

Online Learning & Educational Technology User Support & Information Security Application Development & Support Multimedia Equipment Services Web & Mobil Services Network Services

OneDrive Attaching OneDrive to vOffice

FOR LONG BEACH CITY COLLEGE FACULTY & STAFF





OneDrive | Attaching OneDrive to vOffice

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.

← → C	
III All Resources	
Word	Search for online templates
Recent	
You haven't opened any documents recently. To browse for a document, start by clicking on Open Other Documents.	
🗁 Open Other Documents	
	Blank document
	Insert your first Table of contents
	Insert your first table of



Click Add a Place.

Click OneDrive for Business.





Enter your student email address <u>######@student.lbcc.edu</u> 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 you 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: <u>helpdesk@lbcc.edu</u>

• In-Person: Check out our schedule online at www.lbcc.edu/iits