## Using OneDrive For Business from a home install of Office 365

## Adding HVC OneDrive to Office 2019 locations

Documents can also be saved on the Hope Valley College OneDrive directly from an Office 2019 product (Word, Excel, etc..). The first time this is done the location of the Hope Valley College needs to be added.

If you don't have the Office suite of programs installed on your home computer, you may download a copy for free using your college email and password from

https://www.hopevalley-chorustrust.org/page/?title=Computers%2C+software+%26amp%3B+BYOD&pid=95

Once downloaded and installed, open any Office suite program and click File>Save As

When the Save As window is shown, click "Add a Place"

## Select OneDrive for Business



When the Add a service window is shown, enter your college email address and click Next



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[n] Home ☐ New ☐ Open 	Recent Hope Valley College OneDrive - Hope Valley College	DoneDrive - Hope Valley College      Enter file name here:      Word Document (*.docx)      More options		Save
Info Save Save As	Sites - Hope Valley College pupil@hopevalley.derbyshire.sch.uk	Name 1	Date modified 11/03/2020 11:00	<u>^</u>
Print Share Export	This PC Add a Place Add a Place Classroo Comput Maths My Scho	Attachments	11/03/2020 11:00	
Transform Close		Computing	11/03/2020 11:00	
Account		Maths My Schoolwork	11/03/2020 11:00	
Feedback Options		Notebooks	11/03/2020 11:00	*

Now from the Office 2019 document, choose Save As and select "Hope Valley College", and then your account.

Select the folder that the document should be saved in and click Save

Congratulations you have successfully configured your OneDrive.