

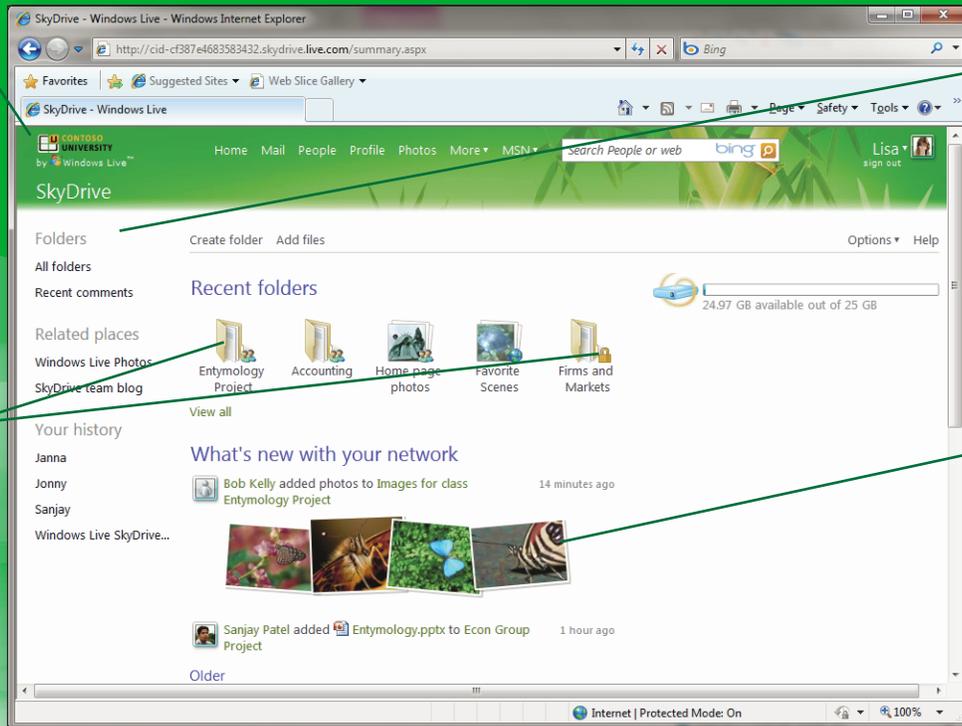
Windows Live™ SkyDrive™ gives you access to ample storage—25 GB, to be exact—collaboration tools, and file and photo sharing wherever you can connect to the Internet. Think of it as your thumb drive in the cloud. Part of the no-cost Microsoft Live@edu suite of applications, SkyDrive is the perfect place to store personal documents and educational resources, upload files for group projects, or post your favorite spring break photos for friends to see. And you can do all this from any web browser, any time, any place, and with no commercial advertising.

### Show your school spirit

Like all Live@edu applications, SkyDrive can be co-branded with your school logo and colors to be consistent with your brand and school identity. Using your single school ID, sign on to access links that take you to your school's home page, calendar, e-mail, and more.

### Safely share and store files

With SkyDrive, you always control who sees what. Use shared folders to work on group projects—members can upload, download, and collaborate on related files. Use personal folders to store private files and documents.



### Get organized

Upload, organize, and store files and photos in folders you create. SkyDrive supports the creation of up to 480 top-level folders and unlimited subfolders. Make one for everything you need: personal documents, class projects, photos, favorite blogs, and more.

### Start your own photo gallery

Turn SkyDrive into your personal photo gallery. Share and view photos as thumbnails or in slide shows. SkyDrive supports JPG, JPEG, GIF, PNG, BMP, TIF, and TIFF file types.

## Access Windows Live SkyDrive from multiple platforms and browsers

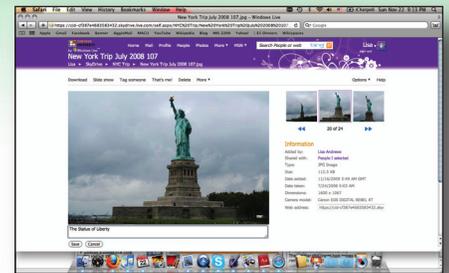
Use SkyDrive from Windows® and Mac® operating systems on Internet Explorer®, Firefox®, and Safari® for easy access to your files and folders wherever you go.



Use any browser to upload files. Here, a college student uses Internet Explorer to drag an image for a group project from her hard drive to SkyDrive so she can share it with her classmates.



View your photos—or a friend's—as a slide show directly from your Web browser. Here, a college student watches a slide show of vacation photos in her Firefox browser.



Access personal and shared files and photos from a Mac or a PC. Here, a student adds a caption to a photo through her Safari web browser.

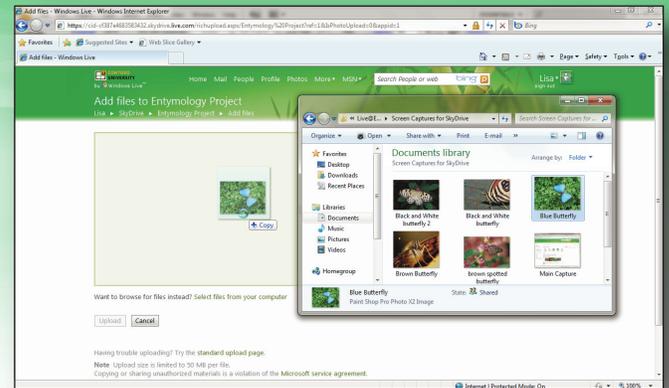
## Trade in your thumb drive

Don't fret if you show up to study group without the outline you saved last night. With 25 GB of online storage, you don't need to save files to a thumb drive or make hard copies to distribute to classmates.

SkyDrive allows you to upload files and photos as large as 50 MB in size each. So trade in your thumb drive and start storing everything you need directly from your web browser.



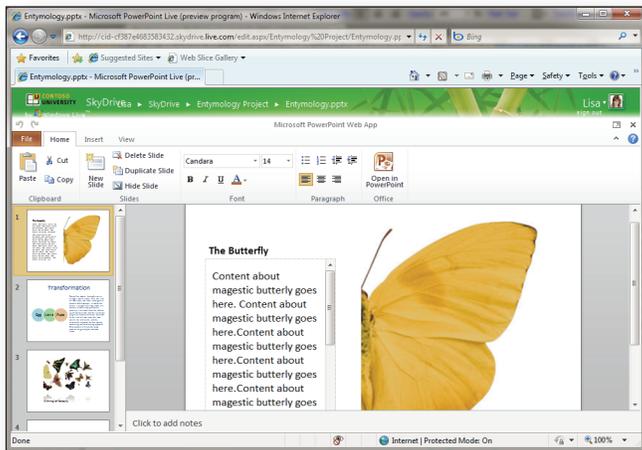
## Drag and drop to quickly upload files



Adding files to a folder is a breeze when you install the SkyDrive Upload Tool. Here's how:

1. Click a folder to open it.
2. On the menu bar, click **Add files**.
3. The first time you do this, you see a link that says **Install the upload tool**. Click the link to activate the drag-and-drop functionality.
4. Open the folder on your hard drive that contains the files you want to upload.
5. Drag the file you want into the area that says **Drop files here**.
6. To add more files, drag them to the area that says **Drop more files here**, and click **Upload when you're done**.
7. Click **Upload**.

## Create Microsoft Office files from your browser

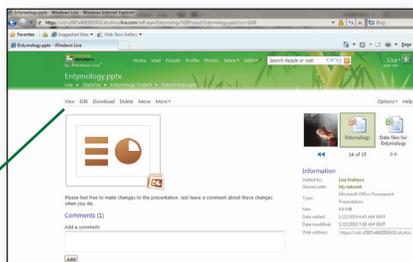


Class work has never been easier. SkyDrive provides access to Microsoft Office Web Apps, so you can view and edit files in Excel®, Word, PowerPoint®, and OneNote®. To create a new file:

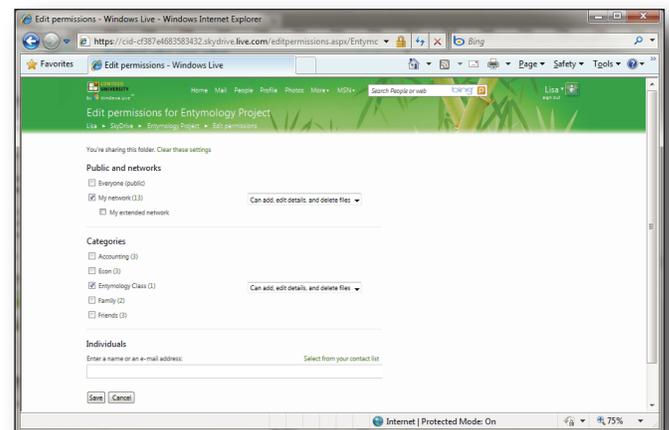
1. Open the folder where you will save the new file.
2. Click the **New** **New** link in the folder's menu.
3. Select the file type. For example, if you want to create a slide show, choose **Microsoft PowerPoint Presentation**.
4. Name the presentation.
5. Click the **Create** **Create** button. The Web App will open, and you can immediately begin adding and designing slides.
6. The Web App saves changes automatically in real time.

To work with a file a classmate or friend shares with you:

1. Click the shared file.
2. A page will display with a file menu and information about the file.
3. Click **View** to simply view the file. Click **Edit** to make changes right in your browser. Click **Download** to copy the file to your hard drive.



## Control who sees what



With SkyDrive, you can decide who sees what. Each folder you add or create can have one of three permission types assigned to it: **Private** folders are seen only by you; **Shared** folders can be viewed and/or edited by your network or individuals you select; and **Public** folders can be seen by everyone. When you initially create a new folder, you assign rights. But you can always change them later. To do so:

1. Open the folder for which you want to change rights.
2. Click **More** **More**.
3. Select **Edit permissions**.
4. Check the appropriate boxes and/or enter the addresses for individuals you want to add.
5. Click **Save** when you finish.