

Live@EDU Sky Drive Instructions

Use Windows Live SkyDrive to Store Files and Retrieve Them on the Go

Think of Windows Live SkyDrive as your own personal flash drive on the Internet. The files you upload can be accessed from virtually anywhere. It's a fast and easy way to work on a file both from home and at work, without transporting it back and forth or worrying about where it's stored.

GET STARTED

- **Sign in** to your account by visiting www.student.tsd.ac.uk enter your student email address and password then click **Sign in**.
- Click **SkyDrive** at the top of your screen

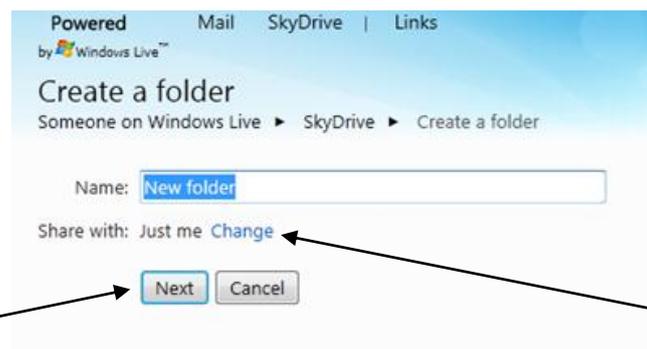


CREATE A NEW DOCUMENT OR FOLDER TO SAVE DOCUMENTS IN

- Next to **Create**, click **The icon for the type of document you would like to create, or click the folder to create a new folder.**



- Choose a **Folder Name**

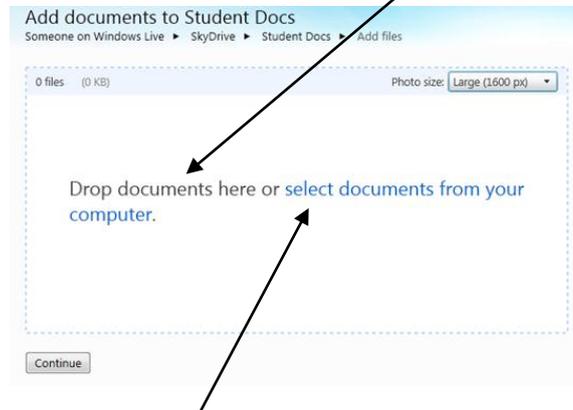


- Click **Next** to accept the default sharing setting of **Just me**, if your want to share your folder with someone click **Change**, and then click **Next**.

Once you create a folder, you can begin adding files to it as described below. *File size is limited to 100 megabytes (MB) each, and your total storage capacity with Windows Live SkyDrive is 25 gigabytes (GB).*

ADD FILES TO A FOLDER

1. Navigate to the folder that you want to add files to.
2. Click **Add files**.
3. Simply drag and drop the documents you want to upload into the **Drop documents here** box.



Alternatively, click **select documents from your computer**, then browse to and select the file that you want to add.

4. Wait for the upload to complete, drag and drop or browse to more files if required, then click **continue**.

DOWNLOAD, MOVE, COPY, RENAME OR DELETE

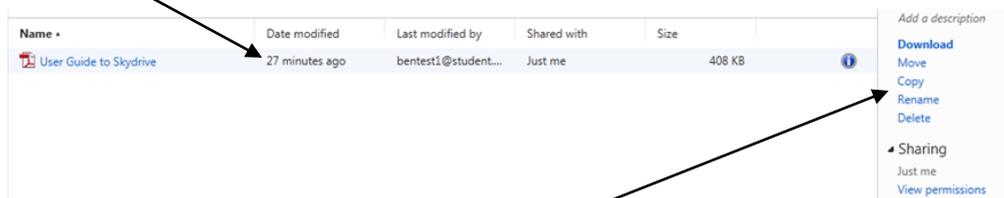
After you upload a file to a folder, you can access the file from any computer that's connected to the Internet to download, move, copy, rename or delete the file.

To download a file

1. **Sign in** to Live@EDU account with your TSD account details and navigate to **SkyDrive**.
2. Navigate to the folder where your file is stored.
3. Click the file that you want to download, click **Open** to view the document or **Save** to save the document to your computer.
4. If you chose **Save**, navigate to the location on your computer where you want to save the file, and then click **Save**.

To Move, Copy, Rename or delete a file

1. **Sign in** to Live@EDU account with your TSD account details and navigate to **SkyDrive**.
2. Navigate to the folder where your file is stored.
3. Click the **Date Modified** field for the document you wish to modify – *do not click the document name as this will download the document.*



4. On the right hand side click **Move**, **Copy**, **Rename** or **Delete**.
5. Follow the onscreen instructions for the option you have selected.