



Brownsburg Senior Academy

Windows Live SkyDrive FAQ

What is this and why would I want to use it?

Having trouble saving files in your VDI sessions or transferring your files from your computer to your G:drive? This may be the answer for you!

In your Outlook email (aka Windows Live email) – you have free, online storage that you can use anytime, anywhere as long as you can access your email? It is a service provided by Microsoft and can help you save your files or transfer them to/from your G:drive.

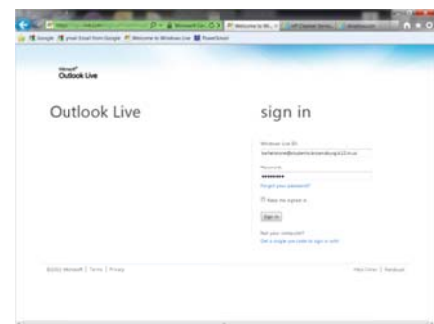
Some basic features/info:

SkyDrive is a way to store your files online conveniently and securely. With SkyDrive, you get **25GB** of free storage space you can use to:

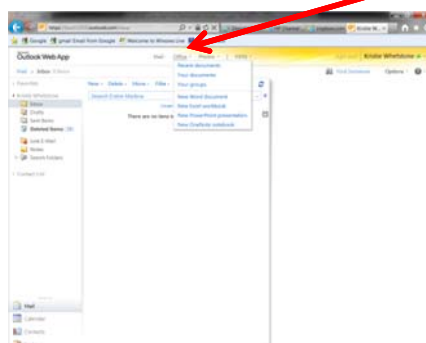
- Password-protect important files and folders
- Manage all of your files, folders and subfolders (maximum 50MB per file)
- Share your SkyDrive folders with contacts
- Assign individual permissions (to read, modify, delete)
- Use easy “drag and drop” file sharing features

How do I access my SkyDrive?

- Go to your Outlook email – www.outlook.com
- Login



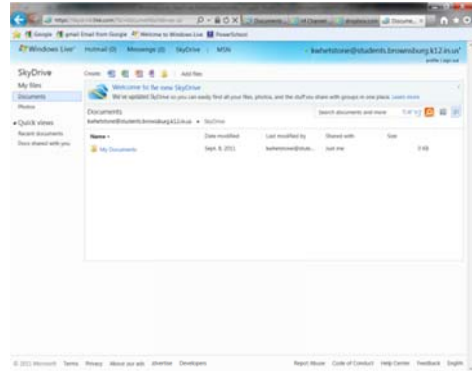
- On your “Home Page” – click on the Office button at the top





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Now click on "Your documents" and your SkyDrive will open!



Since this is a Microsoft product – all of the programs you know are available – Word, Excel, Powerpoint, and OneNote.

But – it is NOT the full version of the programs as you are used to. It just has the basics – not all of the fancy bells and whistles!

If you want to find out more information about your SkyDrive - check out the information sheet I attached to the email.

Or you can visit: <http://windowslive.com/Online/SkyDrive>