



# Introduction to SkyDrive

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## **Introduction/Utility**

SkyDrive, a feature of ConnectMail, offers 25 GB of data storage for you to store documents, photos, and internet favorites online.

## **Requirements \***

SkyDrive is accessible through most web browsers.

*\*For added functionality, you can download the Windows Live Upload Tool, which requires Windows XP with Service Pack 2 or higher, Windows Vista, or Windows Server 2003. You must be using Microsoft Internet Explorer 6 or a later version in order to download. The upload tool allows you to upload more than five documents at a time and drag and drop files into folders.*

## **Accessing SkyDrive**

To access SkyDrive:

1. Sign into your ConnectMail account.
2. Click "SkyDrive" at the top of the page.

## **Folders within SkyDrive**

There are three categories of folders within your SkyDrive account: Documents, Favorites, and Photos. You can create folders within each of these categories.

To access your folders within SkyDrive:

1. From the SkyDrive homepage, click "Recent Folders".

To create a new folder within one of the categories:

1. Click "Create folder".
2. Give the folder a name.
3. Select the sharing options.
4. After the folder has been created, it will ask you to upload files. To do this, please see 'Adding/Uploading Documents'.

To move created folders into different categories of SkyDrive:

1. Click on the desired folder.

2. Click “More”—a drop down box will appear.
3. Click “Properties”. (see figure 1)

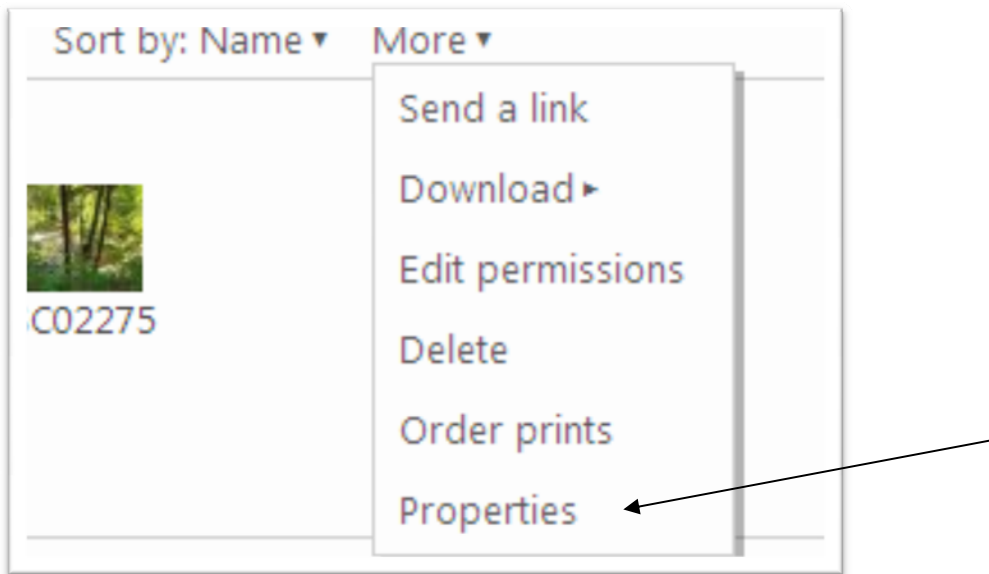


Figure 1

4. On the right side of the screen, click the name of the folder type underneath “Information”. (see figure 2)

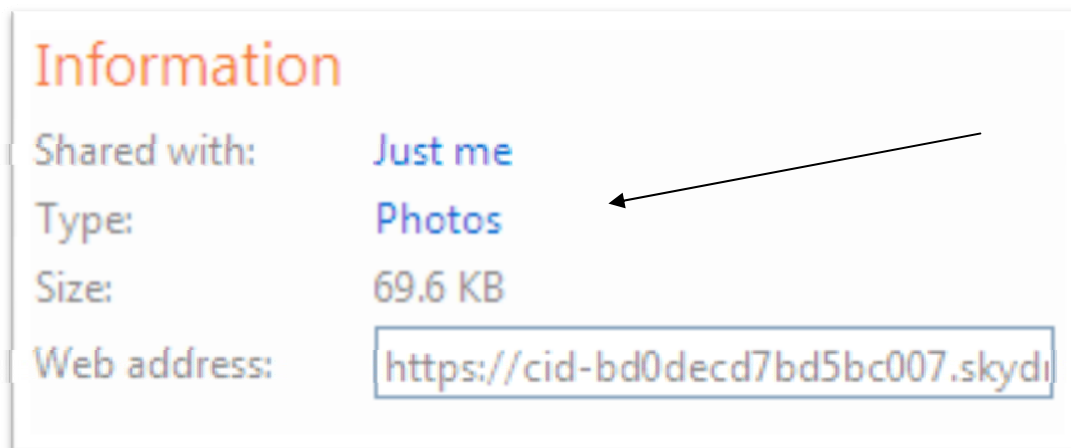


Figure 2

5. On the next screen, choose the desired location of the folder and click “Save”.

To delete a folder:

1. Click on the folder you wish to delete.
2. Click “More”—a drop down box will appear.
3. Click “Delete”.

4. A warning box will appear stating that you are about to permanently delete the folder and **all of its contents** from Windows Live SkyDrive. (see figure 3)

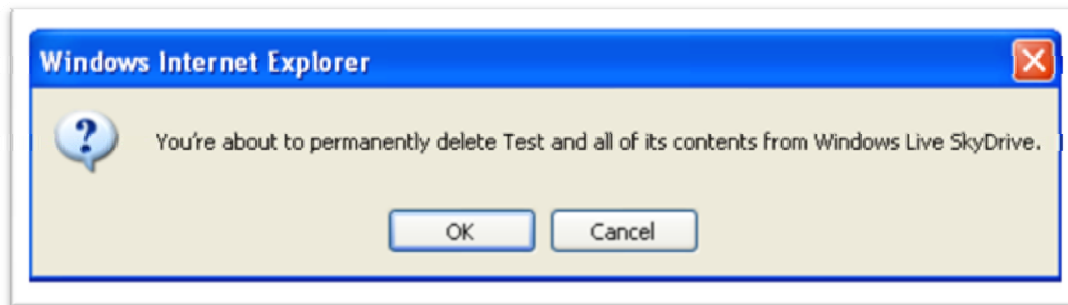


Figure 3

5. Click "OK" if you wish to delete. Click "Cancel" if you do not wish to delete.

### Adding/Uploading Documents

You can add up to five photos or files at a time. \*

*\* Users who have downloaded and installed the Window Live Upload Tool will be able to upload more than five files at a time. To learn more about the upload tool, please see 'Requirements'.*

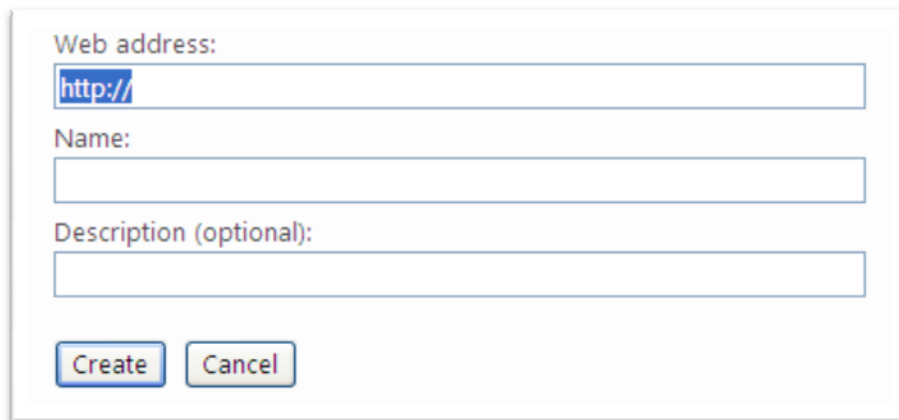
To add files or photos to a folder: \*

1. Click "Add files".
2. Select the desired location.
3. To choose the files, select "Browse".
4. Choose the file you wish to add, then click "Open".
5. After you have selected all of your files or photos, click "Upload" at the bottom left of your screen to add them to the folder.

*\* If you add only files or a mixture of photos and files to the folder created, it will appear in the 'Documents' category. If you add only photos to the folder created, it will appear in the 'Photos' category.*

Adding websites to your Favorites:

1. Click on the "Favorites" or "Shared favorites" folder.
2. Choose "Add a favorite".
3. Enter the web address. Name the site and you may add a description if you choose. (see figure 4)
4. Click "Create".



Web address:  
http://

Name:

Description (optional):

Create Cancel

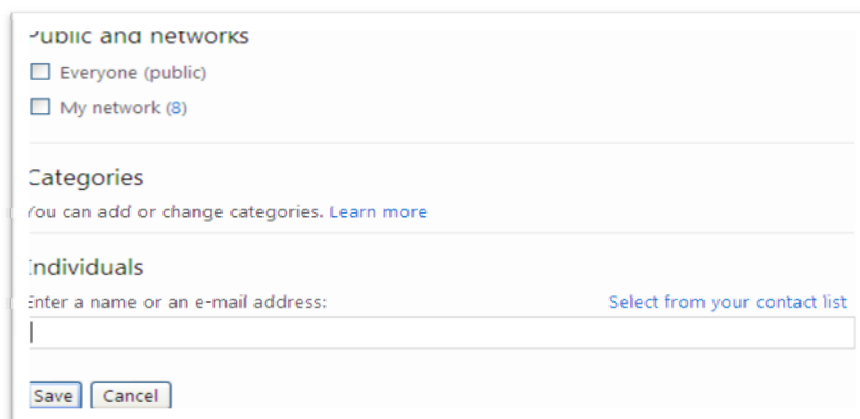
Figure 4

## Sharing Folders

A public folder has been provided for you to add documents that can be viewed by everyone on Windows Live. The permissions for this folder cannot be changed. Any folder created or that has been provided, other than the public folder, can have its permissions changed to allow certain individuals, everyone, or no one to view the contents.

To change the permissions of a folder:

1. Select desired folder.
2. Click “More”—a drop down box will appear
3. Select “Edit permissions”.
4. Choose with whom you would like to share the folder. If you only want to share it with certain individuals, you must enter their Windows Live email address or select from your contact list. (see figure 5)



Public and networks

Everyone (public)

My network (8)

Categories

You can add or change categories. [Learn more](#)

Individuals

Enter a name or an e-mail address: [Select from your contact list](#)

Save Cancel

Figure 5

5. Click “Save”.

## **Resources/Tips**

For more information about the Connect suite please visit:

<http://www.wcsu.edu/ithelpdesk/connect/>

Frequently Asked Questions:

[http://help.live.com/help.aspx?project=live\\_folders&market=en-US&querytype=keyword&query=qaf&tmt=&domain=cid-a22d06df117f295e.skydrive.live.com&format=b1](http://help.live.com/help.aspx?project=live_folders&market=en-US&querytype=keyword&query=qaf&tmt=&domain=cid-a22d06df117f295e.skydrive.live.com&format=b1)

Microsoft product and technology tutorials:

<http://www.microsoft.com/education/tutorials.msp>