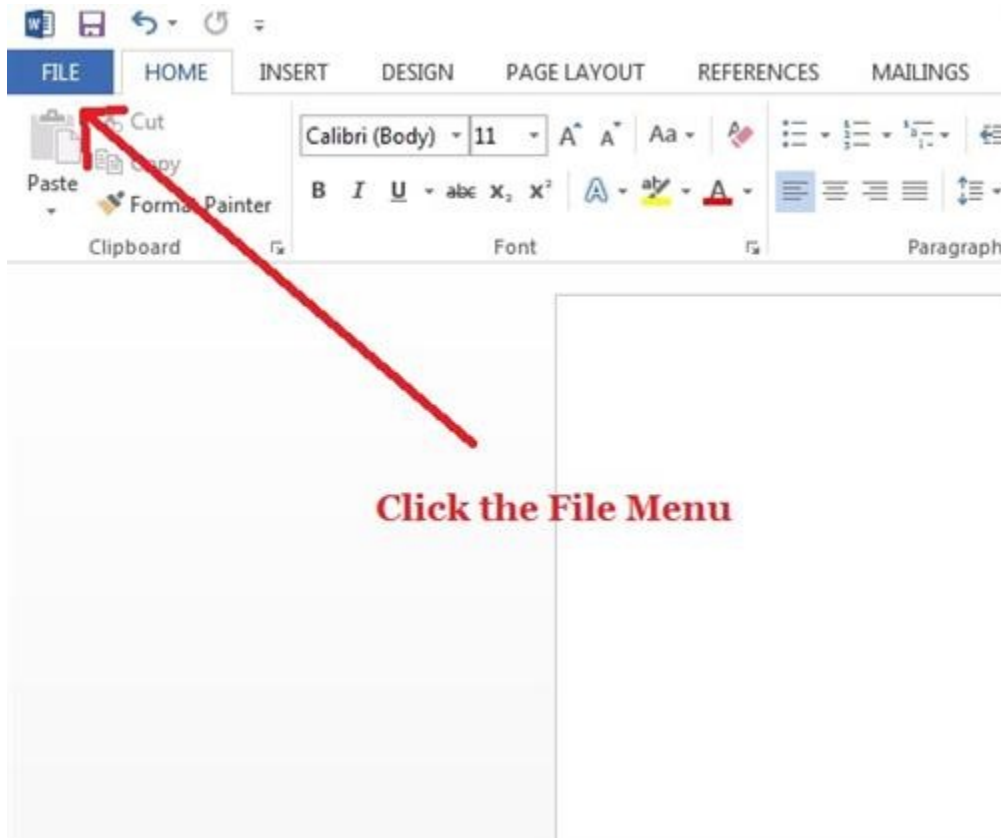


Open and Save file directly to OneDrive from Office 2013 Programs

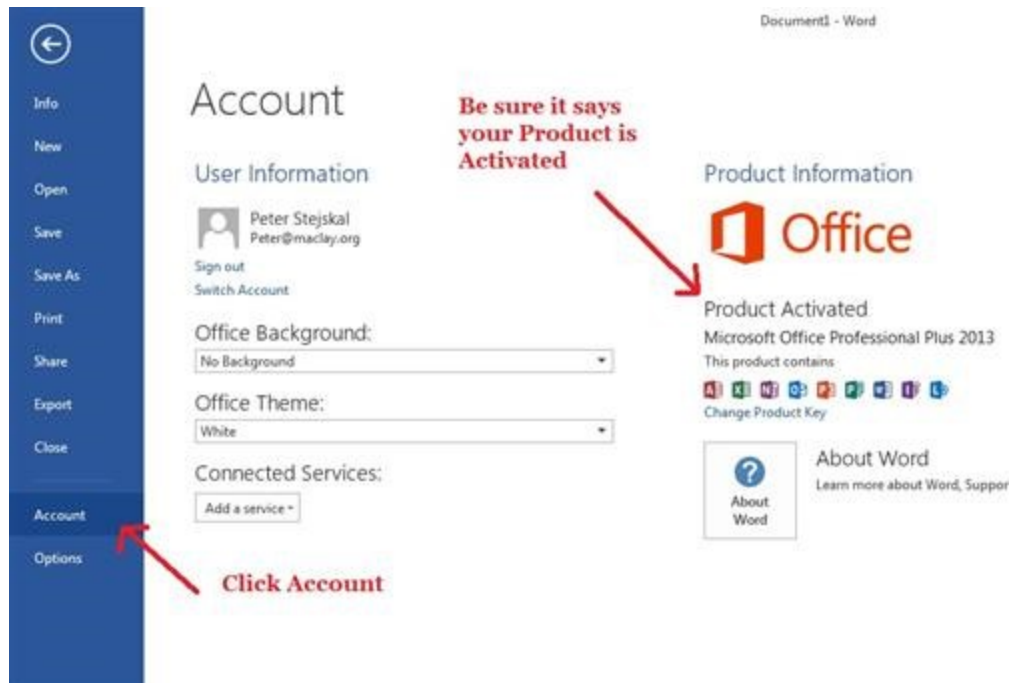
Maclay School's Office 365 includes OneDrive for Business also called Office 365 Sharepoint. This is a cloud storage that is accessible anywhere you have an internet connection. This is different than the free version of OneDrive.

To open or save documents directly from Office 2013 (or later) you first need to add the cloud storage service. If you use multiple computers this needs to be done once on each computer.

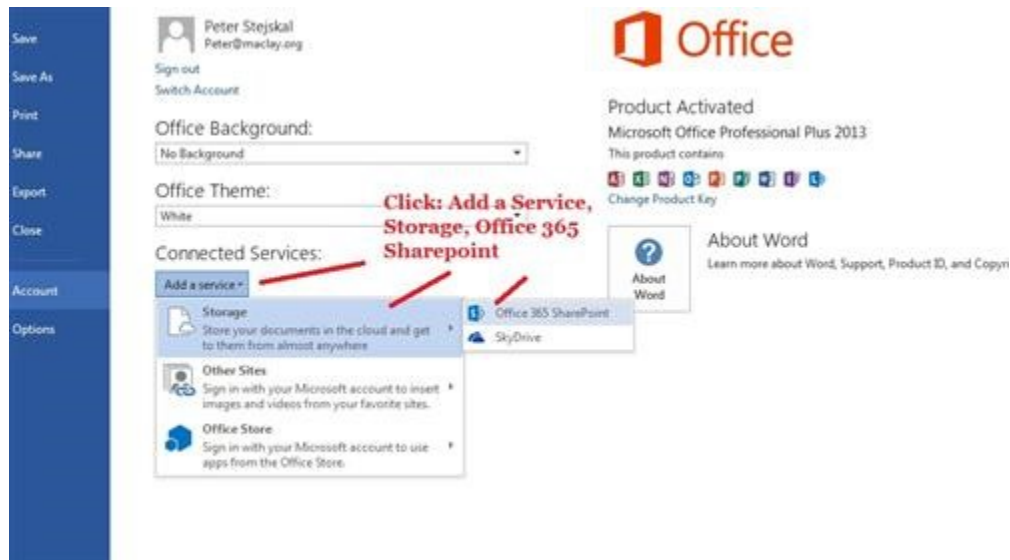
1. Open an Office 2013 Application like Word. Click the File Menu in the Upper left.



2. Next Click Accounts on menu



3. Click Add Service, Select Storage and Office 365 Sharepoint.



4. You will be prompted to log into your Office 365 account. Enter your email address and password.

Product Information

×

Sign In

User ID:

Password:

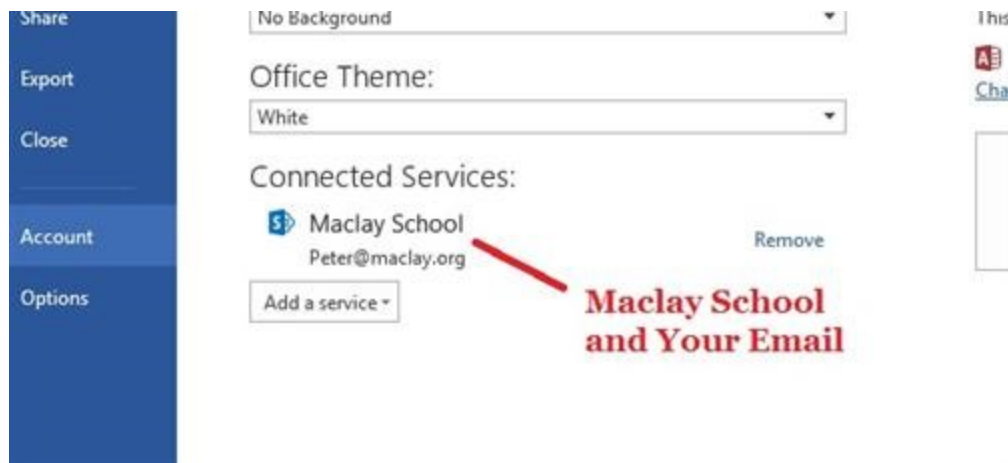
☒ Keep me signed in

[Can't access your account?](#)

Login with Email address and Password

© 2012 Microsoft Corporation
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5. You can now see the Office 365 OneDrive for business account has been added. It shows Maclay School and your email address.

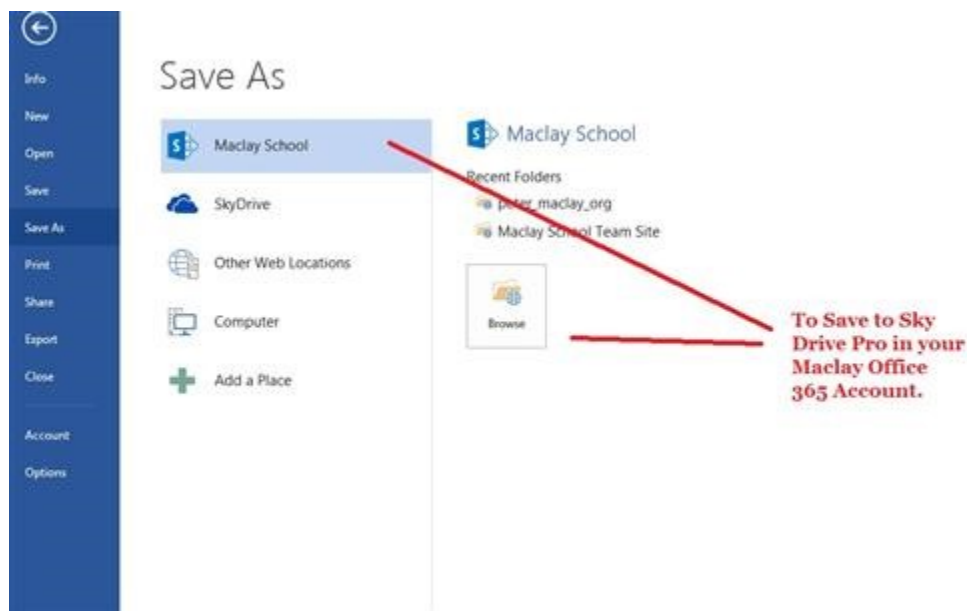


Now that you have added the Office 365 service to your computer you can open or save a document directly from the cloud.

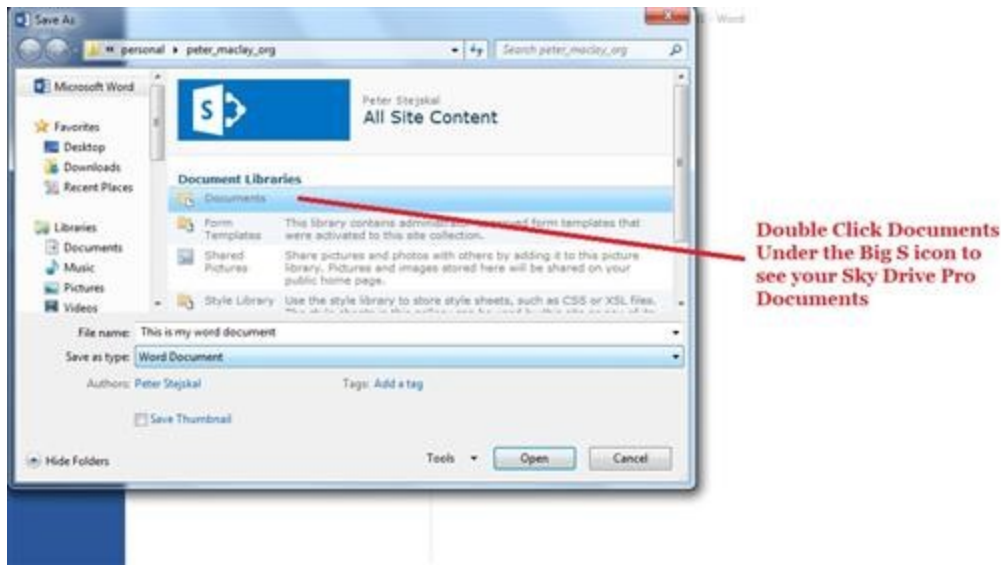
6. To save a document, click save-as and there is now a new choice on the save-as menu. Choose: Maclay School, then click the Browse button.

* Note the Blue Cloud icon for OneDrive is for a free version of OneDrive not the Maclay School OneDrive for Business.

* To save to your C drive or other physical location click Computer, then Browse.



7. After you Click Browse the Save-As window opens. Double Click Documents to open your Office 365 OneDrive for Business Documents Folder.



8. If you have sub folders on your OneDrive for Business you can navigate them, or click the New Folder button to create a new folder. Be sure to Name the document and click Save.

