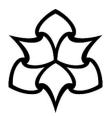
Information Systems & Digital Services



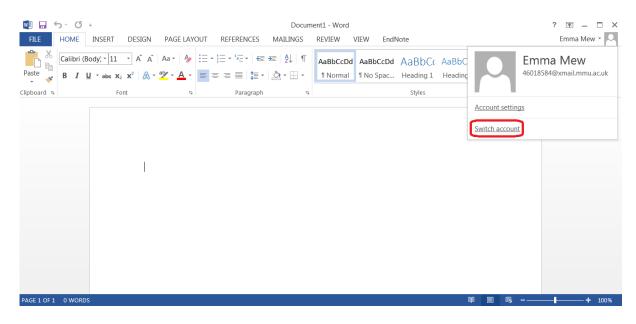
Add OneDrive as a location in MS Office 2013 applications (Windows 7)

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:

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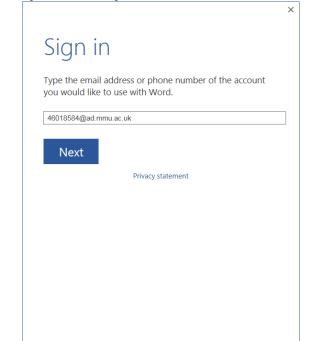
Select Switch Account:



In the 'Sign in' popup, enter your credentials:

For staff:

| Enter | [Your MMI | J ID1@ad | .mmu.ac.uk | and | click Next: |
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Then enter your MMU password and click Sign in:

| User ID: 46018584@ad.mmu.ac. | uk | |
|---------------------------------|-------|------|
| | uk | |
| Password: | | |
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| Can't access your acc | ount? | |
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For students:

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

| Sign ir | ٦ |
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| | address or phone number of the account to use with Word. |
| 46018585@stu.m | mu.ac.uk |
| Next | |
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Then enter your MMU password and click **Sign in**:

| Sign In | |
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| User ID: | |
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| Can't access your account? | |
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| © 2012 Microsoft Corporation | |
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Once signed in you will see 'Loading Services...' in the File menu for a short time:

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| Open | L Recent Documents | Recent Documents |
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| Export | Loading Services | |
| Close | Add a Place | |
| Account | | |
| Options | | Recover Unsaved Documents |

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

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|------------------|--------------------|------------------------------------|-----------------------|
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| Save Save As | Sites - MMU | Recent Folders 🚎 OneDrive - MMU | |
| Print Share | CneDrive - MMU | | |
| Export | CneDrive | Browse | |
| Close Account | Computer | | |
| Options | Add a Place | | |
| | | | |

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: <u>it.helpline@mmu.ac.uk</u>
- 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