Manchester Metropolitan University
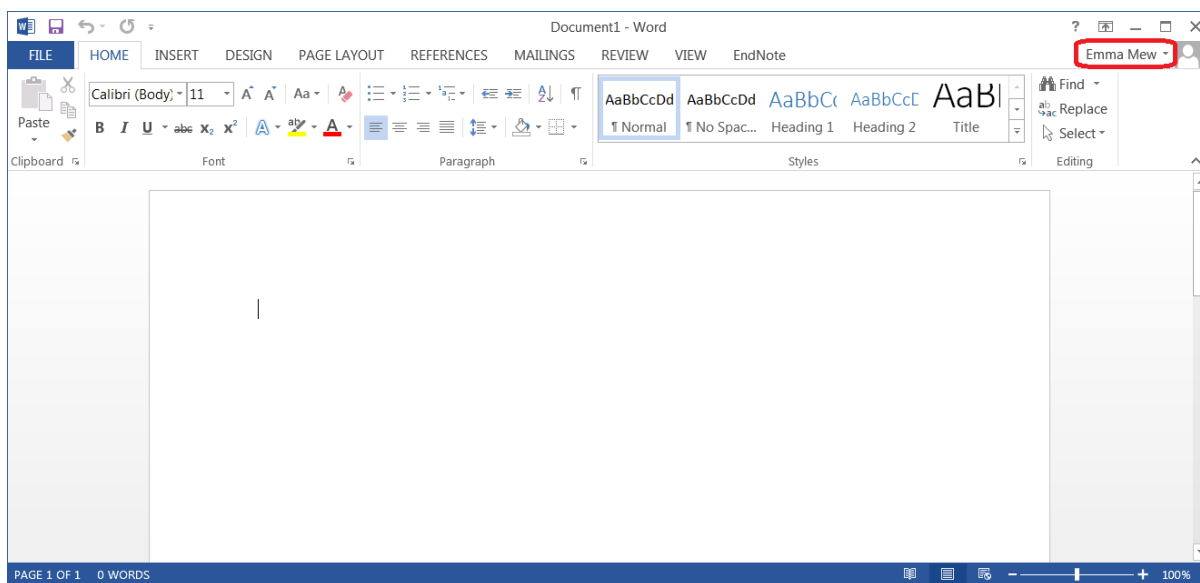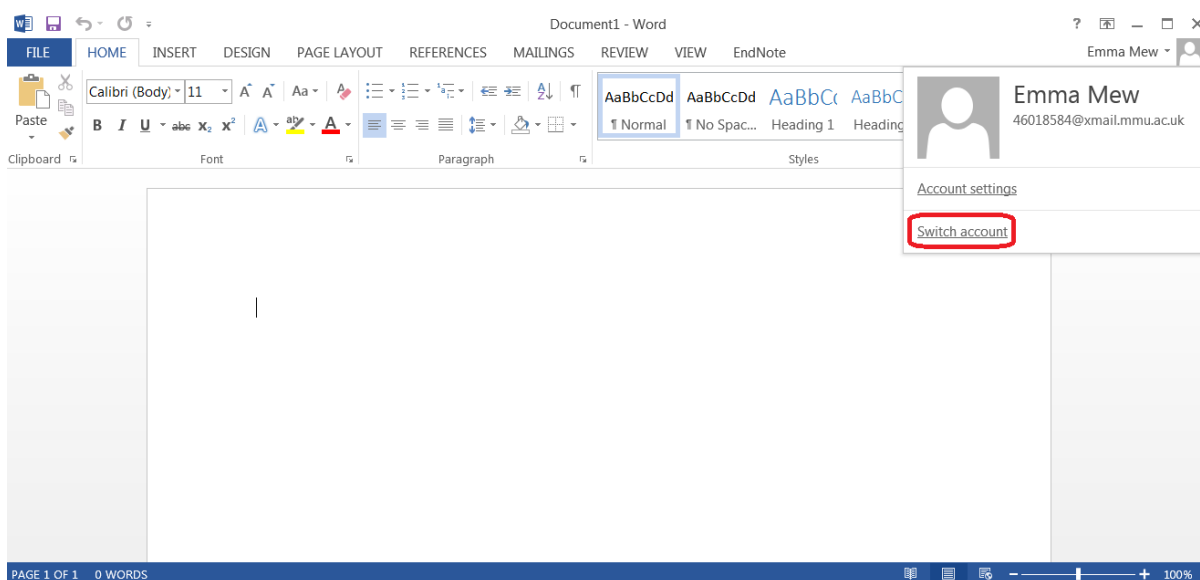
Information Systems & Digital Services

Add OneDrive as a location in MS Office 2013 applications (Windows 7)

This guide explains how to add OneDrive as a location in Microsoft Office 2013, so that you can save or open files from your MMU OneDrive area.

Open an Office app, such as Word, and click your name in the top right corner of the application:
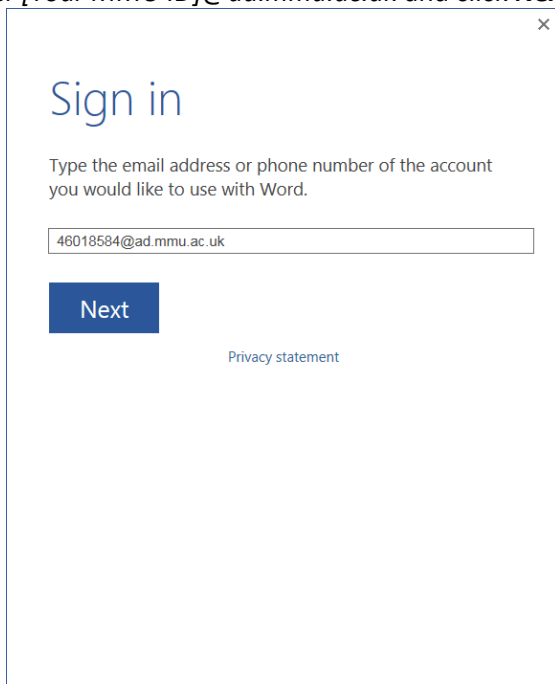

Select **Switch Account**:
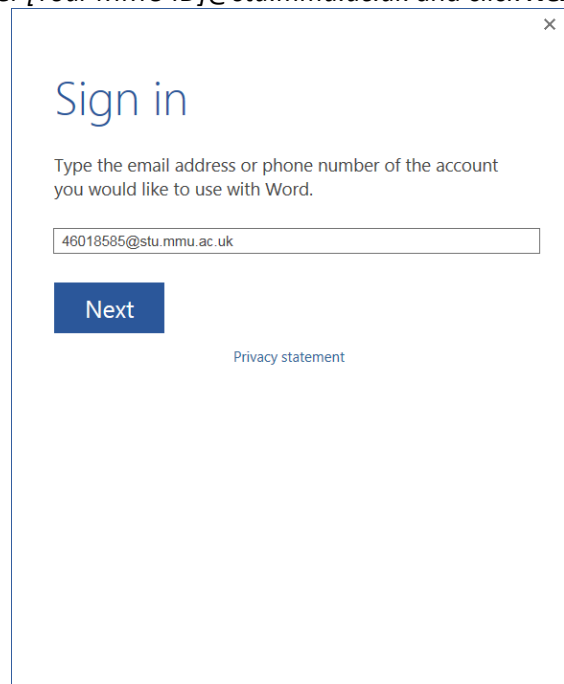
In the 'Sign in' popup, enter your credentials:

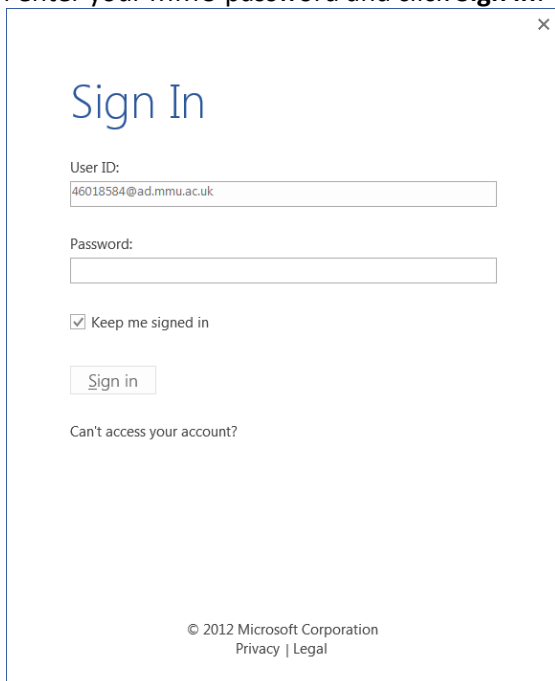| **For staff:**	**For students:**

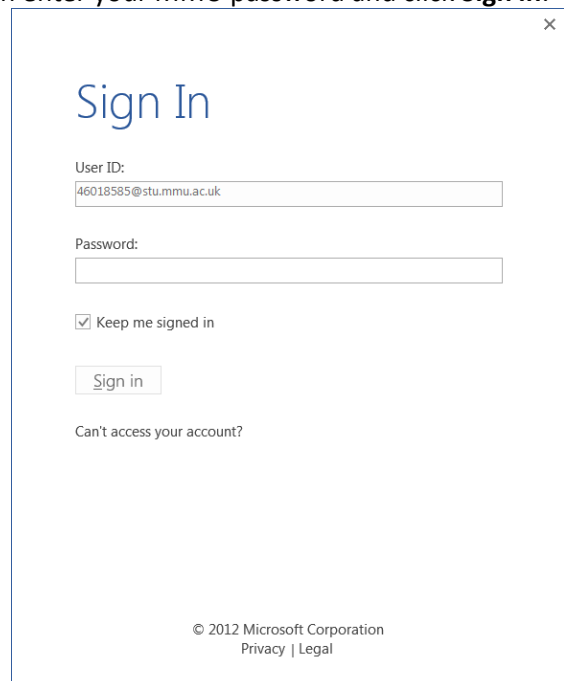Enter *[Your MMU ID]@ad.mmu.ac.uk* and click **Next**:

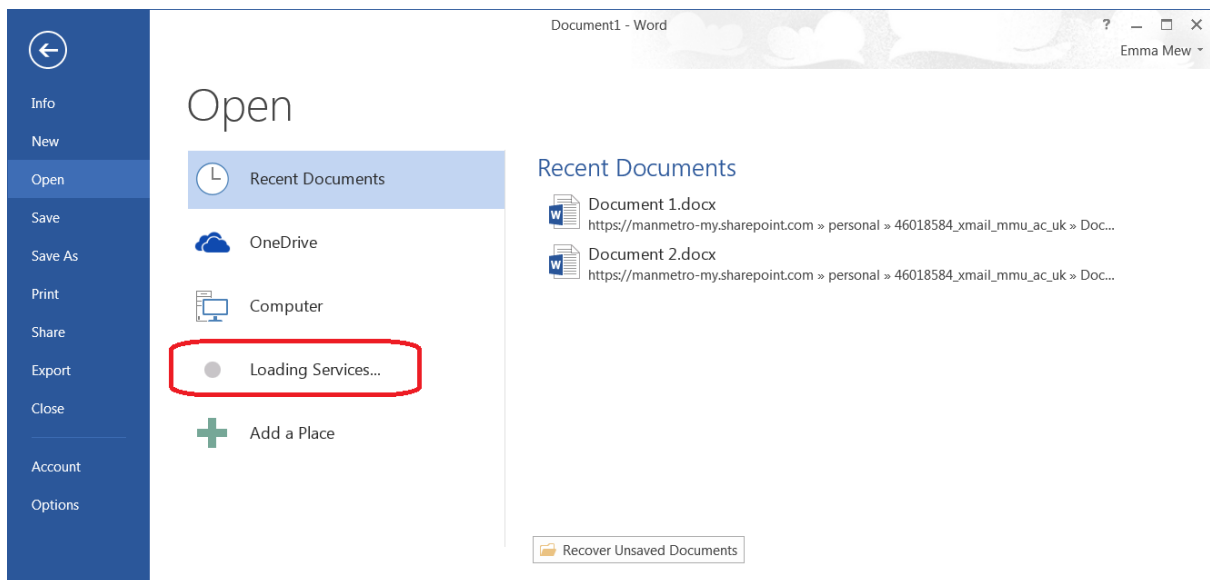Enter *[Your MMU ID]@stu.mmu.ac.uk* and click **Next**:

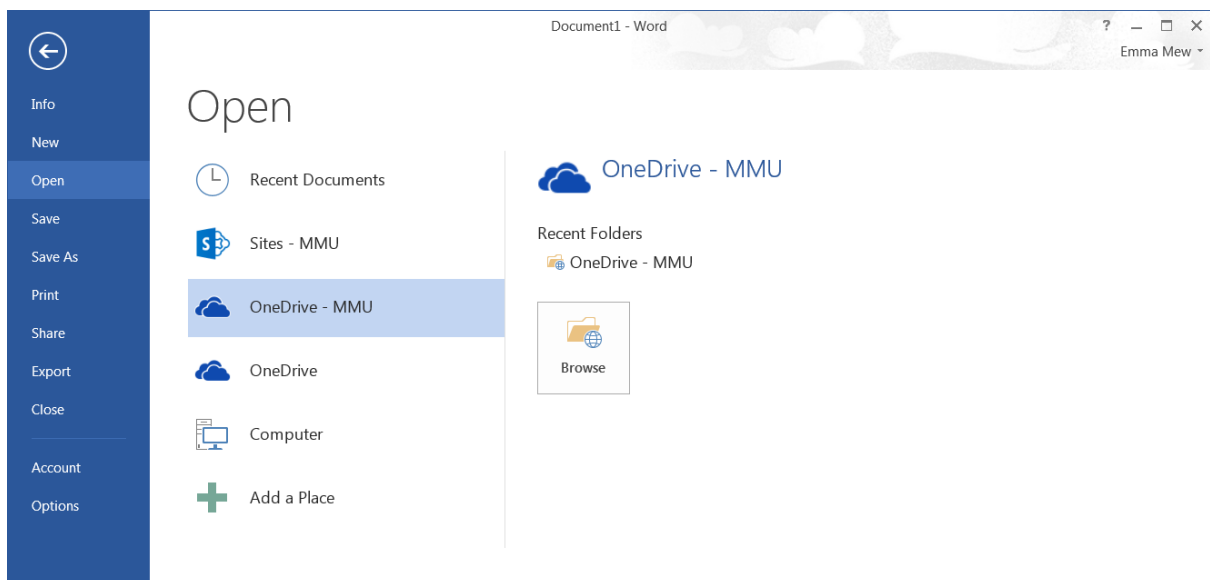Then enter your MMU password and click **Sign in**:

Then enter your MMU password and click **Sign in**:

Once signed in you will see 'Loading Services...' in the File menu for a short time:

Once the services have loaded, your OneDrive location will be available to save and open files:

You should now be able to access your OneDrive to save and open files.

For further support, you can contact the IT Helpline 24 hours a day, 7 days a week:
- Call: 0161 247 4646
- Email: it.helpline@mmu.ac.uk
- Visit our face to face desk (12.30pm to 5pm, Monday to Friday):
    Ground Floor
    Manchester Metropolitan University Library
    All Saints Park
    Manchester
    M15 6BX