# Downloading a file from MAP

The MAP system offers file storage in different places around the system. Each branch has their own document library as well as do the Counties.

Office 365 will open any document it recognises (Word, Pdfs, spreadsheets) in the browser meaning you do not have to have the application installed locally.

Sometimes you may need to download the document so that you can edit, print or pass it onto someone else.
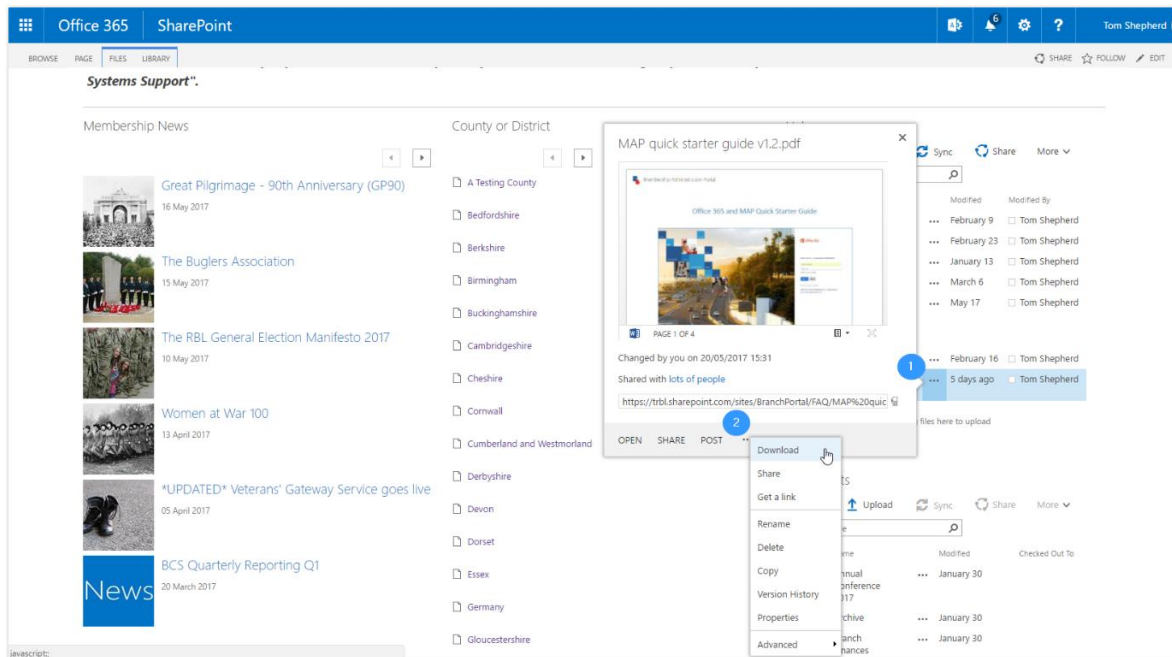
Throughout the Office 365 system next to every file, you will see three dots. These represents a file specific menu that allows you to, amongst other things:

- Preview it
- Rename it
- Delete it

To download the file:

- Click on the three dots menu (1) by the side of the file you wish to download. This will bring up a small preview window.
- In the preview window, you will see another three dots menu (2). Click on this.
- In the menu that appears, you will see a D*ownload* option. If it is not listed, please look under the *Advanced* option. This will bring up your standard save window allowing you to choose a local folder to save the file.

Please note: Your experience may slightly differ if you are using a different browser than Internet Explorer.