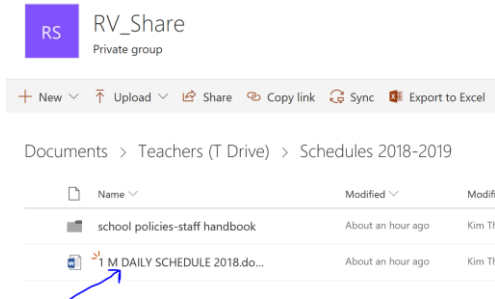


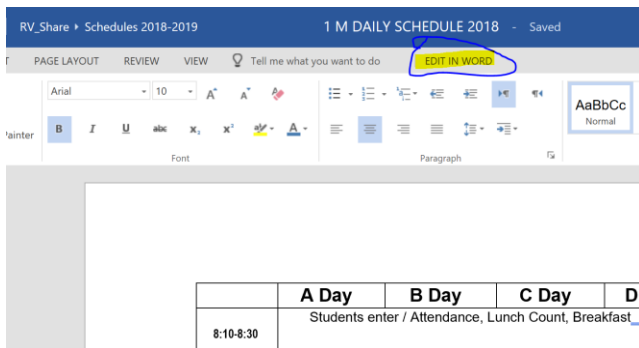
Viewing/editing cloud file share files in Word/Excel desktop application

-On your Surface Pro click on your building's file share link in your programs list to navigate to your XX_Share documents page.

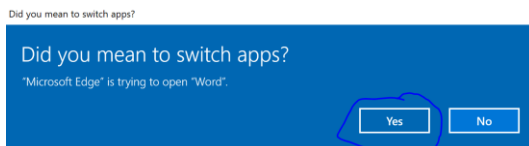
-Click on a file that you want to view



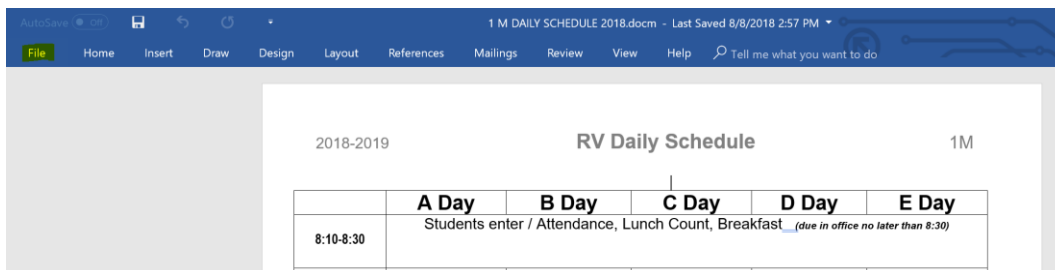
This will open a new tab. Once it's done loading the web version click "Edit in Word"



If it asks you if you mean to switch app, click Yes



The file will load in the desktop version of Word/Excel. From here you can edit the file and click File>Save when done. It will then save directly to the cloud location where the file is stored.



If at this point it says the file is read-only, then close out of the document, and re-open from the web browser one more time.