Adding Files to the SkyDrive

1. In our Outlook email, click on the “More” button located at the top of the screen. 

1. Select Skydrive from the drop-down menu under MORE.
2. This will open the SkyDrive. Notice that you can create Word, Excel, OneNote, and PowerPoint documents in the SkyDrive. 
3. From the above picture, look at the folder to the left of “add files”. Let’s create a folder first. Select “Make New Folder”. 
4. Notice the “Share with”. I want my documents to be private, like teacher flipcharts, etc… You can select change to choose the appropriate style. 
5. Name the folder and you are ready to add files.
6. Select “add files” and choose the appropriate folder.
7. Choose “select documents from your computer”, search and find the file, and click open. When finished, click continue.
8. It will upload directly to the SkyDrive, accessible anywhere you have an Internet connection. That’s it!