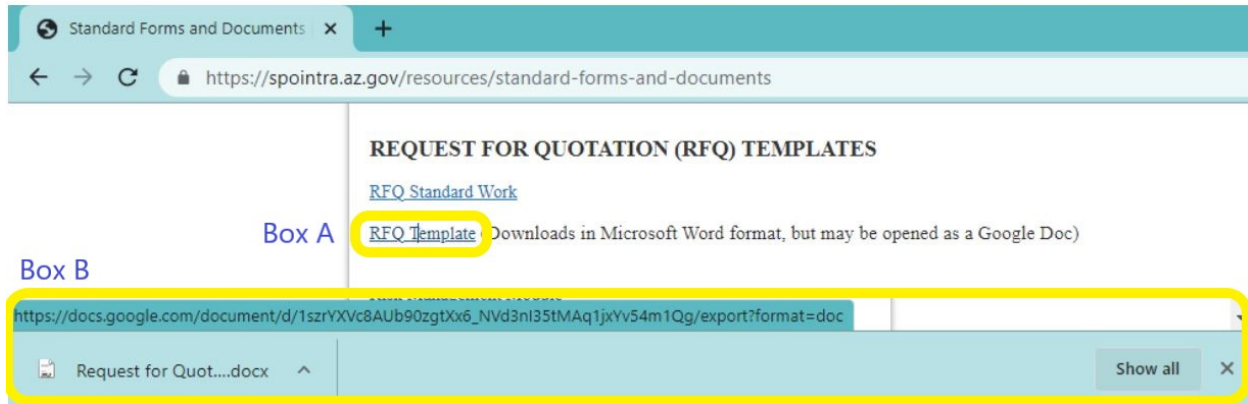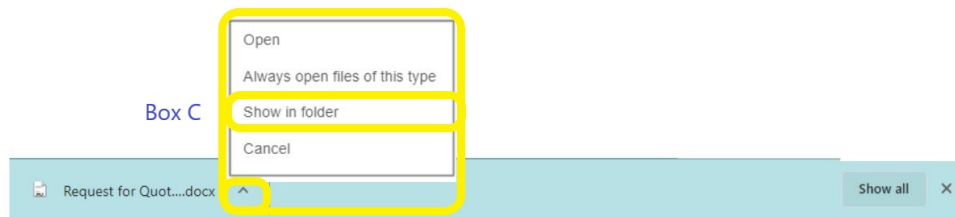**Accessing Files via the SPO Intranet**

Purpose: This is a guideline showing an example of accessing a Microsoft Word template that may also be opened as a Google Doc format.

1. Once a link is double clicked (Box A), the downloaded file (Box B) should appear on the bottom; clicking on it will open the file.
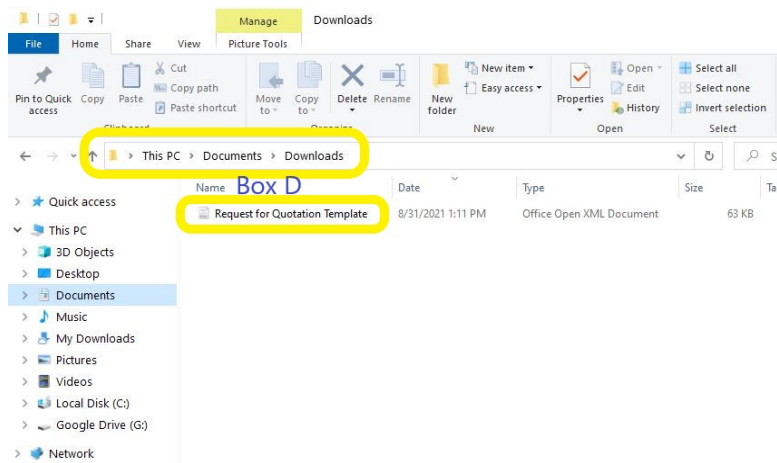

2. Another way to open the downloaded file shown in Box B above is to show the folder location or path of the file as shown in the following:

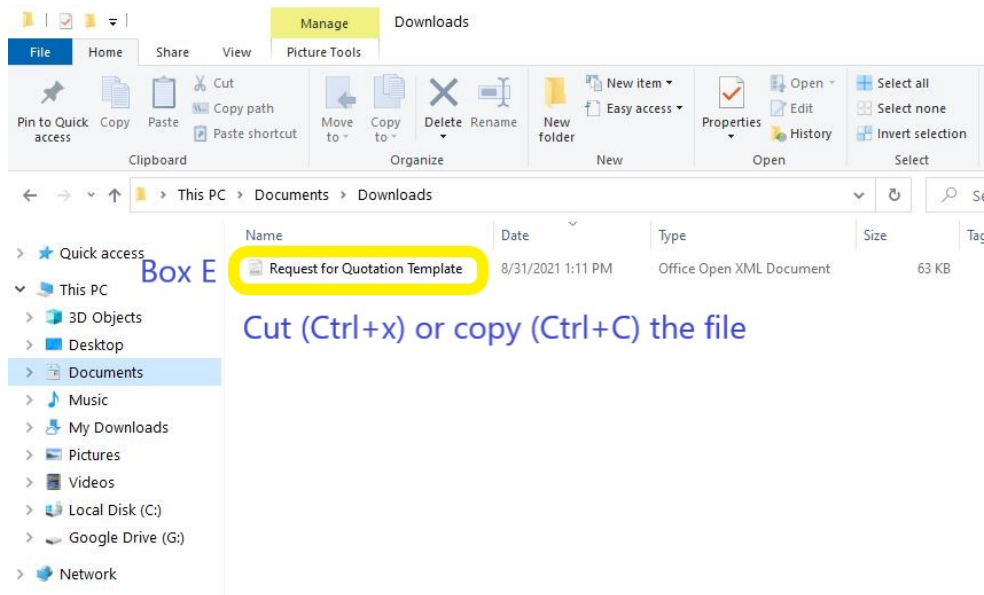   a. Click on the "Λ" icon and choose "Show in folder" (Box C).

   b. The File Explorer window will appear (Box D) and once the file is clicked, it will open as a Microsoft Word format. *Note: Usually, the file will be downloaded to the default folder, which is file path "This PC > Documents > Downloads" (Box D); if not, you may have customized the location.*
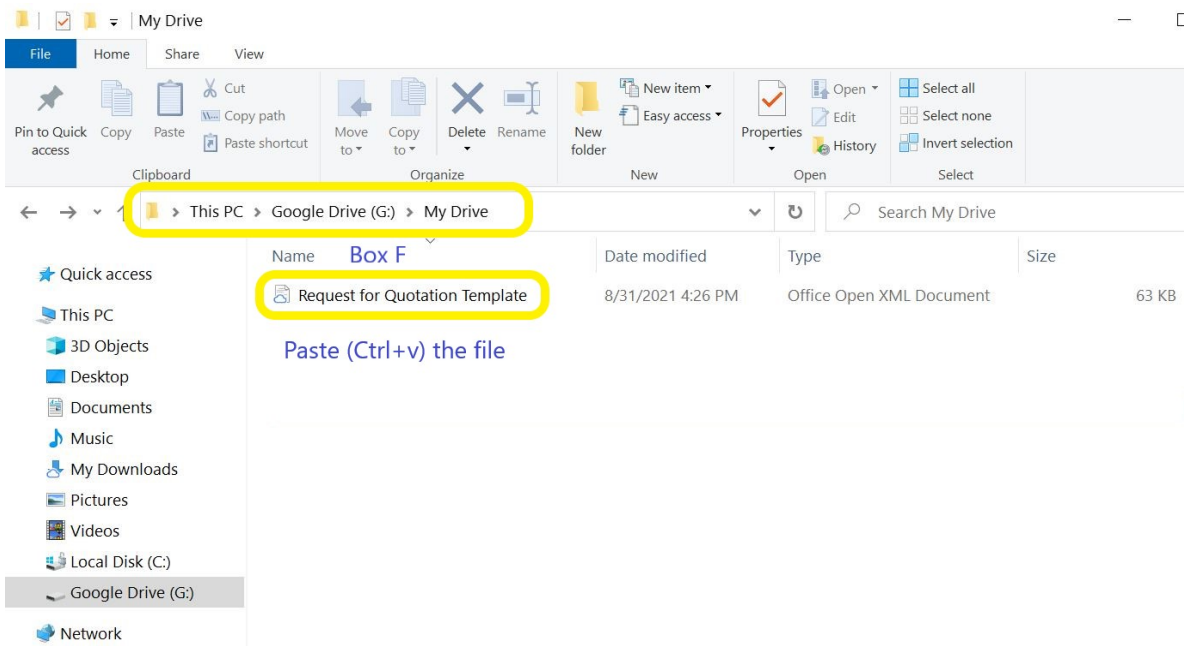
Accessing Files via the SPO Intranet

Purpose: This is a guideline showing an example of accessing a Microsoft Word template that may also be opened as a Google Doc format.

3. If the same downloaded file is preferred to be opened as a Google Doc format, do the following:

> a. Right click on the file (Box E) and cut or copy it by pressing "Ctrl+x" or "Ctrl+c" on the keyboard. *Note: Another way to do these is by right clicking on the file and choosing either "cut" or "copy" from the list of options (not shown).*

> b. Go to the "Google Drive (G:)" via file path "This PC > Google Drive (G:) > My Drive" (Box F) and paste the file by pressing "Ctrl+v" on the keyboard. *Note: Another way to do this is by right clicking on the file and choosing "paste" from the list of options (not shown).*

Accessing Files via the SPO Intranet

Purpose: This is a guideline showing an example of accessing a Microsoft Word template that may also be opened as a Google Doc format.

    c.   Go to your "Google My Drive" via "https://drive.google.com/drive/my-drive". Right click on the file, go to "Open with", and choose "Google Docs" (Box G).