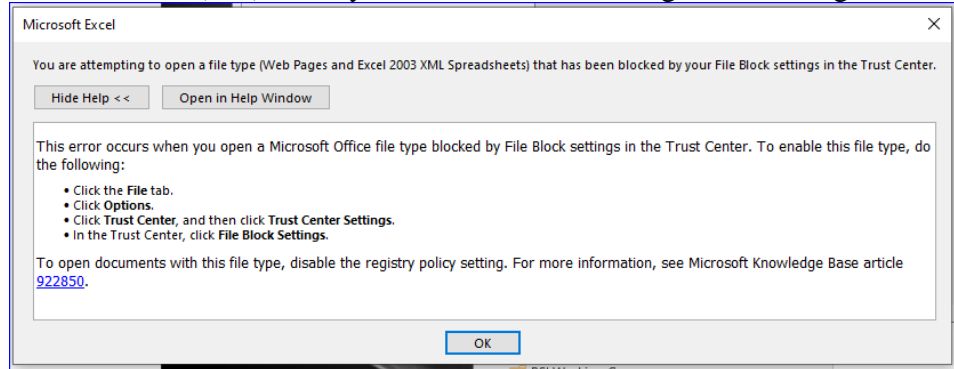# DA Excel Viewing Workaround

Introduction   This guide provides the procedures for opening an Excel document in Direct Access (DA) when you receive the following error message.
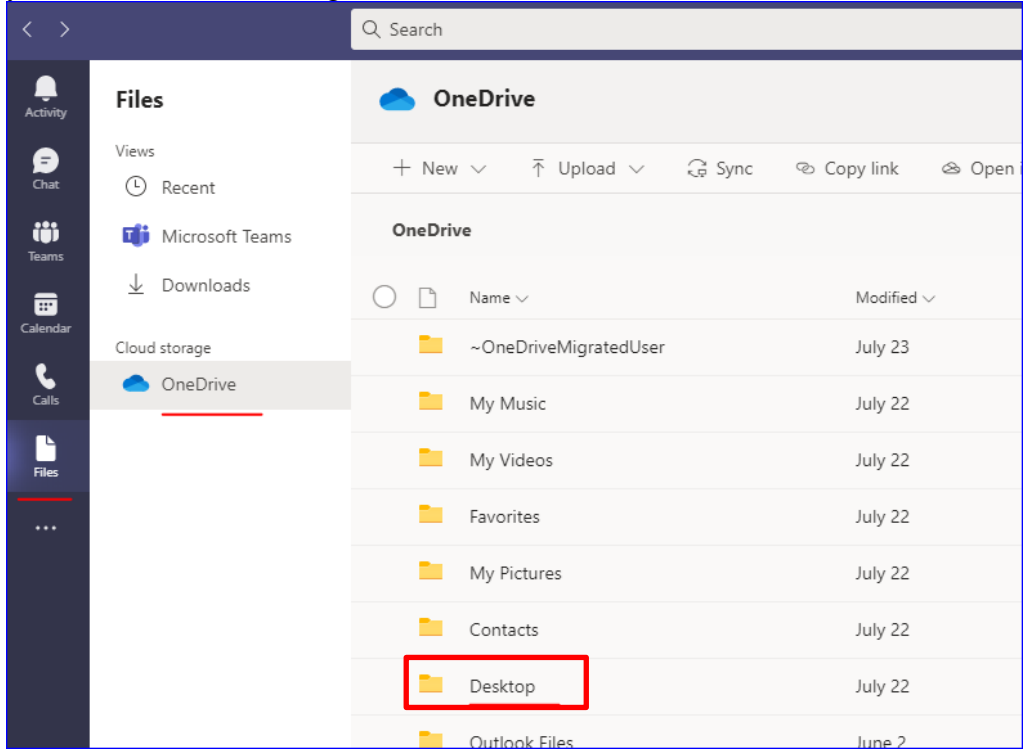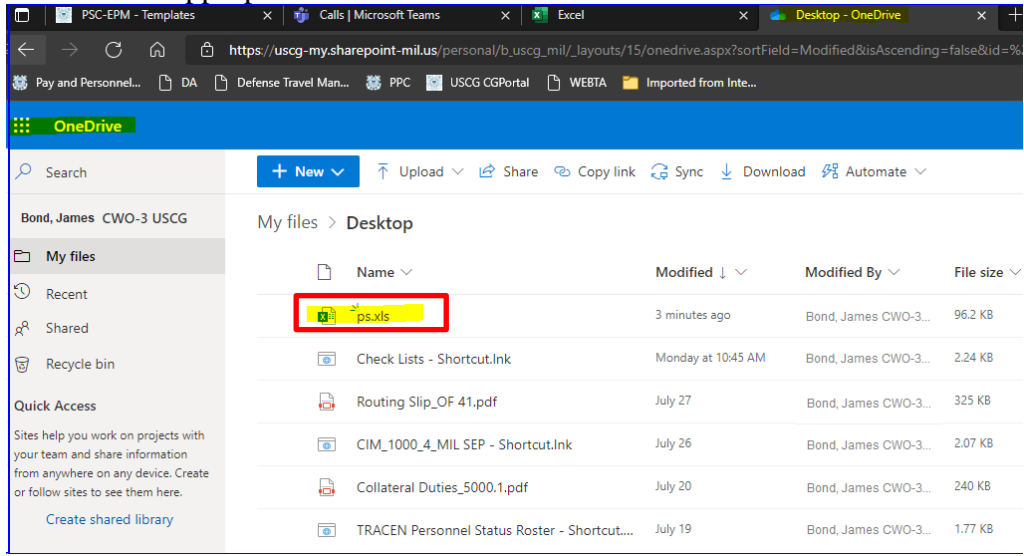

Procedures   See below.

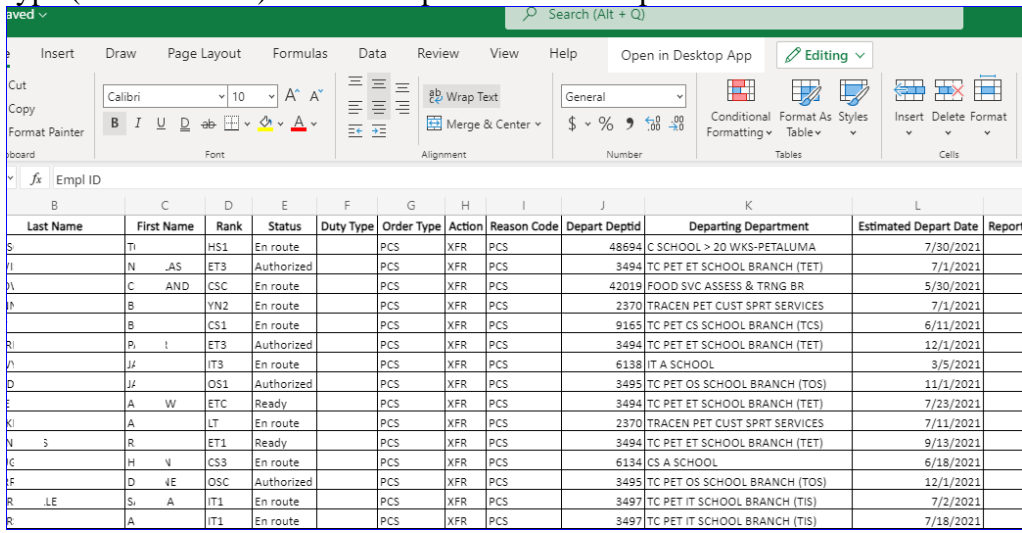| Step	Action
1	Save the Excel document to your desktop.
2	Open the **DOD365** or **Microsoft Teams** (easier).

DA Excel Viewing Workaround, Continued

Procedures,
continued

Step	Action
3	Select the file (**Desktop section** or where you saved it). You may need to add your email address for log in.
4	Click on the appropriate **file**.

DA Excel Viewing Workaround, Continued

Procedures,
continued

Step	Action
5	View the information or save the file back to the desktop as a different file type (ex: workbook). It should open in the desktop for future use.