## Saving from MS Word directly to OneDrive – LMETB

When you are using MS Word on your computer it is possible to save directly to OneDrive – LMETB. To do this you need to be sure that you are logged into Word.

To do this all you have to do is select the below option and sign in using your LMETB credentials.

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Once this is done the below window appears with you details on the top Right-Hand Corner of the window

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Click on Save As and you should see OneDrive-LMETB as one of your options

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Anything saved in here will sync to your online OneDrive Account.

If you cannot see this option then click on the arrow near your name in the top right-hand corner and Select Switch Account



You will then see this window and select Add account and Sign in Again with you LMETB Login Username and Password.



This should resolve any issues that you have been having. Let me know how you get on.