Work from Anywhere: Windows SkyDrive and Web Apps

Windows Live SkyDrive is a free program that allows users to use Microsoft Office Web Apps to view, edit, and share documents virtually anywhere with Internet access. The available versions of Word, Excel, PowerPoint, and OneNote allow users to make edits on computers that do not have Office installed.

SkyDrive is a storage and sharing service which allows users to upload files to the "cloud". All users receive 25GB of free storage space. This document will cover how to create a Microsoft Office Live account, upload files to SkyDrive, and use Web Apps to revise and share files with others.
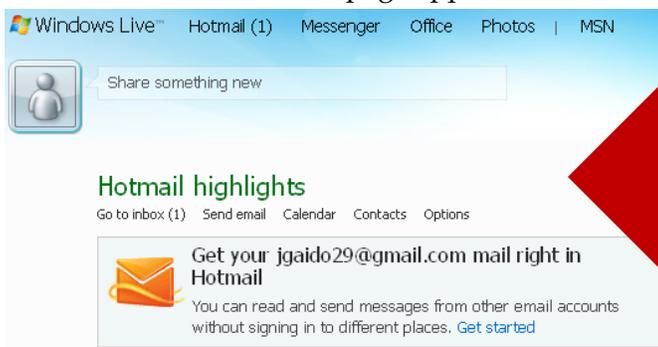
Accessing Windows Live

1. Go to www.office.live.com.
2. Click **Sign Up** to create your Windows Live ID. If you already use Hotmail, Messenger, or Xbox LIVE, then you can sign in with the same information to use Windows Live SkyDrive.

3. Fill out the **sign up** information, and click **accept**.
4. Your Windows Live homepage appears below.

Use the toolbar across the top to easily access your Hotmail account, Messenger, Office Apps, Photos, and MSN

Creating Documents

Users now have the ability to create documents on Windows Live with Microsoft Office Apps. Users can create Word, Excel, PowerPoint and OneNote documents virtually anywhere with Internet access, and then store them on SkyDrive.
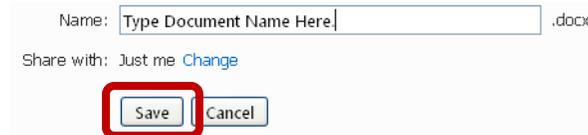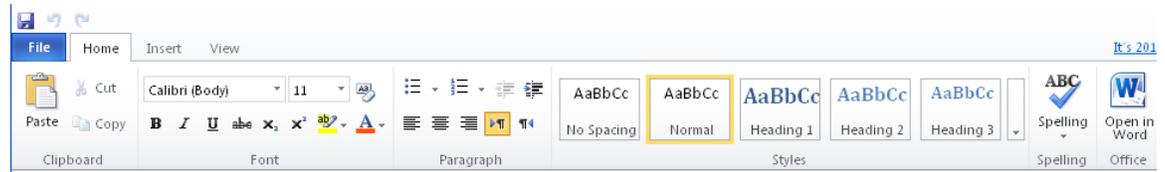
Microsoft Word

To create a document using Word,

1. Click the **Office** tab along the top of the screen, and select **New Word document**.
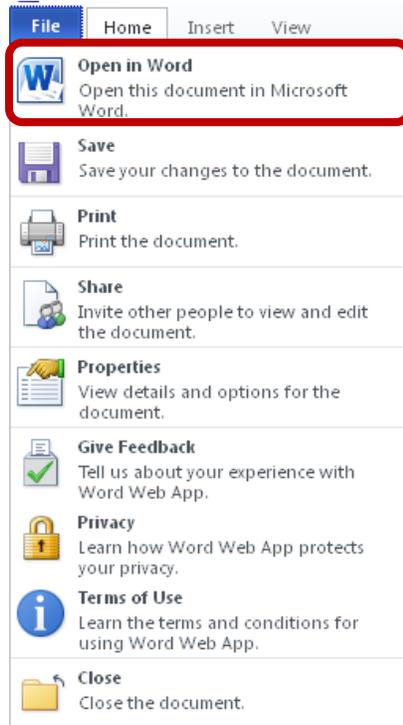
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2. Name the new document, and click **Save**.

3. The document will open in a window that looks very similar to Microsoft Word. Users are able to utilize many features of Microsoft Word in this condensed version.

a. Click the **File** tab to utilize similar resources as in Word.

Save, Print, Share, or Close your current document. Select **Open in Word** if you wish to open the document on your computer in Microsoft Word.

b. Inserting options are more limited; however, users are still able to insert pictures, Clip Art, tables, and links.
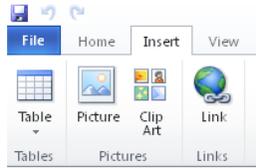
4. To save the document you have created to your SkyDrive account, click the **Save icon** at the top left of the screen.
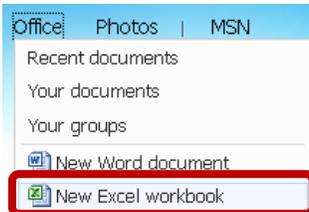

5. Another way to open the document in Microsoft Word is by clicking the **Open in Word** icon under the **Home** tab.
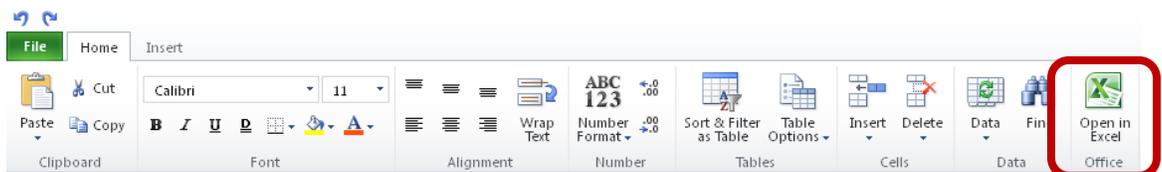

Microsoft Excel

To create a workbook in Excel,

1. Under the **Office** tab, click **New Excel Workbook**.

2. Name the new workbook, and click **Save**.
3. Insert text and numbers into the cells as you would in Microsoft Excel.
4. Under the **Home** tab, edit text, add tables, organize data, or **open the document in Excel.**

5. Use the **Insert** tab to insert tables, graphs, and charts.

Microsoft PowerPoint

To create a presentation in PowerPoint,

1. Under the **Office** tab, click **New PowerPoint presentation**.

2. Name the presentation and click **save**.
3. Select a theme for your presentation and click **Apply**. Available themes are the same as those in PowerPoint 2010.
4. Use the tabs as you would in PowerPoint 2010. Under the **Home** tab, insert or delete slides, or **Open your presentation in PowerPoint**.
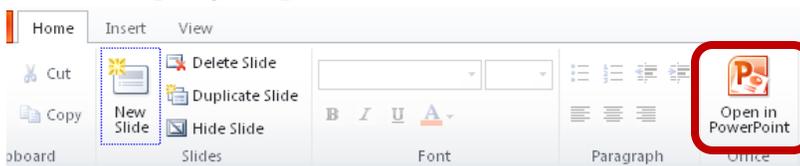
5. Under the **Insert** tab, insert images, clipart, SmartArt, or links.
6. Under the **View** tab, view your slideshow.

Microsoft OneNote

To create a notebook in OneNote,

1. Under the **Office** tab, click **New OneNote notebook**.

2. Name your new notebook and click **Save**.
3. Utilize the tabs as you would in OneNote. Under the **Home** tab, click **Open in OneNote** to open the notebook in OneNote.
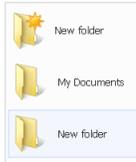

Uploading Documents

Users have the ability to upload documents in either the **Recent documents** or **Your documents** tabs.

1. Select **Add files**.

2. Select the folder you wish to upload the document to, or create a new folder.

3. You have the option of dragging documents from your computer into the storage box or selecting them to upload. Click **select documents from your computer** to upload them as you usually would.

Drop documents here or select documents from your computer.

4. When you are finished uploading your documents, click **Continue**.
5. Your files will now be added to your chosen folder. You have the option to edit the sharing permissions by click **Just me**.

6. Click **Edit permissions** to change the sharing settings.

Accessing and Organizing Documents

Microsoft Live offers a variety of ways for users to access their documents.

To access recent documents,

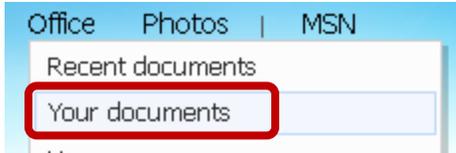1. Click the **Office** tab along the top of the home screen and click **Recent Documents**.
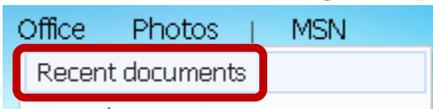
2. Your recent documents will appear listed.

To access all documents,

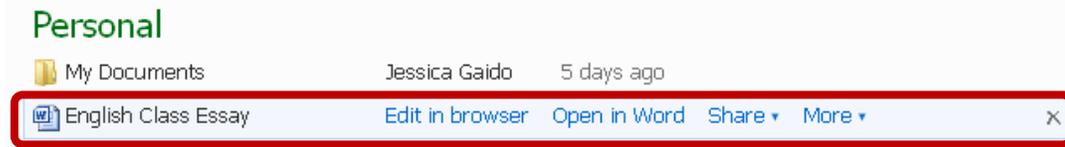1. Click the **Office** tab and select **Your documents**.

2. A complete listing of all your SkyDrive documents will appear.

To make edits to an already existing document,

1. Roll your mouse over the document you wish to edit, and various options will appear.

Click **"X"** to delete document

2. Click **Edit in browser** to open the document online.

3. Click **Open in Word** to open the document in Word or another application.

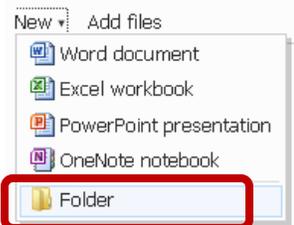4. Click **Share** to edit the permissions of the document or create and share a link for others to access the document.

5. Click **More** to view the revision history of the document as well as change the document name and other properties.

To create a new folder to organize files,

1. Click the **New** tab along the top of **Your documents**. Select **Folder**.

2. Enter a **Name** for your new folder.

3. Select **Change** if you want to change the access of documents this folder will contain.

4. Under **Share with**, drag the bar to select the amount of people who will be able to view your file. If you do not want to share the file with anyone, drag the bar to **Me**, so only you can view the file. If you select to share your file with **Everyone**, or **My friends and their friends**, they will only be able to view the files. Next to **Friends** and **Some friends**, you can select whether these groups can only view files or edit and delete them. Use the dropdown arrow to make your selection.

Drag the bar to select with whom you would like to share the folder

Select permission

5. Under **Add additional people**, type in the email address of the people you would like to share the document with, or select them from your contact list (if you utilize a Hotmail account).

Click **"X"** to delete contact

After typing the name, click **Enter** and it will appear below. Use the dropdown menu to set permissions.

6. When you are finished, select **Save**.
7. Click **New** to add new files to the folder, **Add files** to upload files, **Share** to edit permissions and create and distribute links.

Not for Circulation

Sharing

Discussed above is how to edit the Share settings when creating a folder. The share settings of the folder will apply to all documents contained in the folder. There are other ways to share documents on Windows Live.

To share a specific document,

1. Under the **Office** tab, click **Your documents.**

2. Roll your mouse over the specific document you wish to share, and click **Share**.
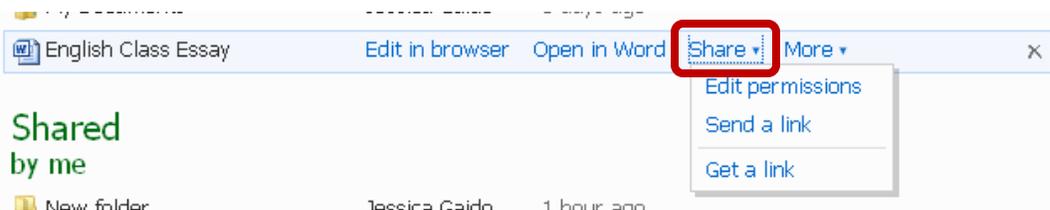

      a. Click **Send a link** to enter the email addresses of recipients which includes a link to the document.

      b. Click **Get a link** to copy a link to share with other people requiring them to have permission, or to create a public link that can be viewed by anyone.

Creating **groups** on Windows Live allows users to organize their contacts in a manner that eases the way they send emails, share documents, or view calendars.

To create a group,

1. Click the **Office** tab along the top of the page, and select **Your groups**.
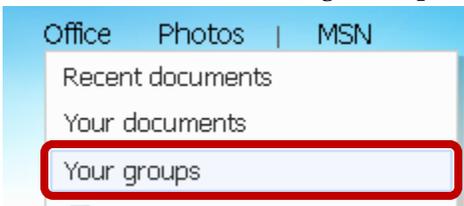
2. Click **Create a group**.
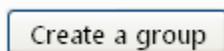
3. **Name** your group, and add email addresses to add members. Click **Create**.

4. You will now be viewing the homepage for your group.

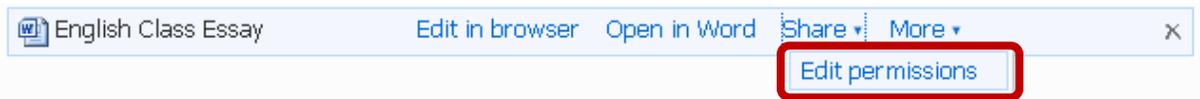Click **Documents** to create items for your group to view and edit.

Use options above to send emails, invite members, and edit group settings

Click to add a calendar

To edit share settings of a folder or document,

1. Roll your mouse over the document or the folder whose settings you wish to edit. Click **Share**, and then click **Edit permissions**.

2. You will be taken to the screen allowing you to edit who can access the document or folder. Make your changes, and select **Save**.