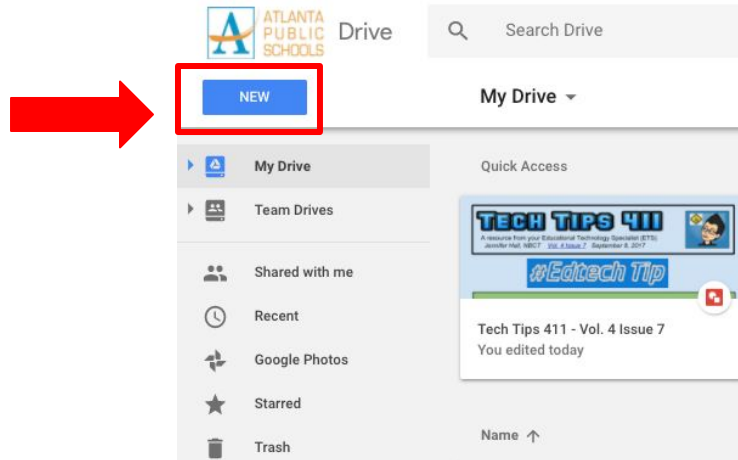


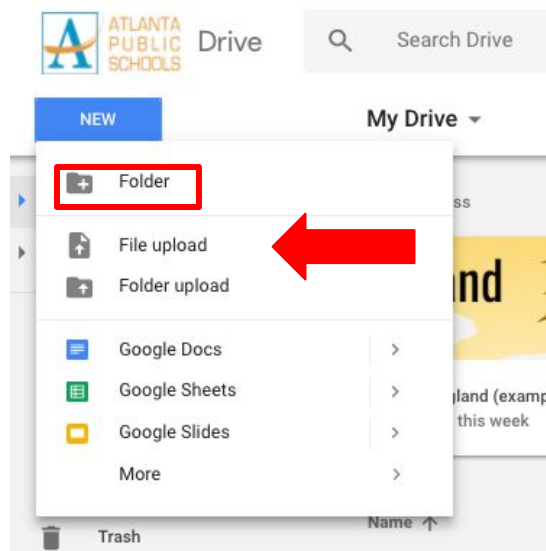
Converting Microsoft Files to Google Files

1. Open your Google Drive.

Click **NEW**.



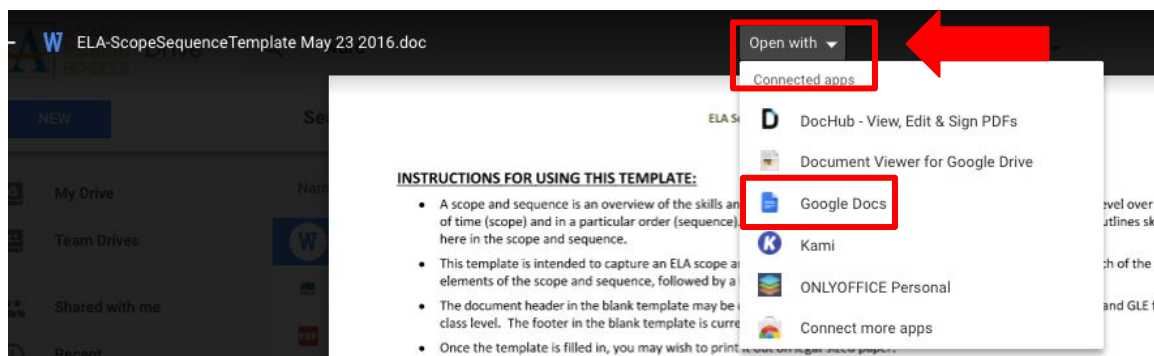
2. Select **File upload**.



3. Select the Microsoft file and click **Open**. The file will now upload.

4. Double-click the uploaded doc.

5. Click **Open with**.



6. Select Google Docs format (Docs, Slides or Sheets).

Your Microsoft file has been converted to a Google file.

