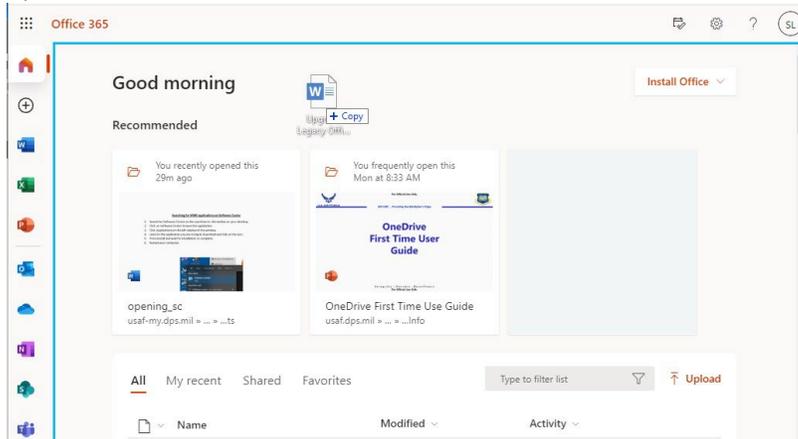
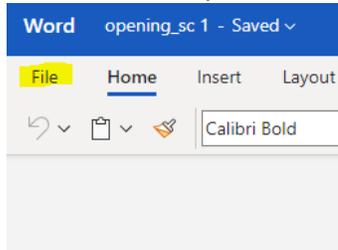


## Upgrade Legacy Office File

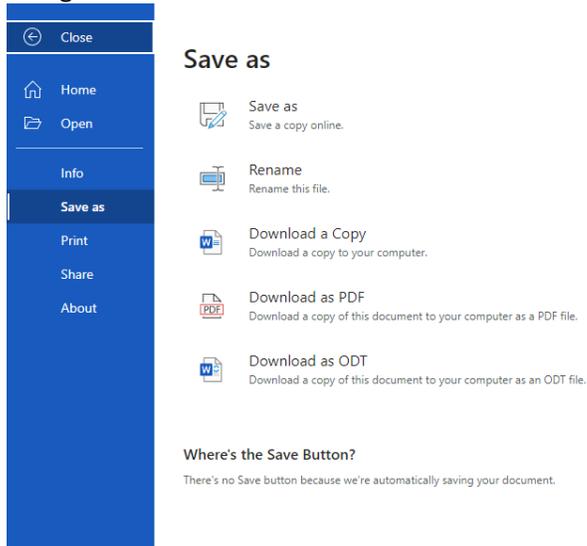
1. Open Microsoft Office Web Application by typing <https://www.ohome.apps.mil/> in your browser.
2. Click and drag the file you want to convert in to the browser window. This should automatically open the file in the browser.



3. Once the file is open, click on File located top left of the page. This will open up a side panel.



4. Navigate to Save as and select the Download a Copy.



5. Choose a file name and a location to save to.
6. The saved file should be now compatible to open with M365 apps.