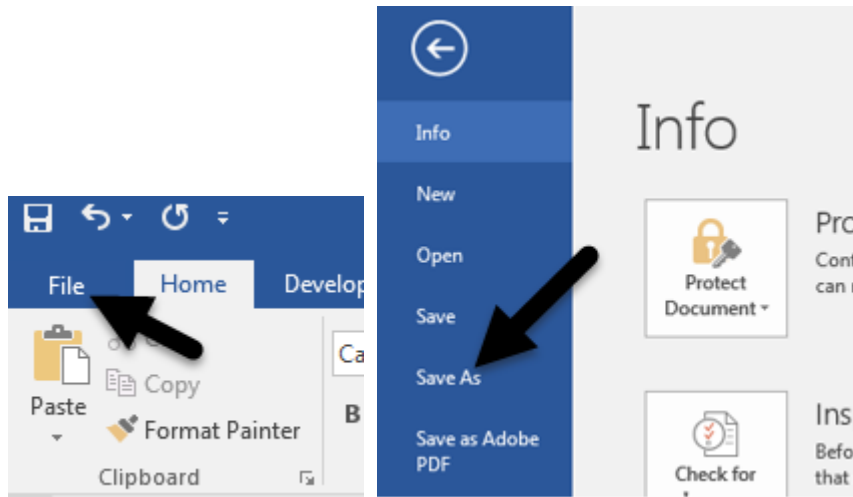
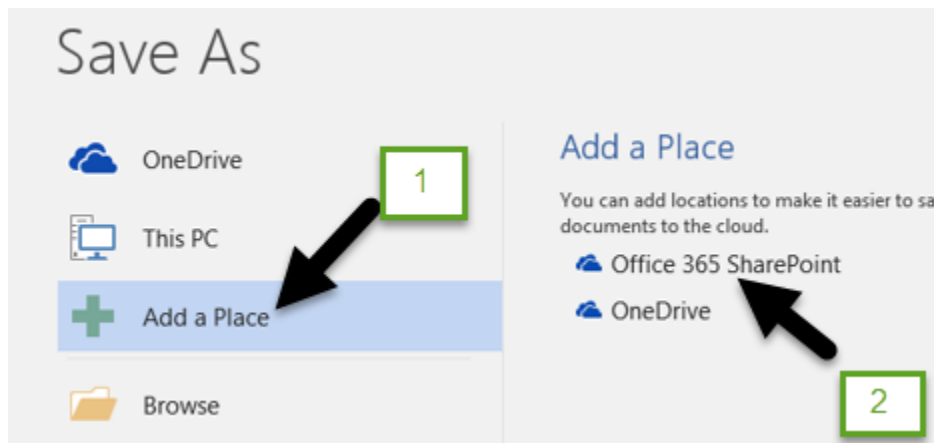


Setting Up your OneDrive – Rhode Island College Map Place in Word 2016



1. When you want to save a new or existing Word document to your Office 365 OneDrive, select File > Save As.



2. Select "Add a Place".
3. Select "Office 365 SharePoint".



Sign in

Type the email address or phone number of the account you would like to use with Word.

Next

[Privacy statement](#)

4. Sign in using your RIC email. (i.e. jdoe@email.ric.edu)
5. Click Next.



Work or school, or personal Microsoft account

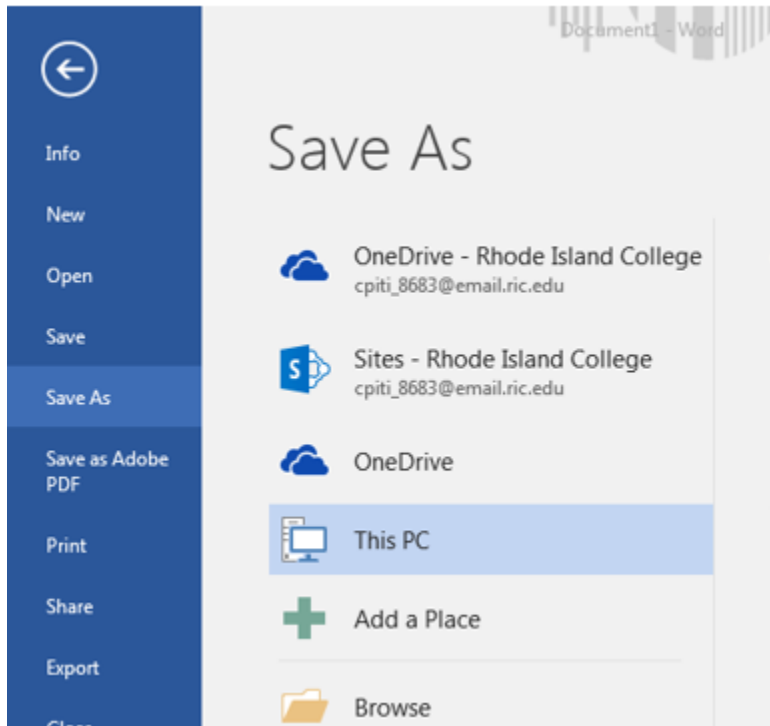
Sign in Back

[Can't access your account?](#)

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6. Enter in your Office 365 password.



7. Now in the Save As area within Word 2016, you will see that you have added the OneDrive – Rhode Island College map place.