



Think about all of the different devices you use every day

- ◆ You take pictures with your phone.
- ◆ You create and edit important documents on your work PC.
- ◆ On your home laptop at home, you work on your assignments and share photos. *Wouldn't it be nice if your files came with you easily across your devices?*
- ◆ With SkyDrive, you'll never be without the documents, notes, photos, and videos that matter to you.
- ◆ Store anything on SkyDrive and it's automatically available from any device.

Here are a few ways that SkyDrive can help you

- ◆ Access your files easily from any device
- ◆ Upload and access files on SkyDrive from your PC or Mac using any browser.
- ◆ Browse files on your smartphone's browser or get the free SkyDrive app for your Windows Phone or iPhone.



Work together online with Office Web Apps

- ◆ Use free companions to Microsoft Word, Excel, and PowerPoint to view, edit, share, and work together with anyone on documents stored on SkyDrive.
- ◆ Be productive no matter what programs you or your friends have installed.

Simple sharing for big files and photos

- ◆ SkyDrive gives you plenty of storage to share files or photos across PCs, Macs, and smartphones—without worrying about attachment limits. The people you share with can view your photos in a slide show online

You can take your work wherever you go

- ◆ Take notes, create assignments, and capture anything while you're on the go. It is all automatically available from SkyDrive to edit and share.

Be Smart! Save yourself hassle

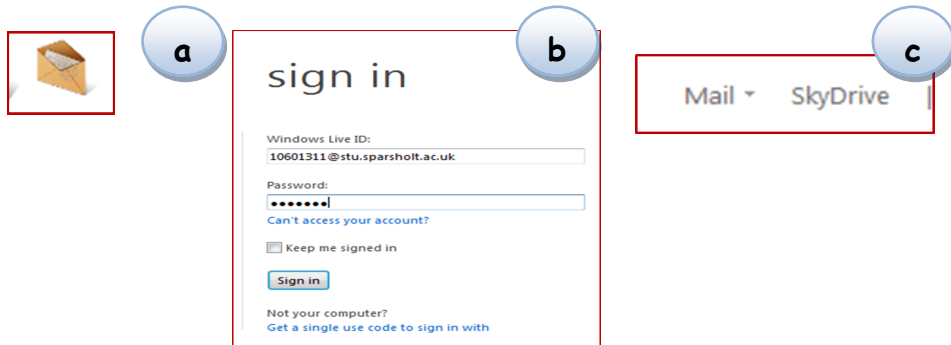
Keep your college assignments, photographs and notes on SkyDrive—avoid the hassle of losing work, breaking or losing your memory stick or running out of space on your user drive for your photos.

The screenshot shows the SkyDrive web interface for a user with the email 10601311@stu.sparsholt.ac.uk. The interface includes a navigation sidebar on the left with options like Files, Documents, Photos, Recent docs, Shared, and Computers. The main area displays a file list with columns for Name, Date modified, Last modified by, Shared with, and Size. A notification banner at the top encourages downloading the SkyDrive application for PC or Mac.

Name	Date modified	Last modified by	Shared with	Size
Documents	03/05/2012	10601311@stu.sparsh...	Just me	716 KB
Pictures	03/05/2012	10601311@stu.sparsh...	Just me	0 KB
Public	03/05/2012	10601311@stu.sparsh...	Everyone (public)	0 KB
VOICE_PANEL_SRV_RM	08/05/2012	10601311@stu.sparsh...	Just me	17 KB

How to logon to SkyDrive

- ◆ Logon to moodle, using your username and password
- ◆ Click on to the email icon centre of screen (fig a)
- ◆ Log on to your email account, using your full college email user name and password. (fig b) - eg **1061311@stu.sparsholt.ac.uk**
- ◆ Click on to the SkyDrive icon. (fig c)



 **OR Go straight to the internet** and type in: <https://skydrive.live.com/>

- ◆ You can now create new files by clicking on the icons (fig d)
- ◆ Save them to SkyDrive (**File save**) (fig e)

The image shows the SkyDrive web interface. Callout 'd' points to the 'Create' section with icons for Word, Excel, PowerPoint, and OneNote. Callout 'e' points to the 'File' menu in a Microsoft Word Web App window, which is open to a document named 'jg.docx'. The menu options include 'Open in Word', 'Print', 'Share', 'Email a Link', 'Download a Copy', 'Previous Versions', 'Give Feedback to Microsoft', 'Privacy', and 'Terms of Use'.

Be SkyDrive Smart! Save yourself hassle

With SkyDrive, you'll never be without the documents, notes, photos, and videos that matter to you. Store anything on SkyDrive and it is available from any internet enabled device.

