

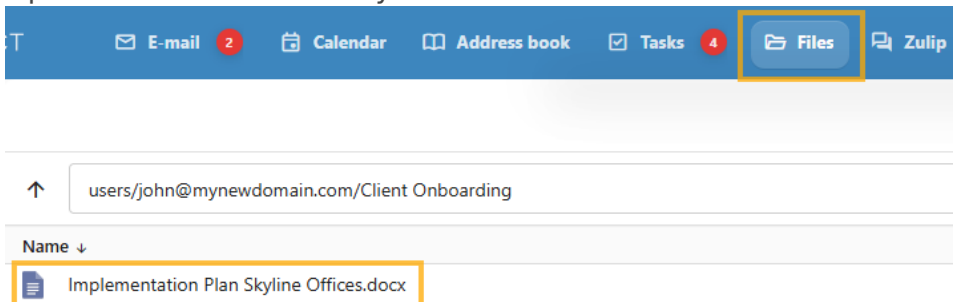
Opening Documents

OfficeDocs allows you to open and edit documents directly from your web browser. This guide explains the different ways to open a document, depending on where it is stored or how it was shared with you.

Opening from the File Manager

To open a document from the File Manager:

1. Open the **Files** module in your account.



2. Browse to the folder that contains the document.
3. Click the document name.
4. The document will open in the OfficeDocs editor in a new tab.

Opening from Recent Files

Recently opened documents can be accessed from your recent files list.

1. Open the **Files** module.
2. Locate the **Recent Files** section or filter.
3. Click the document you want to open.

Opening from a Share Link

If a document has been shared with you by link:

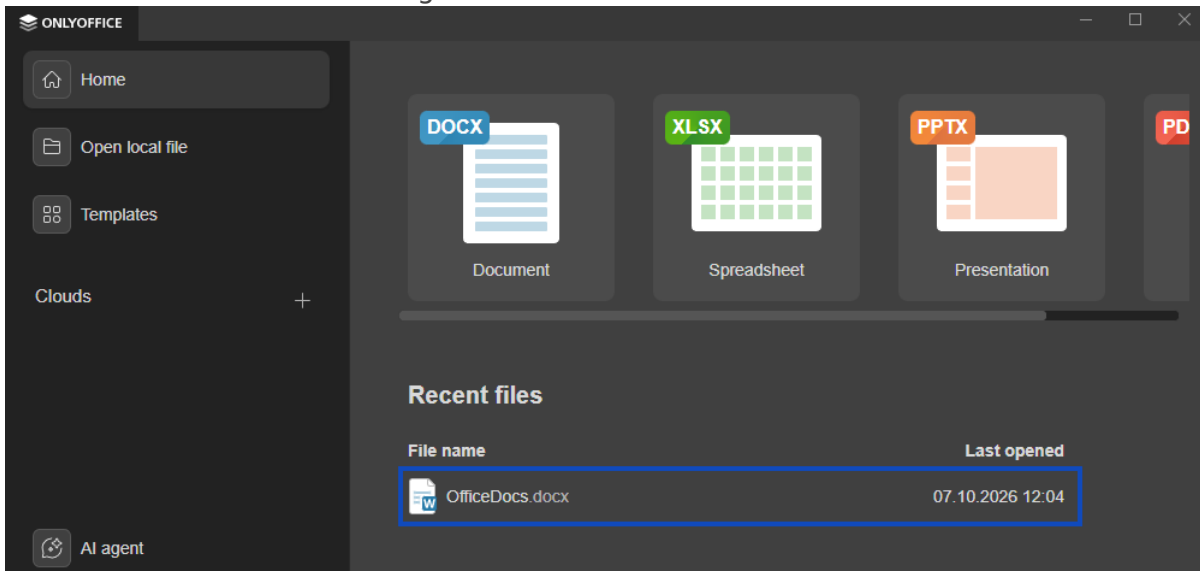
1. Click the share link you received.
2. If prompted, verify your email address using the code sent to you.
3. The document will open in the editor.

Opening from Desktop Editors

You can also open documents using the OnlyOffice Desktop Editors.

1. Open **OnlyOffice Desktop Editors**.

2. Connect the application to your account, if it is not already connected.
3. Browse to the document using the file browser.



4. Double-click the document to open it.

Opening from the Mobile App

To open a document from the mobile app:

1. Open the **OnlyOffice** mobile app.
2. Sign in to your account.
3. Browse to the document in the file list.
4. Tap the document to open it.

Supported File Types

OfficeDocs supports a variety of file formats, including:

- **.docx**: Microsoft Word documents
- **.xlsx**: Microsoft Excel spreadsheets
- **.pptx**: Microsoft PowerPoint presentations
- **.pdf**: PDF documents
- **.docxf**: OnlyOffice form documents

Troubleshooting

Document does not open

- Make sure you have permission to access the file.
- Confirm that the file format is supported.
- Refresh the page and try opening the document again.

Document opens in read-only mode

- Your account may have view-only access.

- The file may have been shared with limited permissions.
- Another user may currently have the document locked for editing.

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