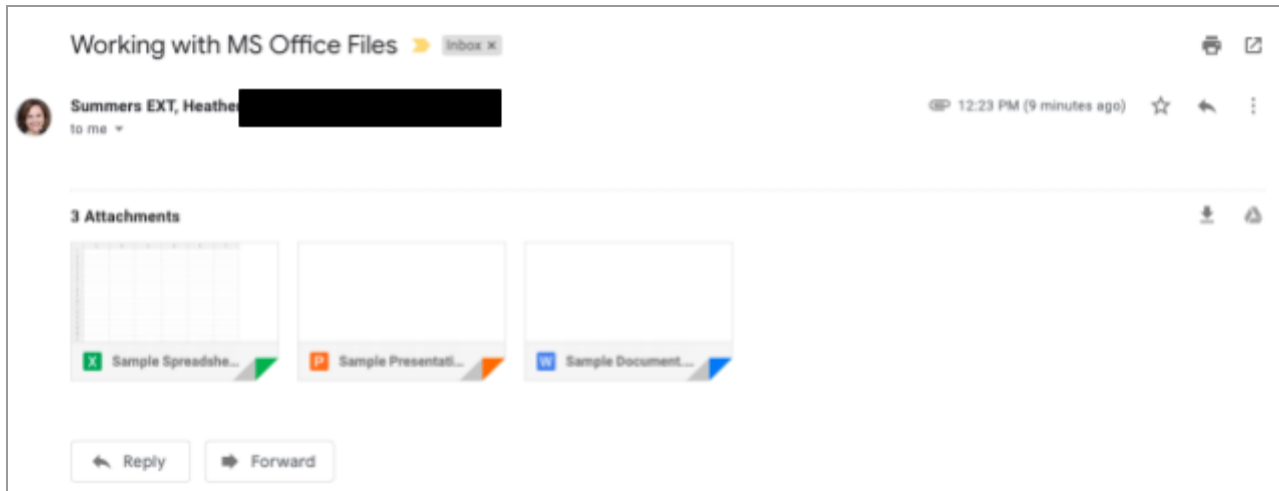
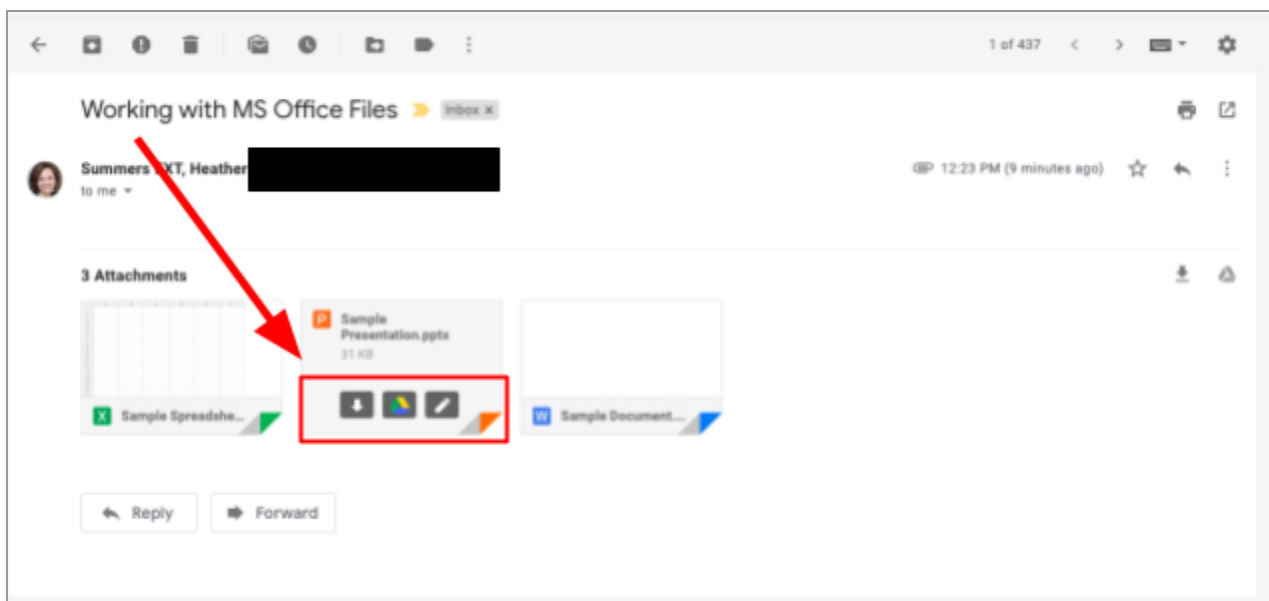


WORKING WITH MS OFFICE FILES THAT HAVE BEEN EMAILED TO YOU

1. You will see the attached files as thumbnails inside your email



2. Put your pointer over each attached file to see the file operating choices. You can edit, download, and convert Microsoft® Office files into Google Docs, Sheets, and Slides. However if you want to leave the files as MS Office just add them to your Drive.

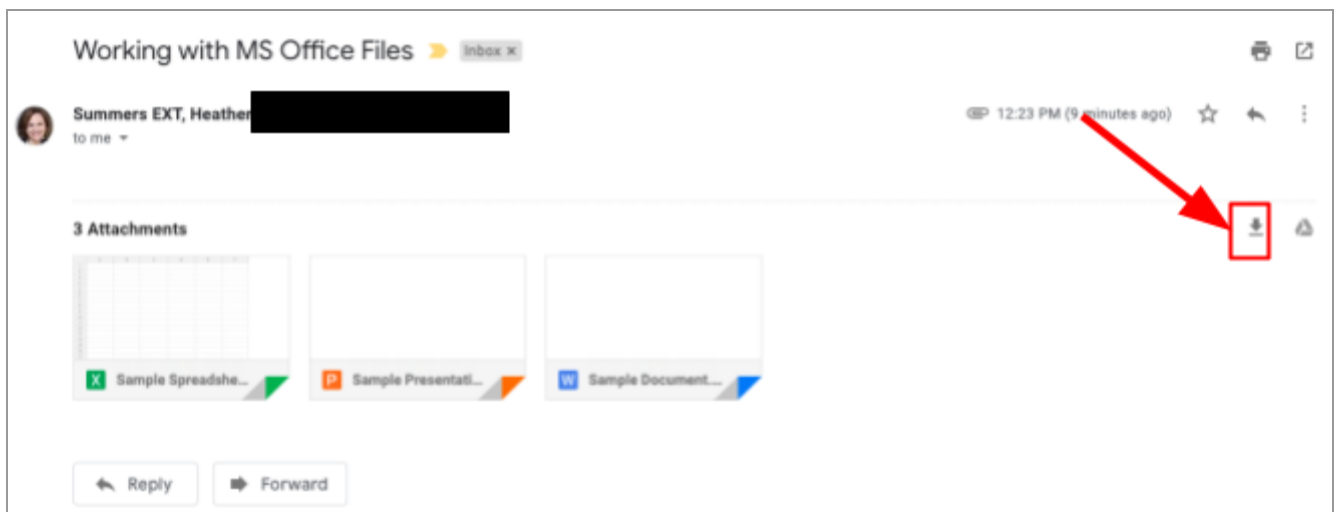


When you add them to your drive it will ask you to open them with the corresponding Google Workspace Docs Editor. This doesn't convert it to the Google Workspace application but does give you the Google Workspace tools interface. You can tell the file is still MS Office by the extension after the file name.

If you click the down arrow you can download the file and work with it using MS Office on your machine.



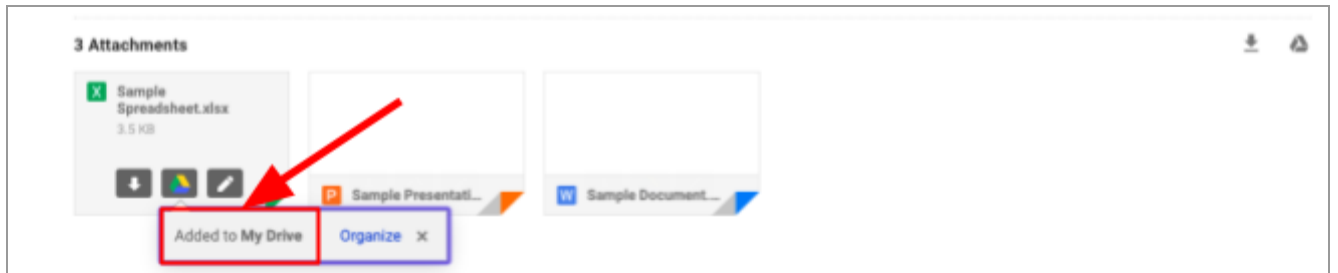
3. If you have more than one file you can download all the files at one time.



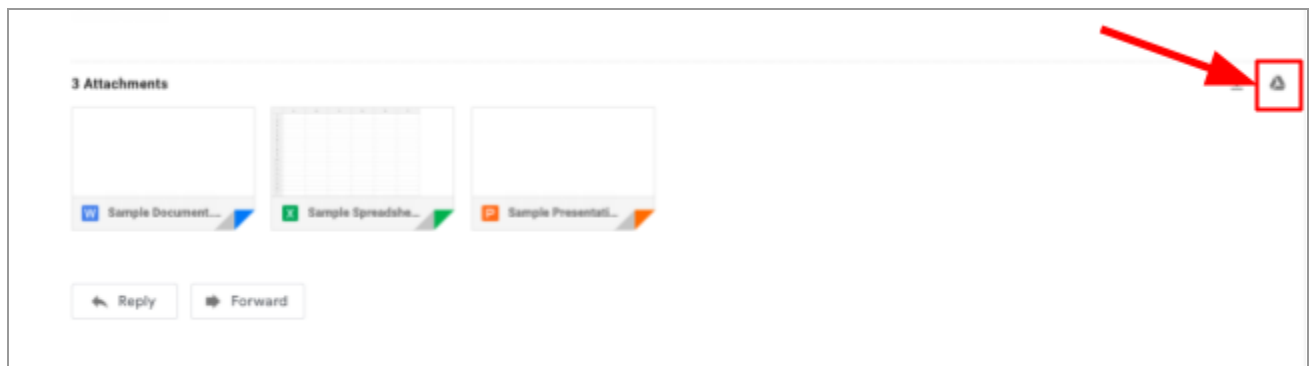
4. If you do not have MS Office you can save the file to your Google Drive or Team Drive and work with the Office Editing tool.



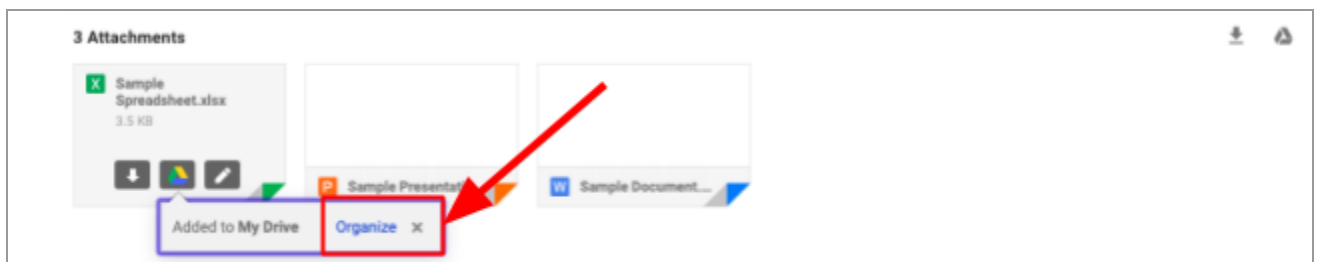
5. By default the file will be saved to your Google Drive in the My Drive.



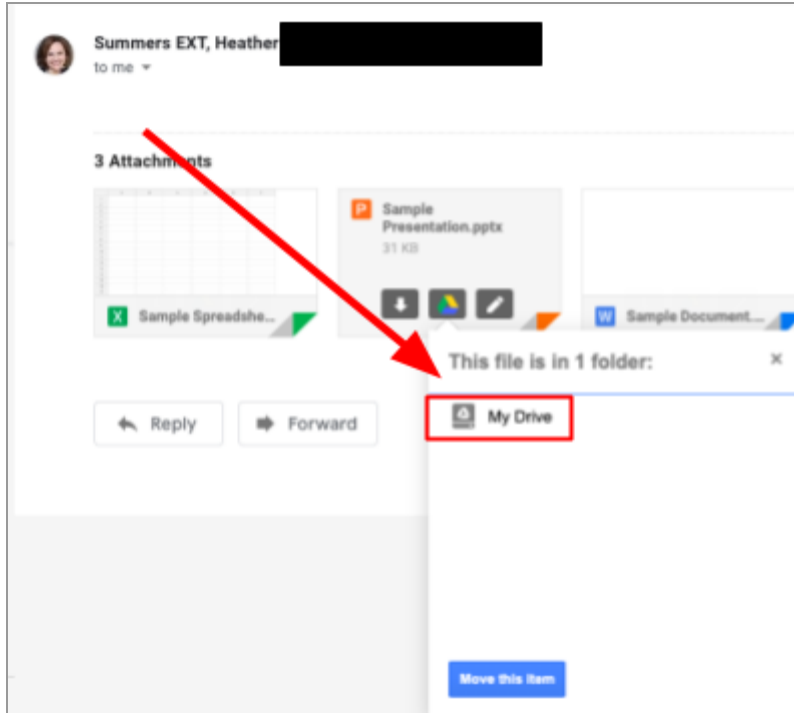
6. If you have more than one file you can save all the files to Google Drive using the Google Drive button for all the files.



7. Your best practice is to click the Organize button to see where your file is stored.



8. Choose the My Drive link to go directly to where the file is stored

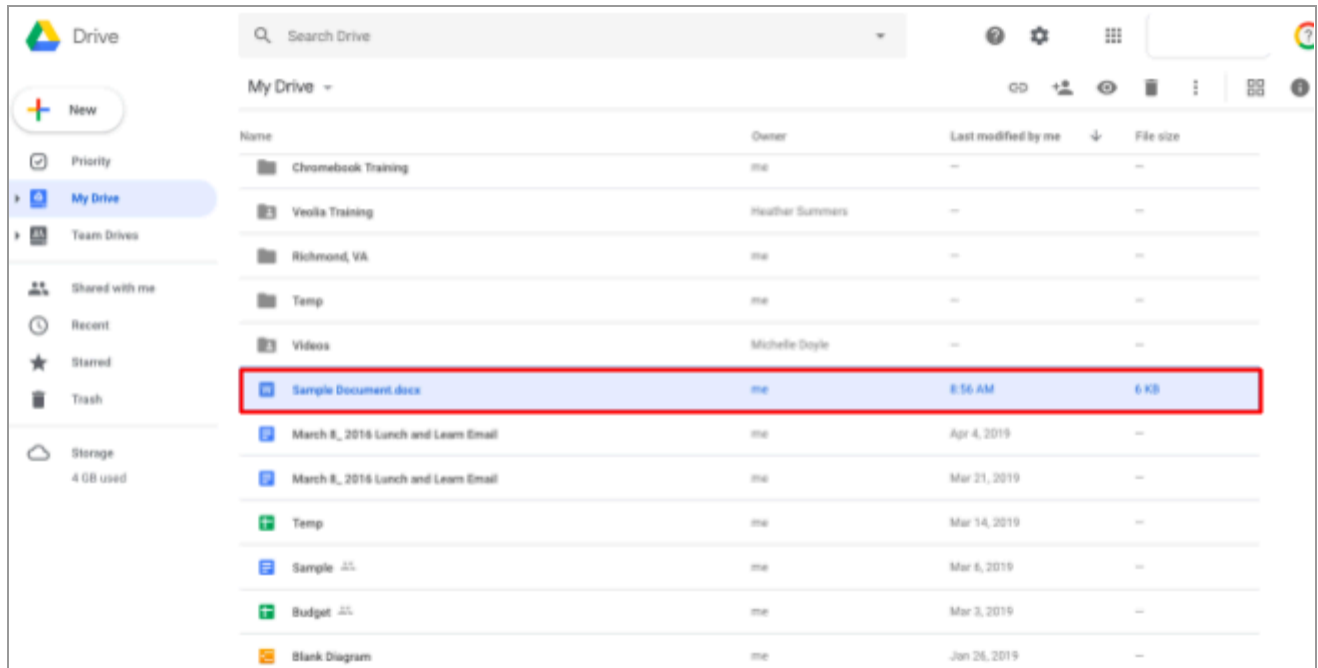


9. You can also Edit the file in the corresponding Google Workspace product by clicking the pencil.

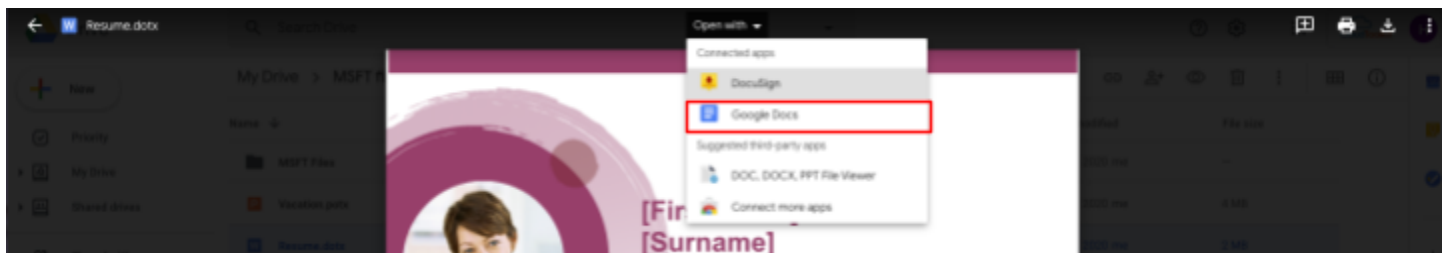


Working with MS Office files in your My Drive and Google Drive

1. Go to your Google Drive and find the file you want to work with.



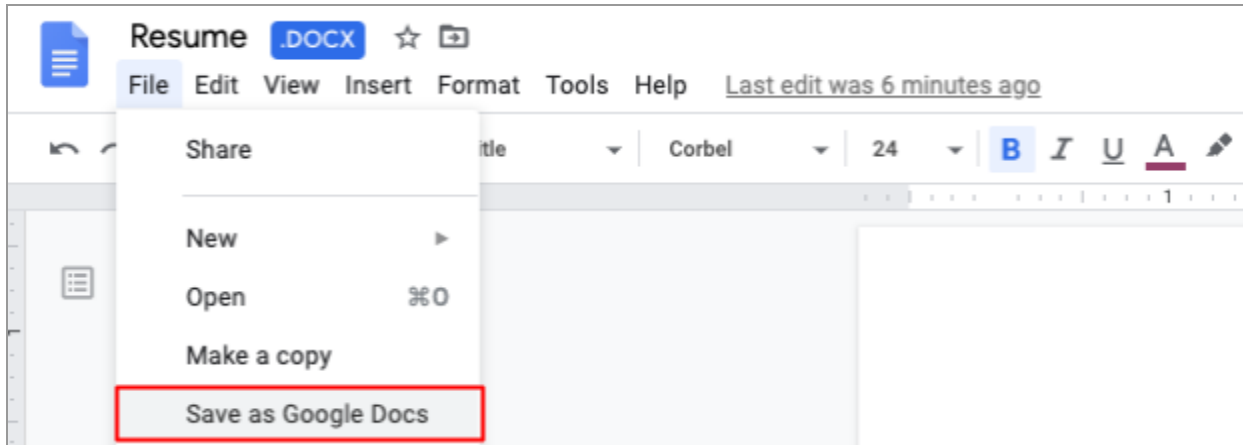
2. By double-clicking on the file you will open the file in preview mode. By picking a corresponding Google Workspace product you can open the file in MS Office but using Google Workspace tools.



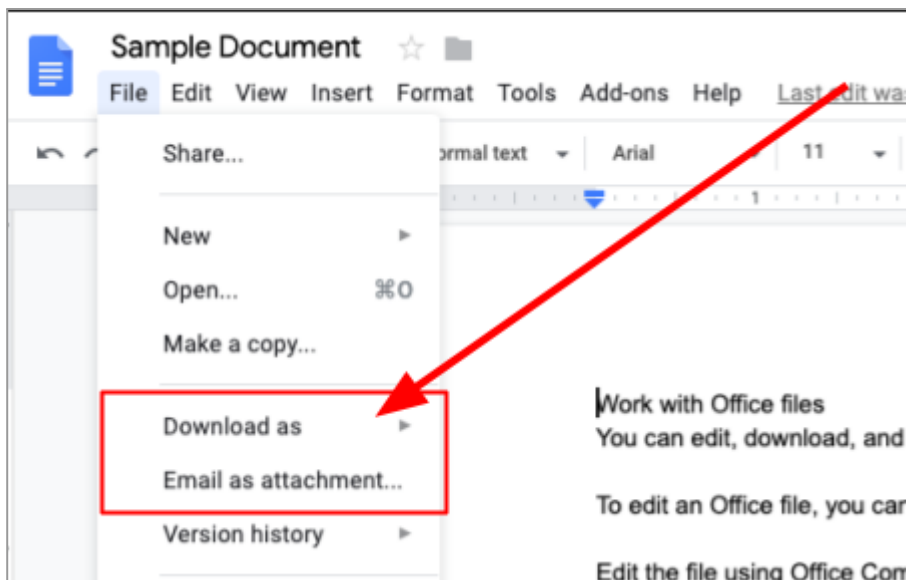
3. This tool will let you make changes to the file and leave the file in its MS Office format. This is illustrated by the .DOCX extension at the top of the screen.



4. All changes will be automatically saved. **Watchpoint** - Do not click File Save as Docs this will make a duplicate file in the Google Workspace format.

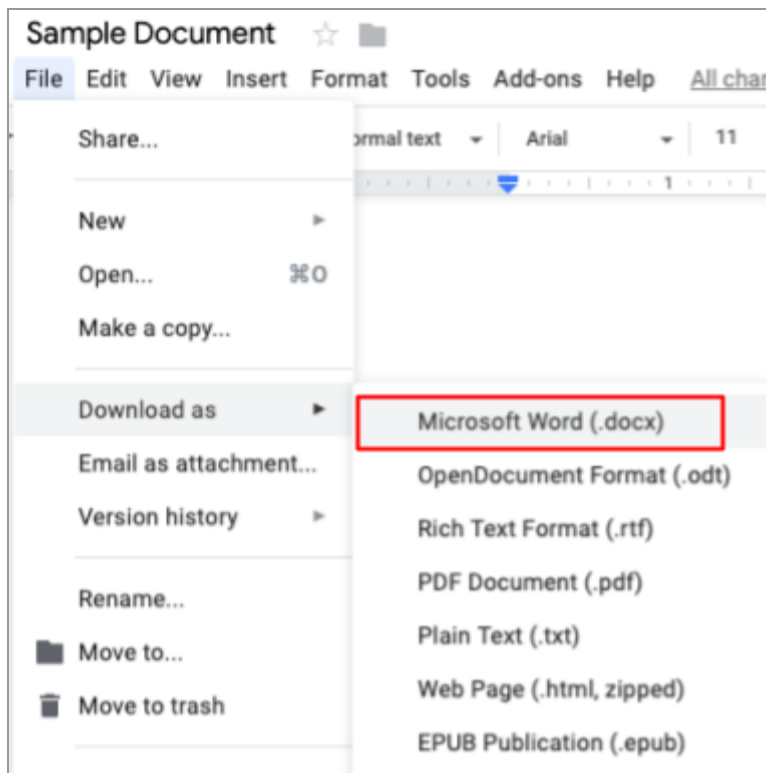


5. Once you have made the changes you want, you can send it back to the recipient by downloading it, emailing it, or attaching it in your email using Google Drive.



Sending MS Office files to people from Google Workspace

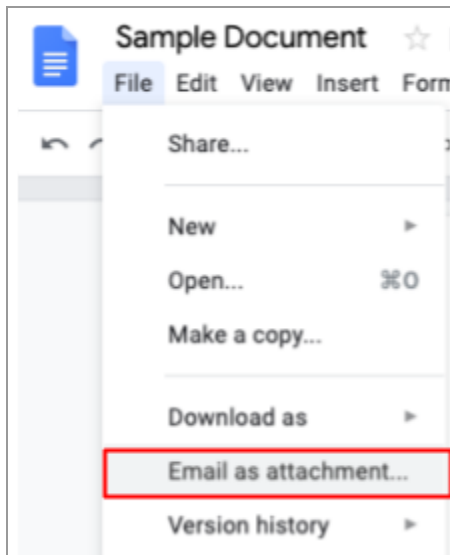
6. You can download any Google Workspace file into the corresponding MS Office format. Go to File, Download and choose the format. *This will be saved in your downloads folder on your machine.



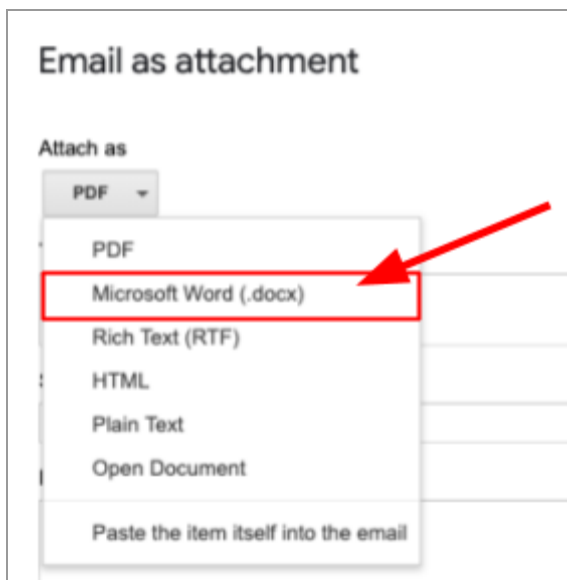
*You can change your downloads folder in your settings.

<https://support.google.com/chrome/answer/95759?co=GENIE.Platform%3DDesktop&hl=en>

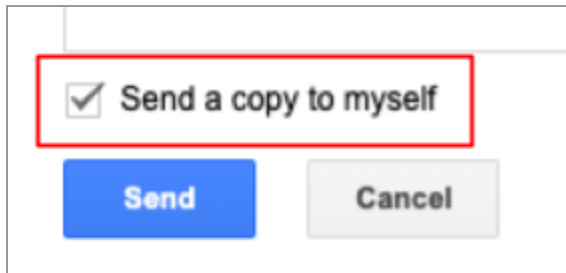
7. You can email the file to someone as MS Office right from the Google Workspace application. Click File, and choose Email as an attachment.



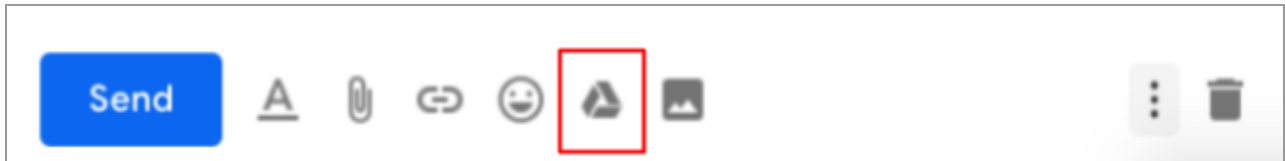
8. In the Email as attachment dialogue box it defaults to PDF but you can choose the corresponding MS Office format.



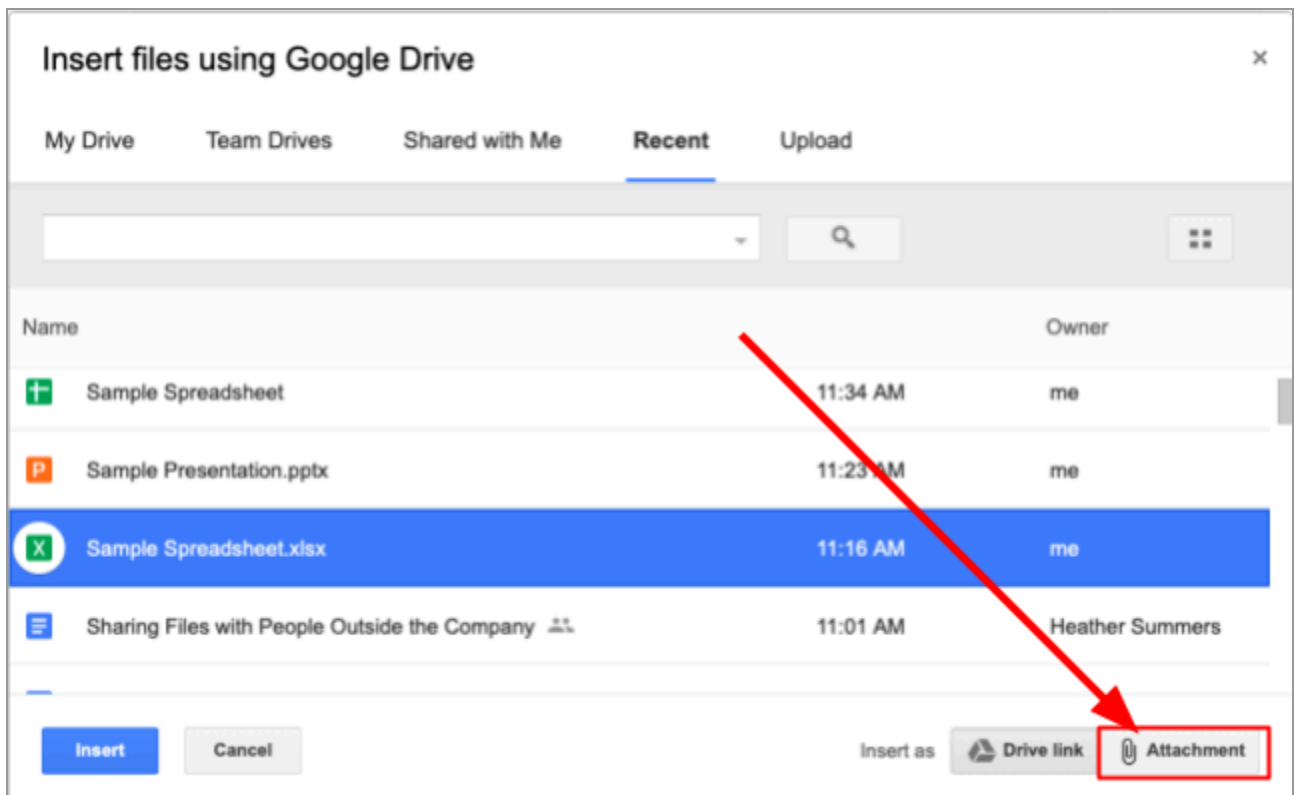
9. If you want an email trail. You will need to check the “Send a copy to myself” checkbox.



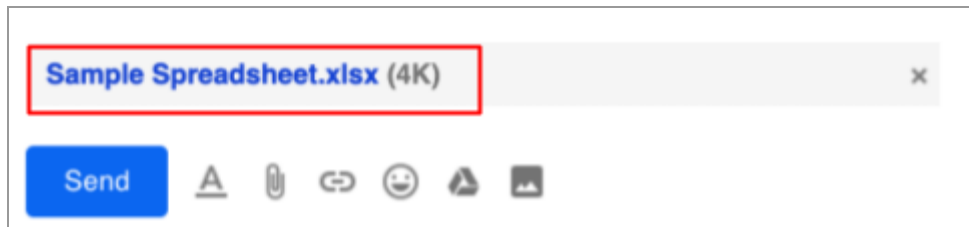
10. You can also email a MS Office file saved on Google Drive as an attachment in your email.



11. If you are sending the file to someone internally you can use the default option of Drive Link, if you want to send the file to someone outside the company use the Attachment option.



12.If the file has been attached correctly you will see a file size next to it.



13.If you have attached the file as a link no file size will be listed.

