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Microsoft Live@edu SkyDrive Tutorial

TABLE OF CONTENTS

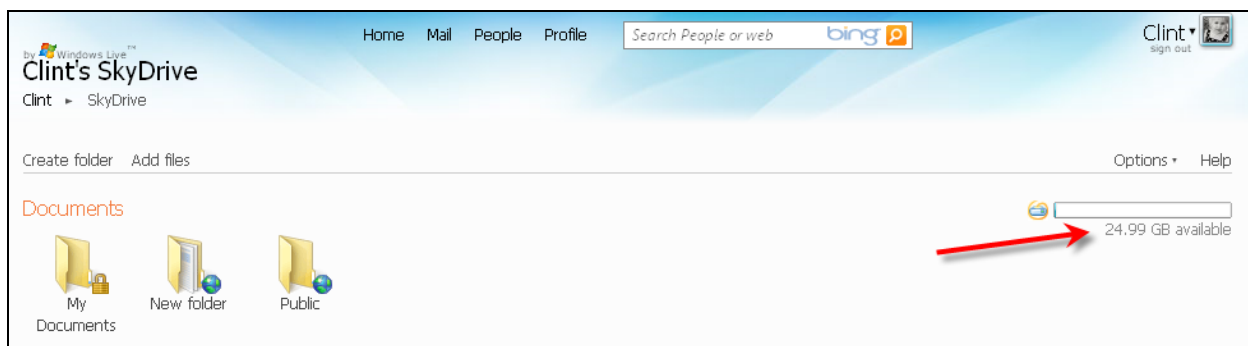
Introduction	2
Logging In	3
Logging In Through Your Faculty Portal	7
Adding Documents to Your SkyDrive	13
Create a Folder	13
Share Your Folder	20
My Documents	27

[↑](#) - click on this symbol throughout the document to return to the table of contents



This tutorial is designed to illustrate some of the benefits your SkyDrive has to offer. SkyDrive is designed for you to create a virtual sharing space. Within the SkyDrive space you can add folders and users while controlling permissions and content.

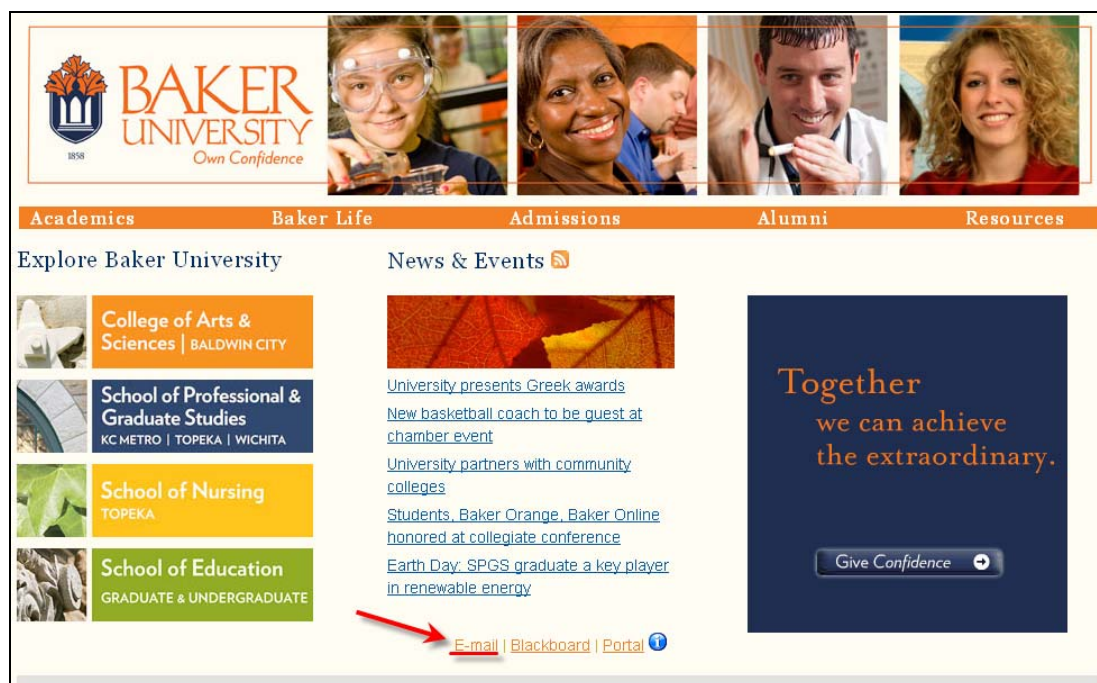
You are given 25 gigabytes of storage space for your account.





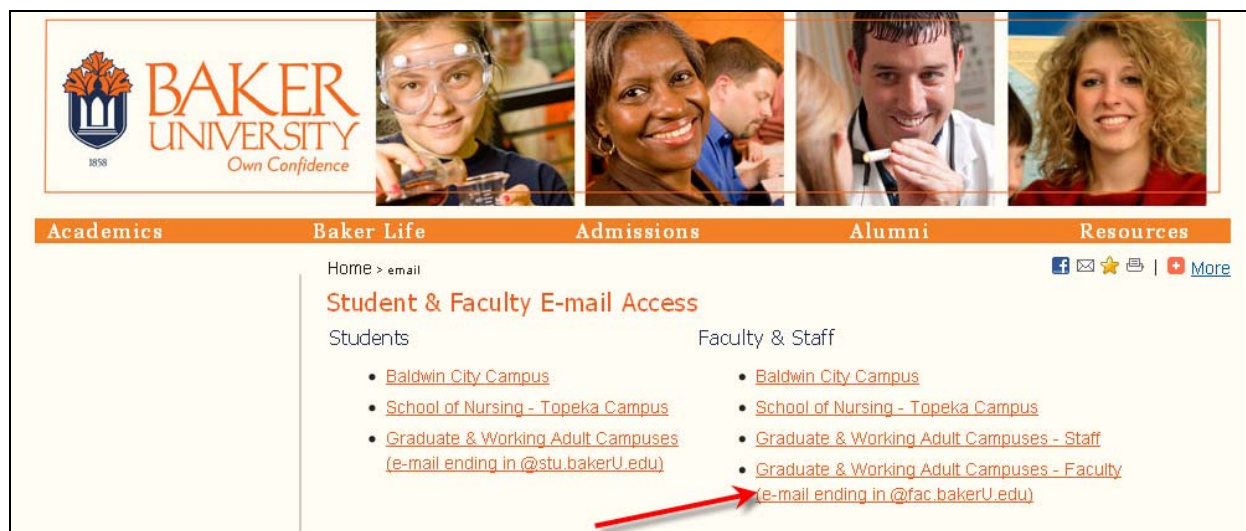
Logging In

Go to www.bakeru.edu and click on **E-mail** in the middle at the bottom of the screen.

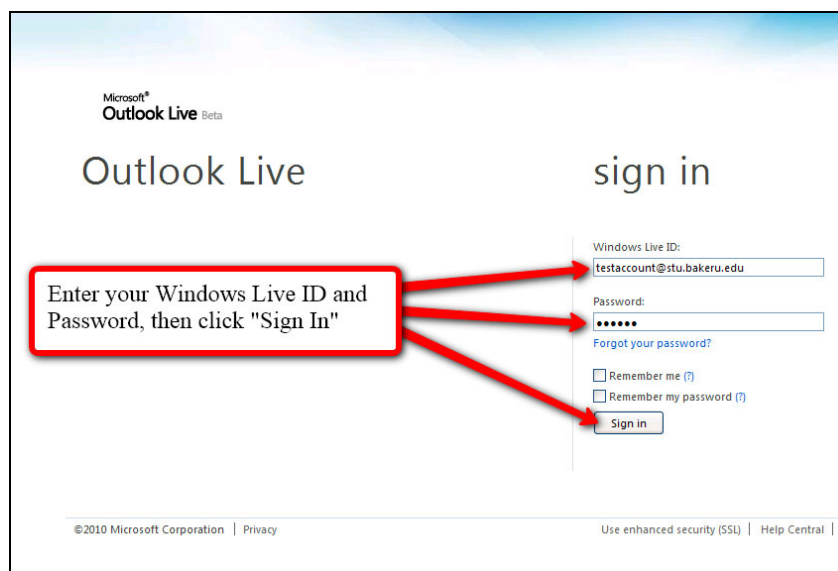




Click on
Graduate & Working Adult Campuses-Faculty (e-mail ending in @fac.bakeru.edu)

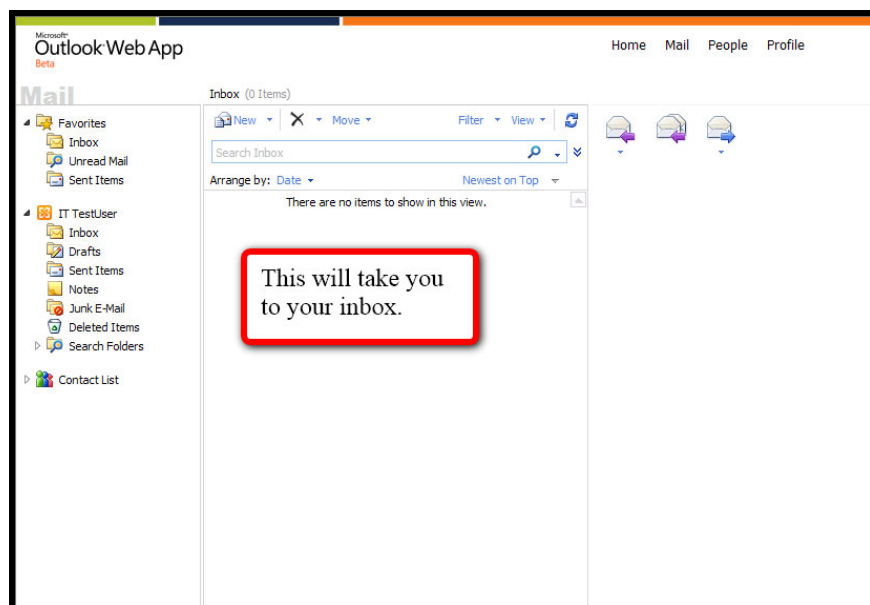


Enter your **Windows Live ID** and **Password**, then click **Sign In**.



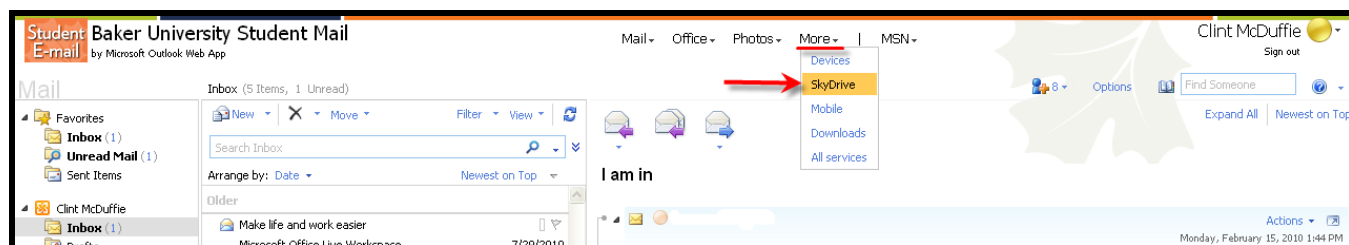


This will take you to your **Inbox**.



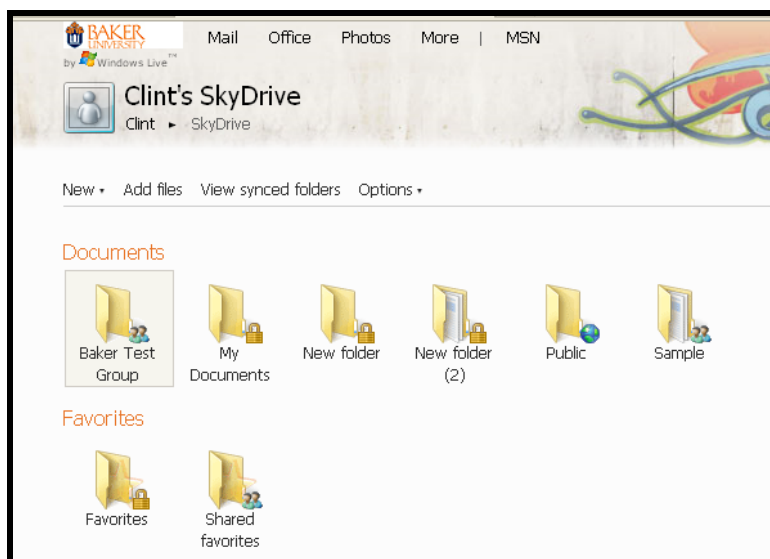
From your **Inbox** click on the drop down menu titled **More** located at the top of the screen.

Click on **SkyDrive**.





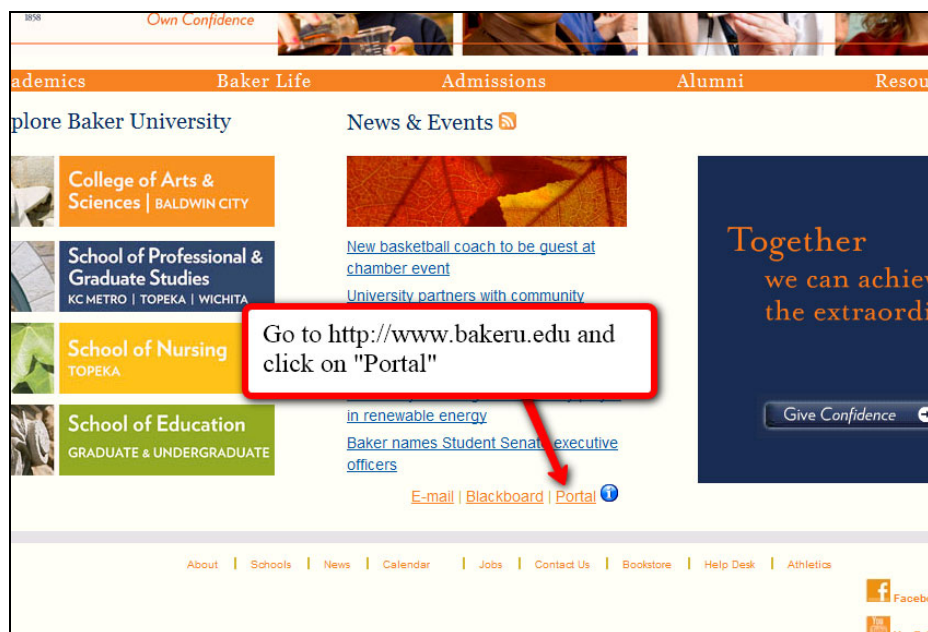
This will drop you into your SkyDrive account.



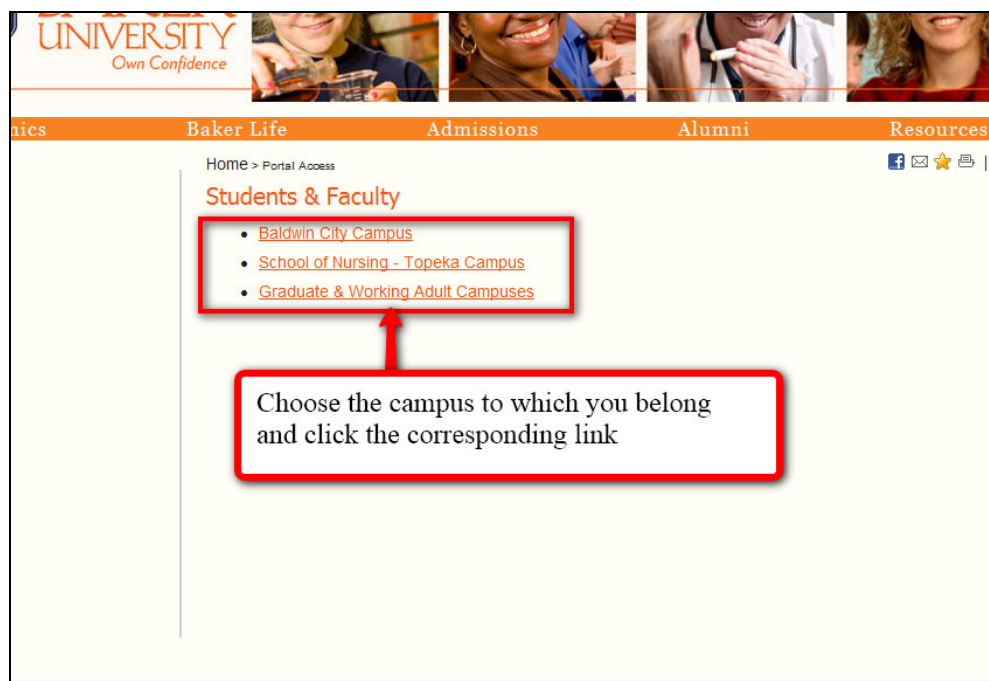


Logging Into Your E-Mail from Your Faculty Portal Account

Go to www.bakeru.edu and click on **Portal** in the center at the bottom of the screen.

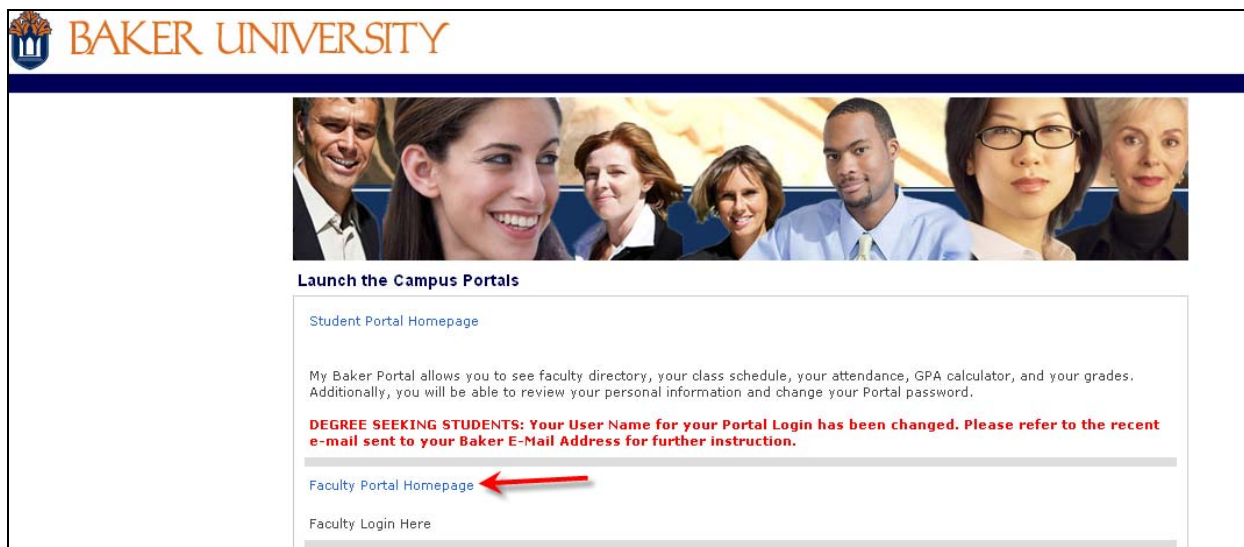


Choose the campus to which you belong and click the corresponding link.

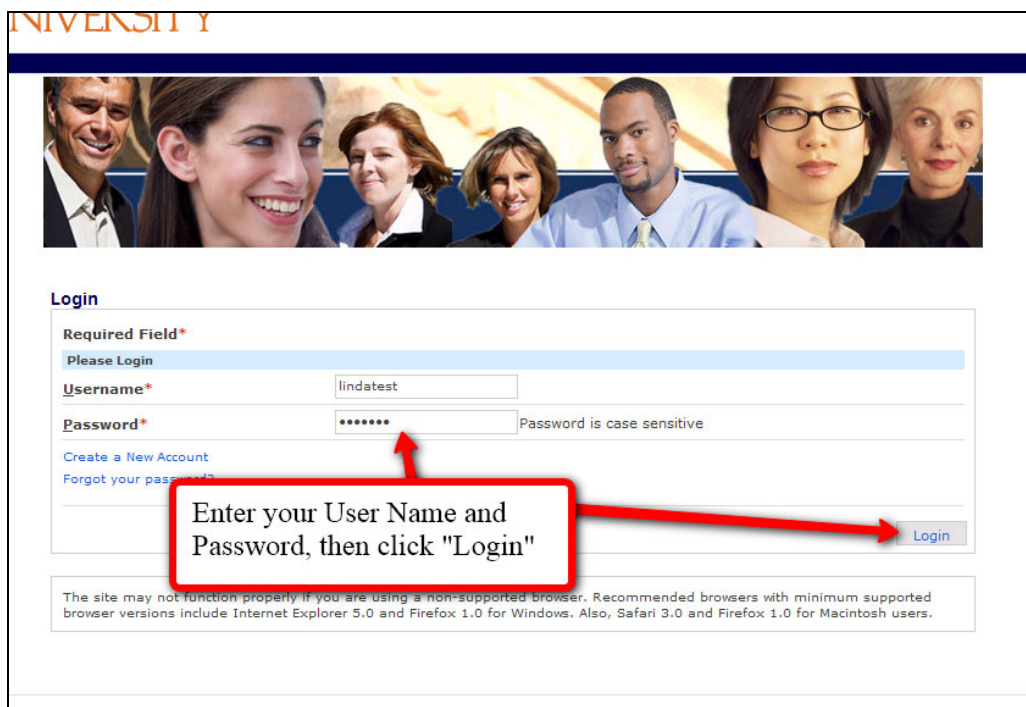




Click on **Faculty Portal Homepage**.



Enter your **Username** and **Password**, then click **Login**.





Click on **Links & Utilities**

Then click on **Faculty E-Mail**

The screenshot shows the Baker University My Home Page. The header includes the Baker University logo and name. Below the header is a navigation menu with the following items: **Campus Info**, **Academics**, **My Profile**, **My Students**, **My Classes**, and **Links & Utilities**. The **Links & Utilities** menu is expanded, showing a list of links: [Blackboard](#), [Blackboard Announcement](#), [Moodle](#), [Moodle Announcement](#), [Faculty E-Mail](#), [Collins Library](#), [Baker Web Site](#), [News and Information](#), [Web Site Tips](#), [Baker Referrals](#), [Symantec Anti-Virus](#), [Wireless Utility](#), and [Faculty Newsletter](#). A red arrow points to the **Links & Utilities** menu item, and another red arrow points to the [Faculty E-Mail](#) link. To the right of the navigation menu is a **My Calendar** section showing a calendar for April 2010. The calendar is a table with days of the week (S, M, T, W, T, F, S) and dates (1 through 30). The date 27 is highlighted in yellow. A red arrow points to the calendar. To the right of the calendar is a **News** section.

Click on **Click Here**

The screenshot shows the Baker University My Home Page. The header includes the Baker University logo and name. Below the header is a navigation menu with the following items: **Campus Info**, **Academics**, **My Profile**, **My Students**, **My Classes**, and **Links & Utilities**. The **Links & Utilities** menu is expanded, showing a list of links: [Blackboard](#), [Blackboard Announcement](#), [Moodle](#), [Moodle Announcement](#), [Faculty E-Mail](#), [Collins Library](#), [Baker Web Site](#), [News and Information](#), [Web Site Tips](#), [Baker Referrals](#), [Symantec Anti-Virus](#), [Wireless Utility](#), and [Faculty Newsletter](#). A red arrow points to the **Links & Utilities** menu item, and another red arrow points to the [Faculty E-Mail](#) link. To the right of the navigation menu is a **My Calendar** section showing a calendar for April 2010. The calendar is a table with days of the week (S, M, T, W, T, F, S) and dates (1 through 30). The date 27 is highlighted in yellow. A red arrow points to the calendar. To the right of the calendar is a **News** section.

Microsoft Live@Edu SkyDrive Tutorial

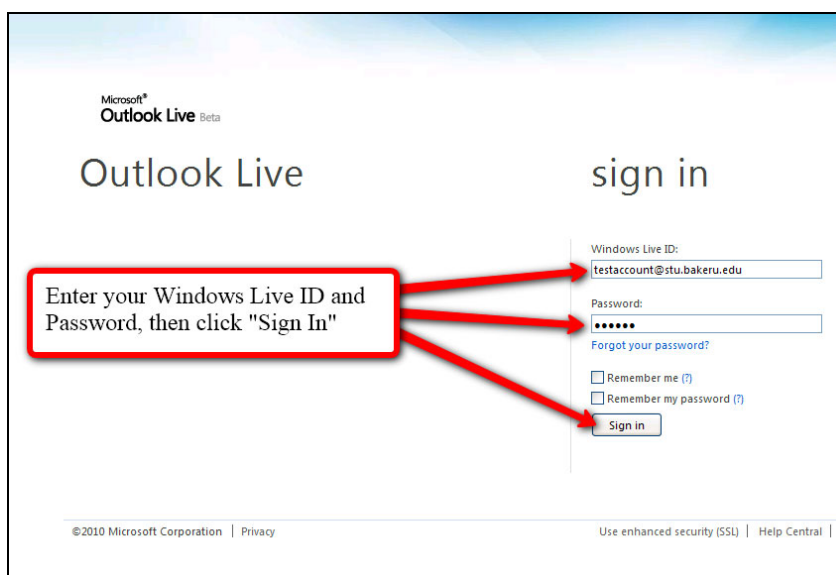
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Choose **Graduate & Working Adult Campuses**

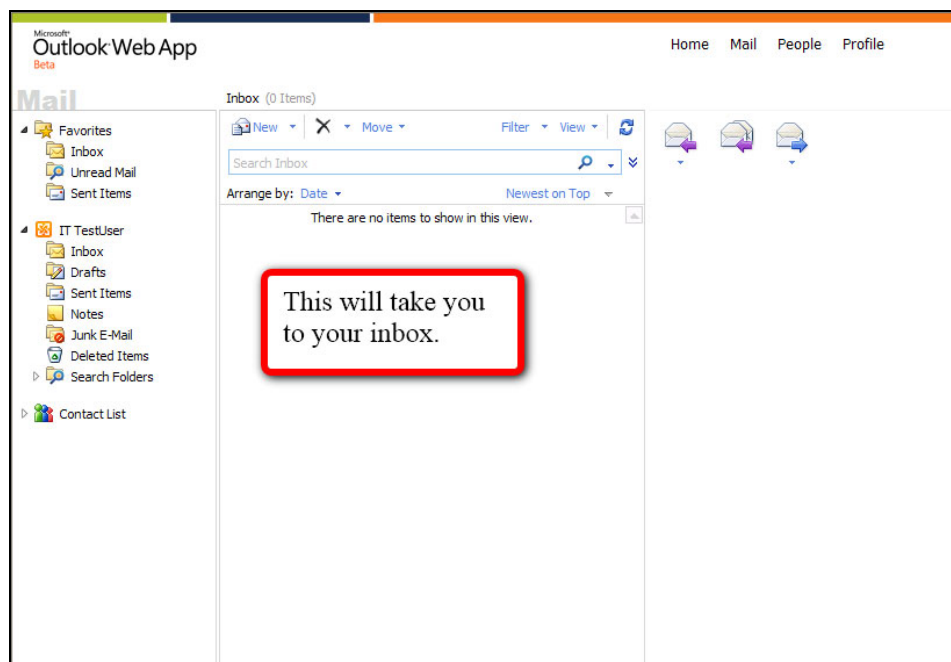


Enter your **Windows Live ID** and **Password**, then click **Sign In**.

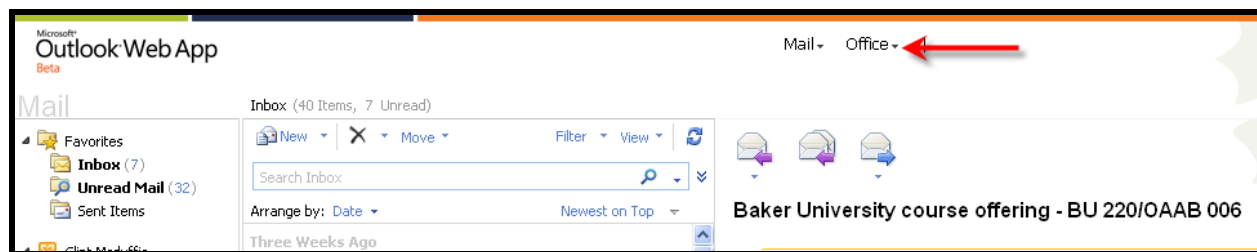




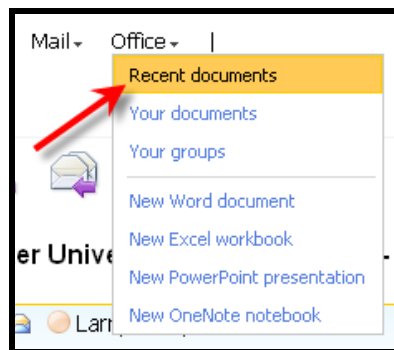
This will take you to your **Inbox**.



From your **Inbox** click on the drop down menu titled **Office** located at the top of the screen.

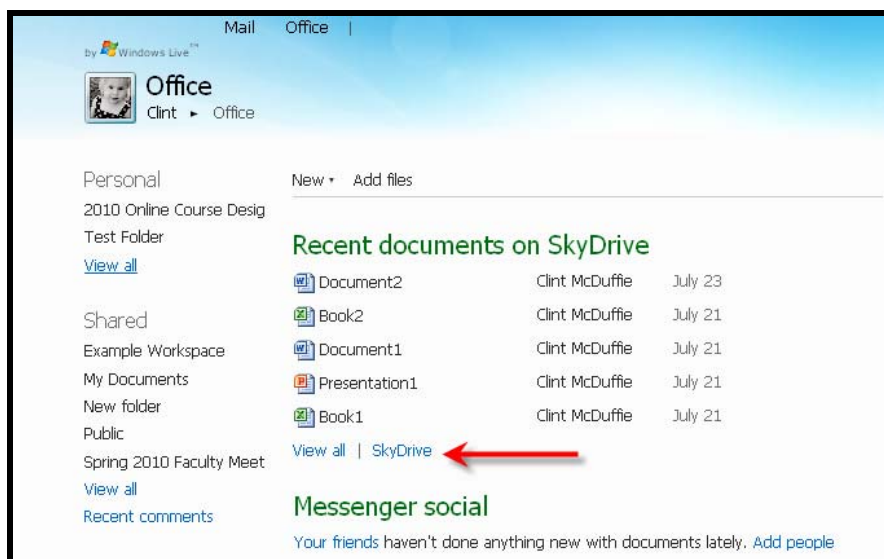


Click on **Recent documents**.

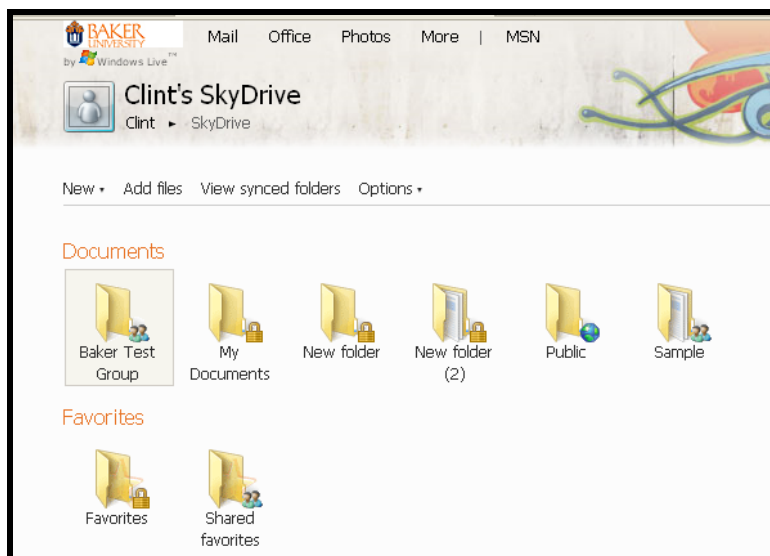




When the screen refreshes click on SkyDrive.



This will drop you into your SkyDrive account.

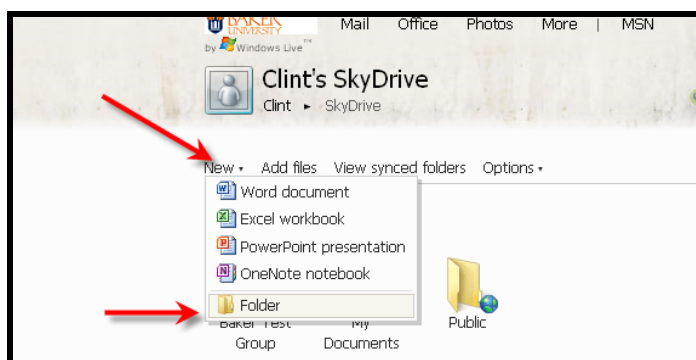




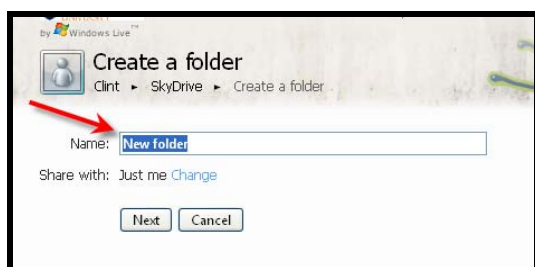
Adding Documents to Your SkyDrive

To create a folder for your SkyDrive click on **New** above the word **Documents**.

Next, click on **Folder**.



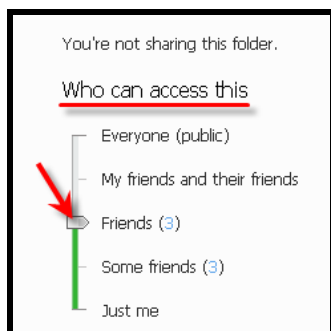
Give your new folder a **Name**.



Next to **Share with:** click on **Change** to set access permission to your folder.

To adjust with the sliding scale under **Who can access this** left click and hold your cursor over the arrow next to **Just me**.

As you move it up or down you will see color appear that indicates the permission level you are on.

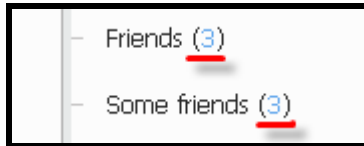


Just me keeps the folder private.



If you choose **Everyone (public)** the folder will be accessible by everyone with a Live@edu account.

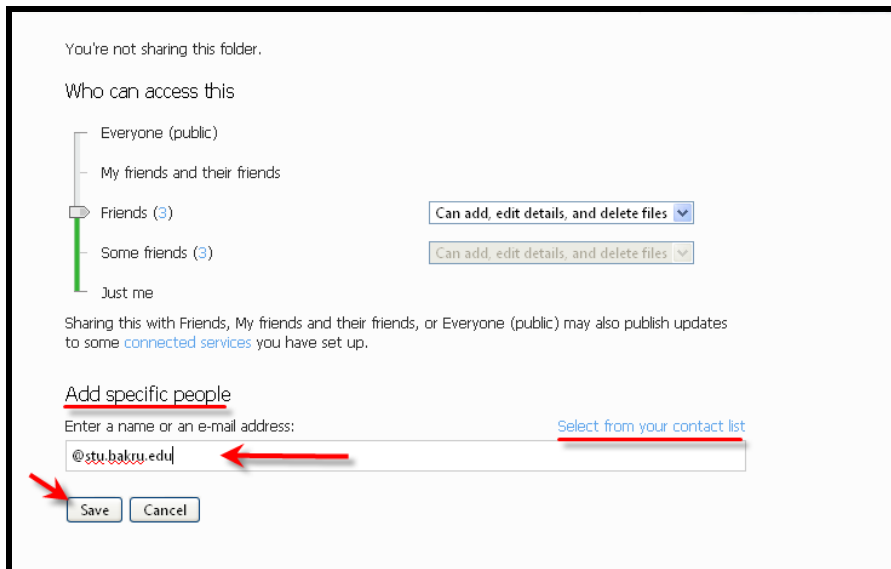
If you choose from **Friends** or **Some Friends** it pulls from the names in your **Messenger** and **Profile**. Click the number behind **Friends** or **Some friends** to pull up a list.



To invite someone to share the folder with enter in a user's email under **Add specific people**.

Note: By clicking on **Select from your contact list** you can choose names out of your address book.

Click **Save** when finished.





When you are finished click **Next**.

by Windows Live™

Create a folder

Clint ► SkyDrive ► Create a folder

Name:

Share with:

Public and networks

☐ Everyone (public)

☐ My network (5)

Categories

You can add or change categories. [Learn more](#)

Individuals

Enter a name or an e-mail address:

[Select from your contact list](#)

After you have clicked **Next** the screen will refresh and you will be able to upload files.

Click on **Select documents from your computer**.

Add documents to New folder (2)

Clint ► Office ► New folder (2) ► Add files

0 files Total size: 0 KB

Photo size:

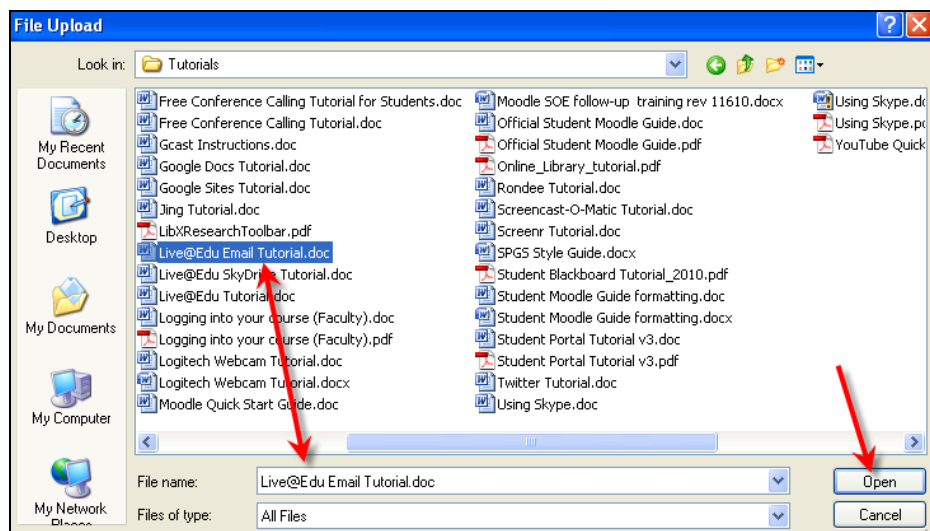
Select documents from your computer



Locate the file on your computer.

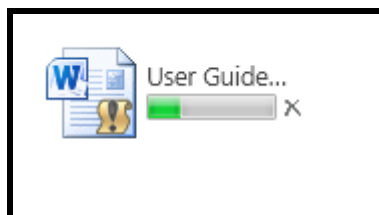
Click on the file's name so it appears in the **File name** section.

Then click **Open**.



The file's name will appear.

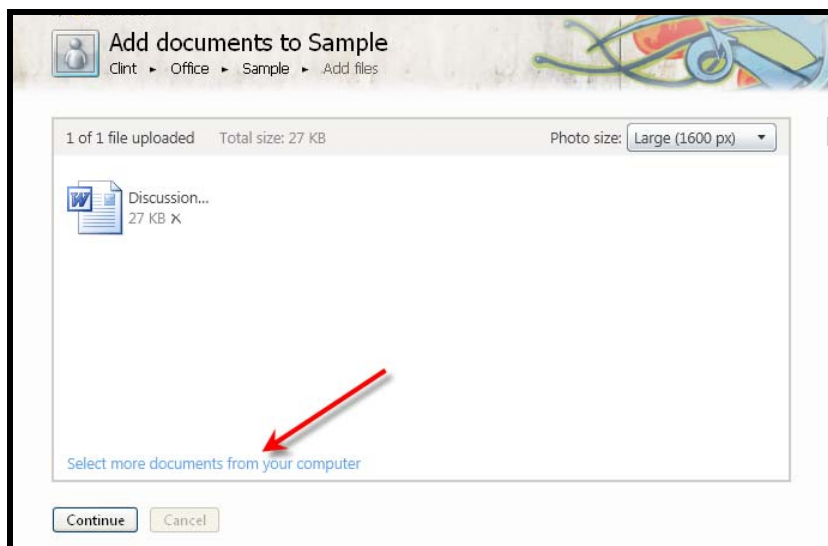
You'll see the file upload with its status.





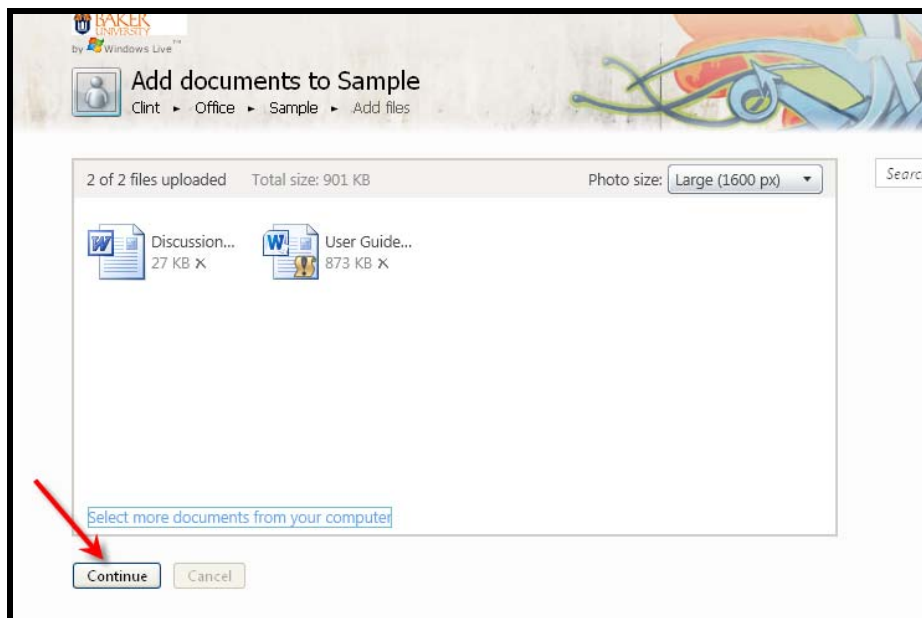
Once the document is uploaded it will appear.

To add more documents click on **Select more documents from your computer** in the bottom left corner.



To upload more documents follow the instructions outlined above.

When you are finished click **Continue**.

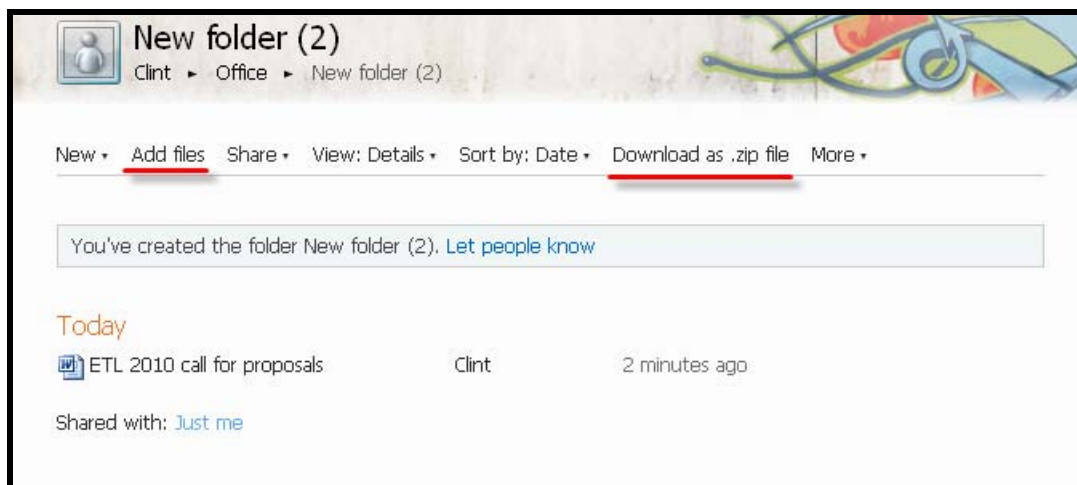




When the screen refreshes you will see a list of all the files within that folder.

You will always be able to add files to this folder by clicking on **Add files**.

Note: You can download the entire folder once you've created it by clicking on **Download as .zip file**.

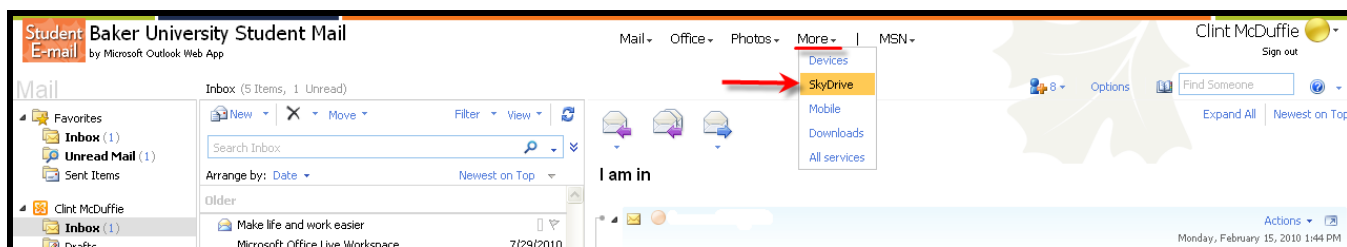




Share Your Folder

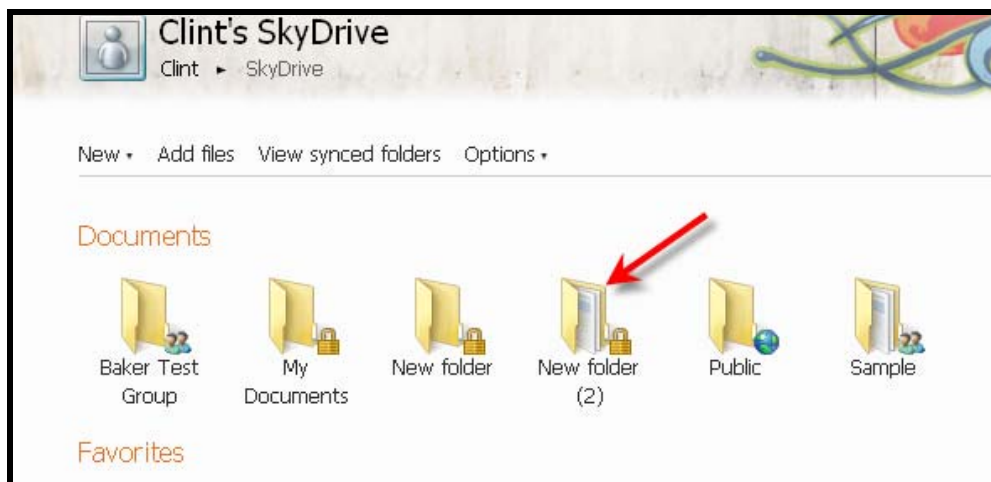
From your **Inbox** click on the drop down menu titled **More** located at the top of the screen.

Click on **SkyDrive**.



This will drop you into your SkyDrive account.

Click on the name of the folder you wish to share.

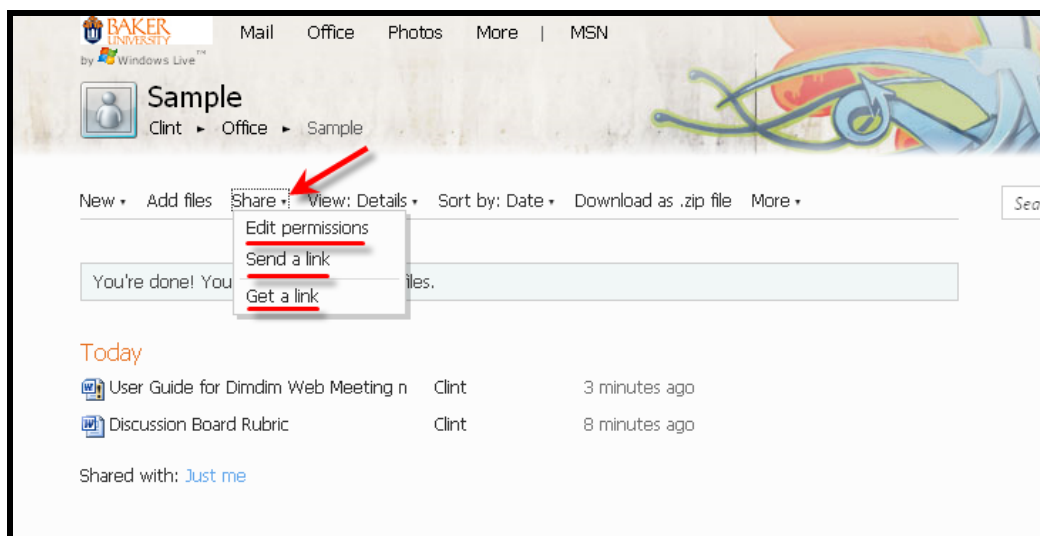




There are three ways to share a folder.

From within a folder click on **Share**.

Choose to either **Edit permissions**, **Send a link** or **Get a link**.



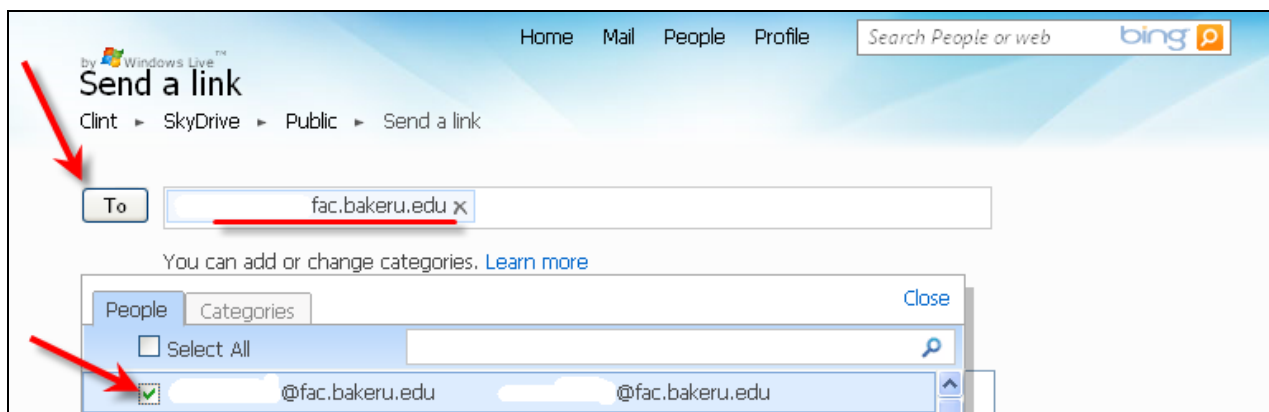
If you click on **Send a link** you can either enter the person or persons' email or click on **To**.

Clicking on **To** will bring up your contact list.

(Please refer to the Live@Edu Student E-Mail Tutorial for how to add contacts.)

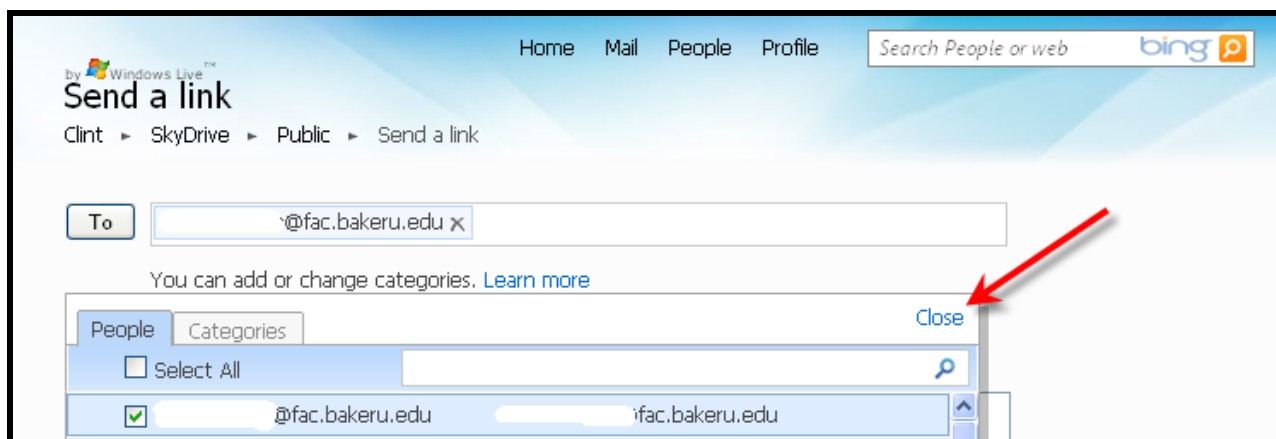
Choose the person or persons by clicking the box behind their name.

Their email will automatically appear in the **To** section.





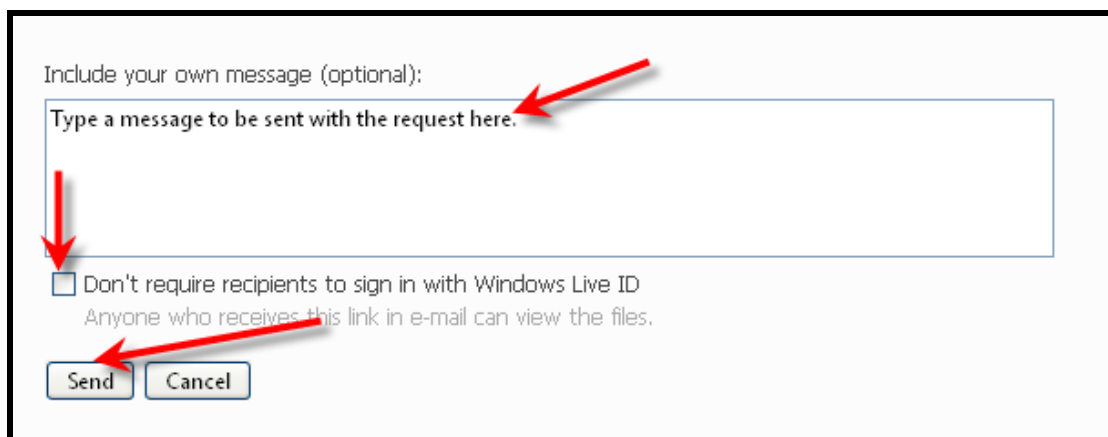
When you are finished click on **Close**.



In the box provided type a message to be sent with the request.

If you check the box next to **Don't require recipients to sign in with Windows Live ID** then the person will be able to view the folder without logging in to their email account.

When you are finished click **Send**.

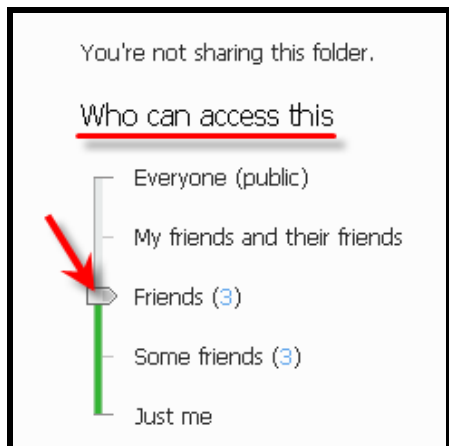


If you click on **Edit permissions** when the screen refreshes you can either adjust access via a sliding scale or adding names.

To adjust with the sliding scale under **Who can access this** left click and hold your cursor over the arrow next to **Just me**.



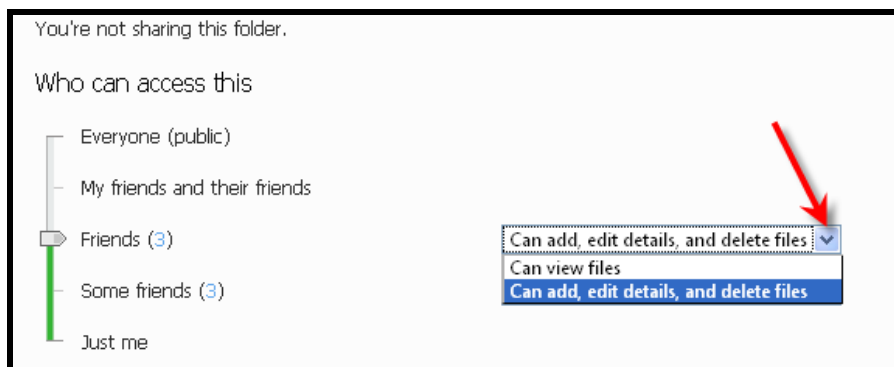
As you move it up or down you will see color appear that indicates the permission level you are on.



Once you stop of permission levels you will see a drop down men appear.

The drop down menu sets the permission level.

You can either allow those you share with to **add, edit or delete files** or they can **only view files**.





To invite someone to share the folder with enter in a user's email under **Add specific people**.

Note: By clicking on Select from your contact list you can choose names out of your address book.

Click **Save** when finished.

You're not sharing this folder.

Who can access this

- Everyone (public)
- My friends and their friends
- Friends (3)** Can add, edit details, and delete files
- Some friends (3) Can add, edit details, and delete files
- Just me

Sharing this with Friends, My friends and their friends, or Everyone (public) may also publish updates to some [connected services](#) you have set up.

Add specific people

Enter a name or an e-mail address: [Select from your contact list](#)

Fill in the message you wish to send to those you've shared the folder with.

Then click **Send**.

-or-

Click **Skip this** and no message will be sent.

Send a notification

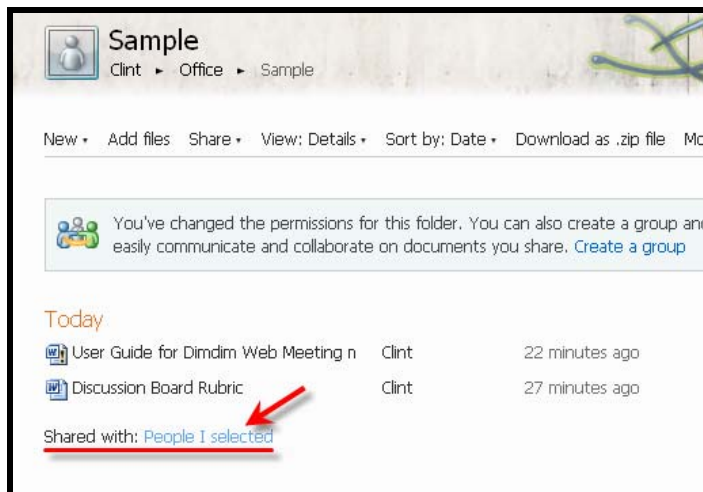
People who already had permission are not included in this notification.

To:

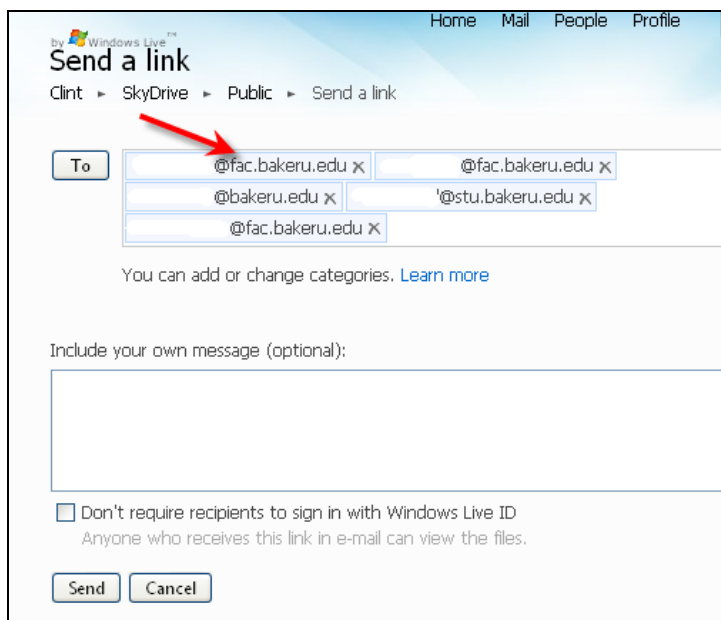
Include your own message:



You can always go back and edit permissions on a shared folder by clicking on **Shared with: People I selected** when it appears.



In the box provided type a message to be sent with the request.

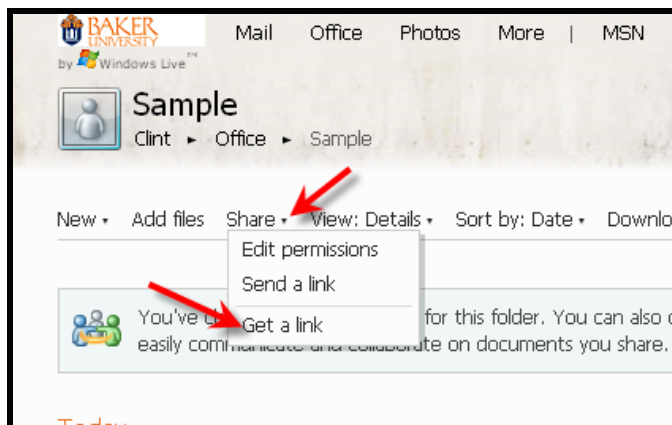


If you check the box next to **Don't require recipients to sign in with Windows Live ID** then the person will be able to view the folder without logging in to their email account.



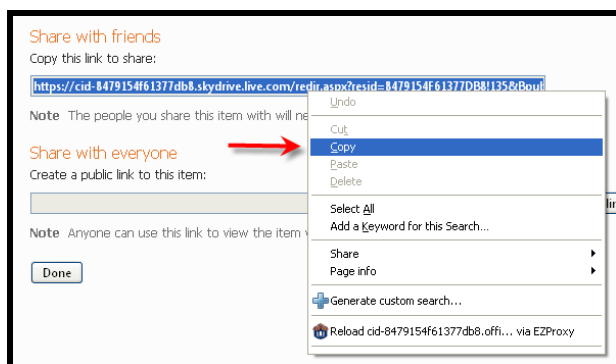
When you are finished click **Send**.

To share a link to your folder click on **Share** and then **Get a link**.



Place your cursor over the space provided under **Copy this link to share:**

Then right click on your mouse and select either **Copy** or **Cut**.



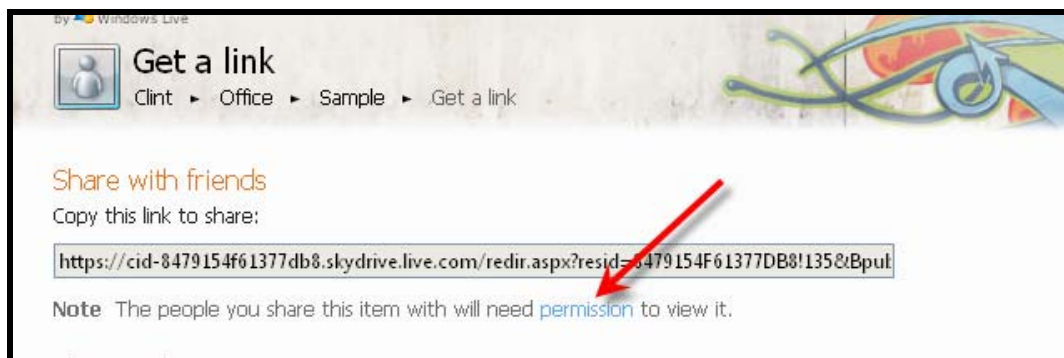
You will now be able to paste this URL into an email, a document, or course to share with others.

Microsoft Live@Edu SkyDrive Tutorial

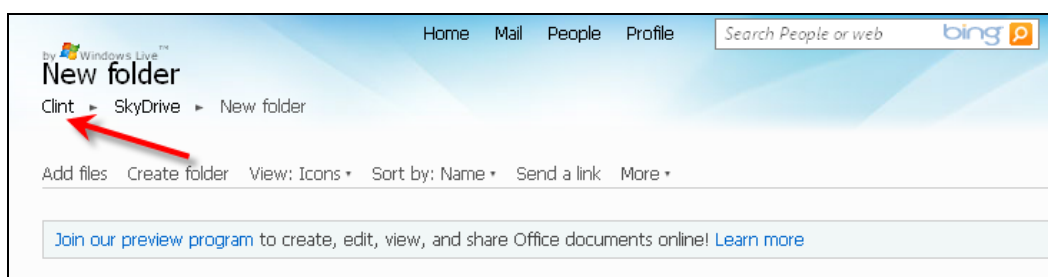
© 2010 Baker University School of Professional & Graduate Studies (04/20)



Note: If the permissions for the folder are set to public then anyone will be able to access the folder; if not, click on **Permissions** to make the necessary adjustments outlined in the Edit permissions section of this document.



To exit SkyDrive click on your name under the folder's name. That will take you back to your profile page.





My Documents

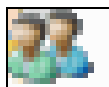
There are a series of icons that will help illustrate the permission type you have for a folder.



Indicates that you are the only person with access to the folder. It is not shared or public.

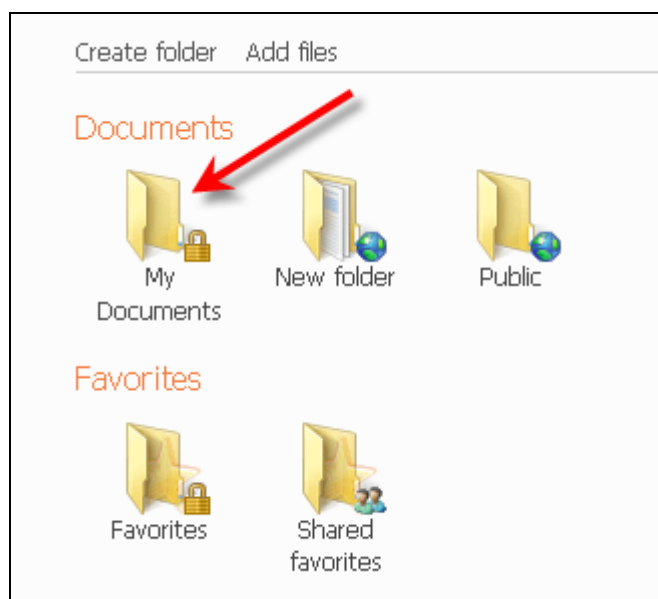


Indicates a public folder that anyone with a Live@Edu or that you give the link to can access.



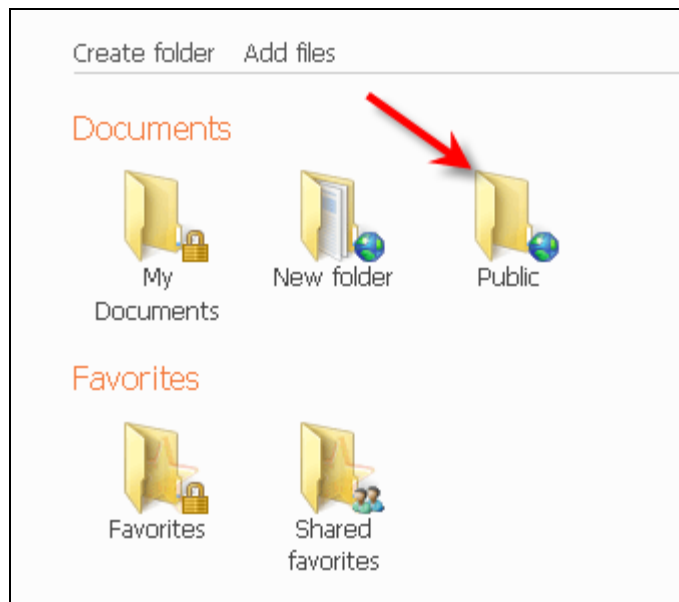
Indicates that the folder is shared with other users.

Your **My Documents** folder is a secure place to store files. You will be able to access its content from any internet connection through your Live@Edu login.





Your **Public** folder is a shared folder with everyone. Adding content here would be accessible by anyone logged in to Live@Edu.



Your **Favorites** folder is where you can add shortcuts to your favorite websites that you can access from any online computer.

