

How to open word document from the G drive

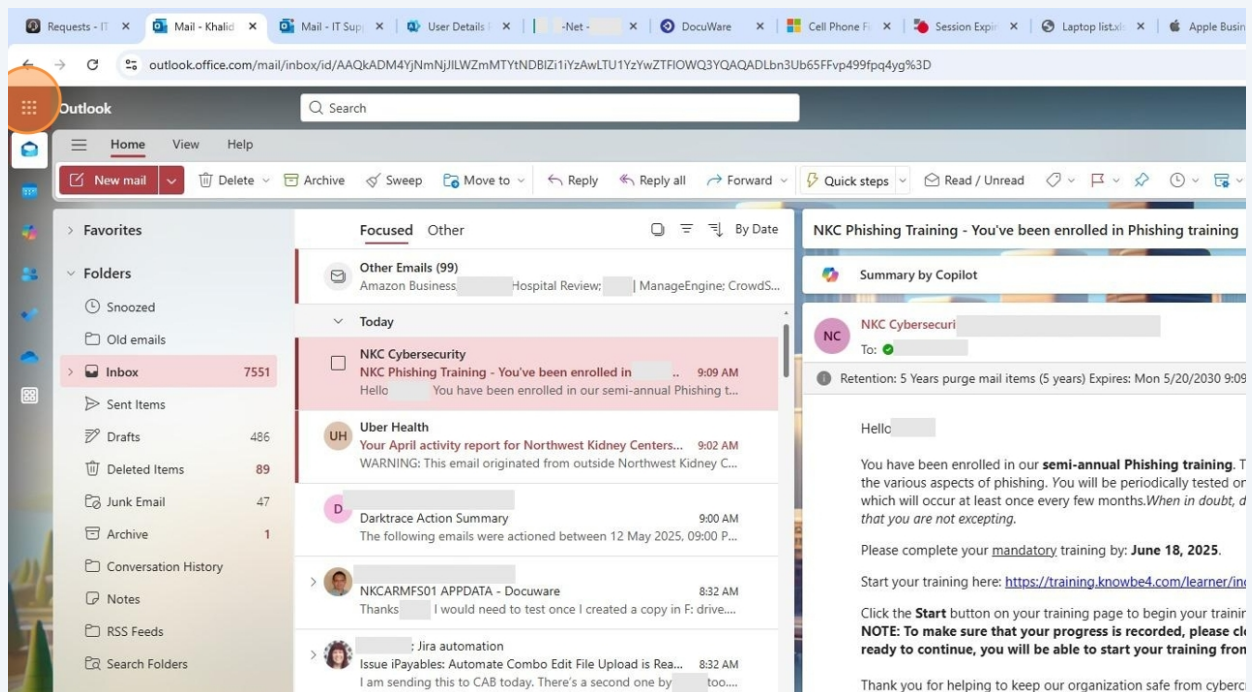


This guide provides step-by-step instructions for accessing and opening Word documents directly from your My Document and Sharepoint. Whether you're new to using cloud storage or just need a quick refresher, this guide makes accessing your files efficient and hassle-free.

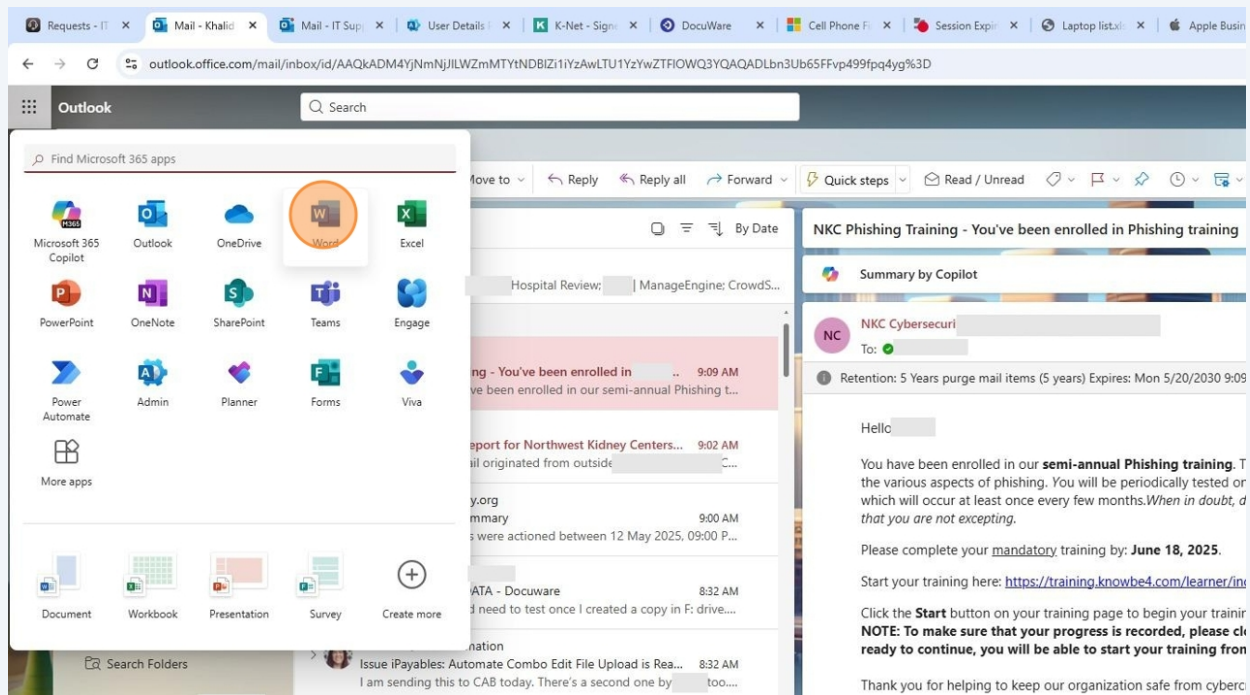
1

Click here or use this link:

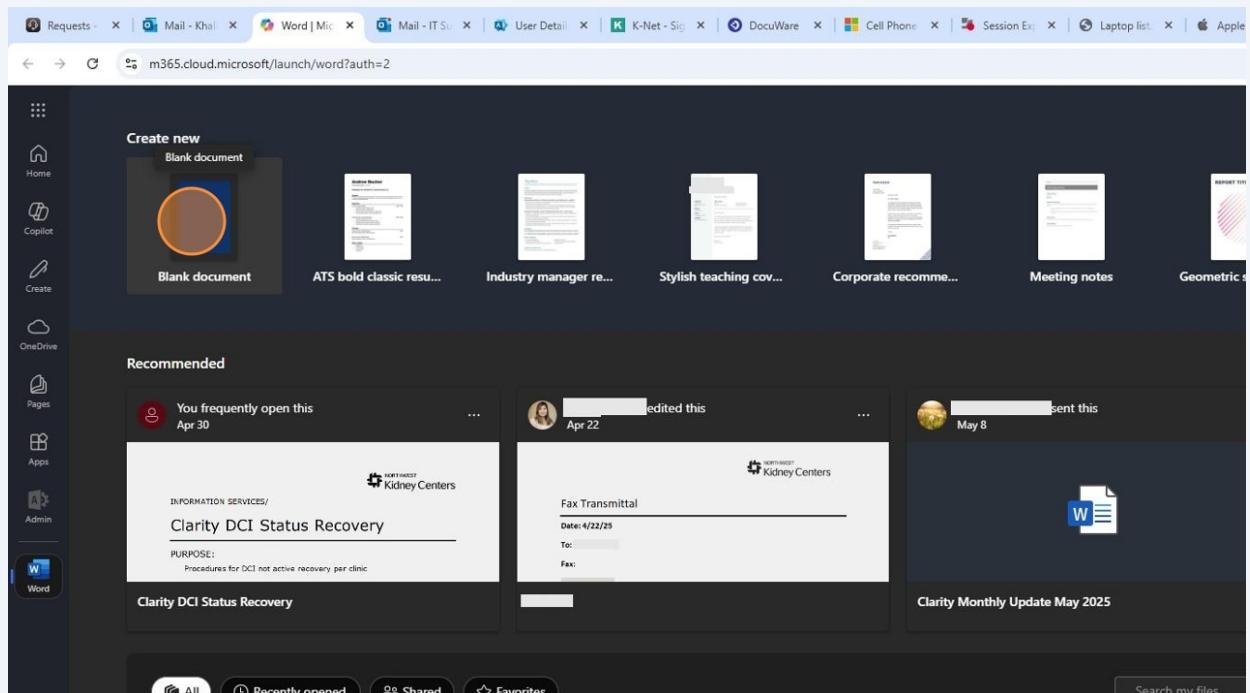
<https://m365.cloud.microsoft/launch/Word/?auth=2&home=1>



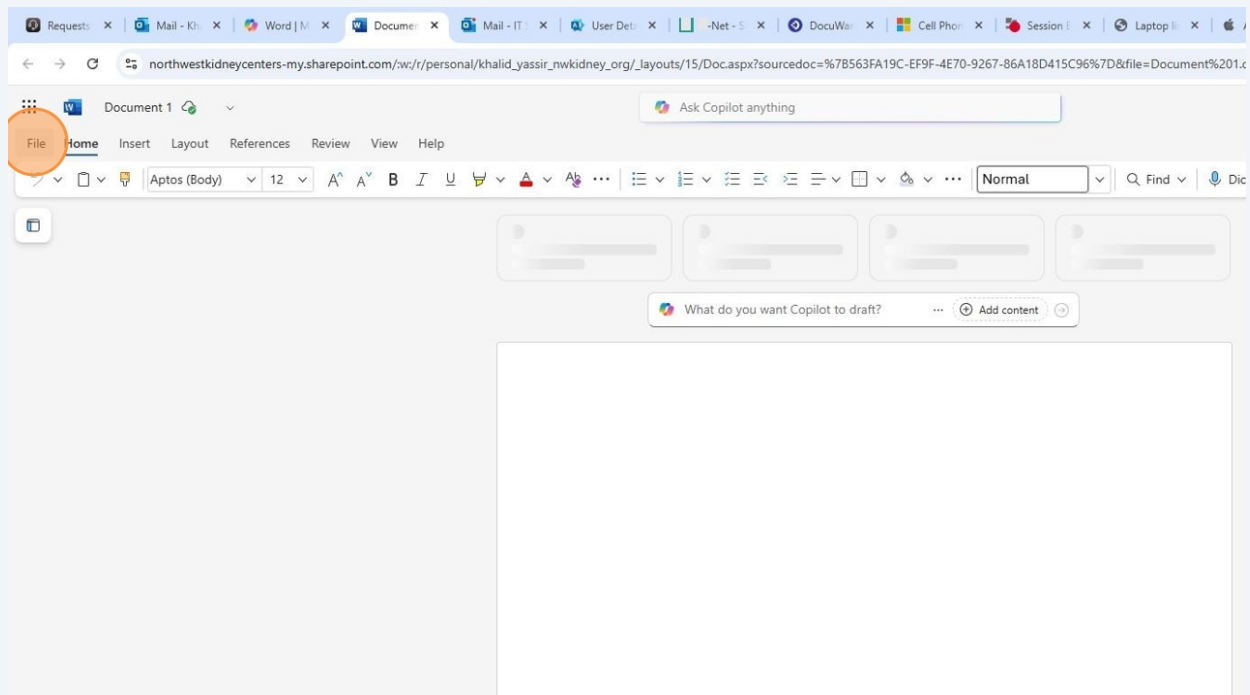
2 Click Word



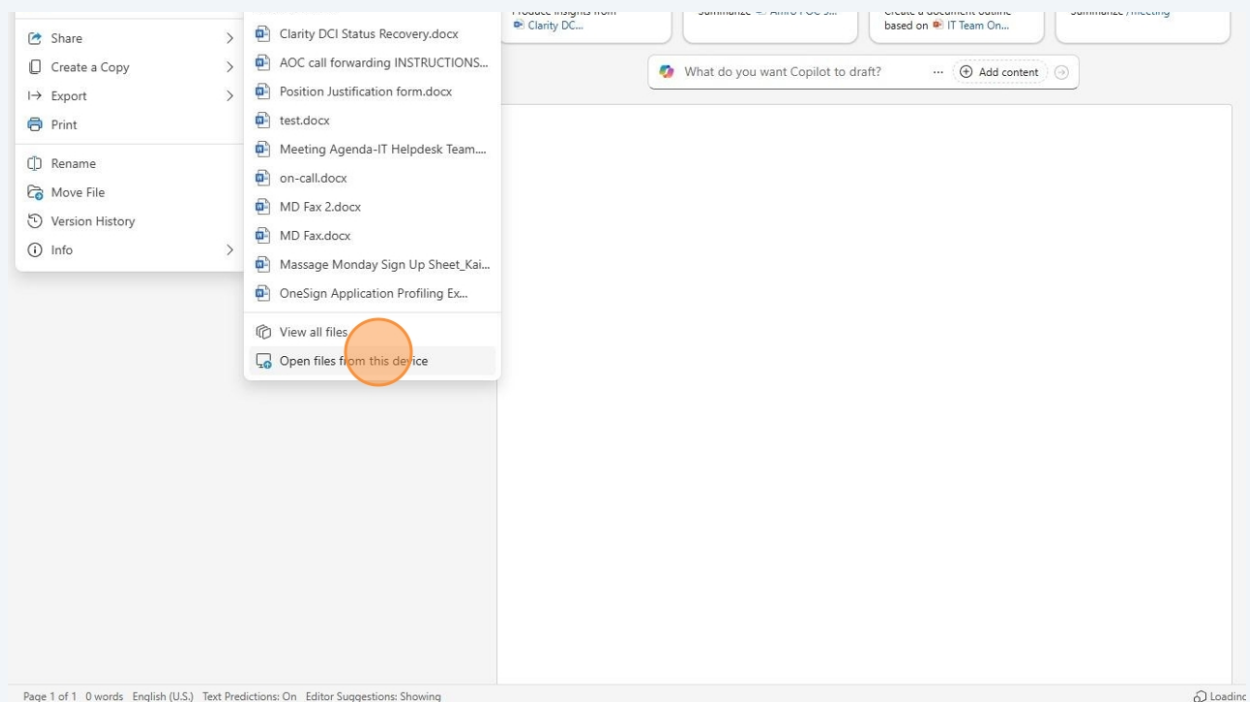
3 Click blank document



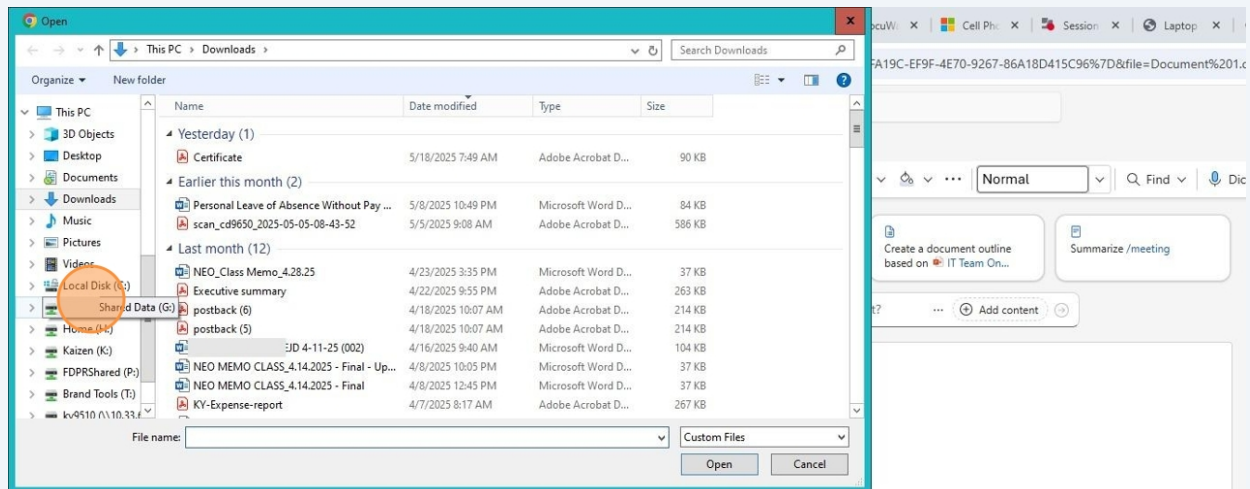
4 Click File and then Open



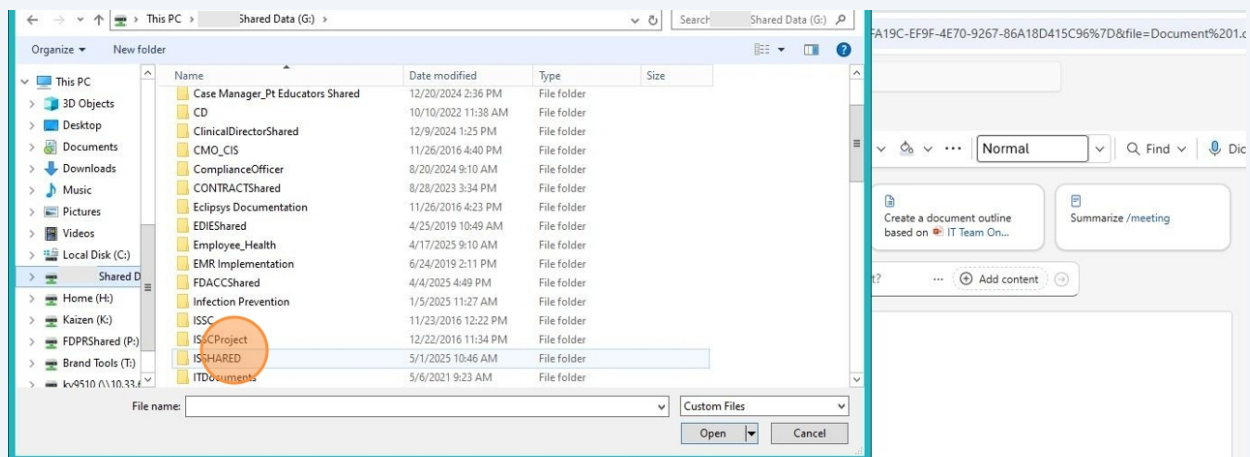
5 Click open files from this device



6 Click "(G:)"



7 Click on the folder where your files are saved



8 Open the word document

