Introduction to Windows Live SkyDrive

What is SkyDrive?
7 GB of free online storage available to La Salle faculty, staff and students. It works best with Microsoft Office files (Word, PowerPoint, and Excel) and photos.

A tool for creating and editing Word, PowerPoint and Excel documents online, instead of saving them to a computer.
A way to share files and collaborate.

How to Access SkyDrive
Access the tool from the mylasalle portal or directly from https://skydrive.live.com.

Your Windows Live ID is your La Salle email address (ex., morris@student.lasalle.edu).

For faculty/staff, the password is in the form of MMDDYY.abc, where MMDDYY is your six-digit birthday, and abc is the first three letters of your La Salle username.

Students should use the same password you use to log into email.
Uploading Files for Storage and Transfer

Click Create and then Folder to create folders to organize your files.

Click Upload to upload files from your computer to SkyDrive.

Creating Documents

You can create, edit, format, and save Microsoft Office files online from within SkyDrive.

Click Create to create new documents in SkyDrive.

Managing Files

Click the checkbox for an item to gain access to additional tools for managing or modifying that item, such as to Download the file or to view the Manage menu.

The Manage menu includes the options to move, delete, or review the version history for a file.
Navigating Around SkyDrive
Click on any folder or file to open it.
Use the breadcrumbs to navigate backwards from subfolders.
Click Files to return to your SkyDrive homepage.
Click Recent docs to access recently opened files.

Display Settings
Use these icons to change how the files are displayed or sorted (such as icon or file list view).

Viewing Files
Click “x” to exit a file viewed in the browser and return to the file menu.
Sharing Files for Review and Collaboration
To share a file or folder, click the checkbox for the item, and then click Share.
You can choose to share the file by sending it by email or by getting a link to the item.

Allowing Editors
This checkbox controls whether others can edit or contribute to your file or folder.

- **Recipients can edit**: Check this box to allow recipients to edit the file.
- **Require everyone who accesses this to sign in**: Check this box to require sign-in for access.

Send a link to "CP Town hall meeting Feb 2012.pptx" in email

- **To**: [enter email address]
- **Include a personal message (optional)**: [enter message]

Share | Cancel
SkyDrive Apps Allow You To Access Files From Anywhere
Visit [http://apps.live.com/skydrive](http://apps.live.com/skydrive) for more information!

**SkyDrive Desktop App**
Allows you to sync files between your computer and your online SkyDrive account.

**Smartphone Access**
The SkyDrive app is also available for some phones.

**Getting Help**

**La Salle ResNet Helpdesk**
Online: [http://helpdesk.lasalle.edu](http://helpdesk.lasalle.edu)
Phone: Ext. 1788 (on campus); 215.951.1788 (off campus)