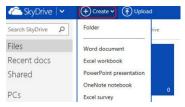
## SkyDrive

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.

Microsoft account What's this?	Ē.
someone@example.com	
Password	
Sign in	
Sign in Can't access your account? Sign in with a single-use code	
Can't access your account?	Click <b>Sign up now</b> to create new accoun

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.

Jpload		
	Drop files here or select them from your compute	er.
		Close

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



- a. Eist 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

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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

Document1	Open in Word Web App	•
	Open in Word	
	Download	
	Sharing	
	Embed	
		E
	Rename	

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

Get a link to "Documents"
View only
Anyone with this link can see the files you share.
Create
View and edit
Anyone with this link can see and edit the files you share.
Create
Public
Anyone can search for and view your public files, even if you don't share a link.
Make public
Done

- 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.

Share	Documents	
Send email	People with a view link	
Post to 🔣 🍠 📊		
Get a link	Anyone with this link can see the files you share.	
Help me choose	https://skydrive.live.com/redir?resid=EF3CCED0906405A0/102&aut	Shorten
Permissions		
GO People with a view link		
	Remove permissions	Done

b. Click **Done** to set the share permission.