# Microsoft Live@edu SkyDrive Tutorial

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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**

Click on **Click Here**
Choose Graduate & Working Adult Campuses

Accessing Your E-Mail Account

- Baldwin City Campus
- School of Nursing - Topeka Campus
- 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.

| - Friends (3) |
| - Some friends (3) |

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**.

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

Click on **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 menu 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.

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.
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.
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.