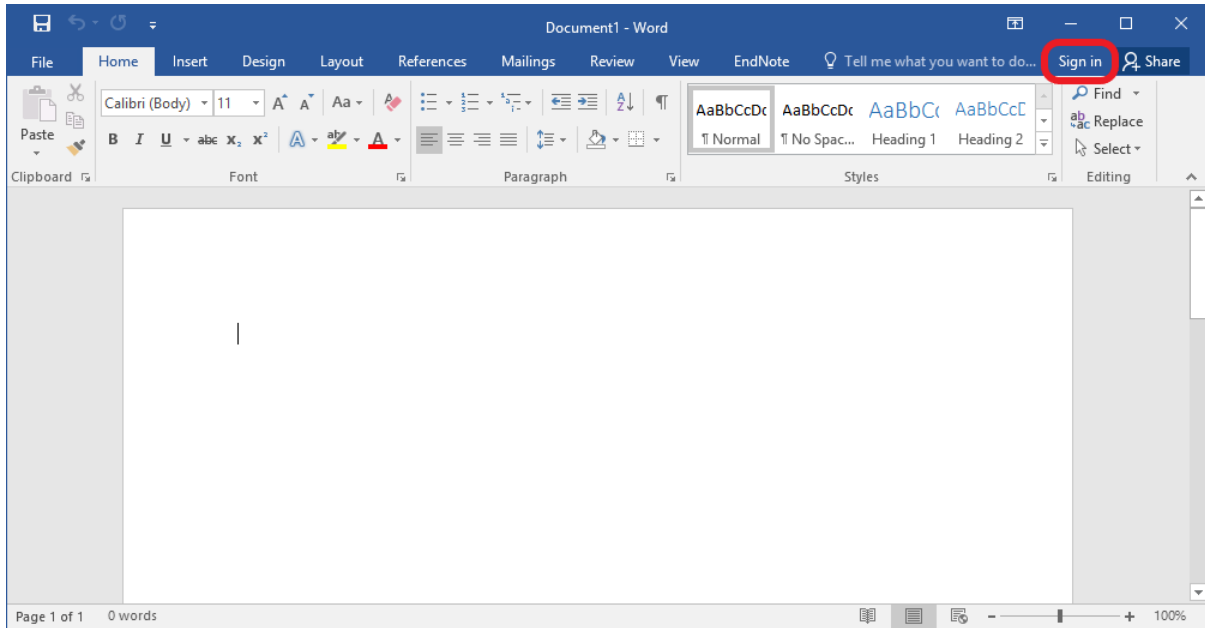


## Information Systems & Digital Services

### 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:



In the 'Sign in' popup, enter your credentials (if you're using a MMU PC, you won't need to enter your password):

#### For staff:

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

×

Sign in

Type the email address or phone number of the account you would like to use with Word.

Next

[Privacy statement](#)

#### For students:

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

×

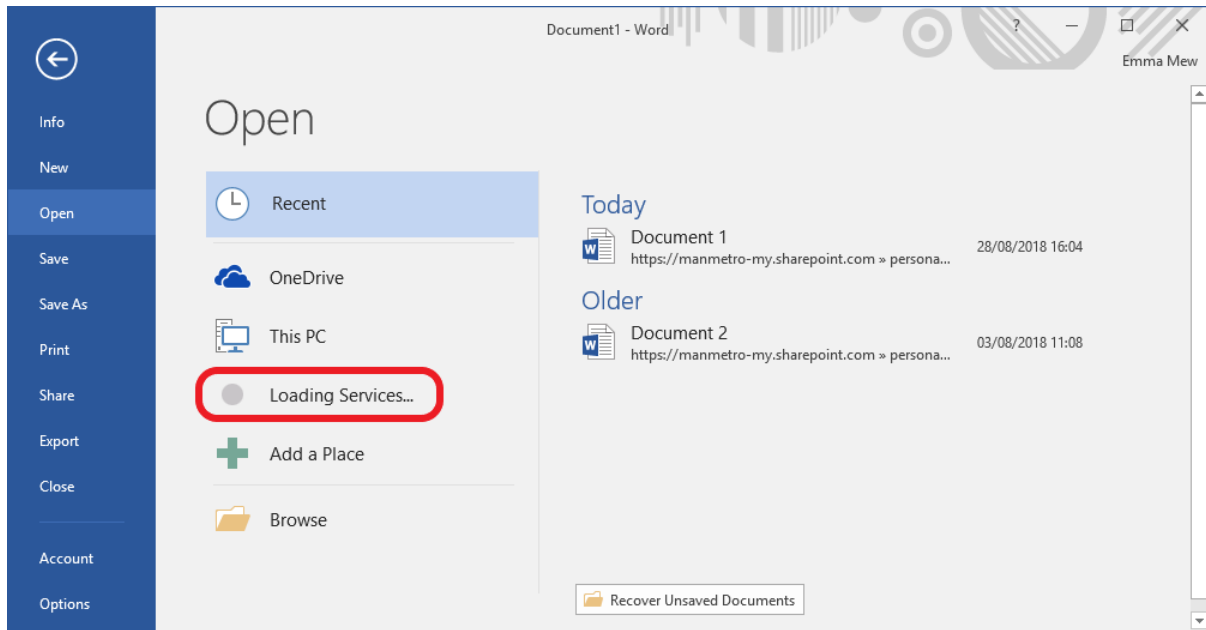
Sign in

Type the email address or phone number of the account you would like to use with Word.

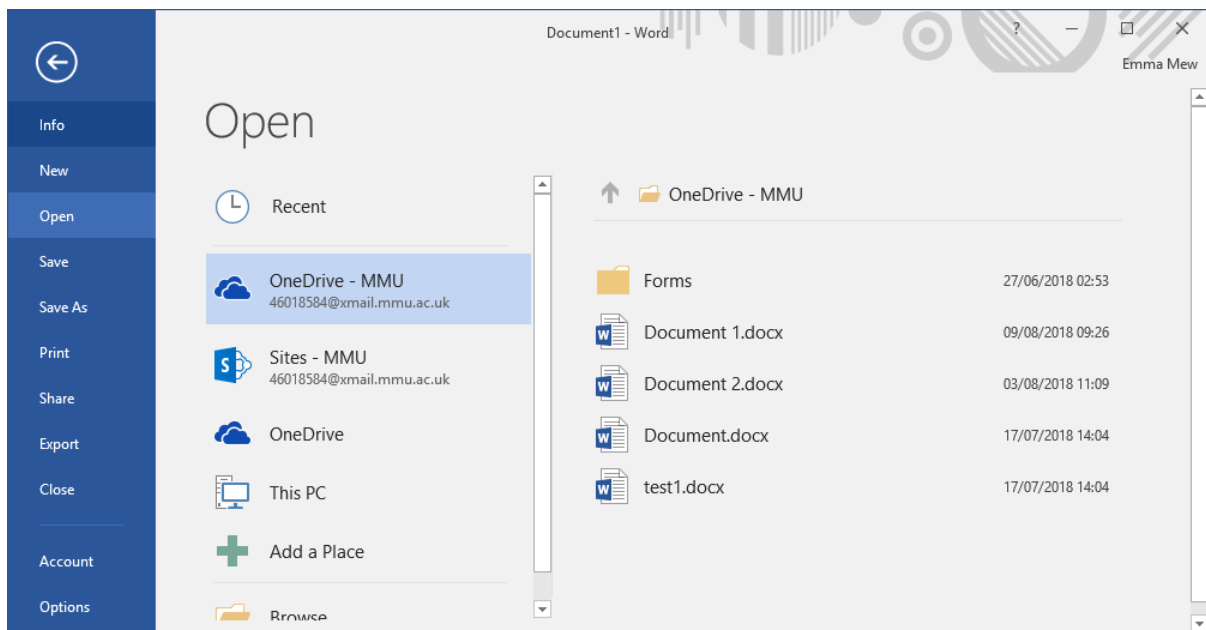
Next

[Privacy statement](#)

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](mailto: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

