

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.

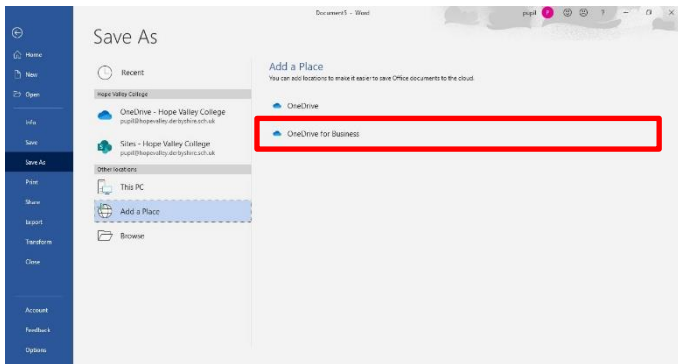
If you don't have the Office suite of programs installed on your home computer, you may download a copy for free using your college email and password from

<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

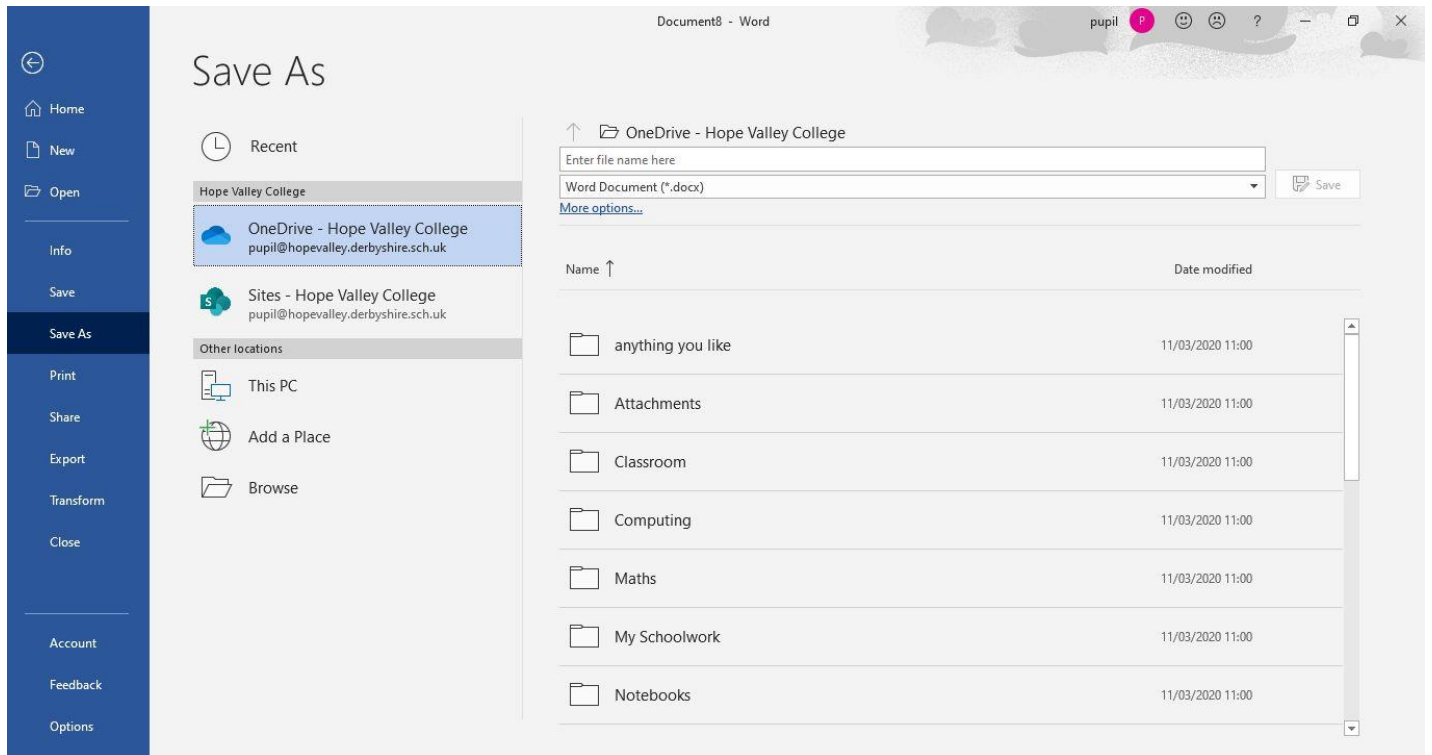


Add a service

pupil@hopevalley.derbyshire.sch.uk

Next

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.