

# Office Online Integration

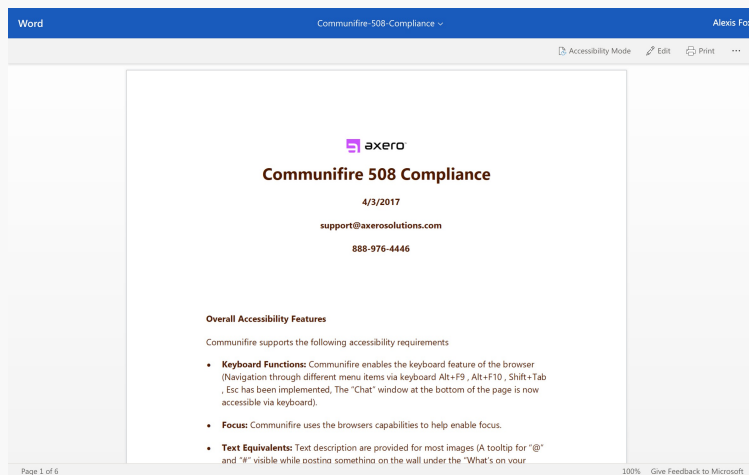
Version 8

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Communifire comes with an out-of-the-box Office Online integration that allows you to view, create, and edit Office documents directly in your browser. The integration is enabled by default and requires no setup.

Communifire uses Microsoft's Web Application Open Platform Interface Protocol (WOPI) to view and edit Office documents in your browser. An Office 365 account is required to create and edit Office documents.

**NOTE:** This service only works with Microsoft365 Business Standard or above plans.



## Create Office Document

Create Office documents directly in your browser.

## Update File in Office Online

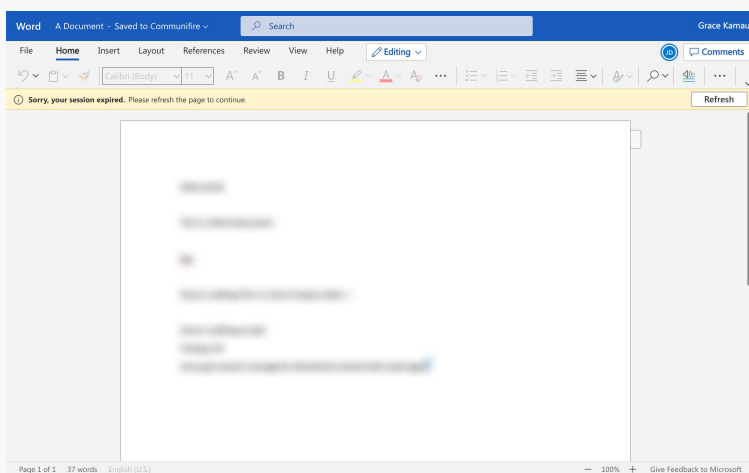
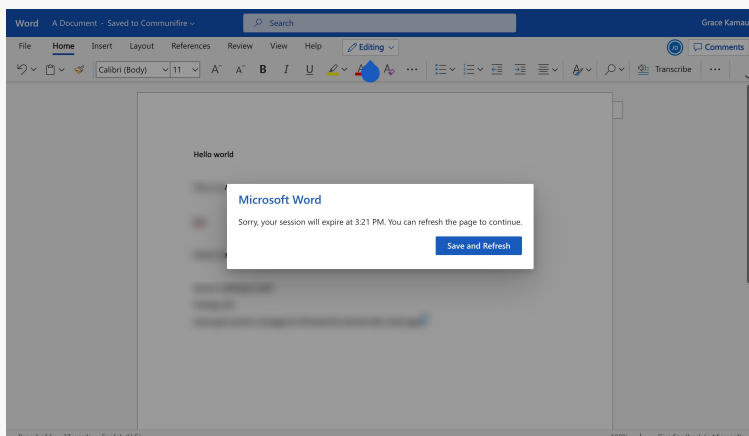
Edit Microsoft Office files directly in your browser. Users can work on the same document at the same time. Supported file types: .docx, .xlsx, .pptx.

## Session Expiration

You can control how long an Office file can remain open in an editing window before the session expires. Go to **Control Panel > System > System Properties** and set **WOPIAccessTokenExpiryInMinutes**. The time is in minutes and should be set to 30 or greater.

**Important** The WOPIAccessTokenExpiryInMinutes system property should be set to avoid losing changes.

Ten minutes before the session expires, the user is prompted to save changes and refresh the page.



# Saving Changes

When users edit an Office file, changes are saved as a draft and the file is not published as a new version in Communifire. Changes are saved to Communifire as a new version of the file when:

- All users have closed the document
- All edit sessions have expired *and* at least 10 minutes have passed

Changes are not saved to Communifire if at least one user has the file open and the edit session hasn't expired.

## Enable or Disable Office Online Editing

1. Click the gear icon > **Control Panel** > **System** > **System Properties**.
2. Search for *WOPIDiscoveryUrl*.
3. Click the edit icon.
4. Update the value:
  - To enable: Enter <https://onenote.officeapps.live.com/hosting/discovery>
  - To disable: Delete the value
5. Click **Save**.

Also make sure WOPICFServiceURL is set to <https://wopi.communifire.com>.

**Note** : The System Property **FileWopiViewerEnabledForOfficeFiles** must be set to True before setting this value.

## On-Premise Clients

Office Online integration requires your intranet site to be able to communicate with Axero and Microsoft servers. If you are on-premise, make sure that wopi.communifire.com is accessible via firewall.

If you are on-premise and your intranet site is private (not accessible through the internet), you can set up a proxy site for Office Online integration. The proxy site allows communication between your private intranet site and Axero and Microsoft servers.

### Step 1: Set up the public proxy site

1. Set up a new site that is public and accessible through the internet. The site should be set up in IIS on Windows Server. The site URL can be a new URL or a subdomain of your intranet site. This new site is the public proxy site.
2. [Download the zipped proxy site files](#) from the Communifire Installation Files space.
3. In your web server, unzip the proxy site files.
4. Replace the files in the public proxy site folder with the unzipped files.
5. Edit the **web.config** file.
6. Find the *CommunifireSiteURL* key.
7. Replace the value with your actual intranet site URL. (e.g. `<add key="CommunifireSiteURL" value="https://myintranet.communifire.com" />`)

## Step 2: Configure your intranet

1. In your intranet site, go to **Control Panel > System > System Properties** and update the following system properties.
  - WOPICFServiceURL: Set to <https://wopi.communifire.com>
  - WOPIDiscoveryUrl: Set to <https://onenote.officeapps.live.com/hosting/discovery>
2. In your web server, open the site folder in Windows Explorer.
3. In the site folder, edit the **CFAppSettings.config** file.
4. Find the *CommunifireSiteWopiProxyPublicURL* key.
5. Set the value to your proxy site URL. (e.g. `<add key="CommunifireSiteWopiProxyPublicURL" value="https://acmeproxy.com" />`)

Once the public proxy site is set up and settings are updated in your intranet site, Office Online integration setup is complete.

For additional support, submit [a private case](#) to the Axero team.