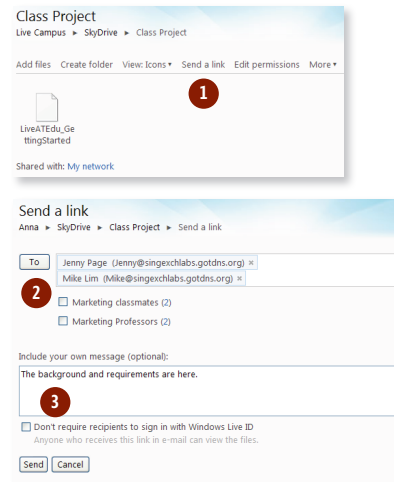


Share Folder Contents

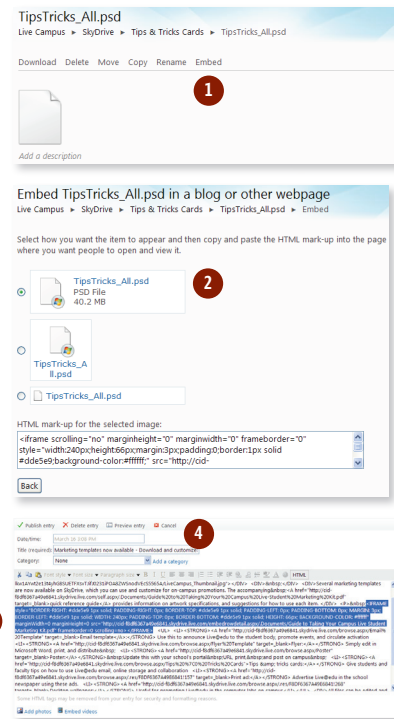
- 1 Go to the folder you want to share, and click **Send a link**.
- 2 In the **To** dialog box, type the e-mail addresses of the students or staff with whom you wish to share this file.
- 3 You can **Include your own message** if you wish. Click **Send**.
Students and staff will be informed by e-mail that you have shared this folder with them.



Embed a File into a Blog or Web Page

Before you start, set the permission for the file so that it is Shared with Everyone (Public).

- 1 Go to the file you want to embed. On the menu above the file, click **Embed**.
- 2 There are several layouts to choose from. Select the one that best fits your blog layout. Based on your chosen layout, the appropriate HTML code will be displayed in the dialog box.
- 3 Copy the code that appears in the message box.
- 4 **Preview** or **publish your blog entry** to see the embedded file.
Your students and other readers can now view or download this file by clicking on this link.



Microsoft® Live@edu

User Reference Guide for SkyDrive™

SkyDrive allows you to store your files online conveniently and securely and access them from anywhere. As a Live@edu user, you get 25 GB of free storage space.

Upload a File

- 1 Log on to **Microsoft Live@edu** and select **SkyDrive**.
- 2 Click **Create folder**.
- 3 In the **Name** dialog box, give your new folder a name, then click **Share with**: to select with whom you want to share its contents.
You can choose to share with:
 - **Everyone:** Your folder will be visible to anyone with a Windows Live™ account
 - **My network:** Your folder will be visible to people you have added to your Windows Live network
 - **Just me:** Your folder will not be visible to anyone
 - **Select people...:** Your folder will be visible to people you select

Tip: Use Select people... to create a group of your student contacts by class.

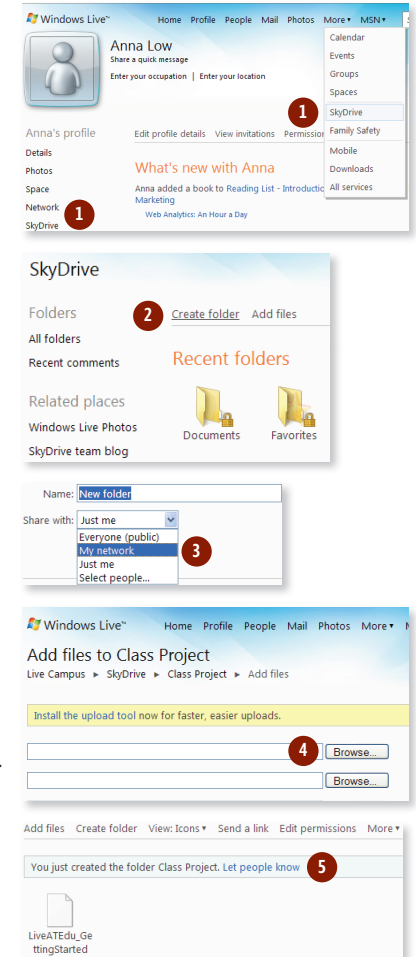
- 4 Click **Browse** and select the files you want to upload from your computer.

Each file can be up to 50 MB in size.

Tip: You can install the SkyDrive upload tool for faster uploads. Click Install the upload tool to install it on your Desktop. Once installed, you can drag and drop files into this tool to upload files to SkyDrive.

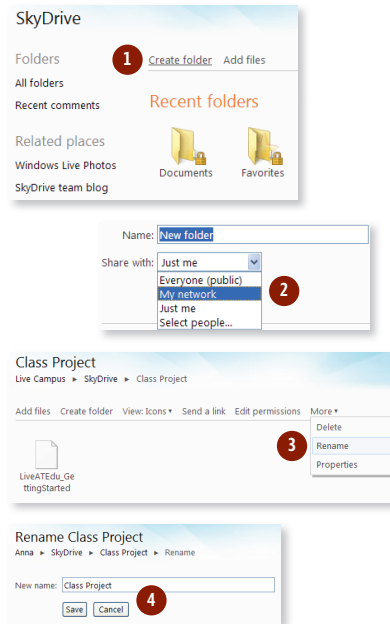
- 5 Click **Upload**.

Do not close or leave the page while Live@edu uploads your files. Your file is now on SkyDrive! You can let people know, upload additional files, or modify access permissions.



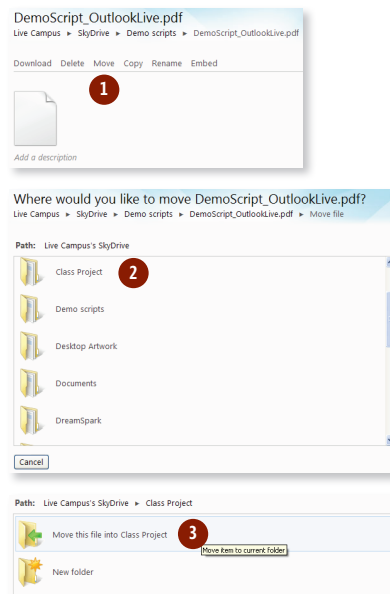
Create and Rename Folders

- 1 Click on **Create folder**
- 2 In the **Name** dialog box, give your new folder a name, then click **Share with:** to select with whom you want to share its contents. You can choose to share with:
 - **Everyone:** Your folder will be visible to anyone with a Windows Live account
 - **My network:** Your folder will be visible to people you have added to your Windows Live network
 - **Just me:** Your folder will not be visible to anyone
 - **Select people...:** Your folder will be visible to people you select
- 3 To rename a folder, click the folder to show its contents. Click **More** and then click **Rename**.
- 4 In the **New name** dialog box, type the new name for your folder. Click **Save**.



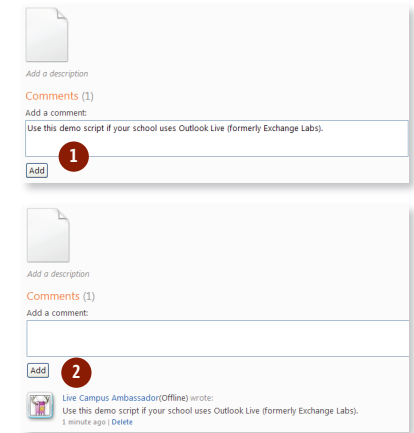
Move or Copy Files

- 1 In SkyDrive, navigate to the file you wish to move. Click **Move**.
 - 2 Select the folder where you want to move the file.
 - 3 To move the item to your selected folder, click **Move this file into [folder name]**. To move the file into a new sub-folder, click **New folder**.
- Tip: Files with the same name will be replaced when a file is moved into the folder. Make sure the folder does not contain a file with the same name.**



Add a Comment to a File

- 1 In SkyDrive, there is a Comments dialog box below each file. Type your comment into the **Add a comment** dialog box and click **Add**.
- 2 Your comment will be displayed beneath the file.



Share a File or Folder, or Make it Private

- 1 In SkyDrive, go to the file or folder where you want to change permissions and click **Edit permissions**.
- 2 To share the file or folder, select the appropriate permissions:
 - **Everyone:** Your file will be visible to anyone with a Windows Live account
 - **My network:** Your file will be visible to people you have added to your Windows Live network
 - **Individuals:** Your file will be visible to people you select. To share with specific people, type their e-mail addresses separated with a semi-colon or click **Select from your contact list**Click **Save**.

- 3 To make the file or folder private, click **Clear these settings** then click **Save**.

A permission status beneath the file will appear that states **Shared with: Just me**. Your file is now private.

