



## LOGGING INTO OFFICE 365

Logging into Office 365

### TO ACCESS ONEDRIVE - LMETB

To be able to save directly to OneDrive - LMETB from Microsoft Office Programmes.

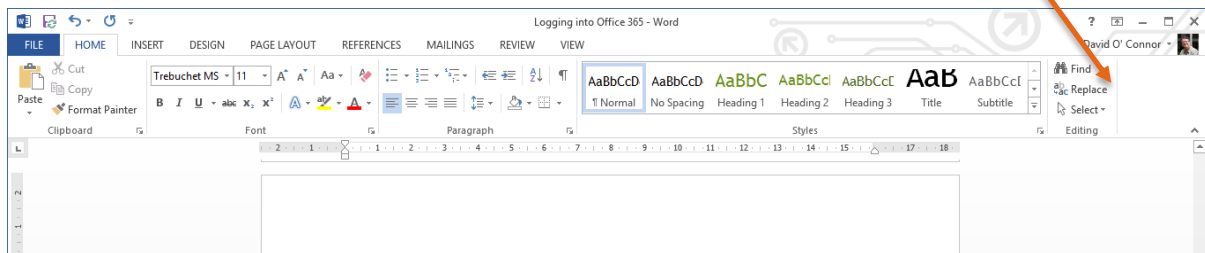
David O' Connor

## Introduction

It is important that all staff and students in LMETB use the OneDrive for their work. This ensures that the work will be held securely and it will take away the dependence on USB and flash drives. It is possible to save directly to OneDrive - LMETB from the Microsoft Office 2013 Suite. To do this just make sure that the user is signed in.

This is a screenshot of MS Word 365.

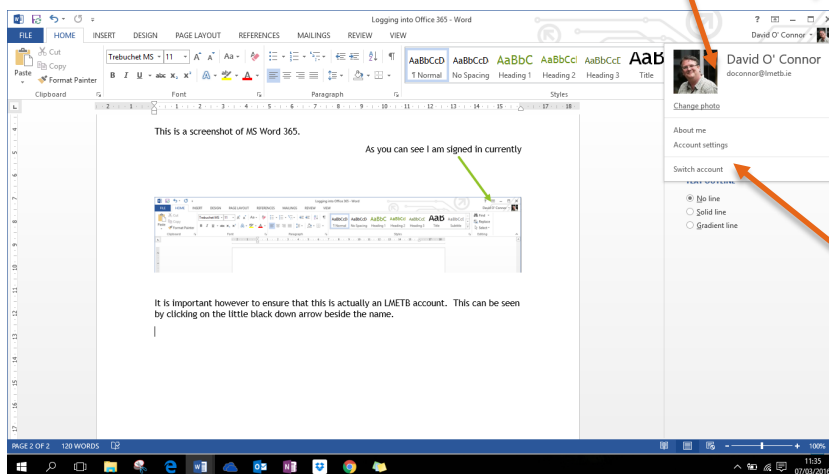
As you can see I am signed in currently



It is important however to ensure that this is actually an LMETB account. This can be seen by clicking on the little black down arrow beside the name.

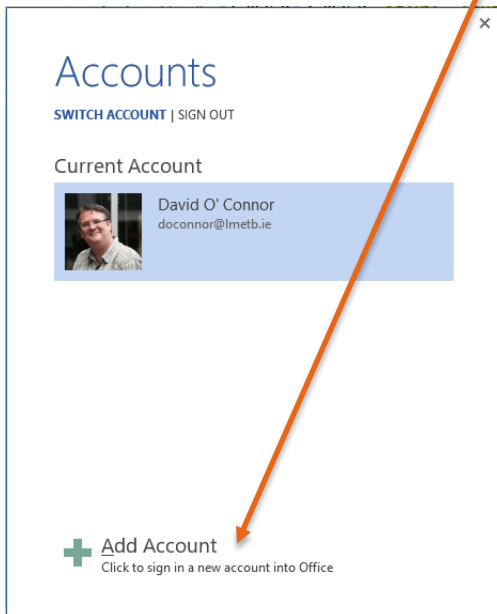
This window opens and in it you can see details on the account

Including the email address, which is @lmetb.ie



If it is not an LMETB account then you must click on the Switch Account Button at the bottom.

This window will appear and tells you about the current account that is signed in and also gives you an option to Add Account

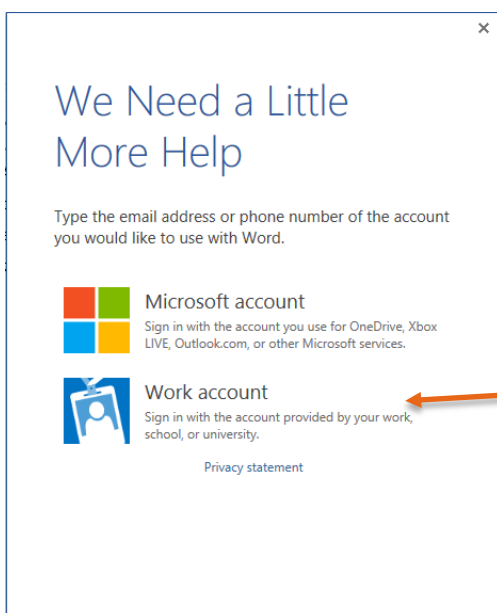
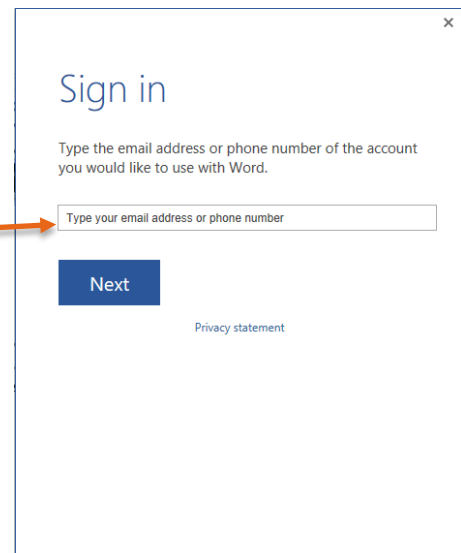


Click the Add Account Button

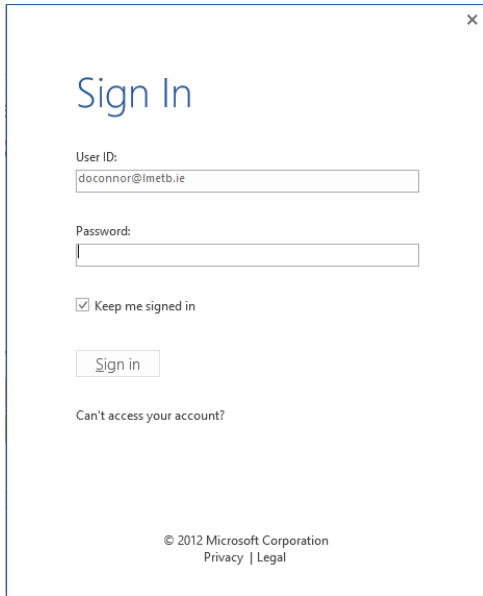
This window will then open inviting you to Sign in

Use the person's LMETB email address here

Then click Next

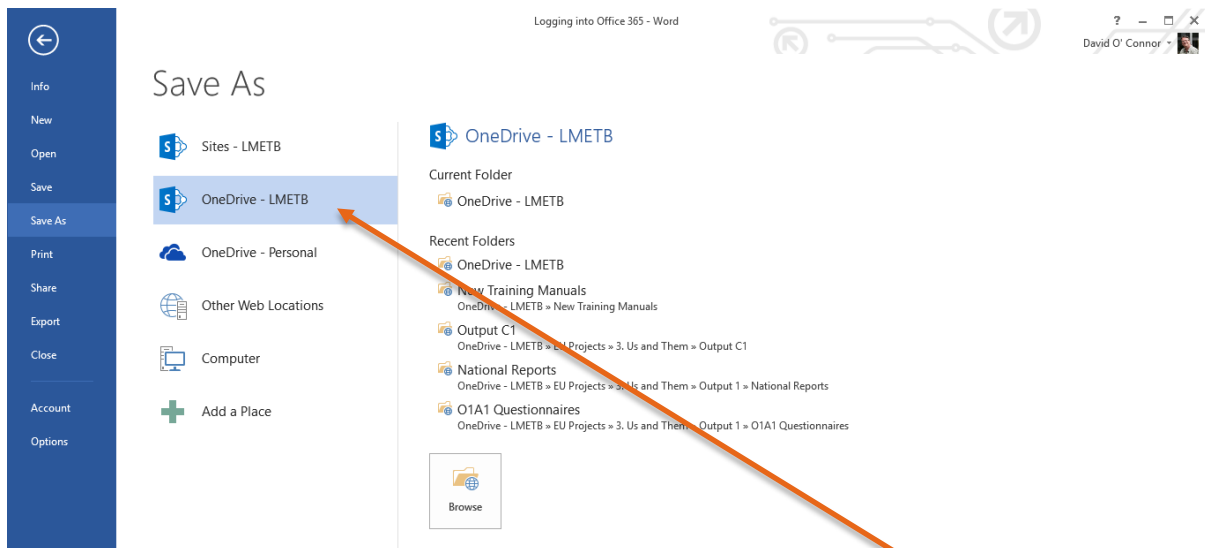


You may be asked this step, just choose Work Account



This is the next step and you are invited to add  
The password for this account  
Then you click Sign In

This is how the user signs in to MS Office and this will lead to the following screen when  
people click on File, Save As:



As you can see, there is now the option to Save to OneDrive - LMETB

**Thanks a lot and good luck.**

**Me email is [doconnor@lmetb.ie](mailto:doconnor@lmetb.ie) please don't hesitate to  
contact me with any questions or queries.**

