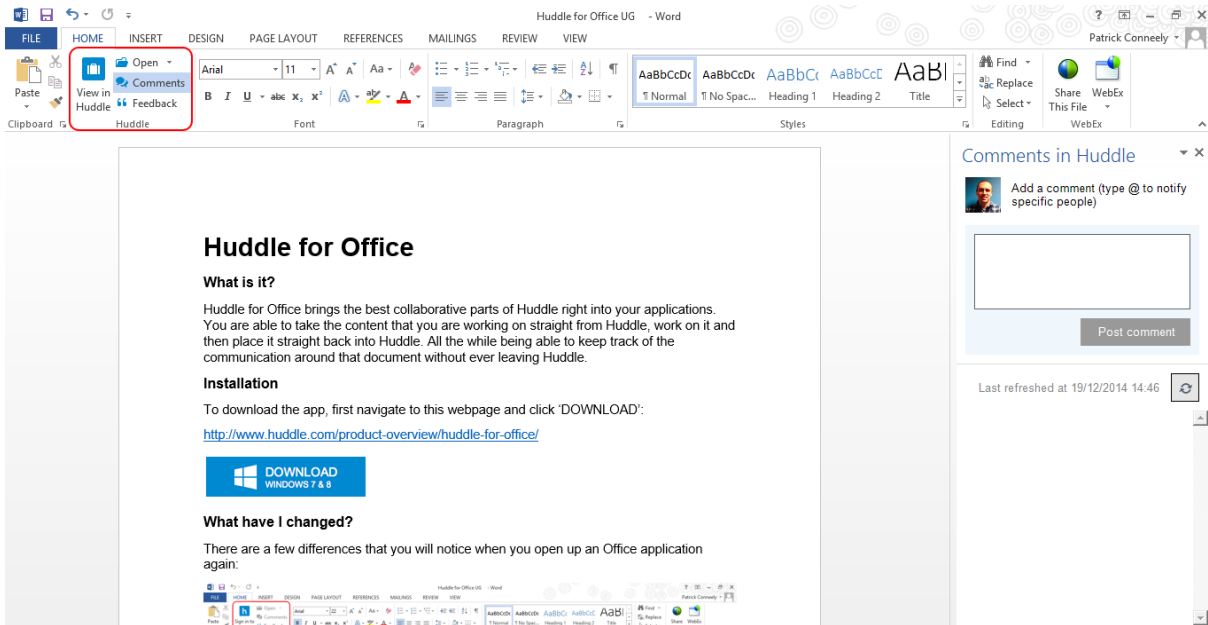


## View in Huddle

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



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

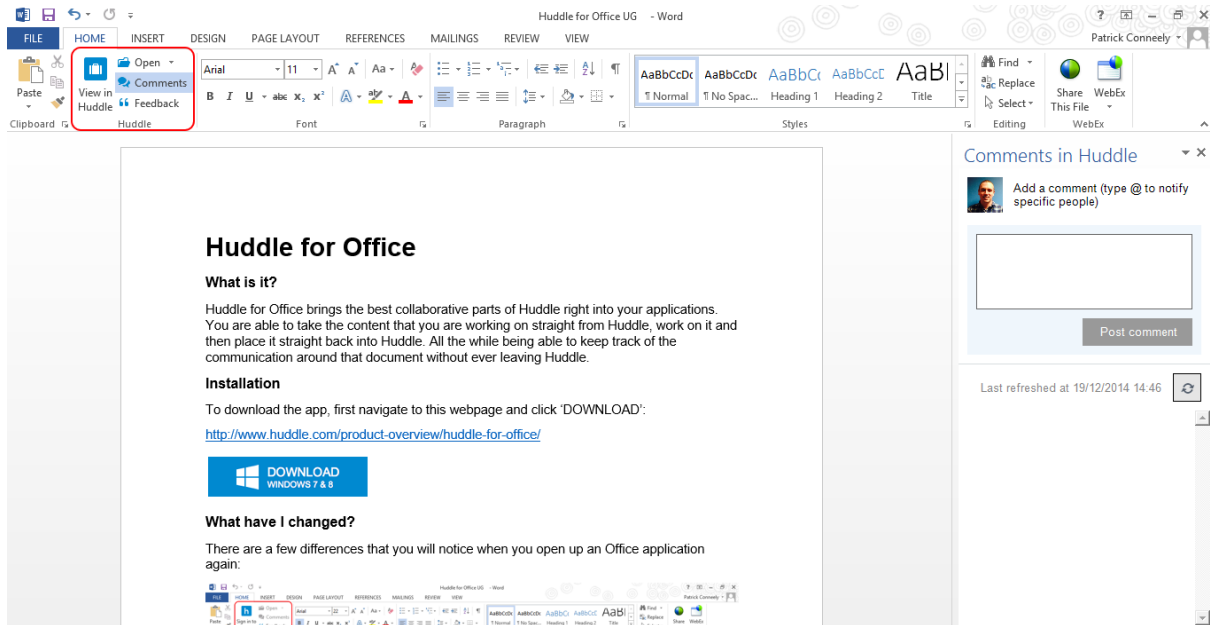
A screenshot of the Microsoft Word application interface. The ribbon is set to the 'FILE' tab. In the 'FILE' tab, the 'View in Huddle' button is highlighted with a red rectangular box. The main document area displays the title 'Huddle for Office' and sections for 'What is it?', 'Installation', and 'What have I changed?'. A 'Comments in Huddle' sidebar is visible on the right side of the document. The 'Installation' section includes a 'DOWNLOAD' button for Windows 7 & 8. The 'What have I changed?' section contains a smaller version of the Word interface screenshot shown in the main image.

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

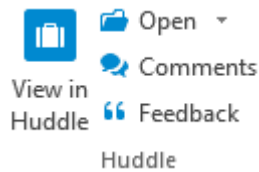



## Opening documents

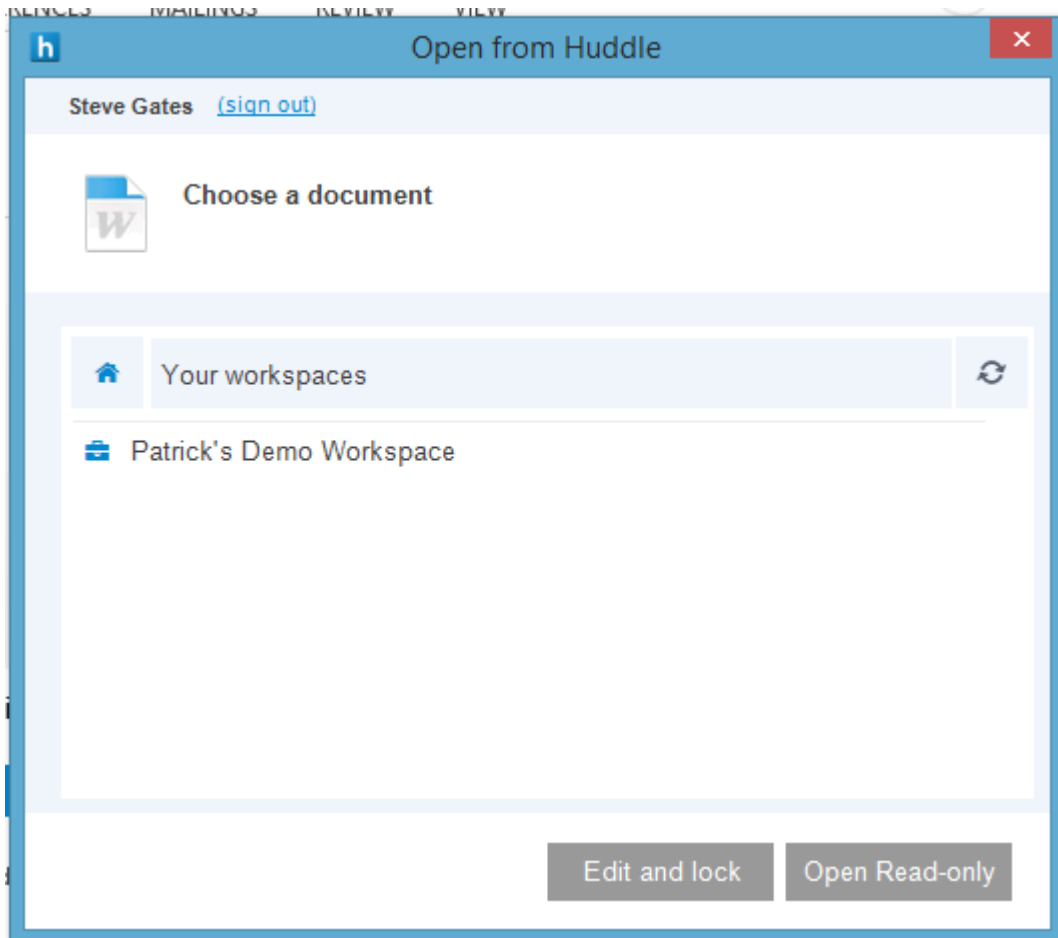
You will also have the ability to open documents straight from Huddle into your Office application. This functionality can be found in the top left corner of the screen:



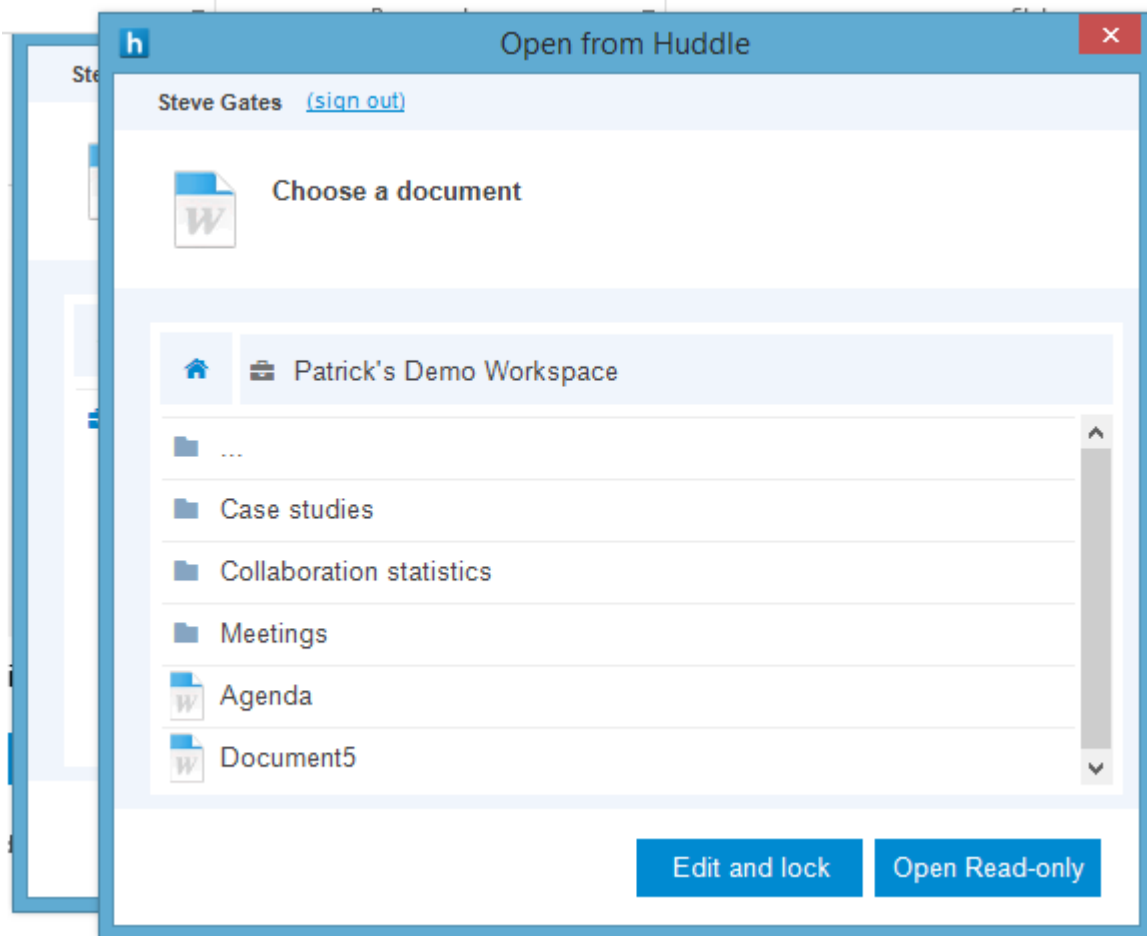
This is a close up of that box:




Clicking the  Open ▾ button will result this window popping up:

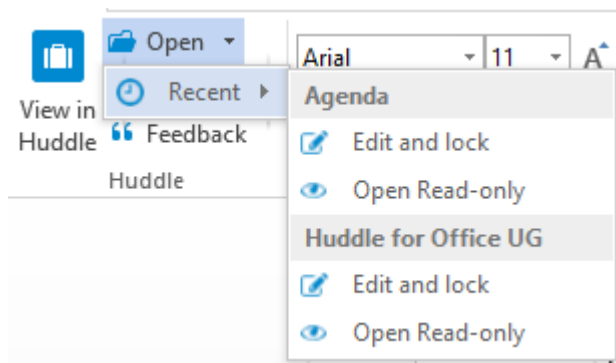


This is a list of all your different workspaces. Clicking on a workspace will bring up the folders and files within that workspace. In this example, when the workspace button is clicked on 'Patrick's Demo Workspace', it will look like this:




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  Open ▾ button, will open a drop down menu which will give you access to your most recent files:



## Feedback

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