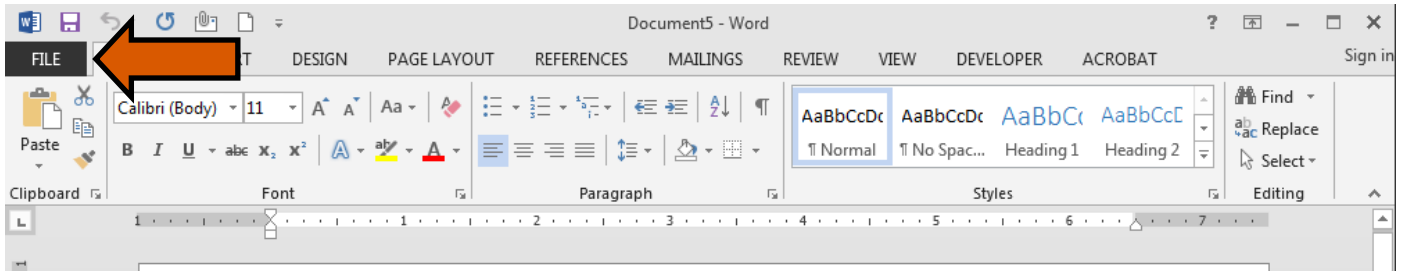


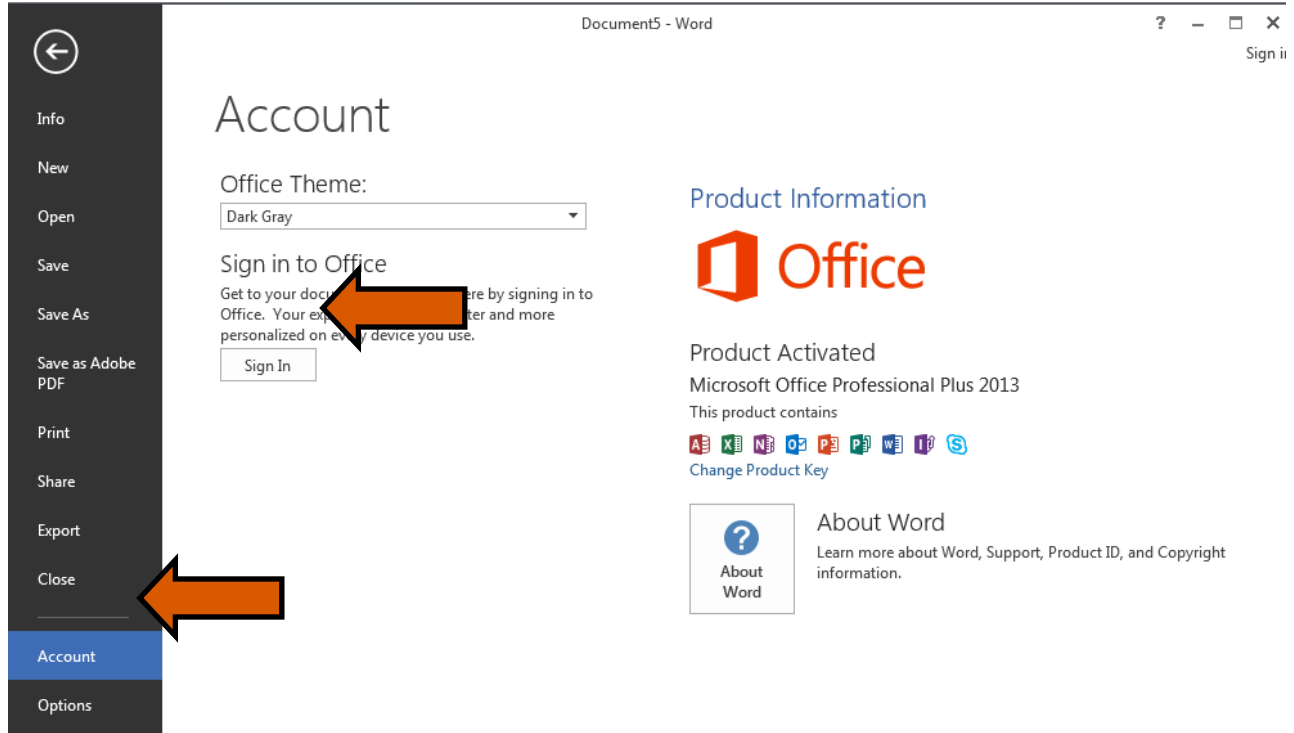
# OneDrive and Office 2013 (Windows)

Office 365 allows you to save Word documents, PowerPoint presentations, Excel spreadsheets and Publisher publications to the your OneDrive for accessibility from all of your devices. To do this, simply sign in to your OneDrive from within one of the Office 2013 applications (such as Word) using your OKEY credentials.

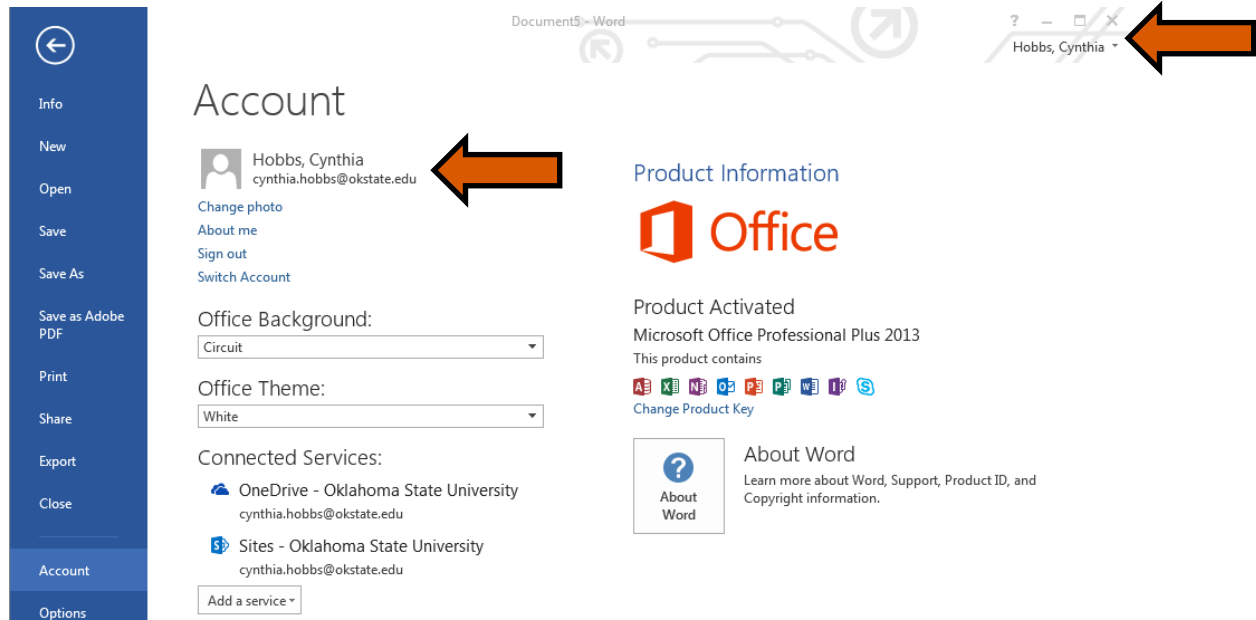
From within Publisher, PowerPoint, Word, Excel or Outlook, click on “File” in the upper right corner of the ribbon



Select 'Account' and then click 'Sign In' and follow the steps from pages 2 & 3

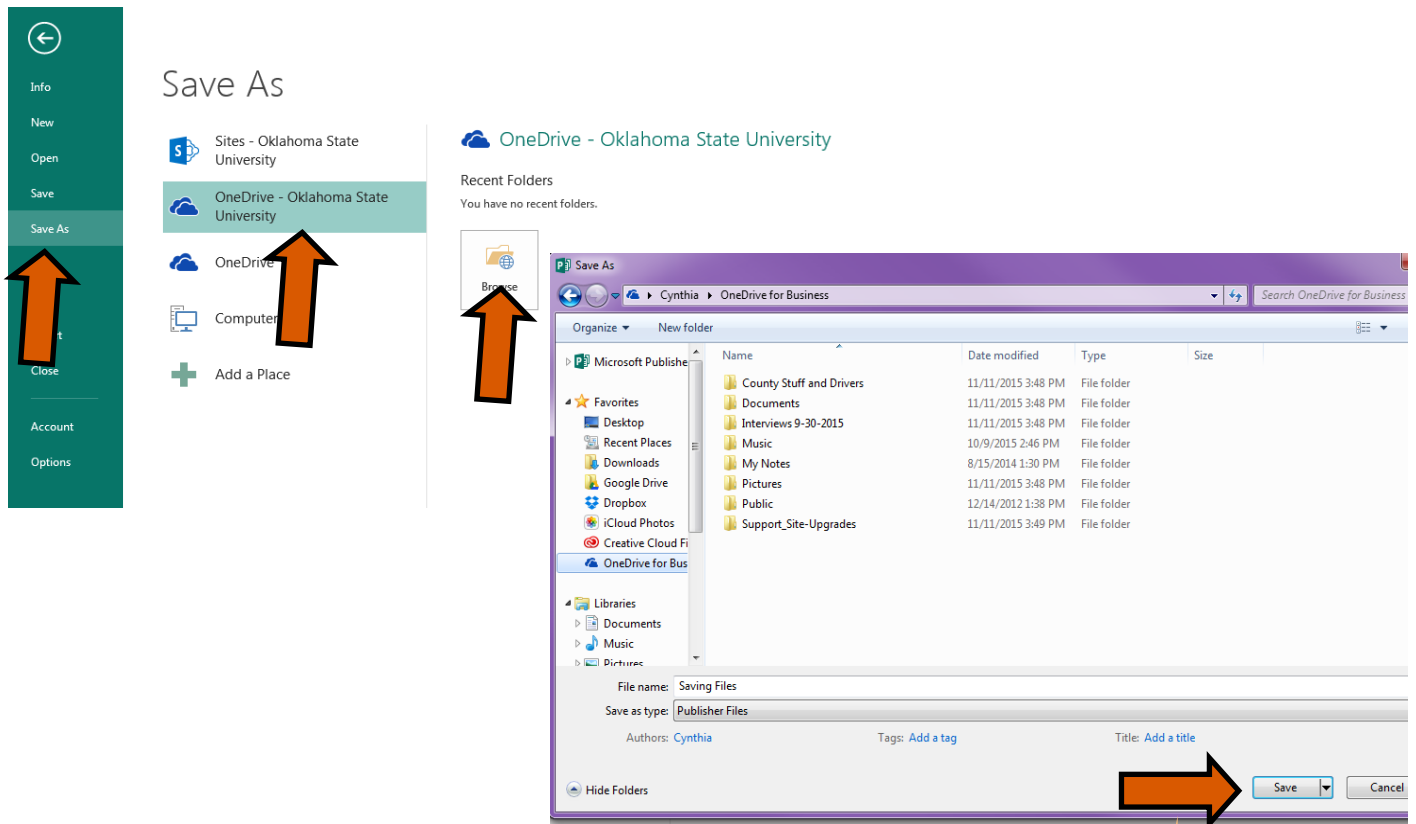


You are now signed into Office.

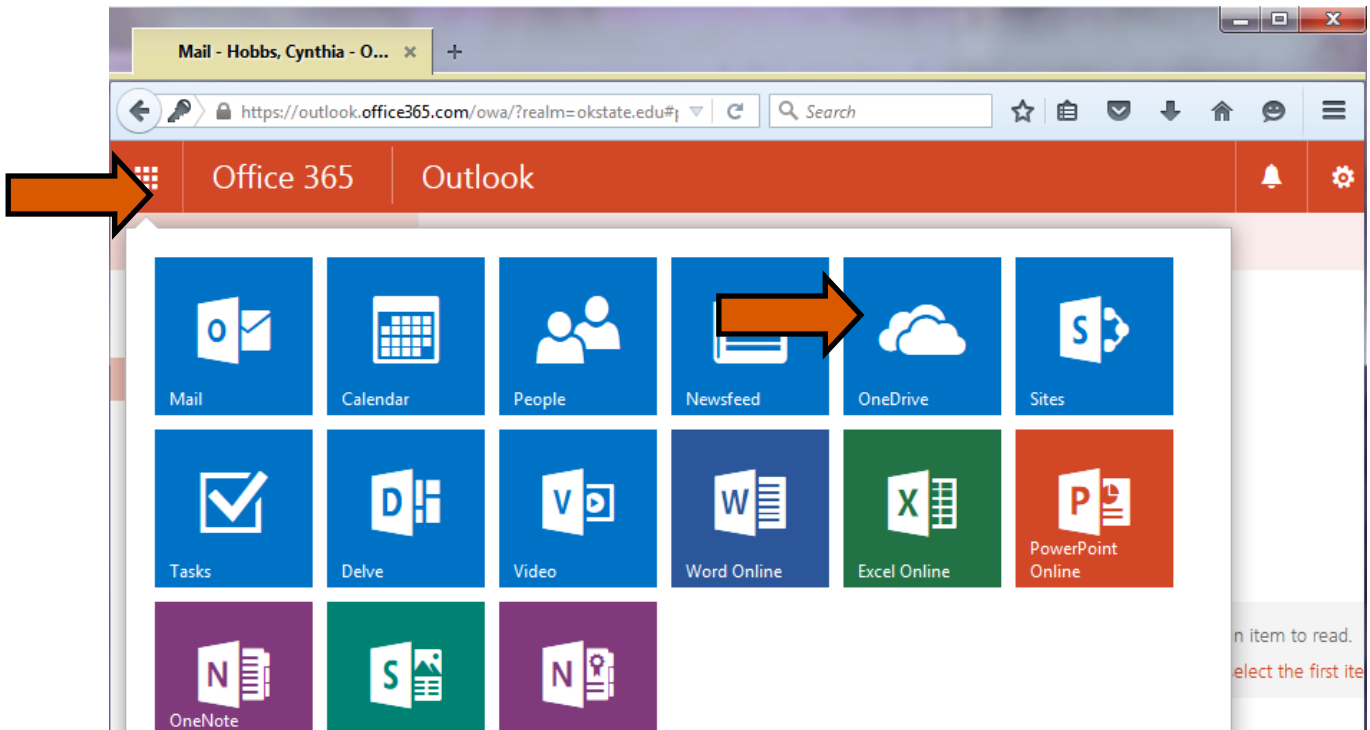


From here, you can add a photo, adjust the Office Background and Theme and more. You may also notice the “Connected Services” include ‘OneDrive’.

To save a document in OneDrive go to File> Save As> Select ‘OneDrive-Oklahoma State University’ and Click Browse. Finally, name the file and click “Save”. The document will be available on all the devices you have enabled OneDrive on (up to 5) as well as the Cowboymail.okstate.edu web app.



To access OneDrive from the web app, go to [cowboymail.okstate.edu](https://cowboymail.okstate.edu), click on the tab in the upper left corner and select OneDrive



You may also install OneDrive and the Office 365 apps for your Android and Apple devices by accessing the App or GooglePlay Stores. The University license is currently available to install on up to 5 devices.

Word	<a href="#">iOS</a>	<a href="#">Android</a>
Excel	<a href="#">iOS</a>	<a href="#">Android</a>
PowerPoint	<a href="#">iOS</a>	<a href="#">Android</a>
Outlook	<a href="#">iOS</a>	<a href="#">Android</a>
OneDrive	<a href="#">iOS</a>	<a href="#">Android</a>
OneNote	<a href="#">iOS</a>	<a href="#">Android</a>
Skype/Lync	<a href="#">iOS</a>	<a href="#">Android</a>