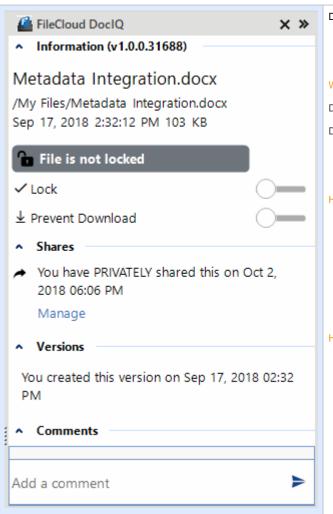
20.1 Using DocIQ with Office for Sync Users



DoclQ for FileCloud Sync and FileCloud Sync clients is available in FileCloud Server version 18.2 and later.



DocIQ is a Microsoft Office add-in for FileCloud Sync and FileCloud Drive clients.



DocIQ works with the following Microsoft Office applications:

- Word
- Excel
- PowerPoint

What does DocIQ do?

DocIQ works with Office documents to help you manage shared files.

DocIQ gives you the ability to:

- manage file locking
- collaborate with your colleagues through comments
- see how shared files are being managed

How do I use DocIQ?

- 1. You open an Office application such as Word, Excel or PowerPoint.
- 2. Inside the Office application, you open a file saved to a FileCloud Sync or FileCloud Drive folder.
- 3. DocIQ displays as a task panel inside the Office application with the following information:
 - File details
 - Lock status
 - · File sharing details
 - · Comments attached to the file

How do I install and work with DoclQ?

- 1. 20.1 Install DocIQ with Sync.
- 2. 20.1 Configure DocIQ for Sync.
- 3. Work with file locking.
- 4. Troubleshoot Doc IQ issues.