

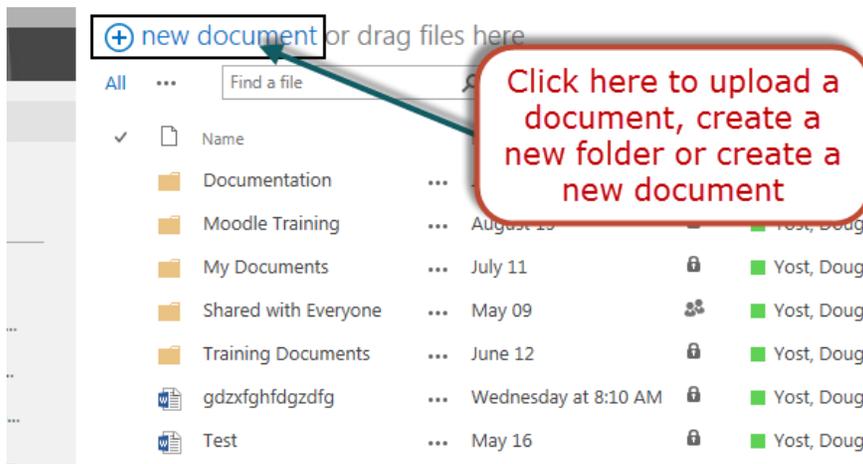
# How to Access and Use Your Union College SkyDrive Pro.

Union College is pleased to be able to provide to our Students a 7GB cloud drive (SkyDrive Pro) with our new email system. Each student receives this secure environment to store and create files through our arrangements with Microsoft. This brief tutorial will give you the basics on how to locate your SkyDrive, create folders, upload documents, and create new files using Web App versions of Microsoft Office.

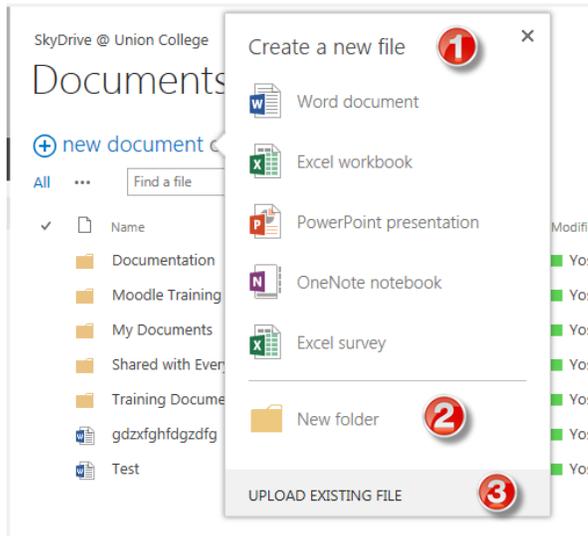
1. Log in to your Union College webmail account.
2. Once you are logged in, look in the upper right-hand top of the screen to locate and then click on **SkyDrive**.



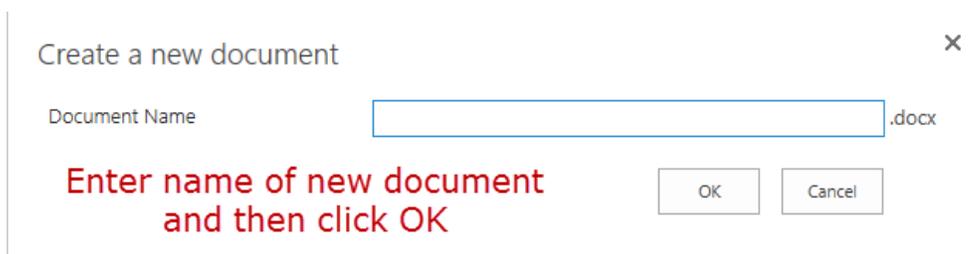
3. Click on “new document”.



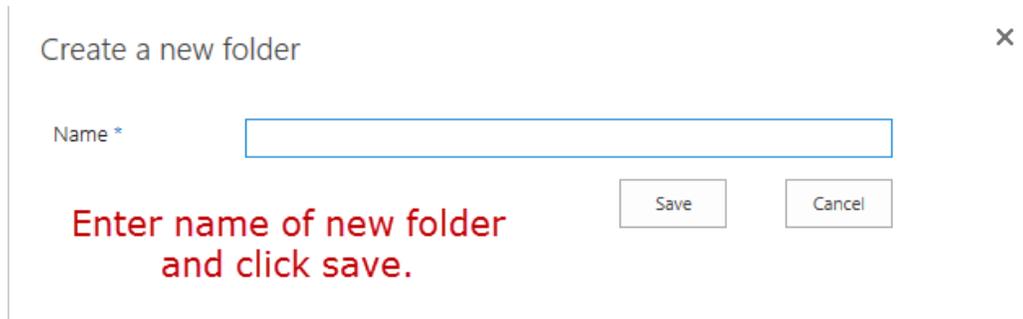
4. From this menu you can select to create a (1) file using Office Web Apps, (2) create a folder, and (3) upload a document.



5. Let's look at how to create a new file. Open the SkyDrive folder you want to create the file in and then click on "new document" as shown in step 3. We are going to select the option of creating a new Word document. Click on "Word document." You will need to name the document right away. After you do name the document the Word Web App will look pretty much like the MS Word you know. Your document will be saved in the folder you chose. SkyDrive automatically saves your file as you work on it. If you want to immediately download the file you can go to "File" and select "Save as" and select "download." To return to SkyDrive select "File" and then "Exit."



6. Let's look at how to create a new folder. Click on "new document" as shown in step 3. Then select the option of creating a "new folder". You will need to name the new folder right away. Creating folders in SkyDrive is much like creating folders and managing folders in Windows.



Create a new folder

Name \*

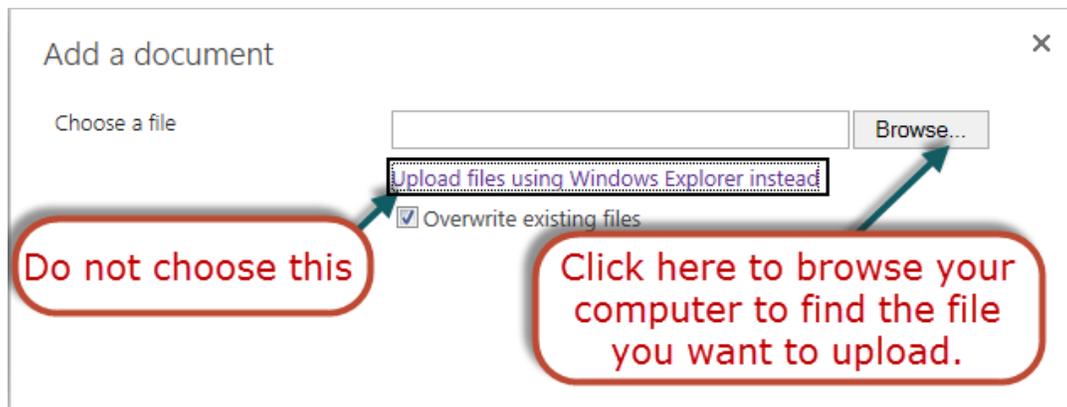
Save Cancel

Enter name of new folder and click save.

7. Let's now upload a file to SkyDrive. First open the folder you want the file to be saved in.



8. Click on "new document" as shown in step 3. Then click on "upload existing file". Browse to the folder on your computer where your document is saved. **Note:** Do not select the use Windows Explorer.



Add a document

Choose a file

Upload files using Windows Explorer instead

Overwrite existing files

Browse...

Do not choose this

Click here to browse your computer to find the file you want to upload.