



Using Your College SkyDrive

What is a SkyDrive?

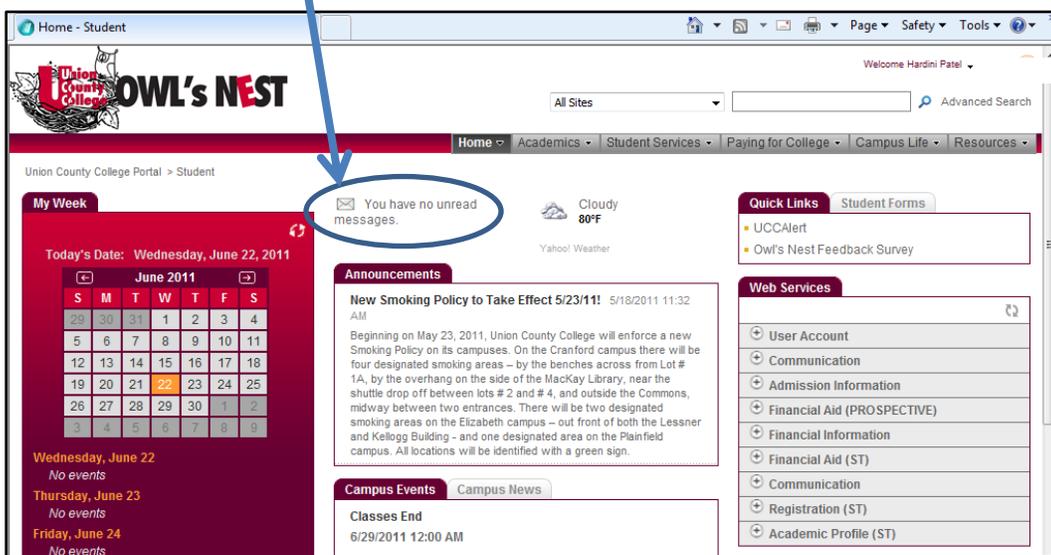
The SkyDrive is a file hosting service that allows you to upload files to a cloud storage area (an off site server). You will be able to access these files from any computer with Internet access. Your SkyDrive has 25GB of storage space with individual file size limited to 50MB. The SkyDrive is linked to your college email account.

How do I access the SkyDrive?

If you are using a college computer, log onto the computer with your user name (firstname.lastname) and password (Default of UccMMDDYY or the password you created in WebServices). This will open up your college web portal which provides access to your college email and SkyDrive.

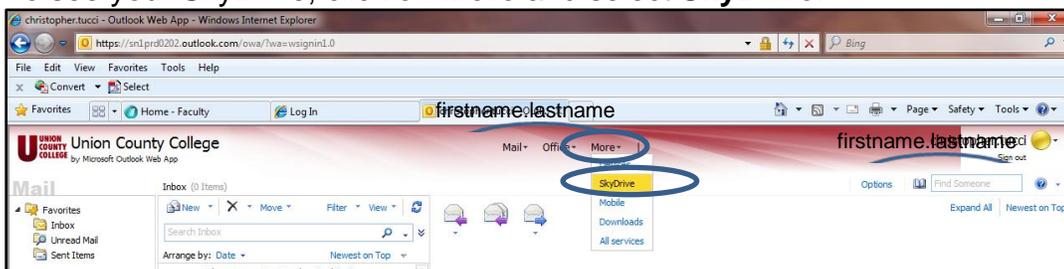
If you are accessing your college web portal from home, start the Internet. Type **owlsnest.ucc.edu** in the address bar of the browser. You will be prompted to enter your user name (firstname.lastname@owl.ucc.edu) and password (UccMMDDYY or the password you created in Web Services).

Click on the envelope icon to access your email and SkyDrive.

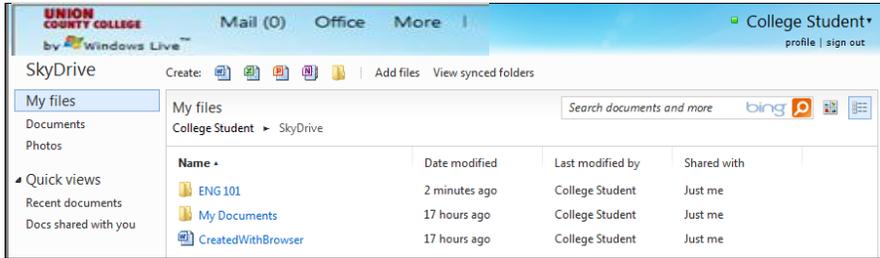


How can I view the contents of my SkyDrive?

You will now be logged into your Union County College Live Email account. To see your SkyDrive, click on **More** and select **SkyDrive**.

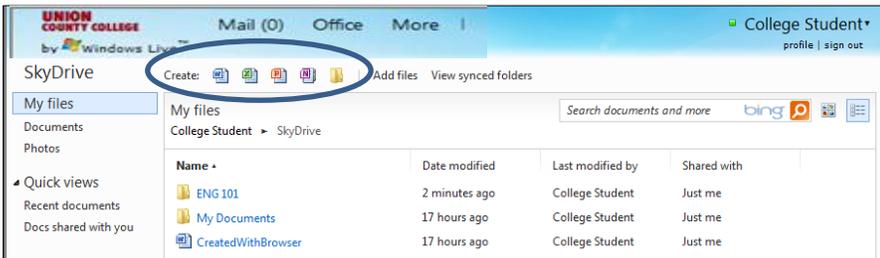


Your SkyDrive is displayed. From here, you can view your folders and documents. To view a document or open a folder, click on the name of the item.



How do I create a new document or folder?

To create a new document or folder, click on the icon for the object you wish to create.



How do I edit a document?

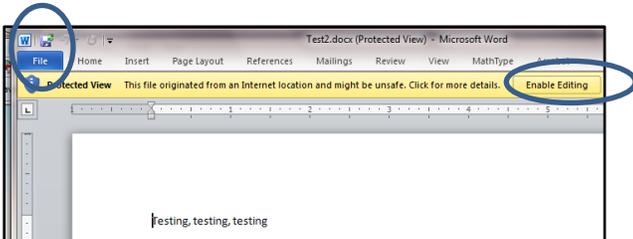
Click on the document. On the left side, you are given the choice of editing the document by downloading the file to your computer (**Open in Word**) or using Office Online (**Edit in Browser**).



If you choose to **Open in Word**, you may receive a message from the webpage asking you if you want to download the file. Click **OK**.

A window may open asking you to “Enter your Windows Live ID credentials.” Type in your email address (firstname.lastname@owl.ucc.edu) and password (UccMMDDYY or the password you created in WebServices).

The file will download to your computer. When Word opens, you may get a yellow warning bar on the top of your screen. Click on **Enable Editing**.



When you are done making changes, click on the **diskette icon** in the top left corner to save the file back to your SkyDrive.

If you choose to **Edit in Browser**, a limited version of Word is displayed that contains basic word processing features.



When you are done making changes, click on the **diskette icon** in the top left corner to save the file back to your SkyDrive.

How do I print a document?

Click on the **File** tab at the top of the document. Click on **Print**.

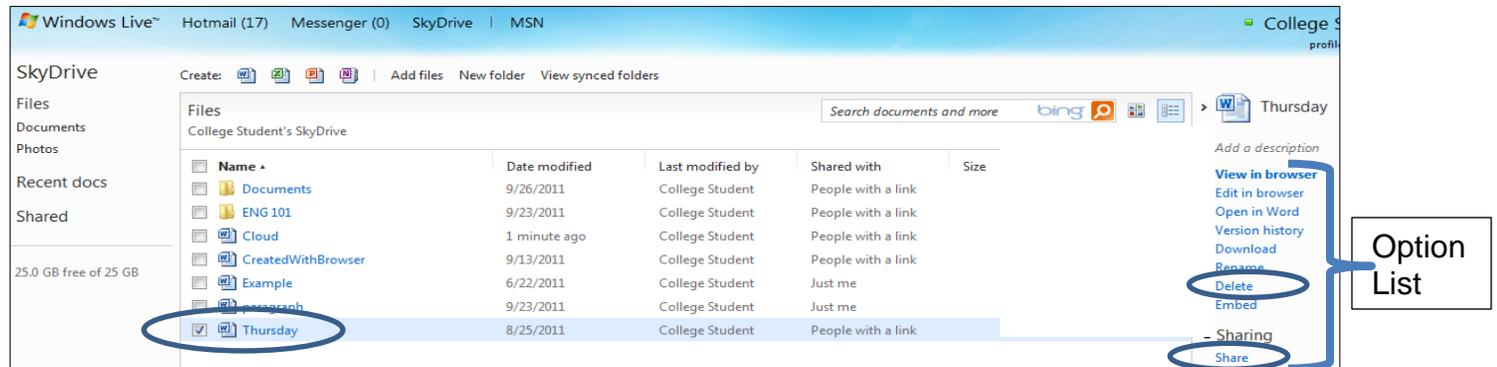
How do I close a document when I am done editing?

Click on the **X** at the right side of the screen to close the document, or click on the **File** tab and select **Close**.

How do I delete a document from the SkyDrive?

Click in the check box in front of the document or right-click on the document's name. (Note: Do not left-click on the name of the document. This will cause the document to open.)

The **Options List** appears.



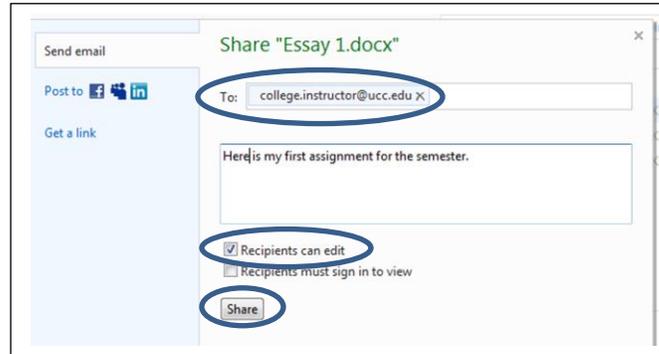
Click on **Delete** from the Options List to delete the file. A message box appears asking if you are sure you want to delete the file; click **Yes**.

How do I share/email a document saved on the SkyDrive?

Click in the check box in front of the document or right-click on the document's name. (Note: Do not left-click on the name of the document. This will cause the document to open.)

Under **Sharing** in the Options List, click **Share**. In the box that appears, type in the email address(es) of the people you want to share the document with. Include a message if you want; if you do not want the recipient to edit the document, uncheck the *Recipients can edit* option. Click **Share**.





The person receiving the email will see the name of your document in the email message and will click it to open and view your document. (Note: The email can end up in the person's Junk Mail folder. The person must move the email to his/her Inbox for the link to the file to be active.)

