Information Systems & Digital Services



Add OneDrive as a location in MS Office 2016 applications (Windows 10)

This guide explains how to add OneDrive as a location in Microsoft Office 2016, so that you can save or open files from your MMU OneDrive area.

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

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File	Home Insert	Design	Layout	References	Mailings	Review	View	EndNot	e Q⊺e	ll me what yo	ou want to do	Sig	nin As	Share
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In the 'Sign in' popup, enter your credentials (if you're using a MMU PC, you won't need to enter your password):

For students:

For staff:

Enter [Your MMU ID]@ad.mmu.ac.uk and click Next :	Enter [Your MMU ID]@stu.mmu.ac.uk and click Next:			
×	×			
Sign in	Sign in			
Type the email address or phone number of the account you would like to use with Word.	Type the email address or phone number of the account you would like to use with Word.			
46018584@ad.mmu.ac.uk	46018585@stu.mmu.ac.uk			
Next	Next			
Privacy statement	Privacy statement			

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

\odot		Document1 - Word
Info New	Open	
Open	L Recent	Today
Save Save As	ConeDrive	https://manmetro-my.sharepoint.com » persona Older
Print	This PC	Document 2 https://manmetro-my.sharepoint.com » persona 03/08/2018 11:08
Share Export	Loading Services	
Close	Add a Place Browse	
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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Save	OneDrive - MMU 46018584@xmail.mmu.ac.uk	Forms	27/06/2018 02:53
Print	Sites - MMU	Document 1.docx	09/08/2018 09:26
Share	46018584@xmail.mmu.ac.uk	Document 2.docx	03/08/2018 11:09
Export	CneDrive	Document.docx	17/07/2018 14:04
Close	This PC	test1.docx	17/07/2018 14:04
Account	Add a Place		
Options	Rrowse	v	v

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