

HOW TO USE WINDOWS LIVE SKYDRIVE

Online file storage or “Cloud Computing” has become very popular now that many of the initial security fears have been addressed. It’s a much better method of file management if you are regularly moving between locations and especially useful now that many organizations are prohibiting the use of USB drives and/or personal webmail access.

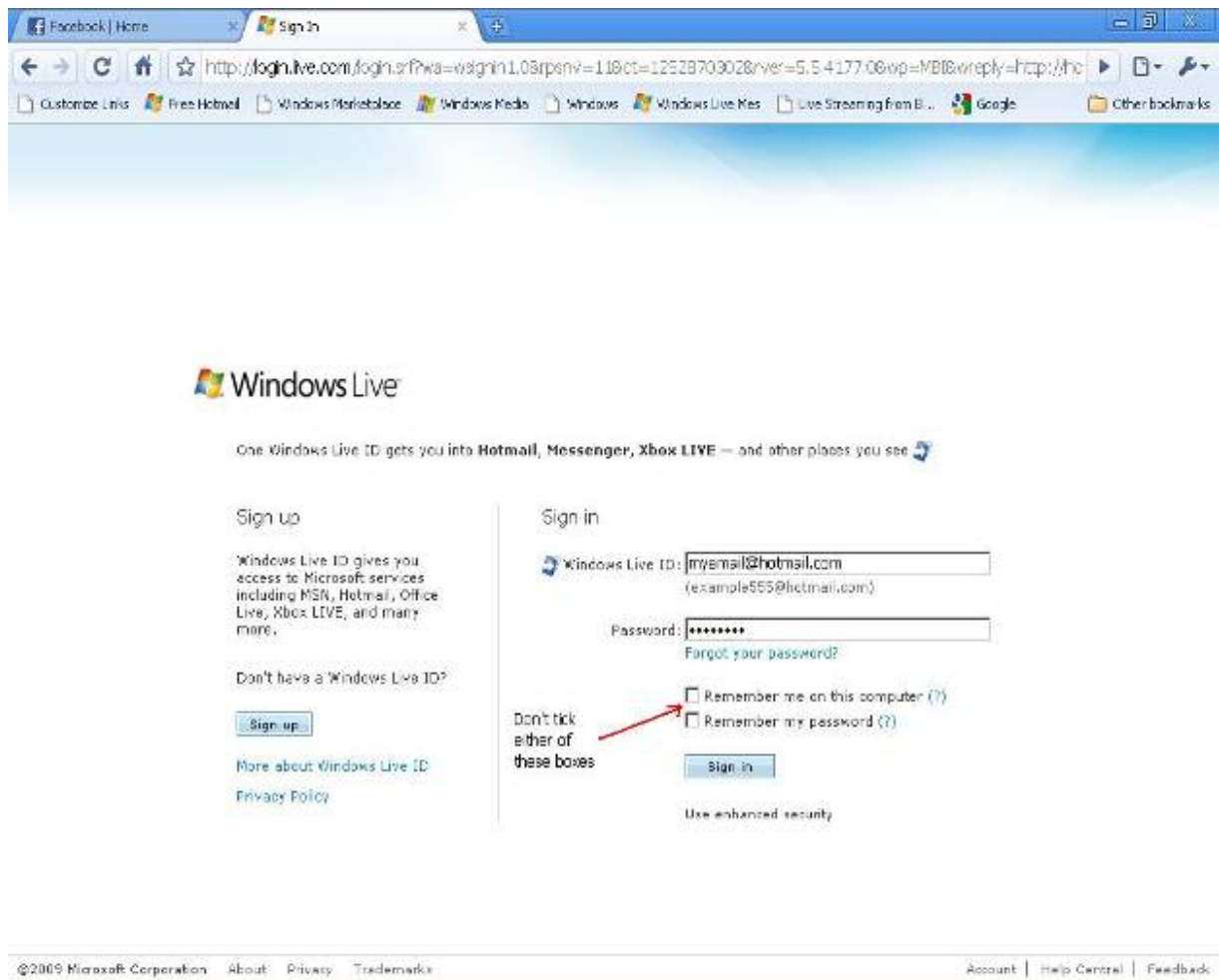
This document focuses on showing you how to use Windows Live Skydrive from Microsoft which is free and gives you a massive 25gb of storage space but there are many other similar offerings available from other companies too such as GMX and Google which are also free to use.

First of all, open a web browser such as Internet Explorer and go to the address: <http://home.live.com/>



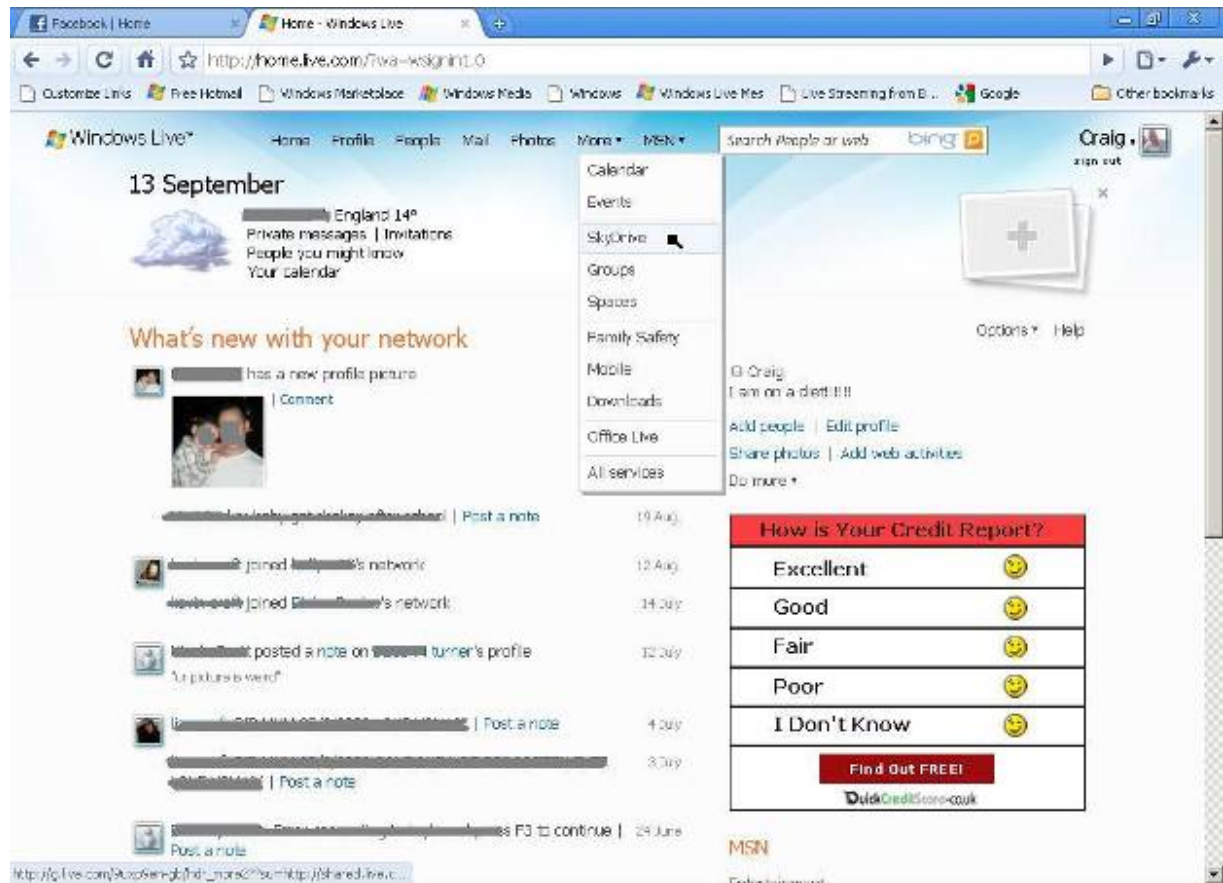
Now as long as you have a Microsoft Passport which is an email address you have registered previously with Microsoft for access to things such as MSN Messenger you will be able to access the site using the Sign In button at the top right corner of the page.

If you are using a public or shared computer then it's really important that you don't tick either of the two boxes arrowed in the picture below otherwise anyone using the computer after you could have immediate access to your account.



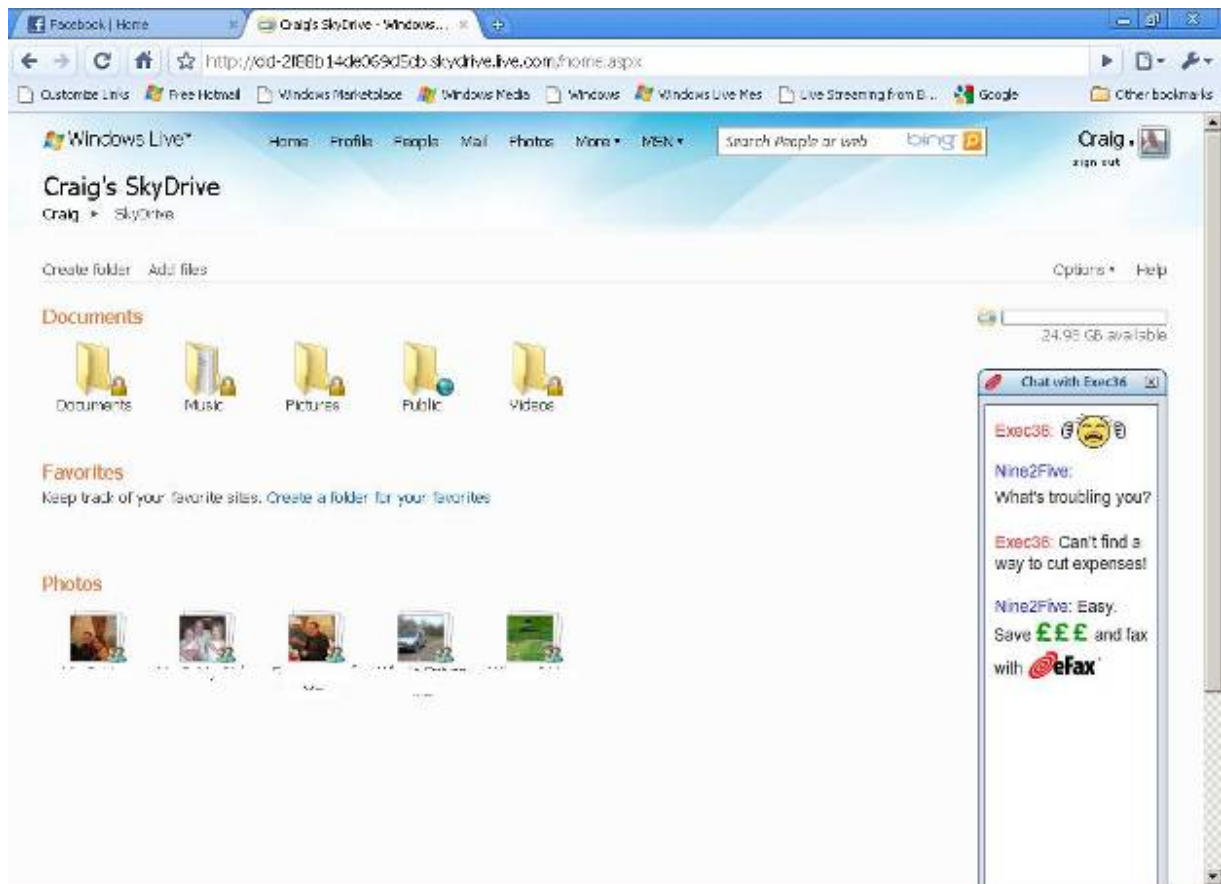
Enter your log in credentials and click the Sign In button you will then be redirected to your own personal home page.

Once you have logged in successfully you will be presented with the Windows Live home page. This is your personal profile page which can be customized if you prefer to. Follow the top menu of buttons where you have HOME, PROFILE, PEOPLE, MAIL, PHOTOS, MORE and MSN, click on MORE then click on SKYDRIVE as shown below.

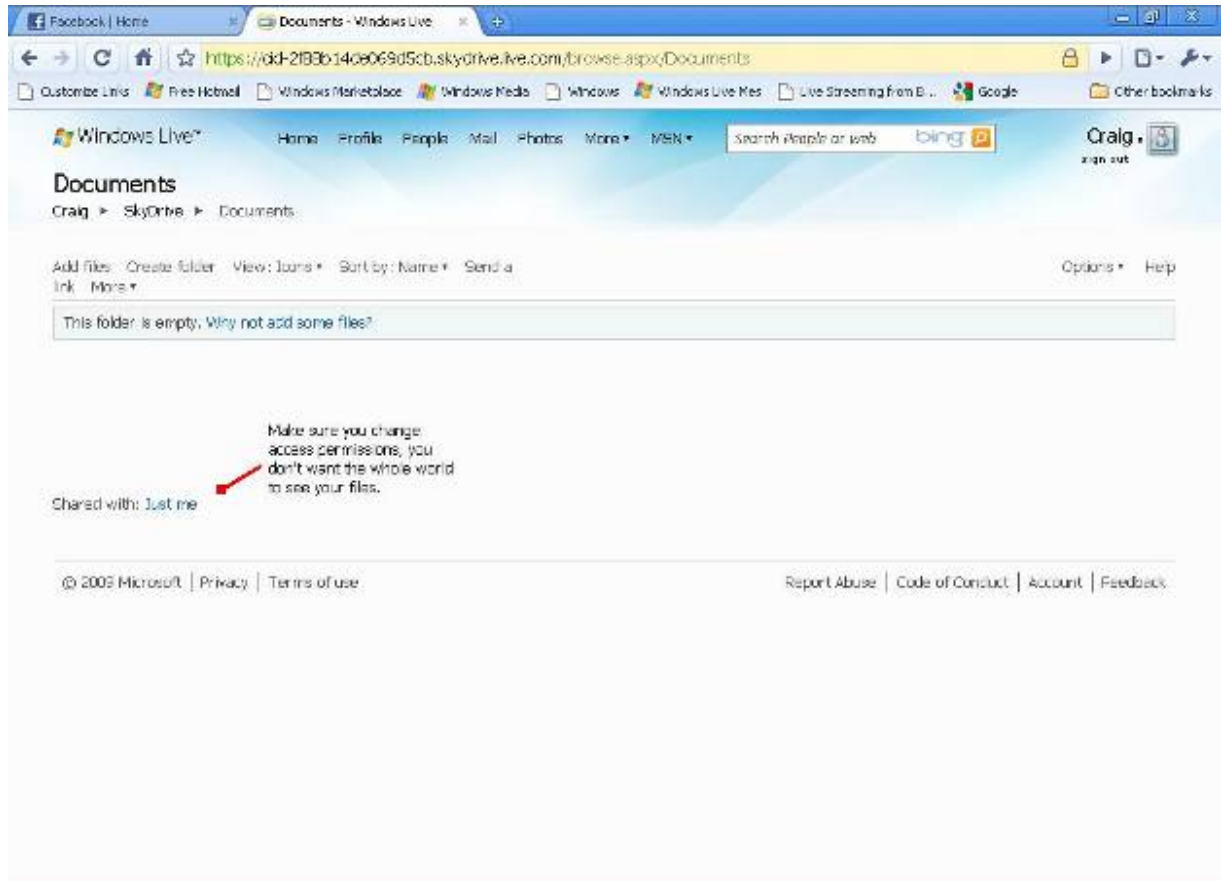


I have already started using Skydrive but your file storage area will look similar to the image below

In this area you can use the folders already provided or you can create new ones just like on your own computer, I have created Photo folders and for me this is great for showing my personal photographs to friends and family whenever I am visiting them and using their computer.



Click on the DOCUMENTS folder



You are now ready to start using Skydrive!

Use the menu containing the buttons ADD FILES, CREATE FOLDER, VIEW etc to modify this whole area. Your files will then be stored safely until you choose to delete them.

I would recommend that you choose to set your file viewing permissions to JUST ME, this will prevent other people from browsing your uploaded files without your permission.