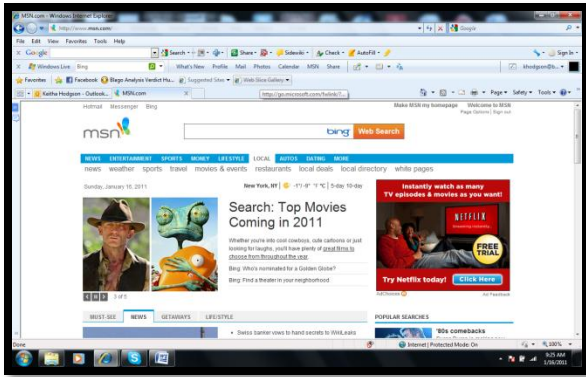
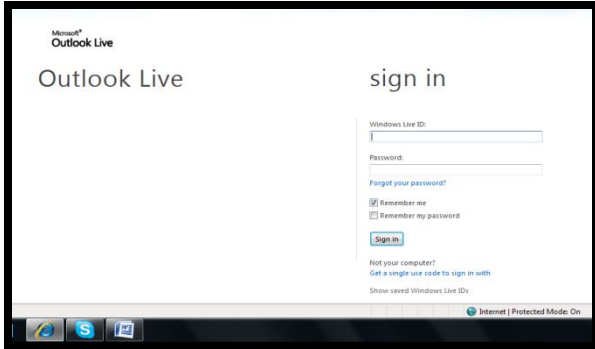


# Skydrive Guide – Online Storage



Launch your internet browser application and from the Home page, enter the URL for Live@edu which is as follows:

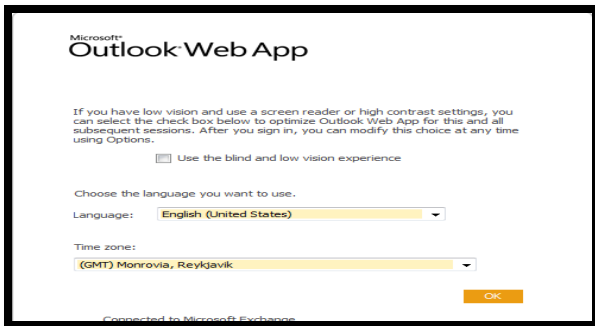
[www.outlook.com](http://www.outlook.com)



The sign-in screen will appear. Enter your username and password and click the Sign In button e.g.

[aouterbridge@bermudaschools.bm](mailto:aouterbridge@bermudaschools.bm)

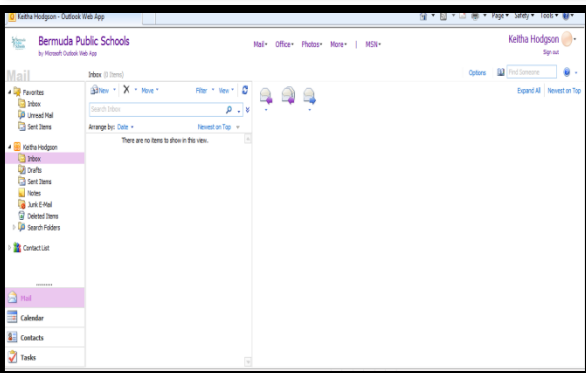
password



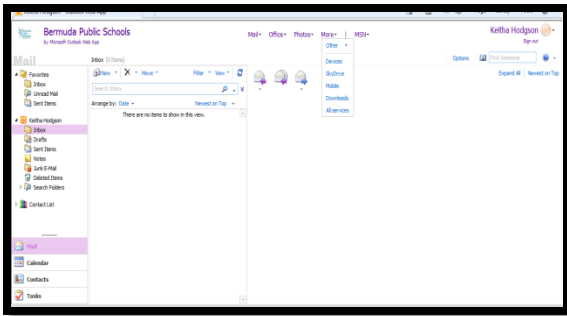
Click the Time Zone drop down box to bring up a list of time zones



Select Atlantic Time (Canada) from the Time Zone drop down box and then click the OK button.



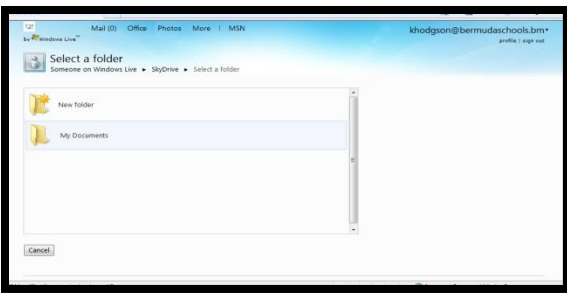
You have now signed onto Outlook Live.



To access your Skydrive, select Skydrive from the More menu near the top of the page.



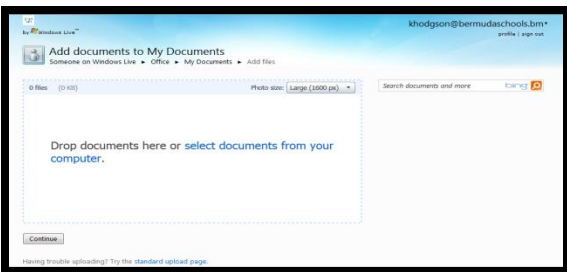
Click the I accept button of this screen to continue.



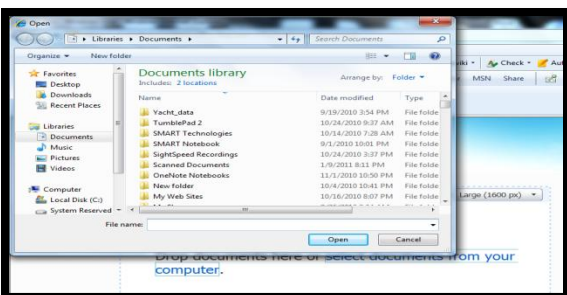
Click the My Documents Folder or create a new folder if needed.



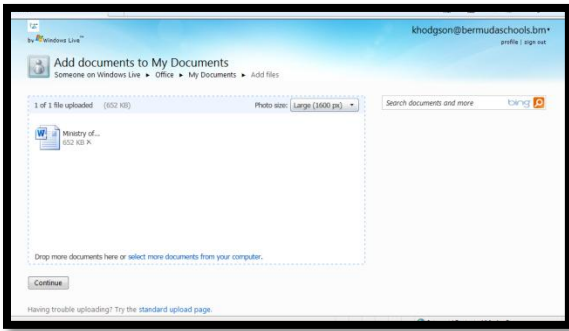
Click on Add files from the menu near the top of this screen to upload a file or photo.



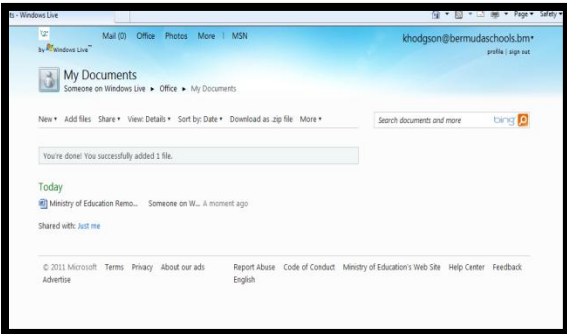
Click on the text, "select documents from your computer"



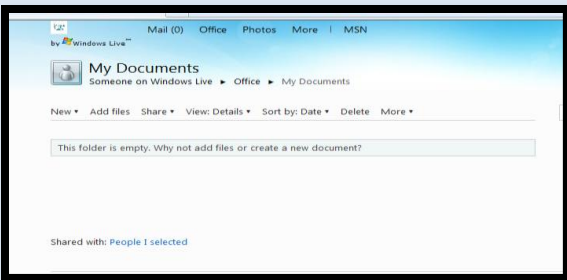
Browse to the location where the file resides and then click the file name and then click the Open button to upload the file.



The file will get uploaded and all that is left to do is to click the Continue button.

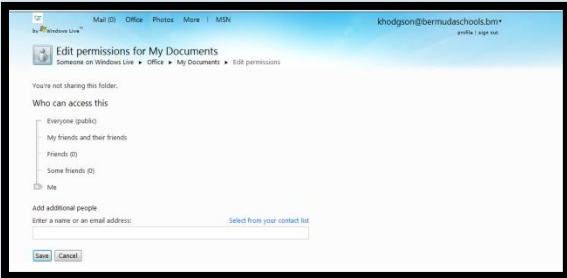


You will receive a message indicating that your file has been successfully uploaded. To go back to the Home page of Outlook live, simply click on the Mail link at the top of the page.



### Sharing a file (optional)

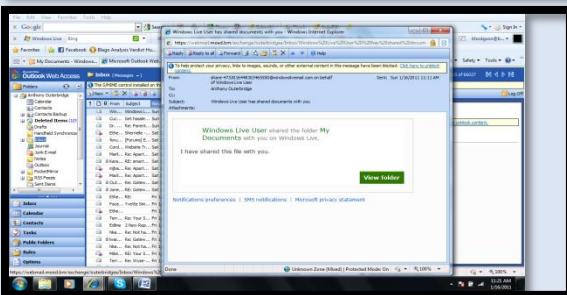
Select Edit Permissions from the Share drop down menu near the top of this screen.



To share with someone, simply enter the person's email address in the Enter anem or email box and then click the Save Button.



You can enter a simple message indicating that you have shared this document with the person in the "Include Your Own Message" box and then Click the Send button.



The person whom you sent the message to, will receive a message indicating that a file has been shared for him to access. Clicking on the View folder, will provide him/her access to that file.