



GLOBE EDUCATION
NETWORK

Students – Getting Started With Your Microsoft SkyDrive



TRAINING AND DEVELOPMENT

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Sign Up

With SkyDrive, it is easy to store and share your files and images with almost anyone. You can access your files from home, work, and/or on the road. You can use the built in functions of Word, Excel, PowerPoint, and OneNote to create documents and/or you can drag existing files into your online folders. You will have 25 GB of free storage, and it is password protected so you can keep your files to yourself, or share them with anyone you want.

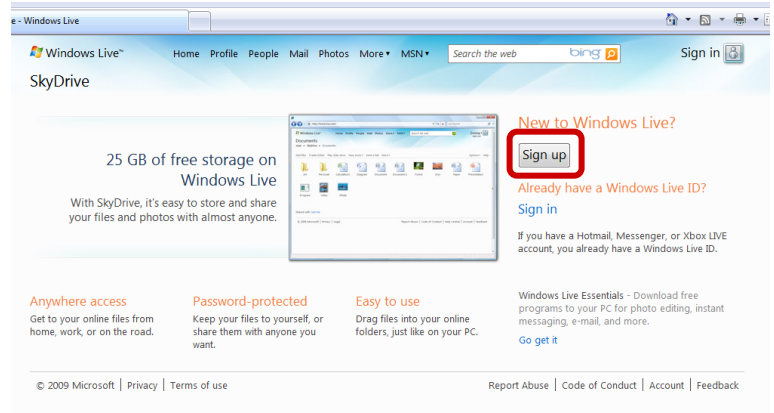
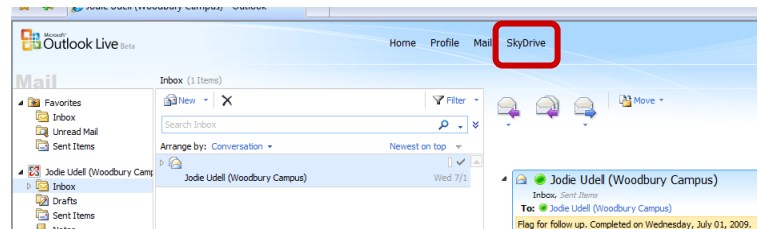
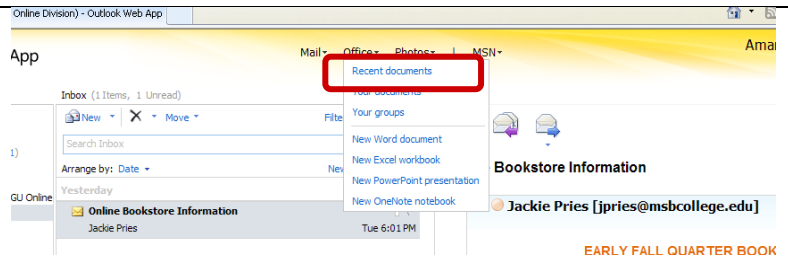
Log into your **Student Email**

Click on the **Office Drop-Down** (top of the page)
Click on the **Recent Documents** link

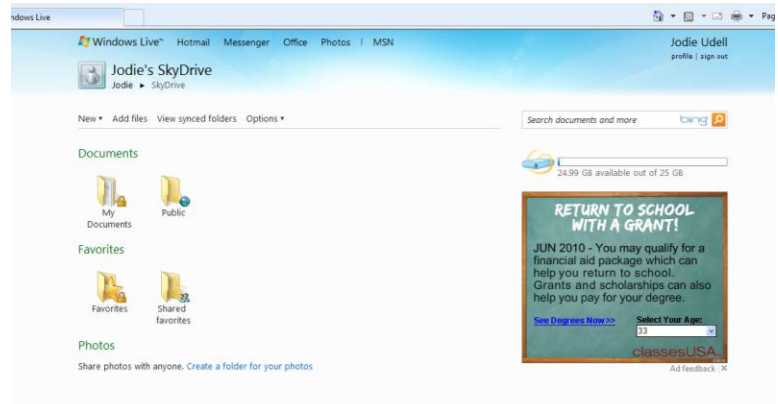
OR

Click on the **SkyDrive Link** (top of the page)

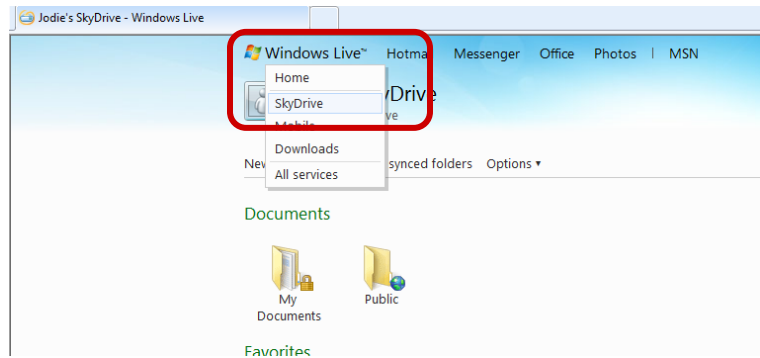
Click on the **Sign Up** button (right side of the page)
(IF APPLICABLE)



The main **SkyDrive Page** will display

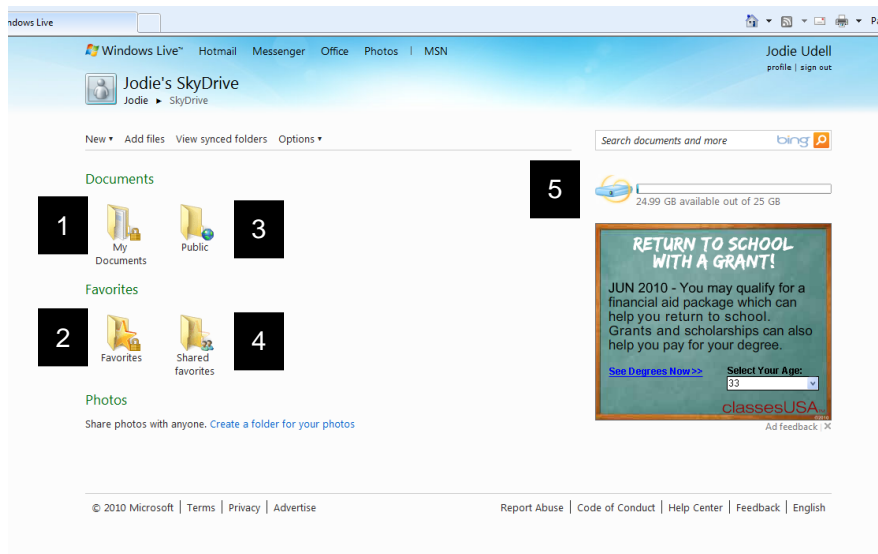


NOTE: To come back to the SkyDrive at any time you can hover over the Windows Live logo and select SkyDrive.



Navigate

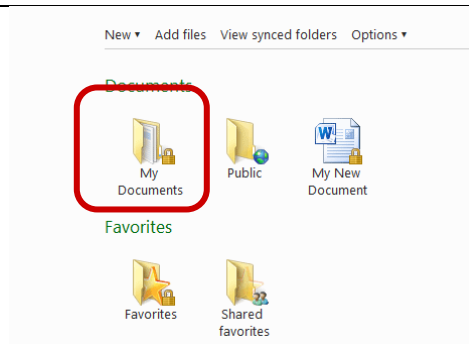
1. My Documents Folder This folder stores the files you have uploaded and are private.
2. Favorites Folder This folder stores shortcuts to your favorite websites that you can access from any online computer. They are only seen by you.
3. Public Folder This folder stores the files you have uploaded and are shared with everyone.
4. Shared Favorites Folder This folder stores shortcuts to your favorite websites that you can access from any online computer. They are shared with people you have added to your network.
5. Amount of Space Used Total amount of space you still have available on your SkyDrive.



Create a New File

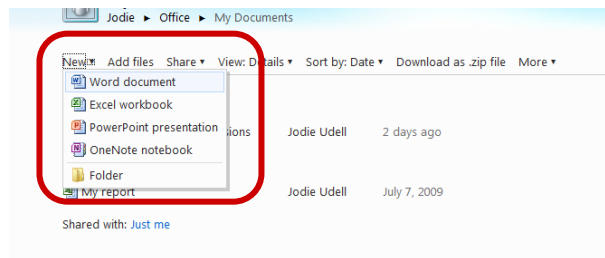
You can use your SkyDrive to create Word, Excel, PowerPoint, and/or OneNote files. If you do not have these applications available on your computer, this is a fast and easy way to create these types of documents. Please note, you will not have a full version of the applications, however, you will have the basic tools and you will be able to save as a Microsoft file.

Click on the **My Documents Folder**



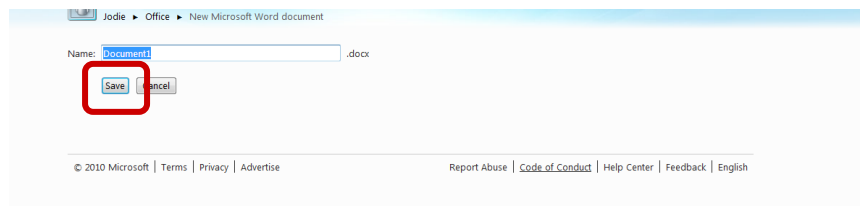
Click on the **New** button

Select the **Application** you want to use (Word, Excel, PowerPoint, or OneNote)



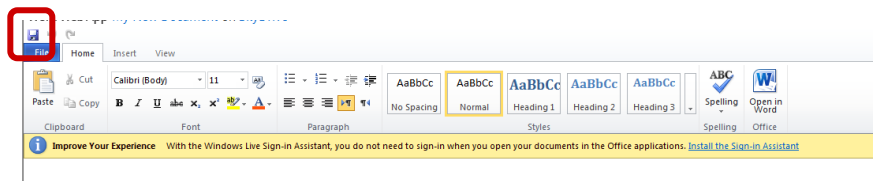
Type in a **Name** for the new document

Click on the **Save** button

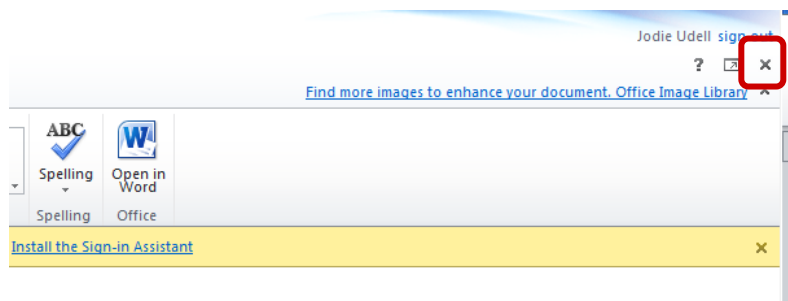


Create the **Document**

NOTE: Save your file changes frequently.



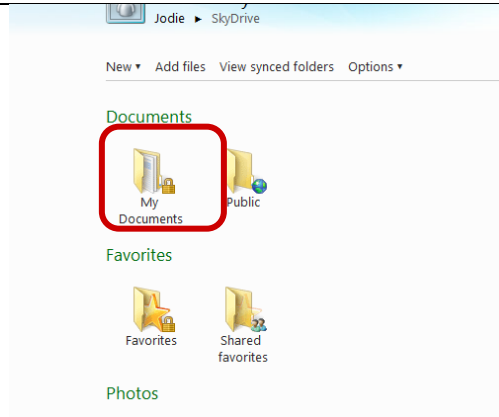
Click on the **"X"** to close the file when complete.



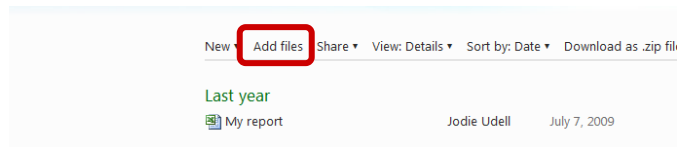
Adding Files

You can upload files and/or pictures and then access them from anywhere there is an internet connection.

Click on the **My Documents Folder**

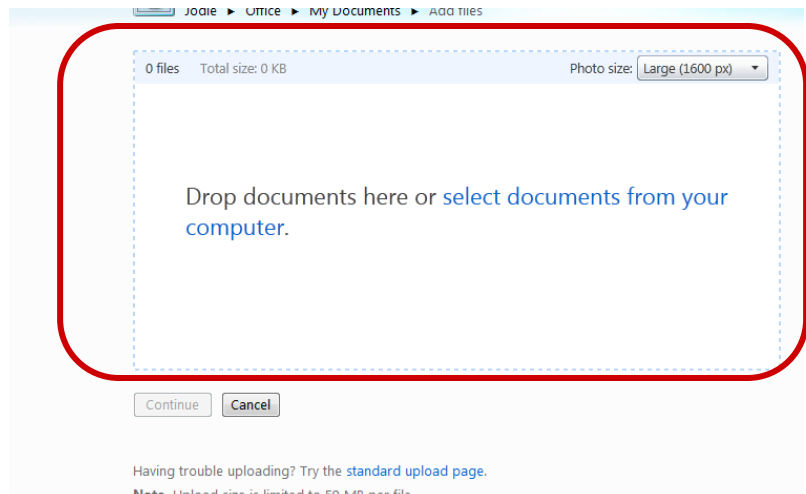


Click on the **Add Files** link



Click on “**Select documents from your computer**”

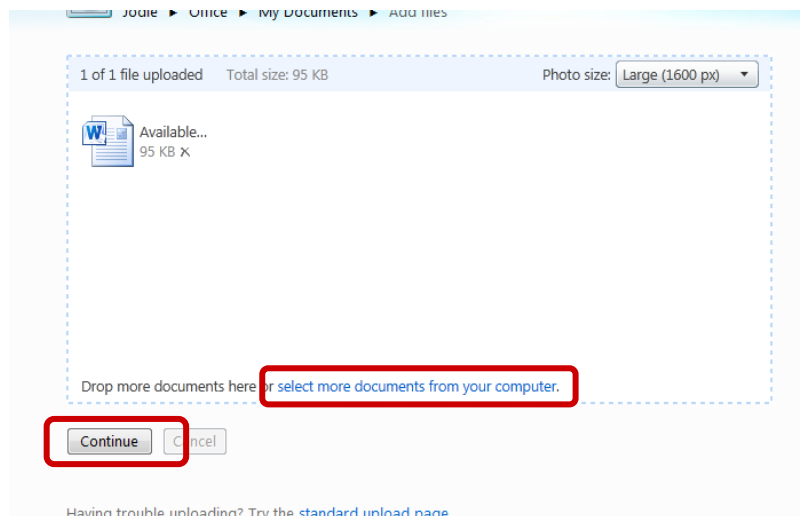
Find the **File on Your Computer**



Click on the “**Select more documents from your computer**” link

OR

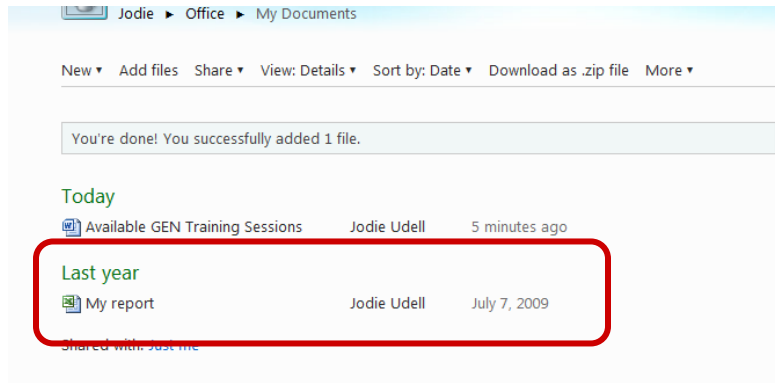
Click on the **Continue** button



The file(s) will appear in your **My Documents Folder**

NOTE:

- To Add More Files = Click on the Add Files Link
- To Create a Folder = Click on the New button & Select Folder



Modifying Any File

Once you have created/added a file to your SkyDrive you can move, copy, rename, download, delete, and/or edit the file.

Find the File in one of your folders

Hover over the **File**

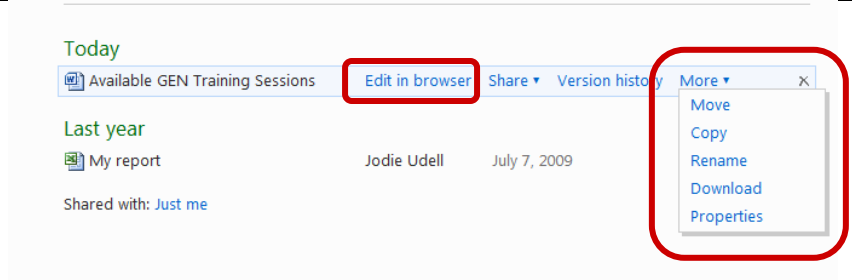
Click on the **Edit in Browser** link

OR

Click on the **More Link**

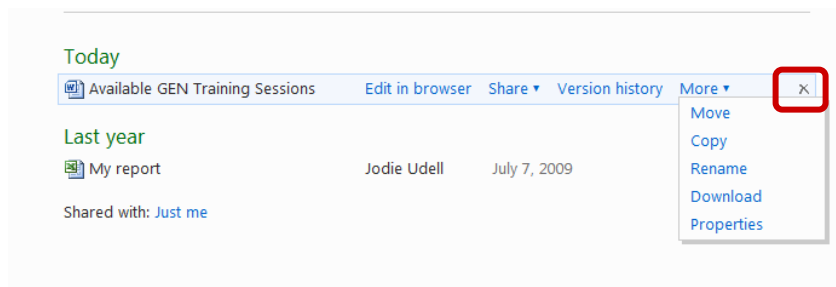
Select one of the **Following**:

- **Move** – Move the file into a different folder or a new folder.
- **Copy** – Copy the file into a different folder or a new folder.
- **Rename** – Give the file a new name.
- **Download** - Save a copy of the file on the current computer.



OR

Click on the **“X” icon to Delete** the file



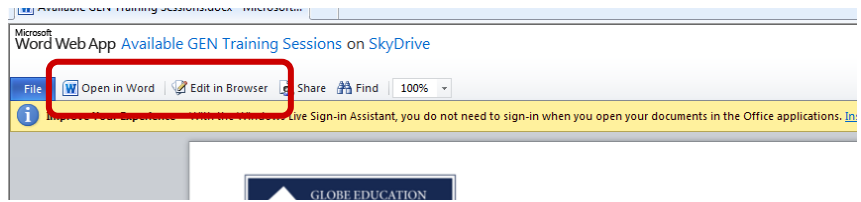
OR

Find the **File** in one of your folders

Click on the **File**

Use one of the **Following Options**:

- **Open in Word** (Excel, PowerPoint, or OneNote) – Open the file in the native application for editing.
NOTE: To open in Word you need to have MS Word installed on the computer.
- **Edit in Browser** – Make changes to the file using an editing tool in the browser.
NOTE: To edit in the browser MS Word does not need to be installed on the computer.



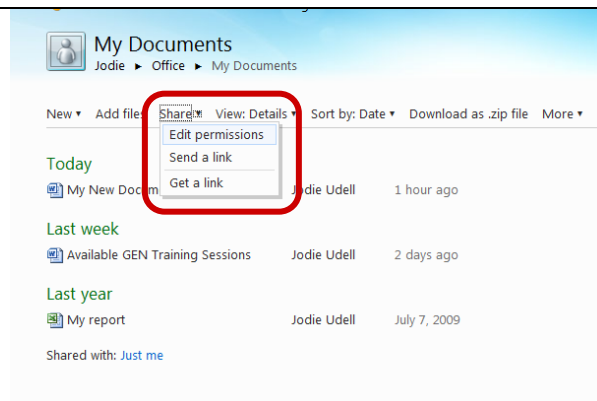
Sharing a File

You can share you files with everyone by storing the files in the “Public” folder or you can share your files with select people by changing the permissions on the My Documents folder.

Click on the **My Documents** folder

Click on the **Share** link

Select **Edit Permissions**

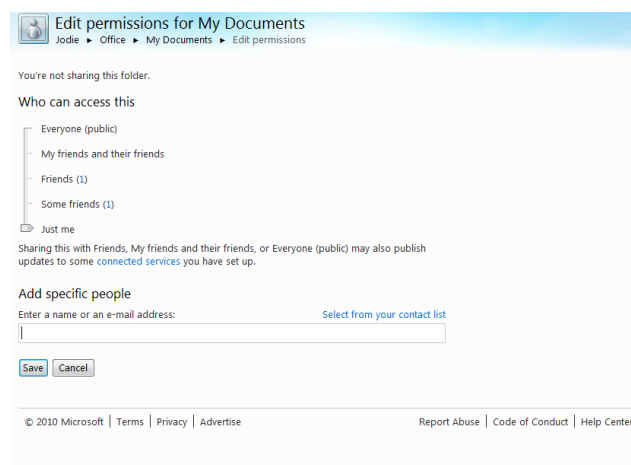


Adjust the slider bar to identify **Who Has Access**

OR

You can add a **Specific Person's MS Passport Email Address**

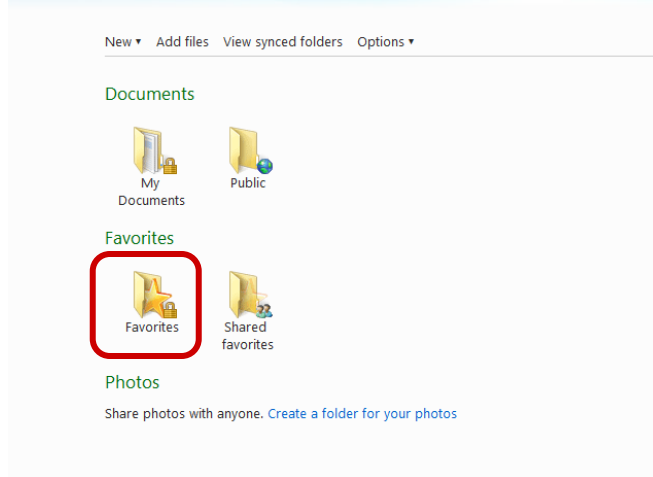
Click on the **Save** button



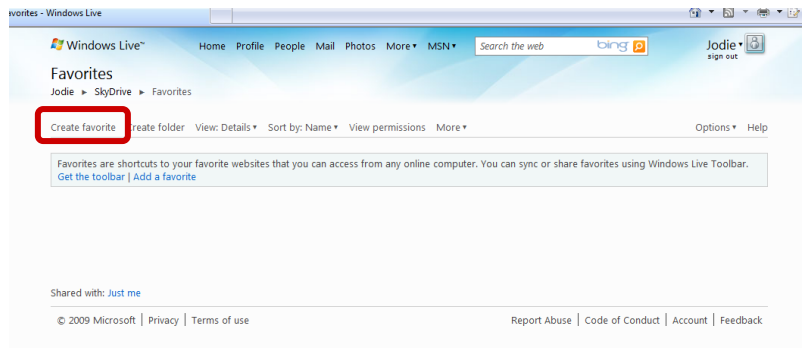
Add a Favorite Web Link

You can add your favorite web links to your SkyDrive. Once they are added you can access them from any computer that has an Internet connection.

Click on your **Favorites Folder**



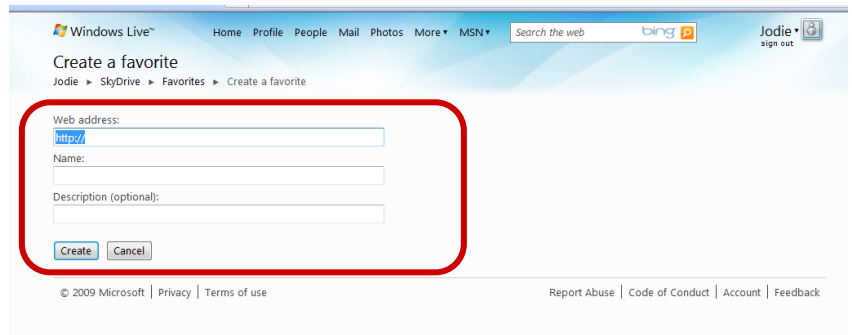
Click on the **Create Favorites** link



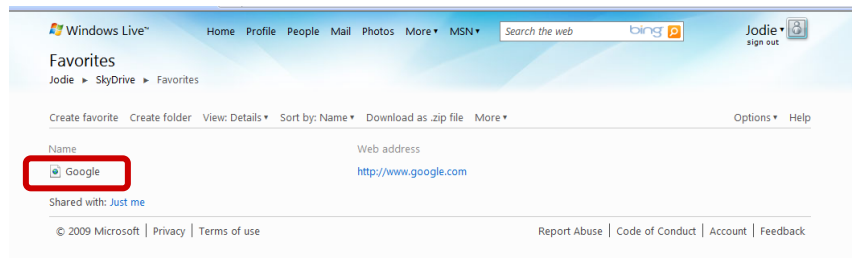
Type in the **Web Address**

Type in the **Name of the Site**

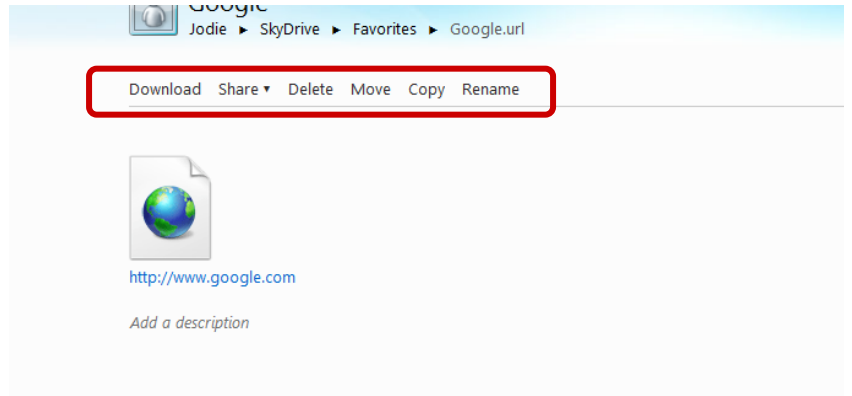
Click on the **Create** button



Your **Web Address(es)** will appear on the page



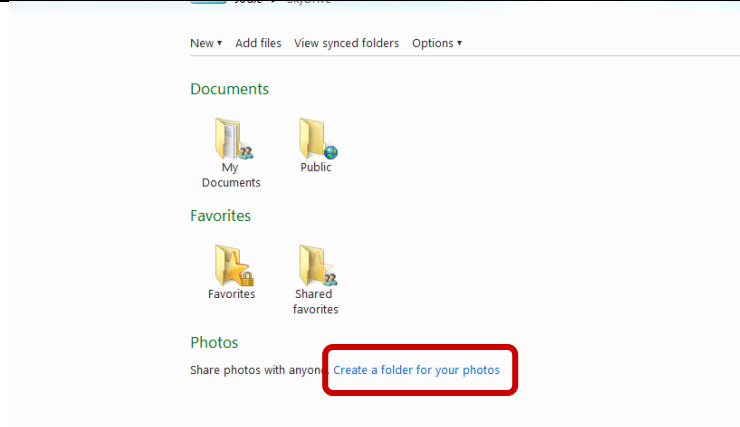
NOTE: To edit a link, click on the link name and then use the download, share, delete, move, copy, and/or rename links.



Add Photos

You can upload photos for you to access from any computer or you can share them with your friends and family.

Click on the **Create a Folder for Your Photos** link

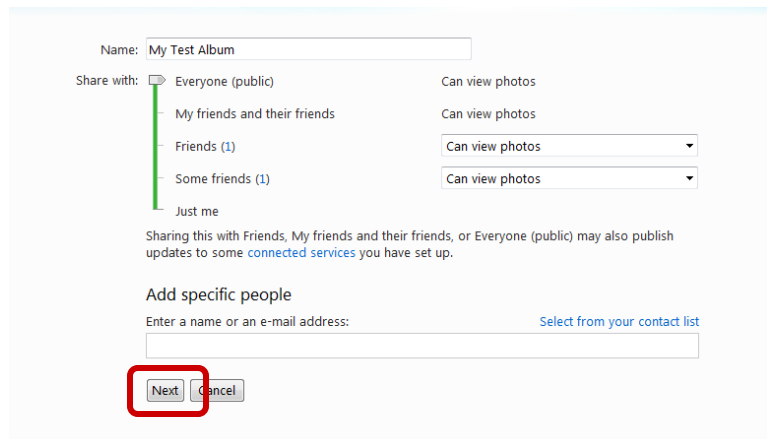


Give the **Album a Name**

Select the **Permissions**

OR

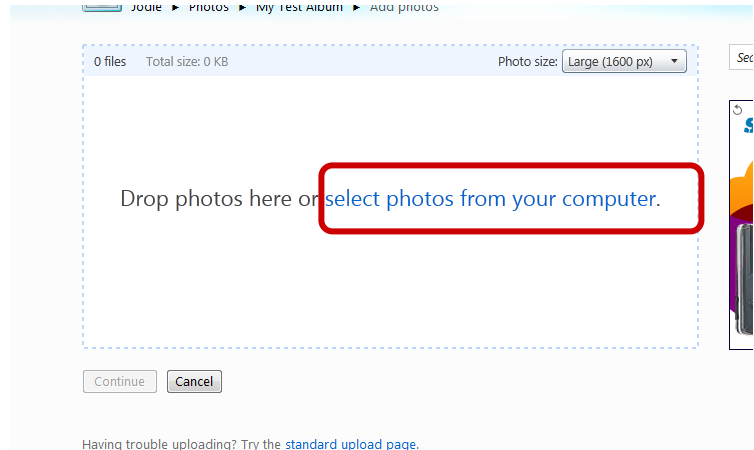
You can add a **Specific Person's MS Passport Email Address**



Click on the **Next** button

Click on the **Select Photos From Your Computer** link

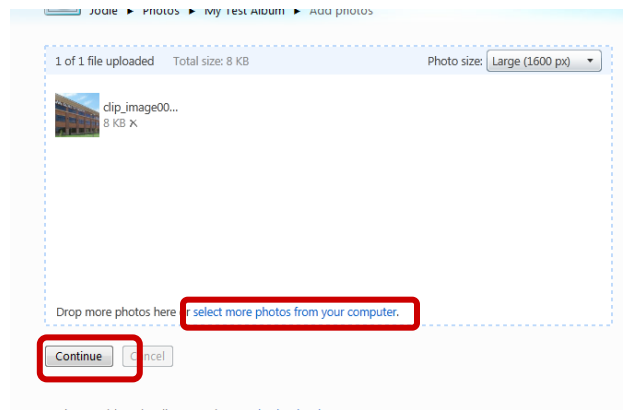
Find the **Photo** on your computer



Click on the **Select More Photos From Your Computer** link

OR

Click on the **Continue** button



Note: To make changes, click on the image and use the toolbar.

