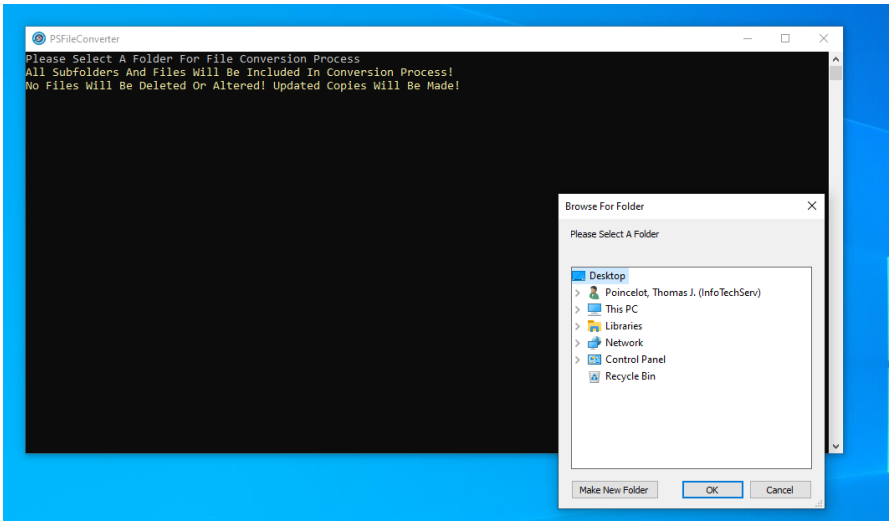
Office 365 Older File Format Converter Instructions for Windows

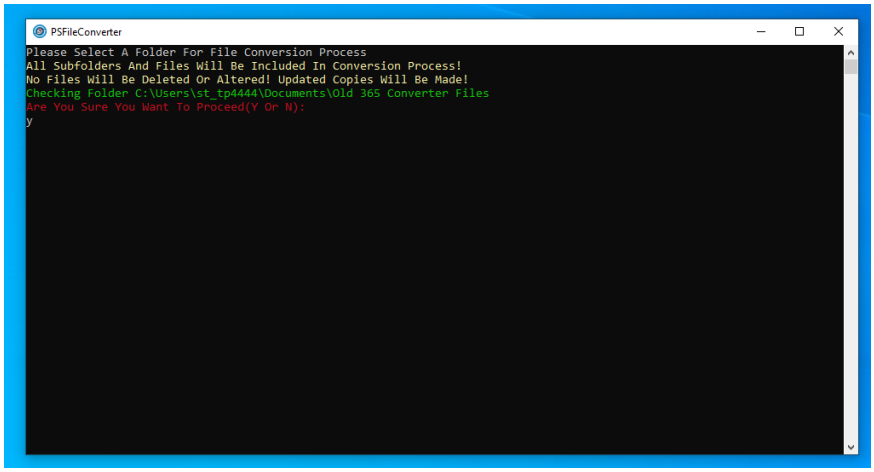
1. Install **Office 365 Old File Converter** from Software Center
    a. Click Start, then Software Center.
    b. Locate Office 365 Old File Converter, click on it and then click Install. Once installed, proceed to Step 2.

2. Open the **Office 365 Old File Converter** shortcut from the Desktop or C:\Program Files\Tools.

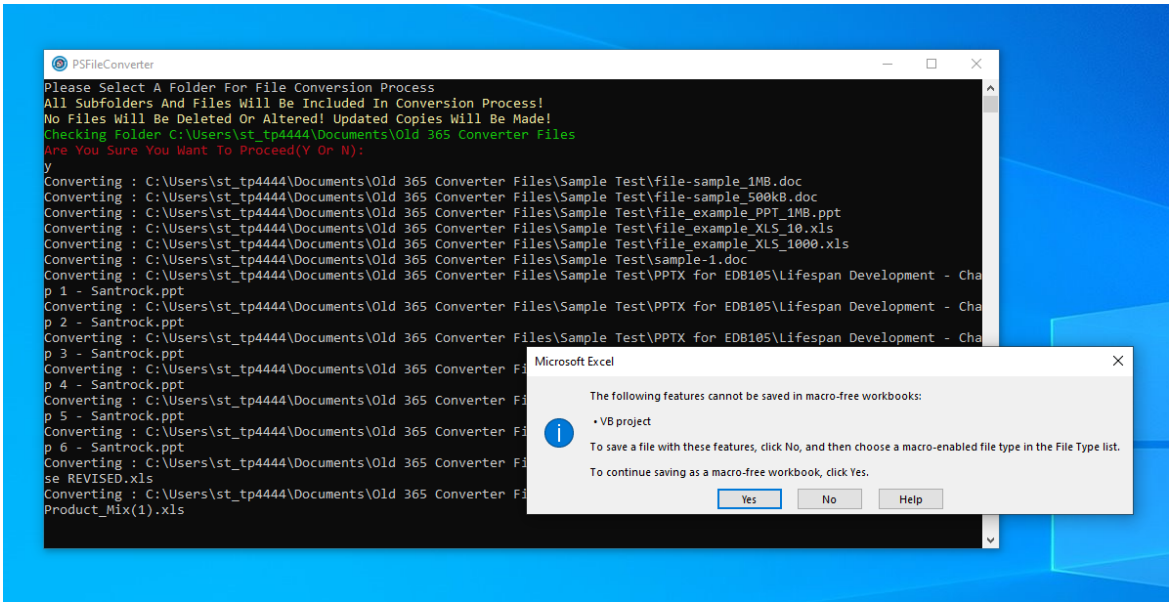
3. When you open the shortcut a command prompt window will open and then you will be prompted to select a folder for file conversion. **(WARNING All subfolders and files within the selected folder will be included in the process! Choosing a folder from your OneDrive will take longer than files that are on the machine locally.)**



4. In this menu select the folder containing the files you want converted. After selecting the desired folder, you will be asked to confirm before the conversion begins. Type the letter Y and press Enter to proceed. (No files will be deleted.)



5. The process will begin, and an updated copy of each applicable file will be created in the same folder with the same name as the original. The only difference will be the file type. (You will be prompted if there are any existing files with the same name and type or if there are macros that will not be transferred to the new file.)



6. Once the process is complete it will say Finishing Up followed by Actions Complete and then the window will close. It may take a few minutes for the new files to appear in your folder.