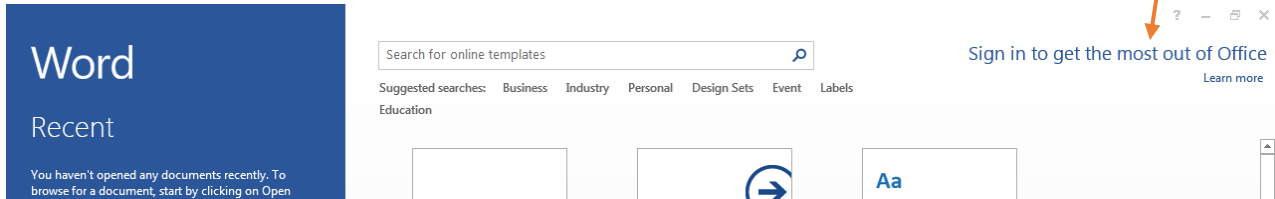


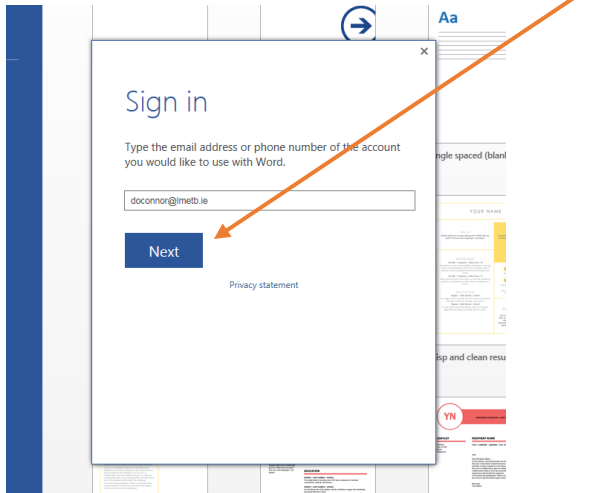
Saving from MS Word directly to OneDrive – LMETB

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.

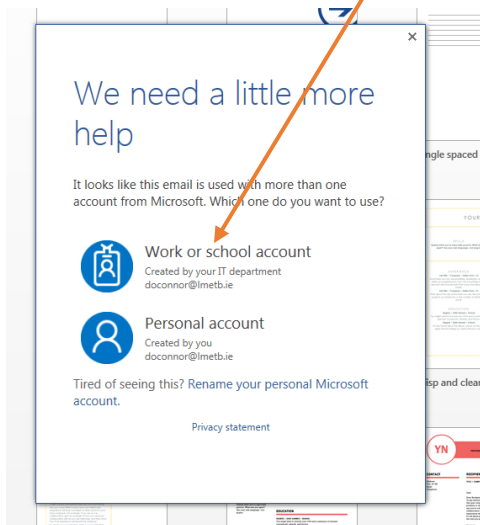
To do this all you have to do is select the below option and sign in using your LMETB credentials.



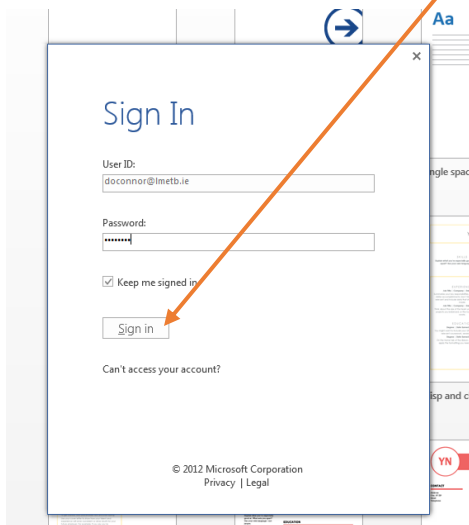
Type in your LMETB email address and press Next:



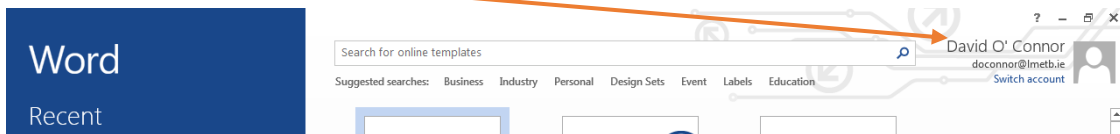
Select Work or School Account



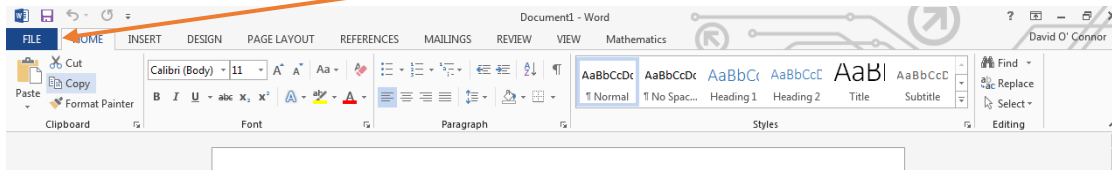
Add your Password and Press Sign In



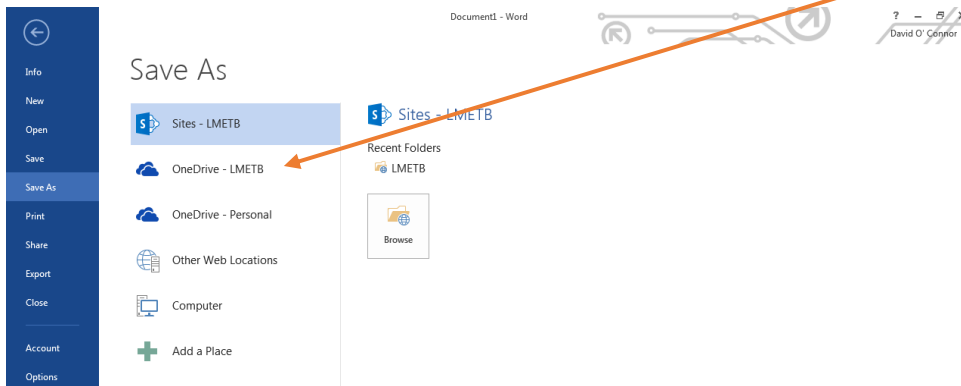
Once this is done the below window appears with you details on the top Right-Hand Corner of the window



Just to check that you are logged in, Select File

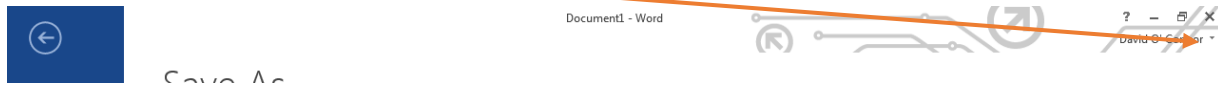


Click on Save As and you should see OneDrive-LMETB as one of your options



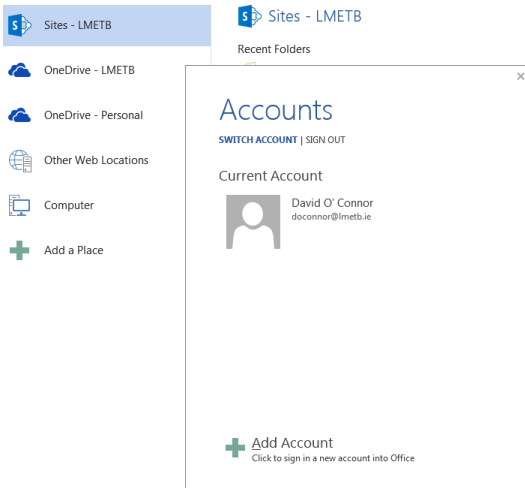
Anything saved in here will sync to your online OneDrive Account.

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.

Save As



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