

OneDrive

Attaching OneDrive to vOffice

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

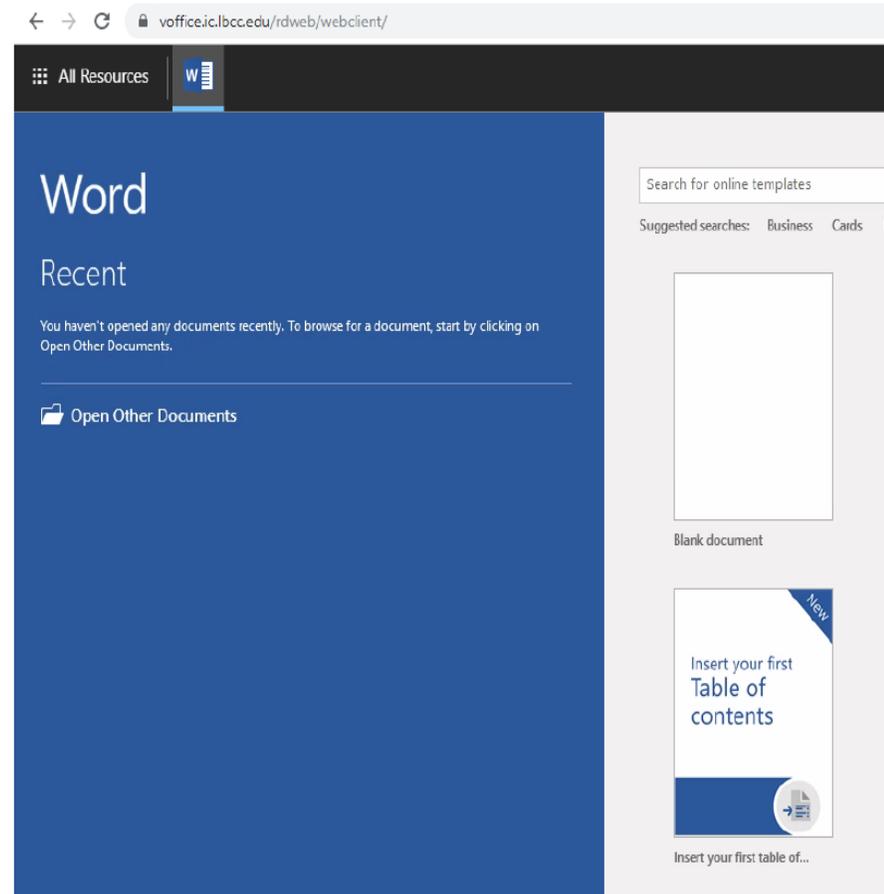
Attaching OneDrive to vOffice

From this tutorial, you will learn:

1. How to attach your OneDrive to vOffice.

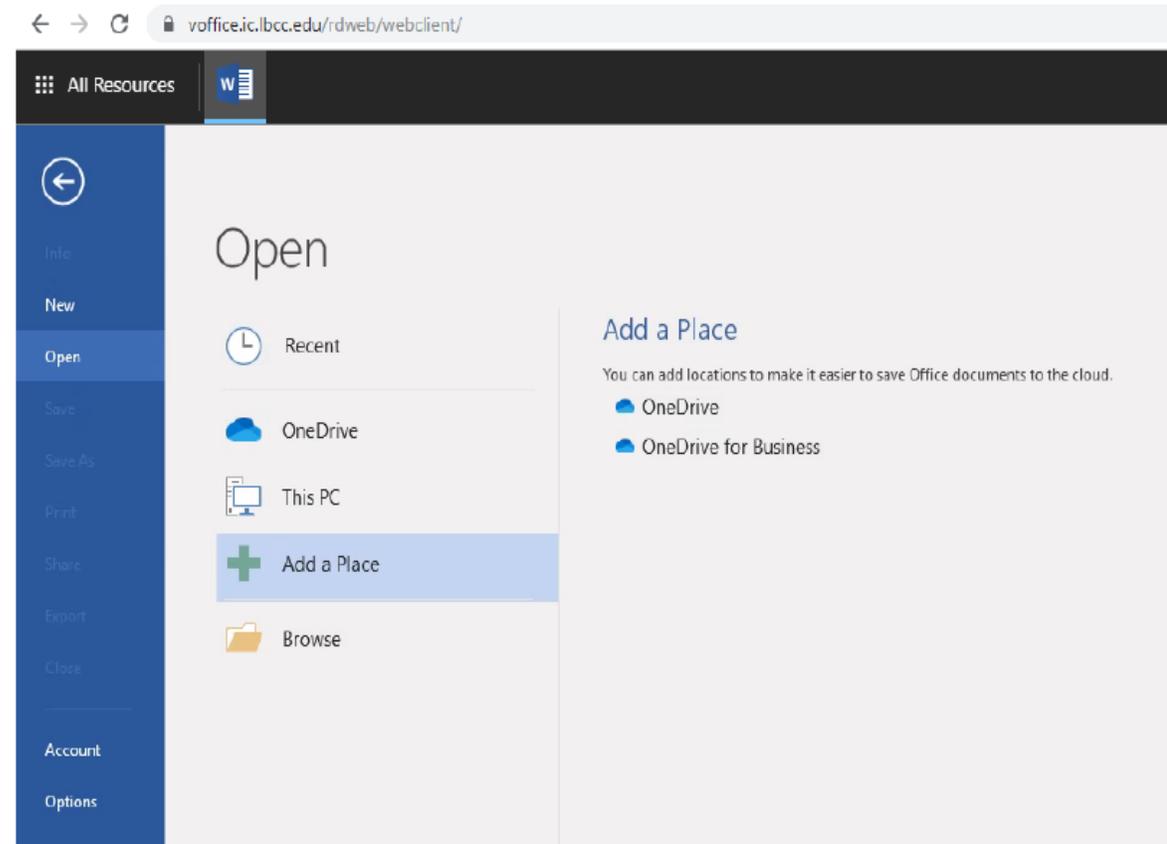
Log into vOffice and launch Word application.

In Word, click Open Other Documents.

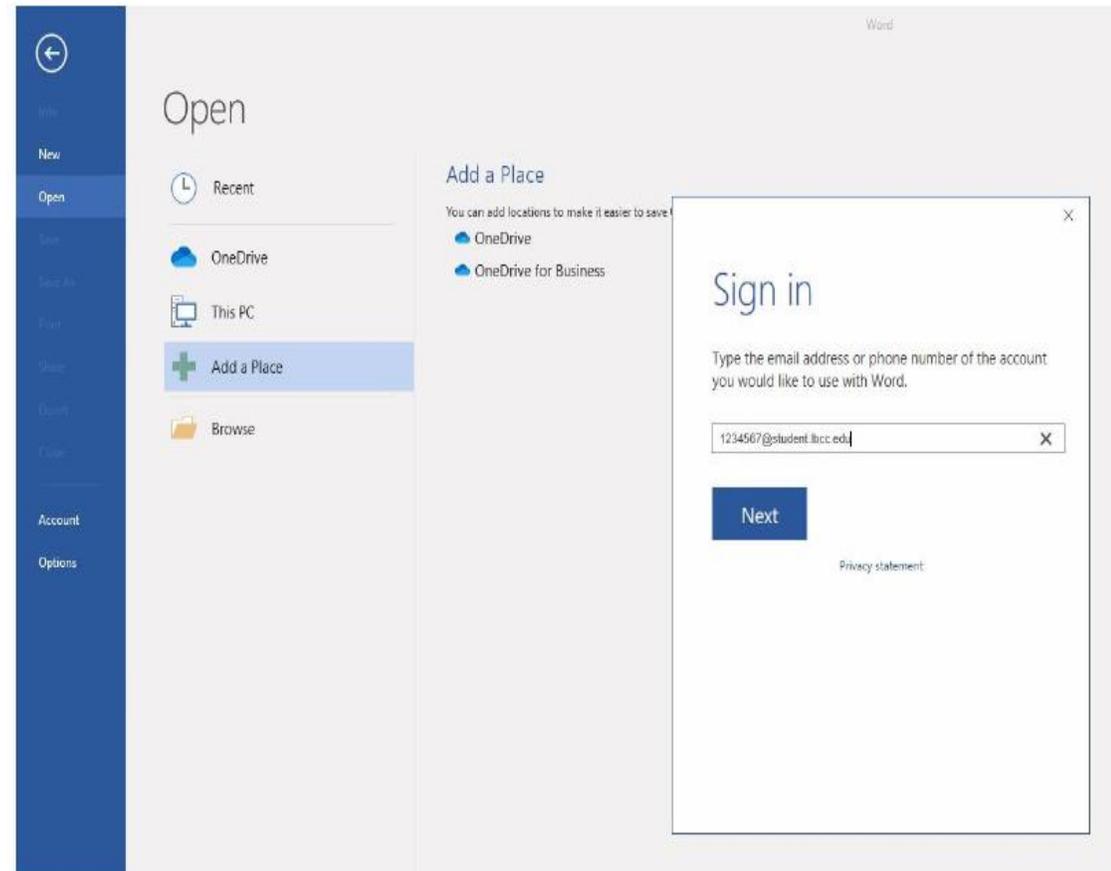


Click Add a Place.

Click OneDrive for Business.

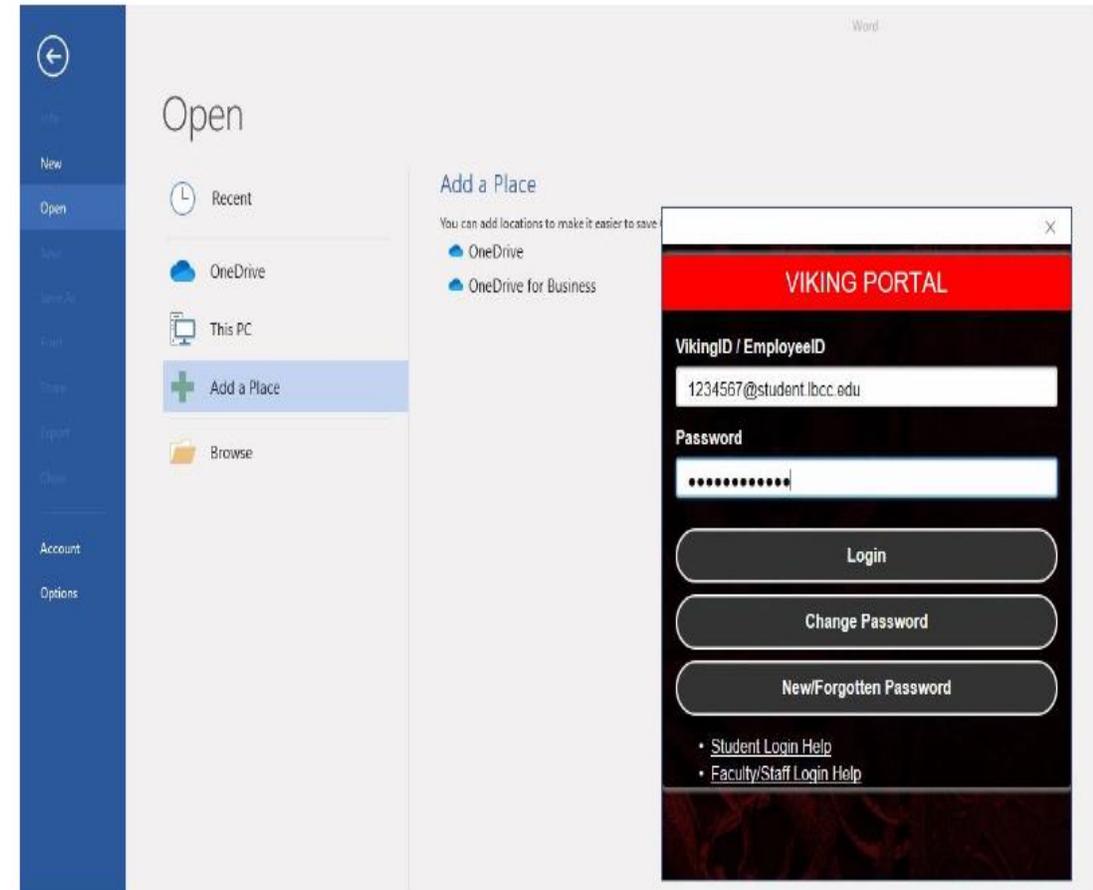


Enter your student email address
#####@student.lbcc.edu and click the Next
button.



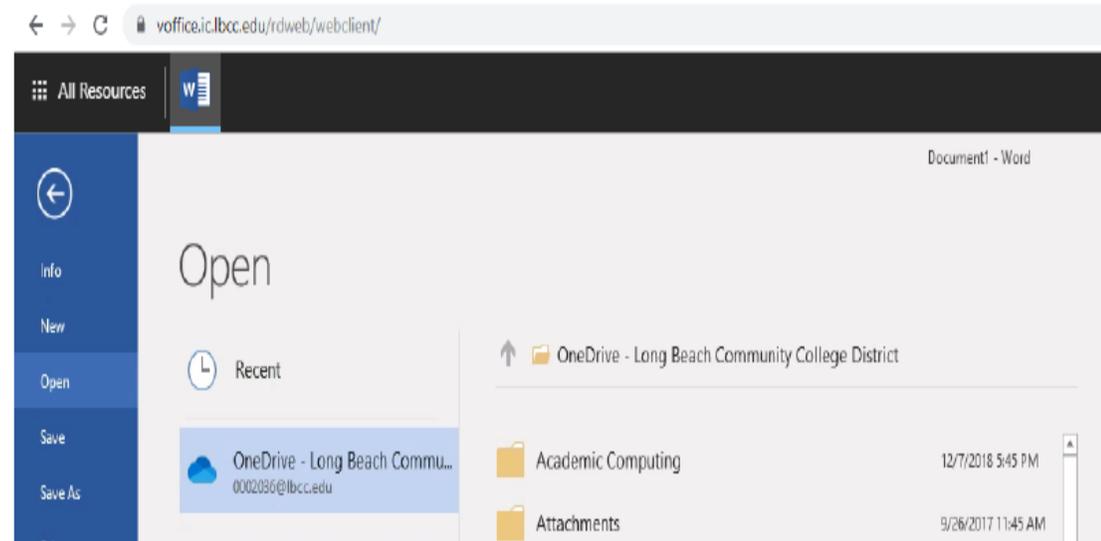
The login screen should have redirected to our Viking Portal login screen.

Enter your password and click Login.



If successful, you should have something similar to the display of OneDrive – Long Beach Community College with your email address listed below it.

You are now attached to your OneDrive and can open and save files to this location.



If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- Phone: (562) 938-4357
- Email: helpdesk@lbcc.edu
- In-Person: Check out our schedule online at www.lbcc.edu/iits