SkyDrive

SkyDrive gives 7GB of free storage space. Web upload is limited to 300mb per file. Desktop client upload is limited to 2GB per file. Microsoft Office documents can also be created in SkyDrive. To download the SkyDrive client go to *https://apps.live.com/skydrive*
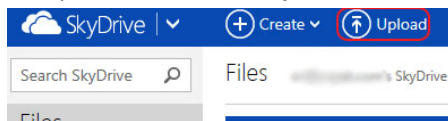
1. Log into https://skydrive.live.com with an existing Microsoft account, such as City Tech student live email account. To create a new Microsoft account click **Sign up now** and follow the instructions.
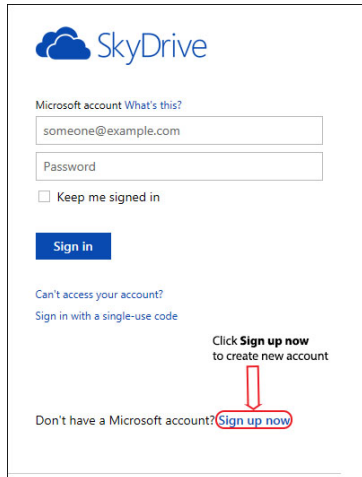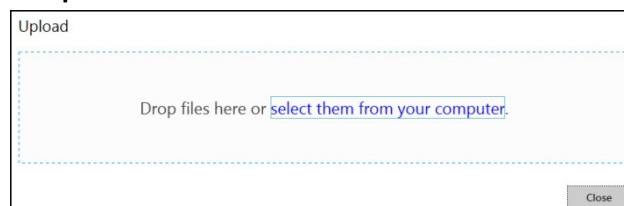

2. Click the **Create** button to create a folder or document, select an item to create from the drop down menu.
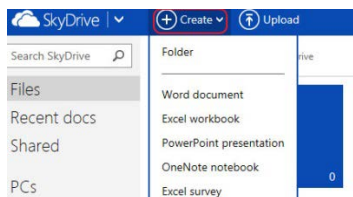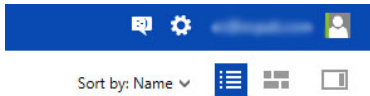

3. To upload a file, click **Upload** button.

   a. Drag and drop files into the dotted blue line area, or click **select them from your computer** to browse to the file. Click **Close** when done with uploading.

4. There are two views to view files. Select the view on the upper right of the window.
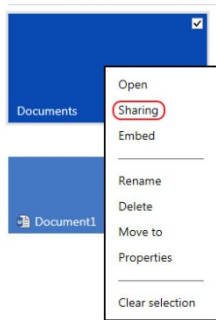

   a. List View – Details of the files and folders.
   b. Tile View – Thumbnails or tiles of the files and folders.

5. Sharing documents or folders with others.
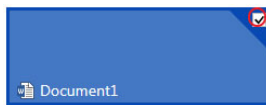   a. To share a folder:
       i. Right click on the folder and select **Sharing**
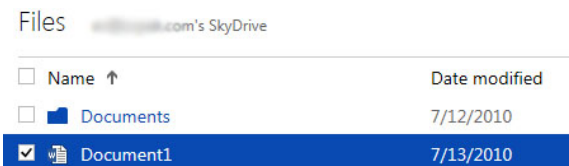

       ii. Or select an item and choose **Sharing** from the toolbar above
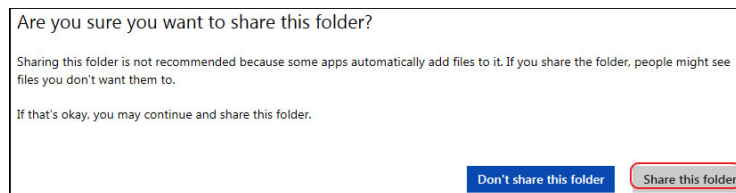

            1. To select a file in Tile view, hover on the tile and check the checkbox on the upper right hand corner of the file.
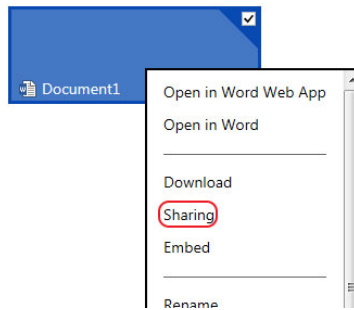

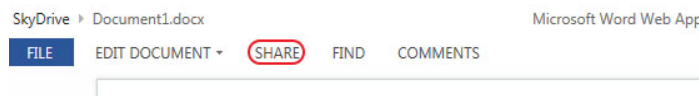   2. To select a file in List view, click on the checkbox on the left of the file name.

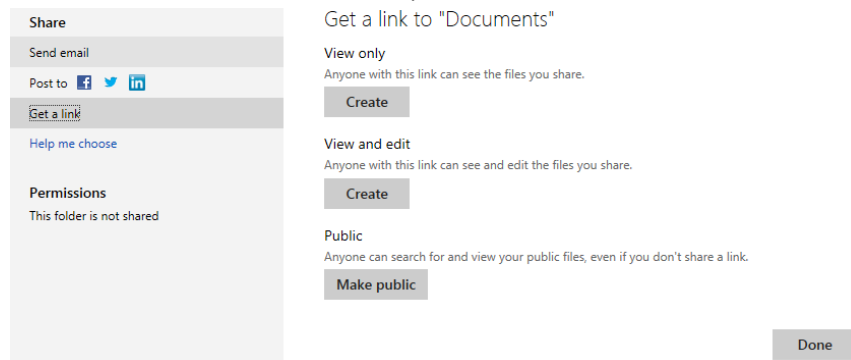   iii. Click **Share this folder**.

b. To share a file:
   i. Right click on the file and click **Sharing**

   ii. If the file is already opened, click **Share** on the toolbar above the document.

c. To link the folder/document on OpenLab click **Get a link** on the left hand side

6. Click **Create** under View only to link the documents on ePortfolio/OpenLab.   Others will not be able to edit the file or folder. To allow others to edit the file click **Create** under View and edit. To shorten the link, click on the Shorten button.
   a. Copy the link, and paste it in OpenLab.
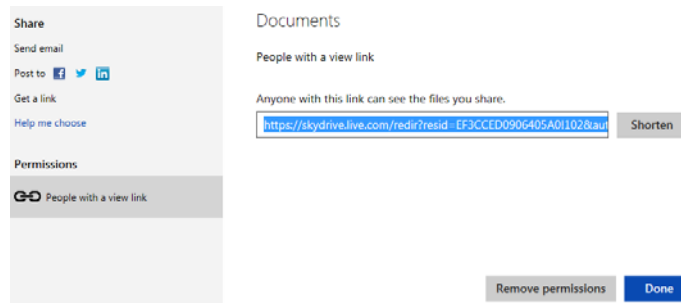
   b. Click **Done** to set the share permission.