

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.

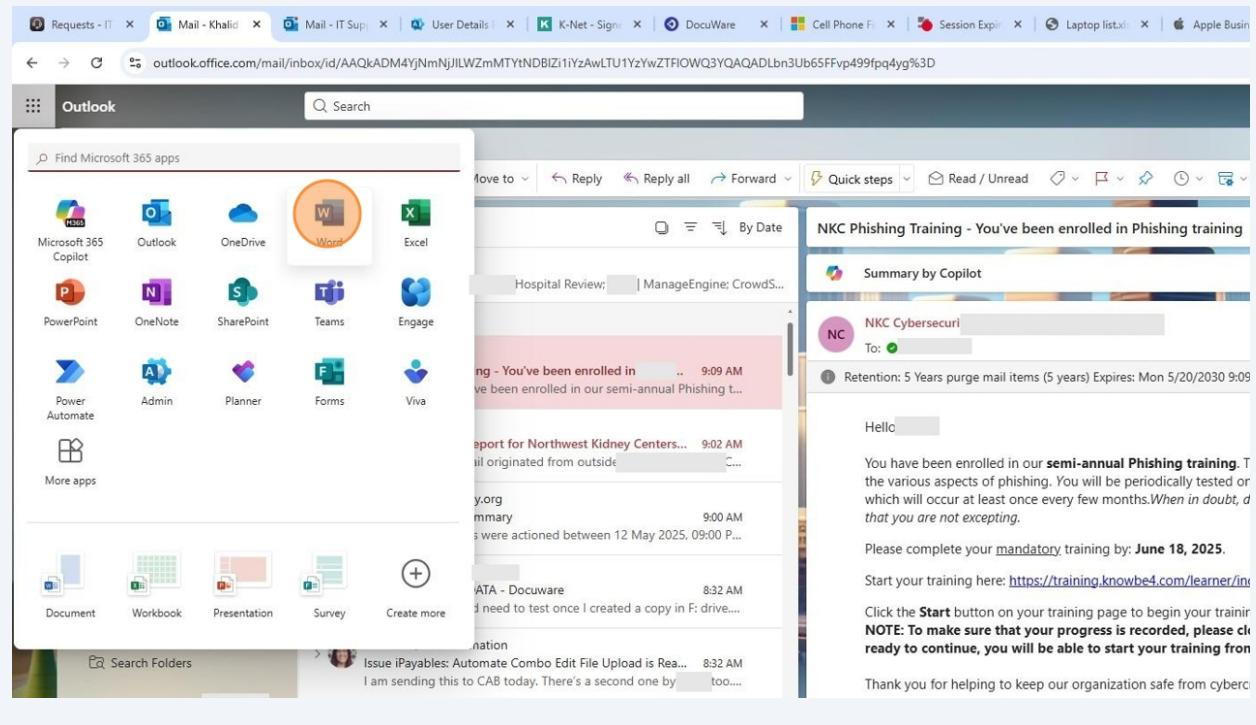
1

Click here or use this link:

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

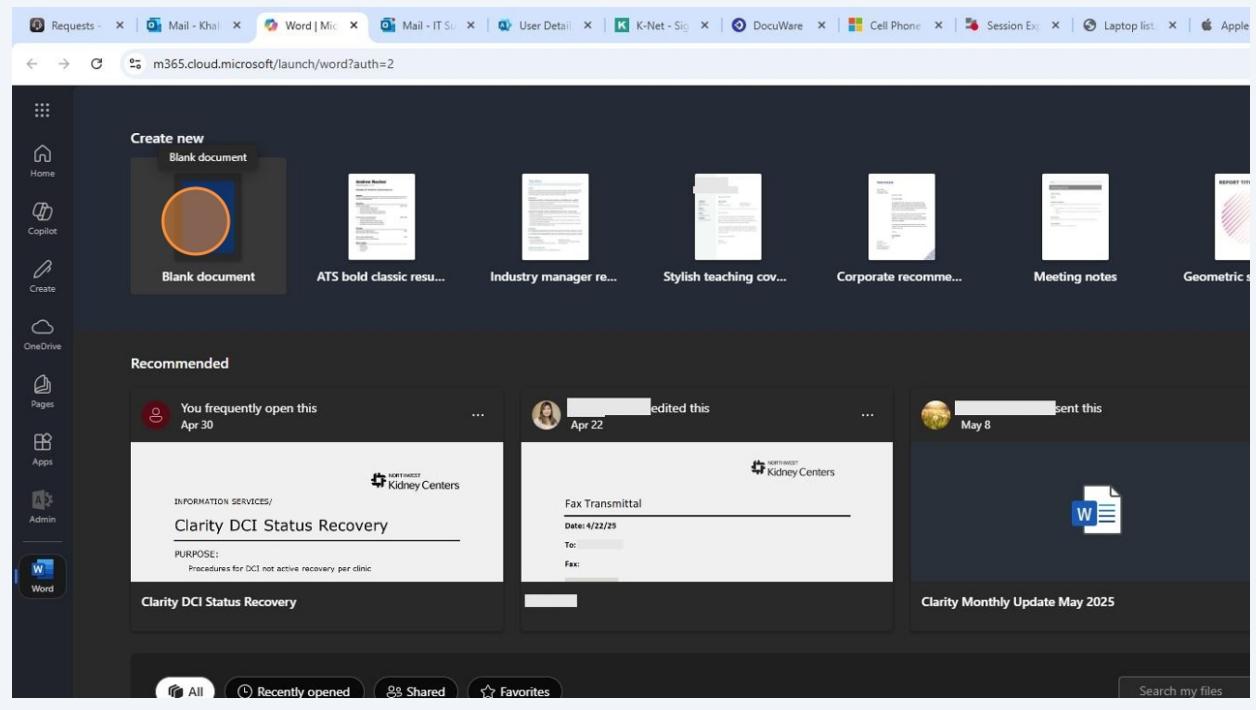
The screenshot shows the Microsoft Outlook inbox with 7551 messages. The inbox list includes several messages from various senders, including 'Uber Health', 'Darktrace Action Summary', and 'NKCARMS01 APPDATA - Docware'. A prominent message from 'NKC Cybersecurity' is highlighted, titled 'NKC Phishing Training - You've been enrolled in Phishing training'. The message body contains a warning about being enrolled in a semi-annual phishing training and a note to complete mandatory training by June 18, 2025. The message is marked as unread.

2 Click Word



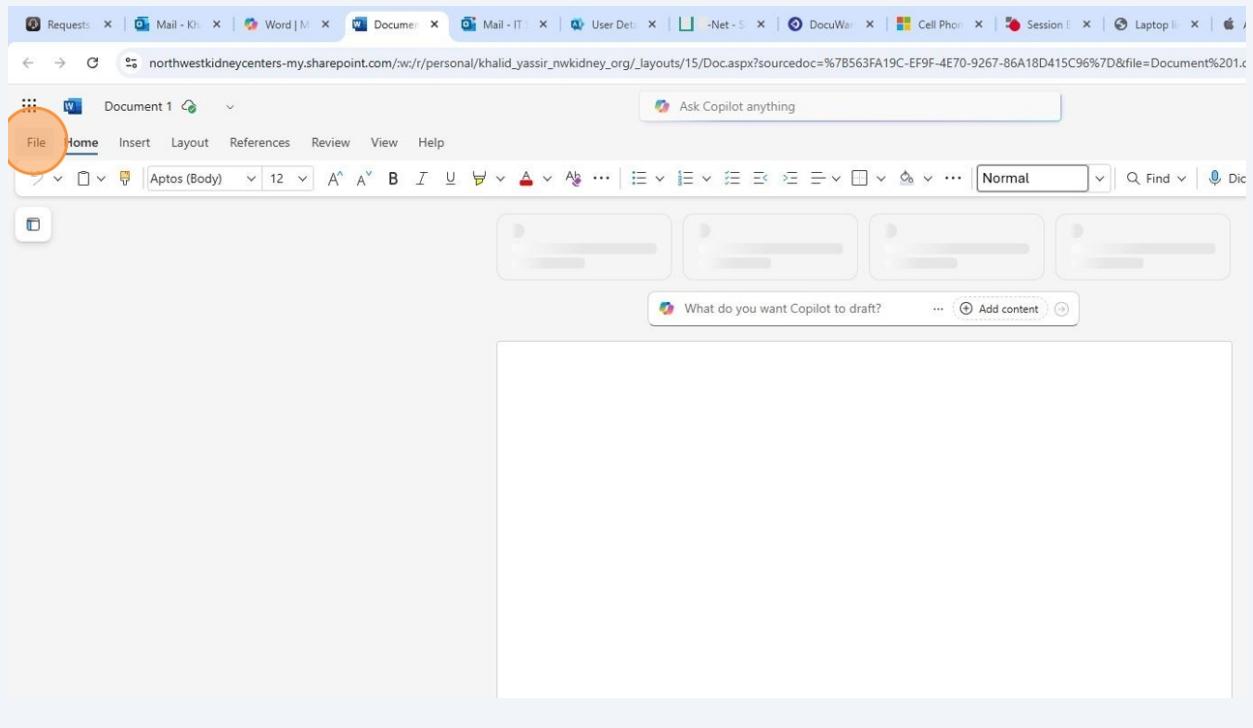
The screenshot shows the Microsoft Outlook inbox. A phishing email from 'NKC Cybersecurity' is selected. The Word icon in the ribbon is highlighted with an orange circle. The email subject is 'NKC Phishing Training - You've been enrolled in Phishing training'. The body of the email contains a message about being enrolled in a semi-annual phishing training and provides a link to start the training by June 18, 2025.

3 Click blank document

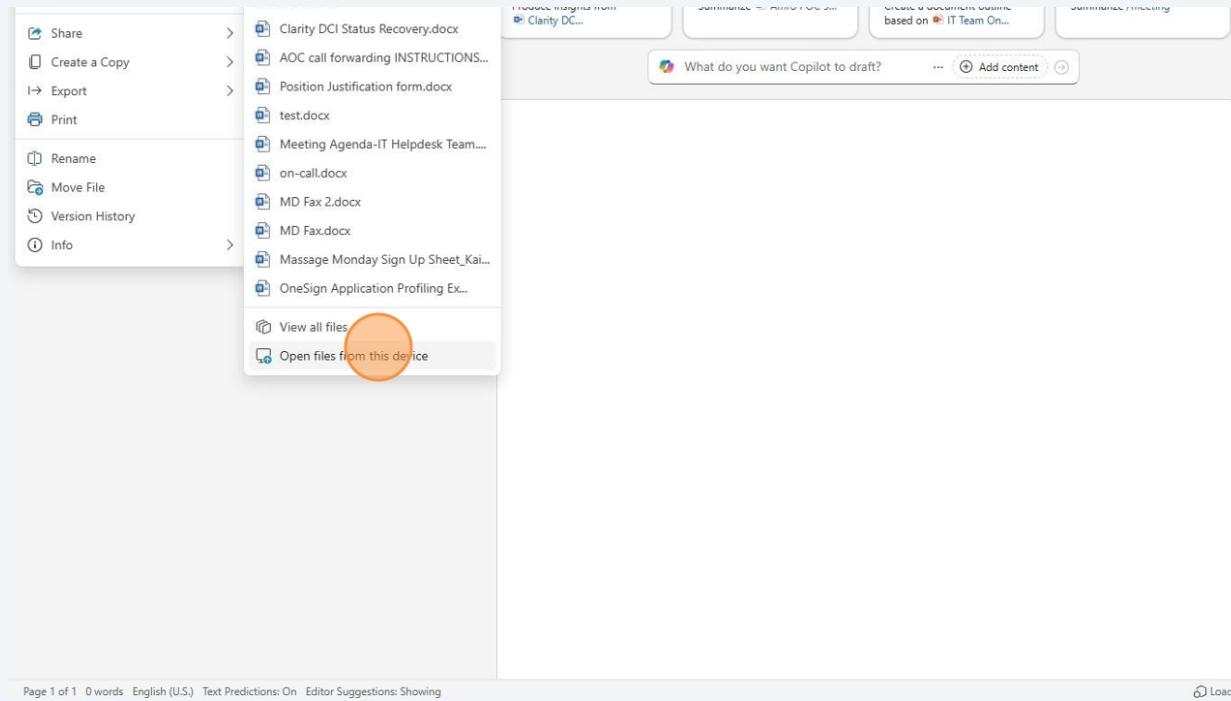


The screenshot shows the Microsoft Word 'Create new' screen. The 'Blank document' template is highlighted with an orange circle. Other templates shown include 'ATS bold classic resu...', 'Industry manager re...', 'Stylish teaching cov...', 'Corporate recomme...', 'Meeting notes', and 'Geometrics'.

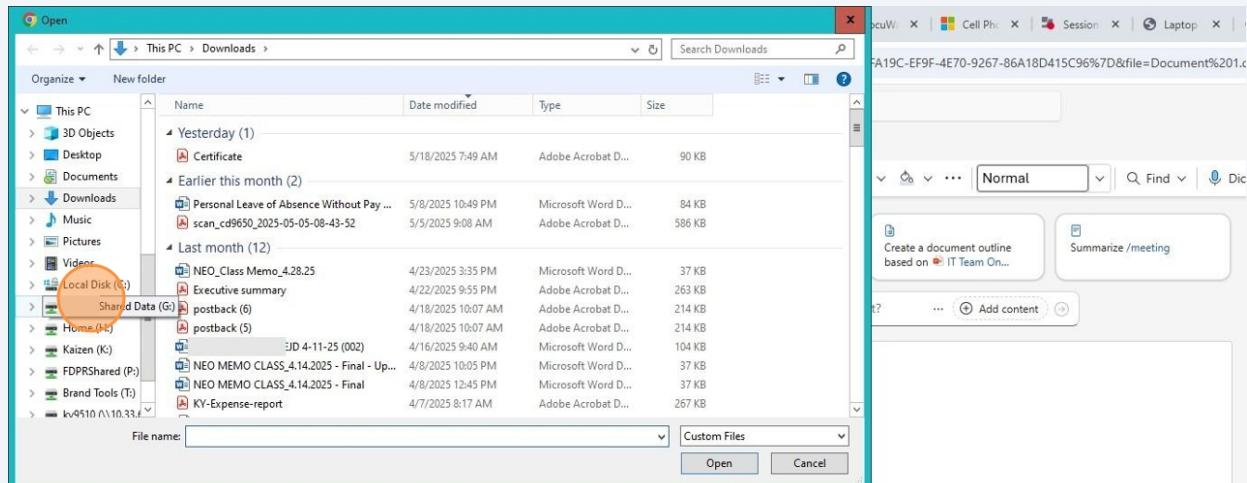
4 Click File and then Open



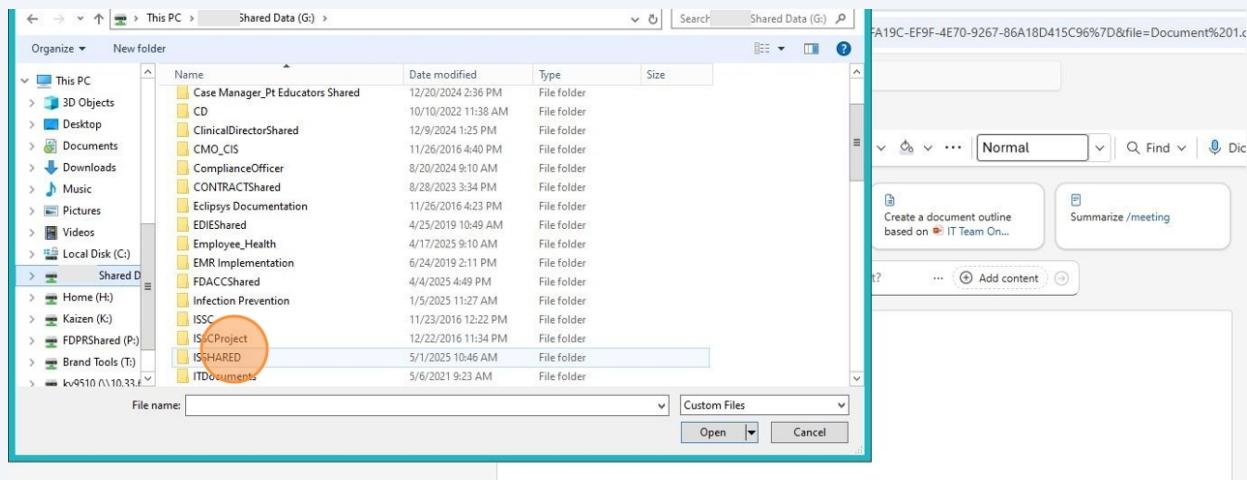
5 Click open files from this device



6 Click " (G:)"



7 Click on the folder where your files are saved



8 Open the word document

