

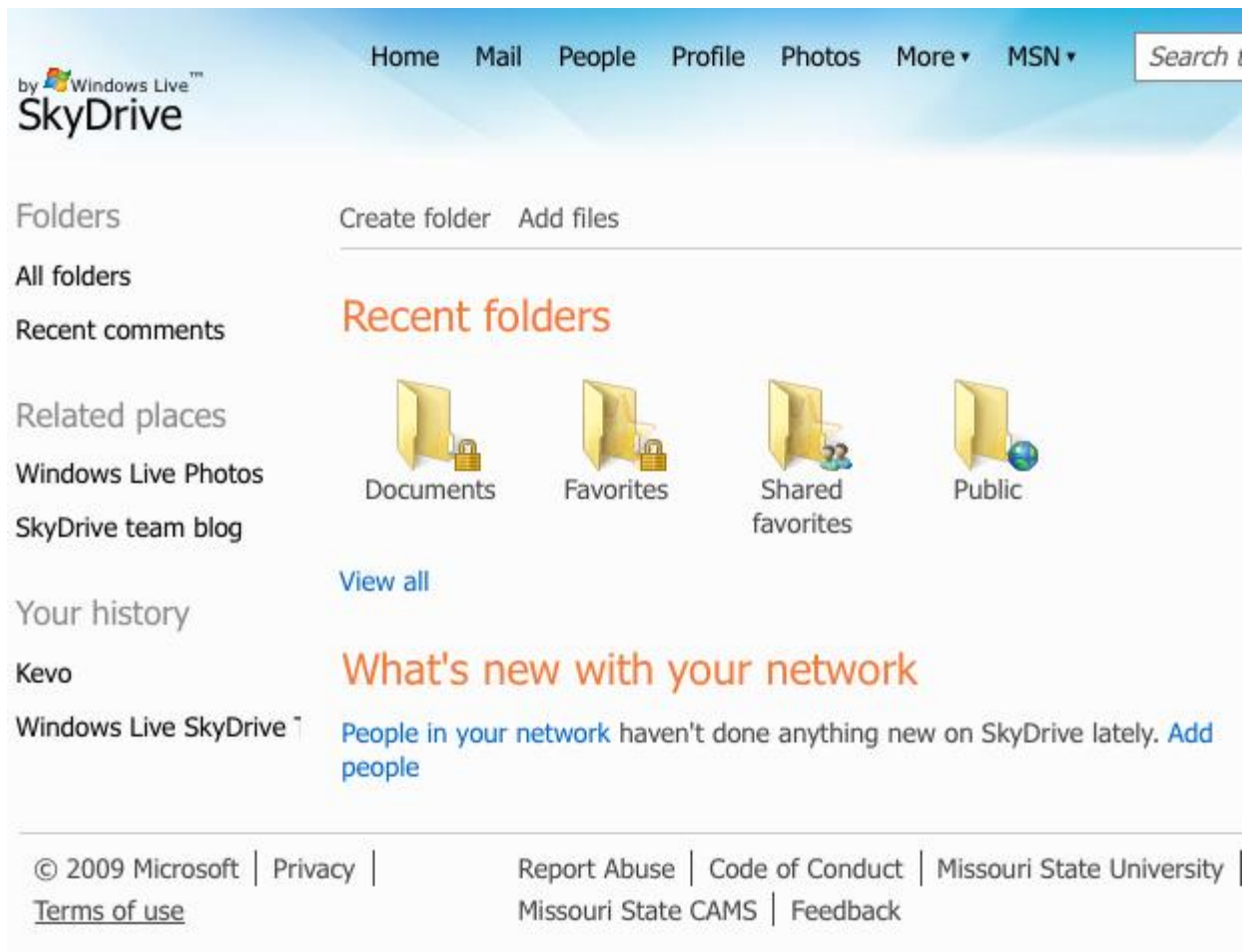
Configuring and Using Skydrive from the Web

Microsoft Skydrive is the replacement for Magenta. Skydrive gives you more storage (up to 25GB) and is accessible from anywhere around the world as long as you have an Internet connection. To access the Skydrive, simply follow the steps listed below.

1. Log into <http://www.outlook.com> and click on the Skydrive button at the top center of the window.

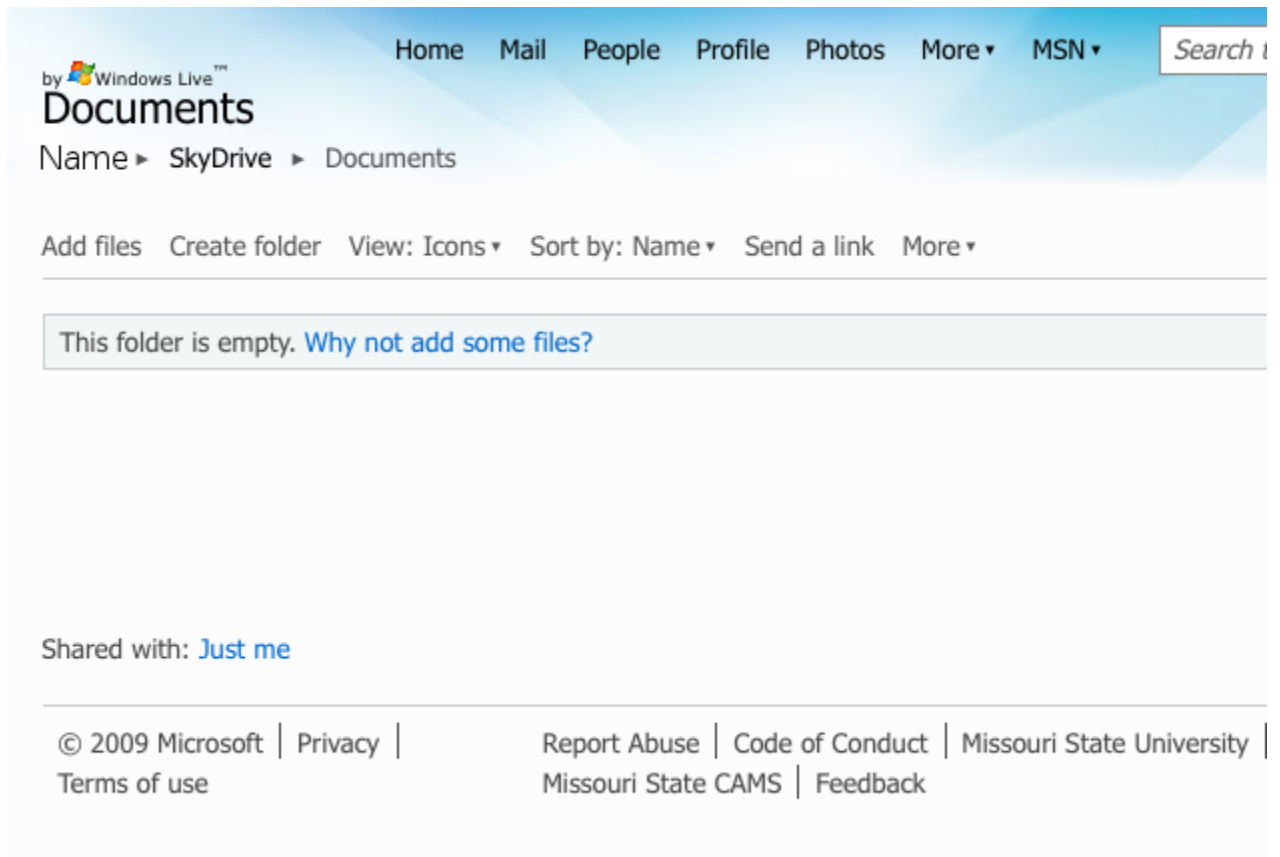


2. You may have to log in again, if so click log in.
3. You are now at the homepage of Skydrive. Here you can add new folders, select who you can share your folders with and adjust other settings.




4. To upload a file, select the folder you wish to upload the folder to. In this example, we will select *Documents*.

5. If prompted with a "This folder is empty. Why not add some files?" Click *Why not add some files?*



6. Now click *Browse* to find the file you wish to upload. Please note that you can upload more than one file at a time.

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Add files to Documents


Name ► SkyDrive ► Documents ► Add files

Photo upload size:

Note Upload size is limited to 50 MB per file.
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7. Click *Upload*.
8. After a short wait your file will be available to download on any internet connected device. You can access this file by opening the folder you uploaded it to. In our example, you would click on "Documents".


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Documents

Name ► SkyDrive ► Documents

Add photos Create folder Slide show View: Thumbnails ▼ Sort by: Date ▼ More ▼

You're done! You successfully added 1 file.



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If you have any difficulties with this tutorial, please feel free to contact either the ResNet Offices (417 836-6100) or the open access computer labs (417 836-4519) for assistance.