How to open Word files when Word is not on computer.

One option is to save your word file to an online drive, such as Microsoft Google Drive, OneDrive, and Dropbox. These three services are available through your web browser. They all open word documents in the browser once you have uploaded them to the selected service.

How to open a Microsoft Word document using Google Drive.

1. From within your web browser go to drive.google.com and Sign in.



2. Click the New button and select File Upload.



3. Locate the Microsoft Word file you want to view, select it and click open.

	Ca v V Libra	ries 1	Documents > Sample			→ +	Search Sample	2																			
	Organize New folder							· 🔟 🔞																			
	쑦 Favorites 📃 Desktop	Â	Documents library Sample				Arrange by: Folder 🔻																				
	Downloads		Name	Date modified	Туре	Size																					
	E Recent Places	=	My Word File	7/26/2018 4:46 PM	Microsoft Word D	12 KB																					
L	詞 Libraries																										
	Documents	-																									
	J Music																										
	Videos																										
	👰 Computer 🏭 OS (C:)	Ŧ																									
	F	ile na	me: My Word File			-		•																			
							Onen	Cancol																			

4. Double click your uploaded Word file that is now stored in Google Drive.

	Drive	Q Search Drive					
+	New	My Drive -					
•	My Drive						
	Computers	Find just what you need Get timely suggestions throughout your					
	Shared with me	day with Quick Access					
C	Recent						
*	Starred	W My Word File.docx You opened just now					
Î	Trash						
	Backups	Files					
\bigcirc	Storage	And the second s					
	239.3 KB of 15 GB used UPGRADE STORAGE	Access anywhere Share easily for the tore access to the second of the					
		🛛 🖤 Getting started 🛛 W My Word File.do					

How to open a Microsoft Word document using Microsoft OneDrive.

- 1. From within your web browser go to onedrive.live.com and Sign in.
- 2. Click on Upload.

III OneDrive		
ho Search everything	$+$ New \checkmark $\overline{\uparrow}$ Upload \checkmark	
OneDrive		
Files		Complete your OneDrive
Recent		Upload your first file
Photos		
Shared		Upload your files and photos to One
Recycle bin		the top of the page, of just drag and

- 3. Select Files from the pull down menu.
- 4. Locate the Microsoft Word file you want to view, select it and click open.

	s 🕨 Documents 🕨 Sample			✓ 4 Se	earch Sample
Organize 🔻 New fol	der				i= • 🗊 🌘
☆ Favorites ■ Desktop	Documents library Sample				Arrange by: Folder 🔻
Downloads	Name	Date modified	Туре	Size	
🕍 Recent Places	My Word File	7/26/2018 4:46 PM	Microsoft Word D	12 KB	
🔚 Libraries					
Documents					
🎝 Music					
Pictures					
Videos					
📜 Computer					
👰 Computer 🚢 OS (C:)					

5. Double click your uploaded Word file that is now stored in Microsoft OneDrive. Your online file will automatically be open in your web browser using Word Online.

How to open a Microsoft Word document using Dropbox.

- 6. From within your web browser go to dropbox.com and Sign in.
- 7. Click on Upload and select Files from the drop down menu.



3. Locate the Microsoft Word file you want to view, select it and click open.

🖉 🌍 🚽 🕨 🕨 Lib	raries	 Documents + Sample 			•	€ • Se	earch Sample	
Organize 🔻 New folder							• ==	
☆ Favorites ■ Desktop	•	Documents library Sample					Arrange by:	Folder 🔻
Downloads		Name	Date modified	Туре	Size			
a Recent Places	E	📄 My Word File	7/26/2018 4:46 PM	Microsoft Word D		12 KB		
🕽 Libraries								
Documents	_							
Music Dicturer								
Videos								
_								
Computer								
🏭 OS (C:)	-							
	File na	mer My Word File					Filer	•

- 4. Select the location you would like the file to be uploaded to and click upload.
- 5. Double click your file and it will open in the browser.
- 6. Dropbox also gives you the option to copy to "paper" and open in Microsoft Word Online.

