Windows Live – Sky Drive Handout

Sky Drive – Free password protection online storage

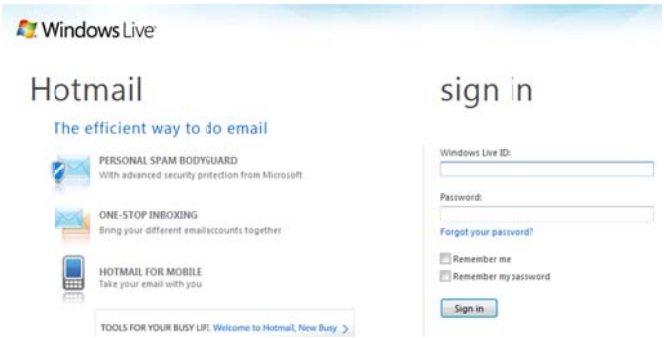
1. **What is Windows Live Sky Drive?** Free 25 GB online storage means you can store, access, and share your files online with friends or co-workers, from anywhere. With 25 GB of free, password-protected online storage, you've got the freedom to share large photos, files, and documents. You set the passwords and you decide who sees what, so you have confidence that your data is in your control.

2. **Personal Folders:** Store your files online and access them with virtually any Web-enabled computer or mobile device—whether it's yours, a friend's, or a public computer.
   Drag and Drop Files: Uploading content is as easy as dragging and dropping the files from your computer onto the Web.

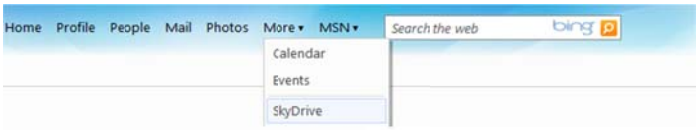
3. **Share Folders:** Working on a project with classmates, co-workers, or family? With shared folders, the whole crew can upload, download, and collaborate with you on documents and other files.

4. **Direct links:** Each folder on SkyDrive has a unique Web address, so you can save the link as a favorite or copy-and-paste it into e-mail or other documents for direct access.

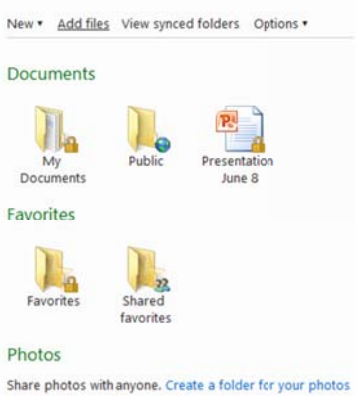
Step 1. How do I access my Windows Live Sky Drive?
Log into your Windows Live – Hotmail E-mail account.



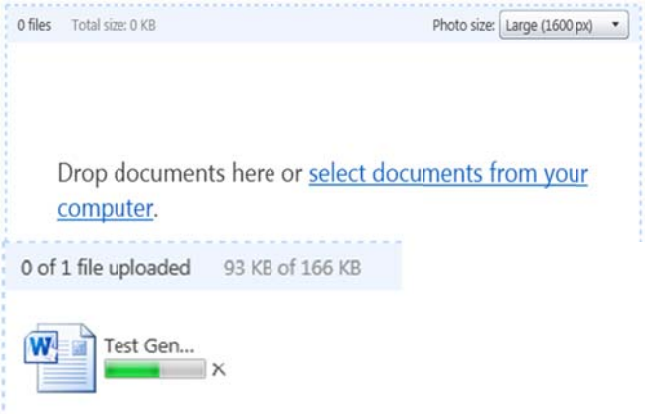
Step 2. Click on More, then select Sky Drive
(See example on the right hand side). **--->**



Step 3. How do I add documents to my Windows Live - Sky Drive account (25 G.B.) online storage? Click on Add files, then in My Documents select a Folder.
(See example on the right hand side). **--->**



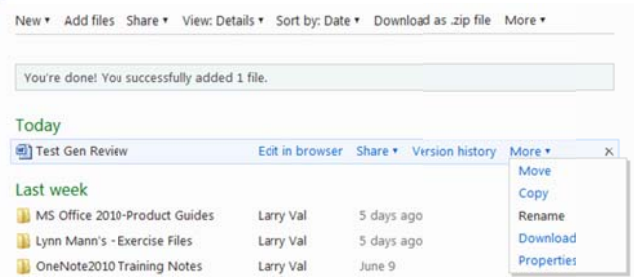
Step 4. **Click on "Select documents from computer" Find the document from your "My Documents" or "Flash Drive" and then select the file and then click open.**



Step 5. **Here is an example of how a file looks like when you upload it. Click Continue.**

Step 6. **Here is an example of a file uploaded to your Sky Drive My Documents section.**
You can:

- **Move the file to another folder**
- **Copy the file to another folder**
- **Rename the file**
- **Download file to your local drive or flash drive**

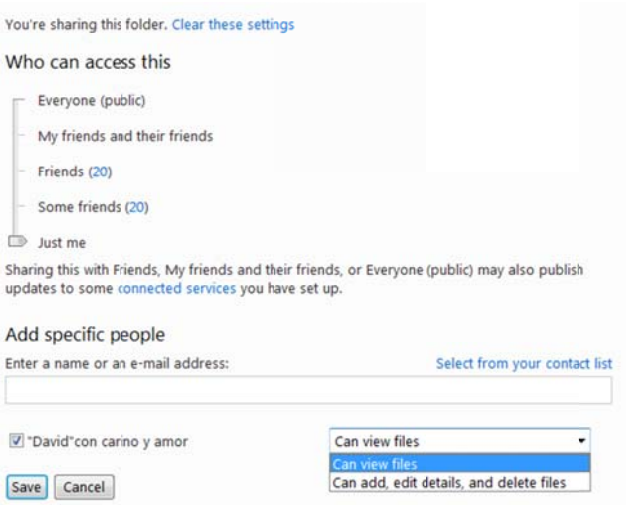


Step 7. **You can also share your documents with family, friends, public (optional) or just me by clicking on Share, then selecting Edit Permissions (see sample on the right hand side).**

You can also add specific people by entering their e-mail address in giving them permission to only:

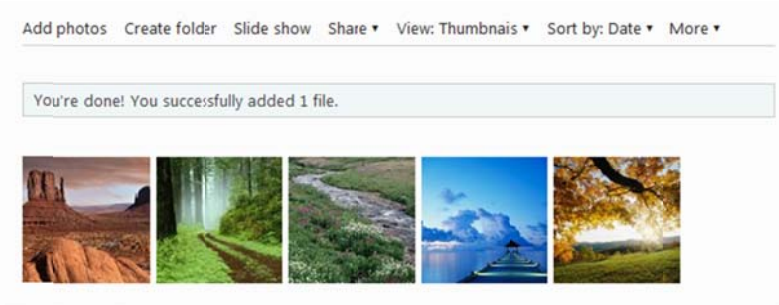
- **View files**
- **Can add, edit details, and delete files.**

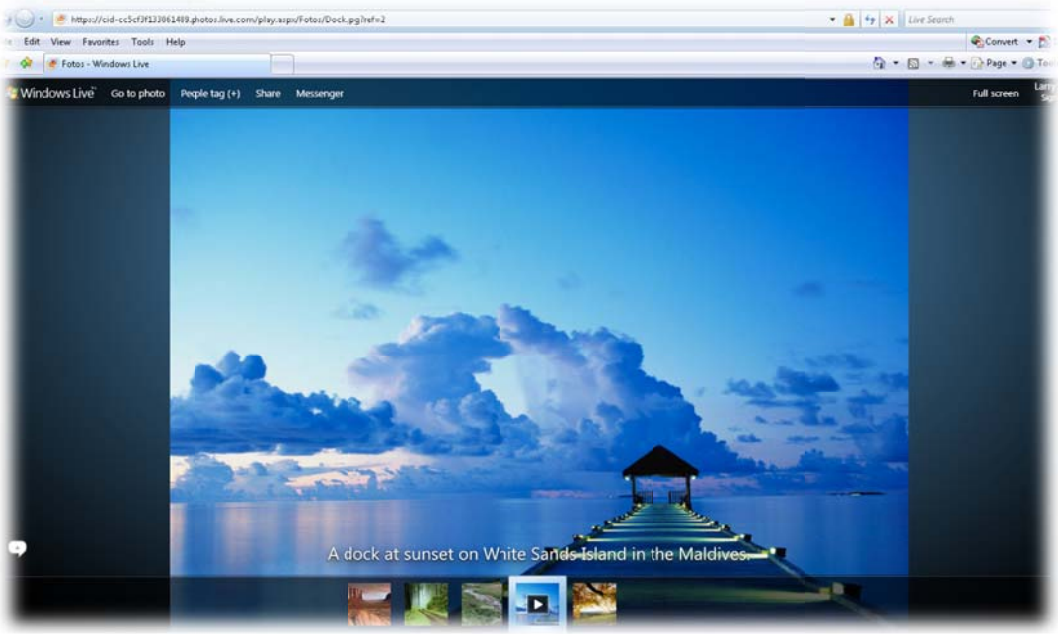
Note: Click Save to update changes



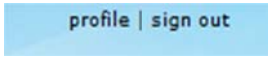
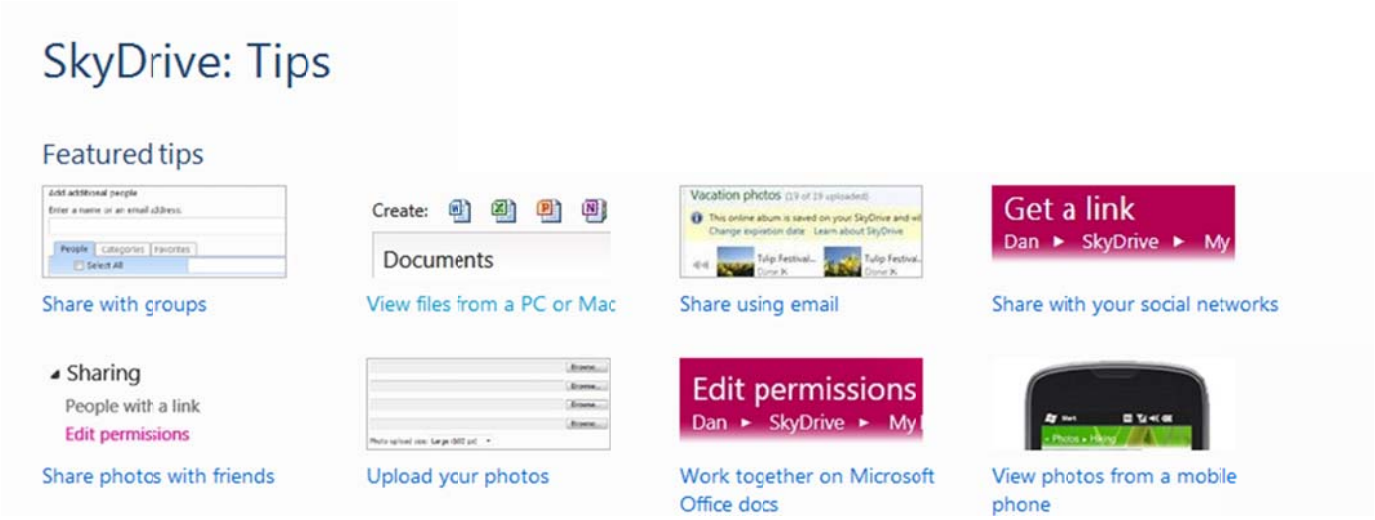
Step 8. **How do I drag and drop photo files into my Sky Drive account?** **Click on Photos, then Create an Album, then click on Add Photos, then you can drag and drop photos to the middle area or select photos from your computer, then click Continue. See sample below.**

Step 9. **<u>You can also view a slide show of your pictures</u>.**





Step 10. ***<u>How do I exit out of my Sky Drive account?</u>*** ***On the right hand side, click on*** **Sign Out.**



Step 11. Tips on Windows SkyDrive: Go to http://explore.live.com/windows-live-skydrive-using