

What is SkyDrive?

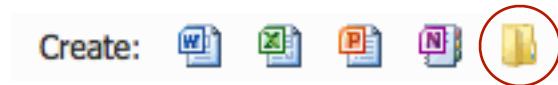
Windows Live@EDU SkyDrive lets you store files online (*up to 25GB of free online storage*), and share your files with colleagues, friends, or with anyone in the world. However, keep in mind that the files are not backed up by Anderson County Schools but by Microsoft. This means that the Anderson County School District is not responsible for backing up the data you store on SkyDrive.

You can access the SkyDrive from the “More” tab at the top of your e-mail - Choose **More > SkyDrive**

Note: The first time enter your SkyDrive , you will be asked for your password and to agree to the terms of service.

STEP 1: How to add a folder

Select the folder icon from the Create menu



Name your Folder

- If you do not want to share the folder, Click **Next**. ([Go on to STEP 3](#))
- If you want to share the folder, Click **Change**

STEP 2: How to set Folder Permissions

To change the folder to a public folder, move the cursor to **Everyone (Public)**.

To change the folder to a personal folder, move the cursor to **Me**

To change the folder to a shared folder, select who you want to share it with:

To share with	Do this:
All your friends and their friends	Move the cursor to My friends and their friends
All your friends	Move the cursor to Friends (Your friends on Live@EDU Mail, including Messenger) You can choose to refine the permissions to allow either Can view photos or Can add, edit details and delete photos
People who aren't on your contact list	Under add additional people , enter the email address of the person you want to share the folder with
People on your contact list	Under add additional people , select the people from your contact list. Click on Select from your contact list . Tick the check box of the people you want to share with.

Once set, click **Save**.

Note:

- Be careful of Copyright rules. Please read the [Microsoft Service Agreement](#).
- Folder permissions apply to top-level folders only.

STEP 3: How to Add files

Choose the folder in which you would like to add the files

Click **Add Files**

Drag and drop the files which you want to include in the folder. You may also choose to select the documents from your computer.

Click **Continue**

Once a file is added, you can hover your mouse over the file for more options (Comment, Share, Move, Copy, Rename, Delete)

Note:

- *The maximum file size limit is currently 100MB.*
- *Once files are added, they can only be moved one at a time. When working with multiple files, it is best to determine the folder where you want them to be stored before mass uploading.*