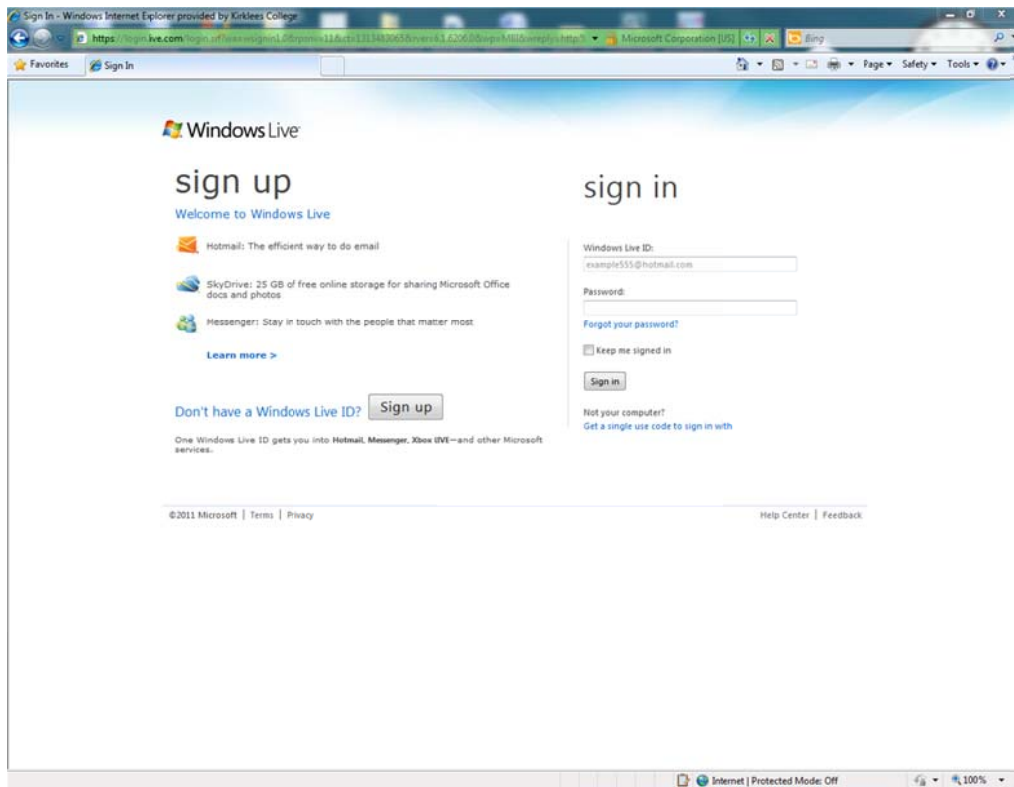


Live@edu Quick Start Guide

Microsoft Live@edu is an email, communication and collaboration service that includes anywhere access to 10 GB mailboxes, 25 GB of free file storage on SkyDrive, document sharing & editing through Office Web Apps, and a lot more that you can access with the same user ID & password.

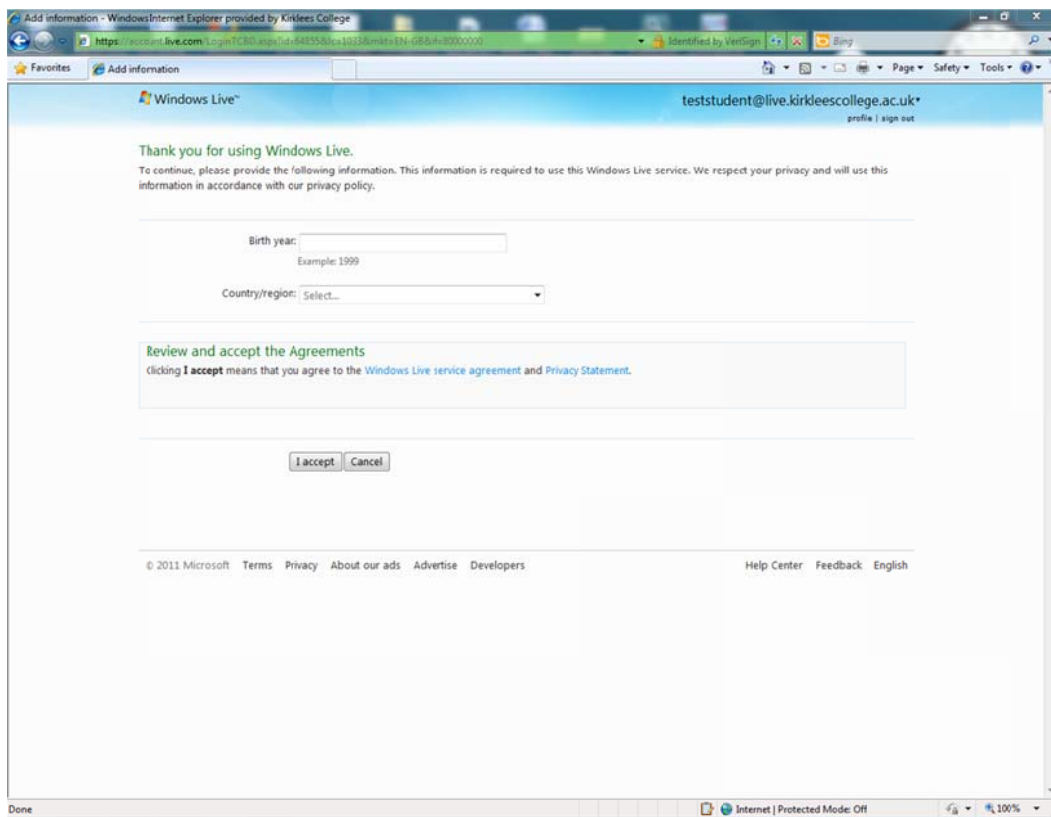
Activating your Live@Edu account.

1. Open your web browser and go to <http://www.live.com>

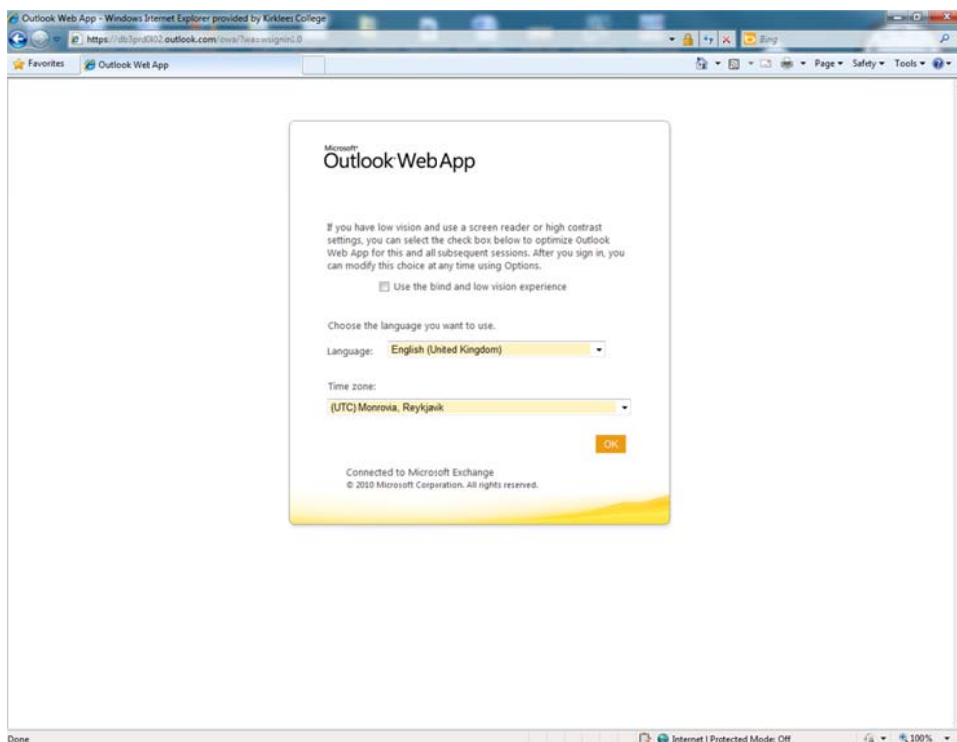


2. Enter your windows live ID. This will be your enrolment number @kirkleescollege.ac.uk for example 1234567@kirkleescollege.ac.uk this will also be your email address.
3. Your password is your date of birth (ddmmyyyy)
4. Click Sign In

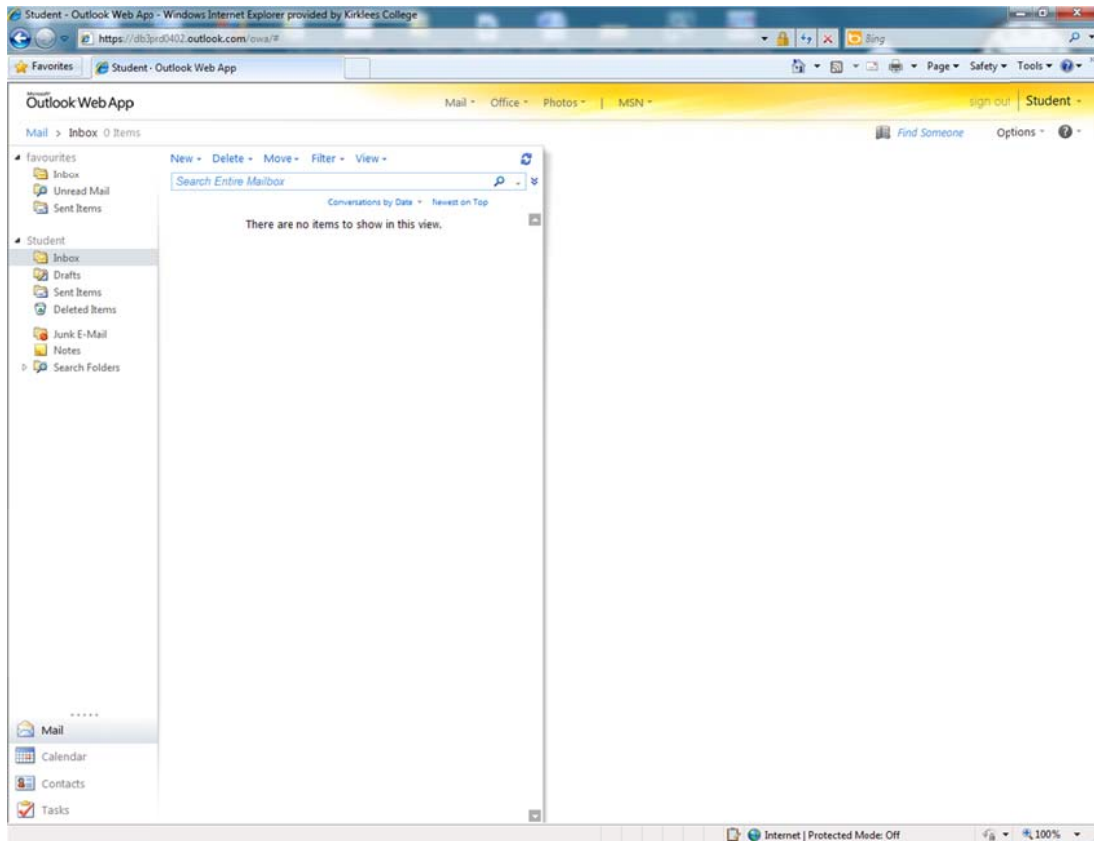
- You will now be asked to confirm your year of birth and country. Enter your year of birth and select United Kingdom from the country drop down menu. Review and accept the terms and conditions for using the service. Click Accept.



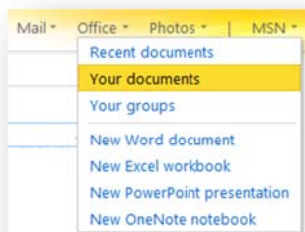
- You will now be asked to confirm your timezone. Select (UTC) London from the drop down list and click ok



7. Your account is now active you should see your mailbox



SkyDrive:

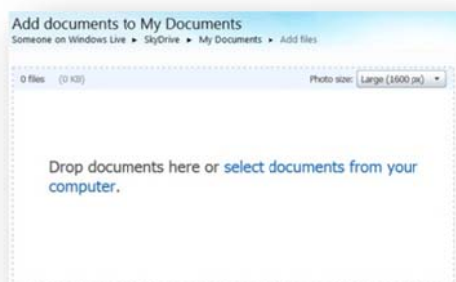


SkyDrive is your own online personal storage area. Upload your files and photos so you can access them from anywhere, and share them to collaborate with others.

To access your SkyDrive, click on the 'Office' link and select 'Your Documents'.

To upload a file, open the 'My Documents' folder and click on the 'Add files' link.

You can select an existing folder or you can create a new one by selecting 'New folder'. You can drag and drop a file into your SkyDrive or you can browse to the file you want to upload by clicking on 'select documents from your computer'.

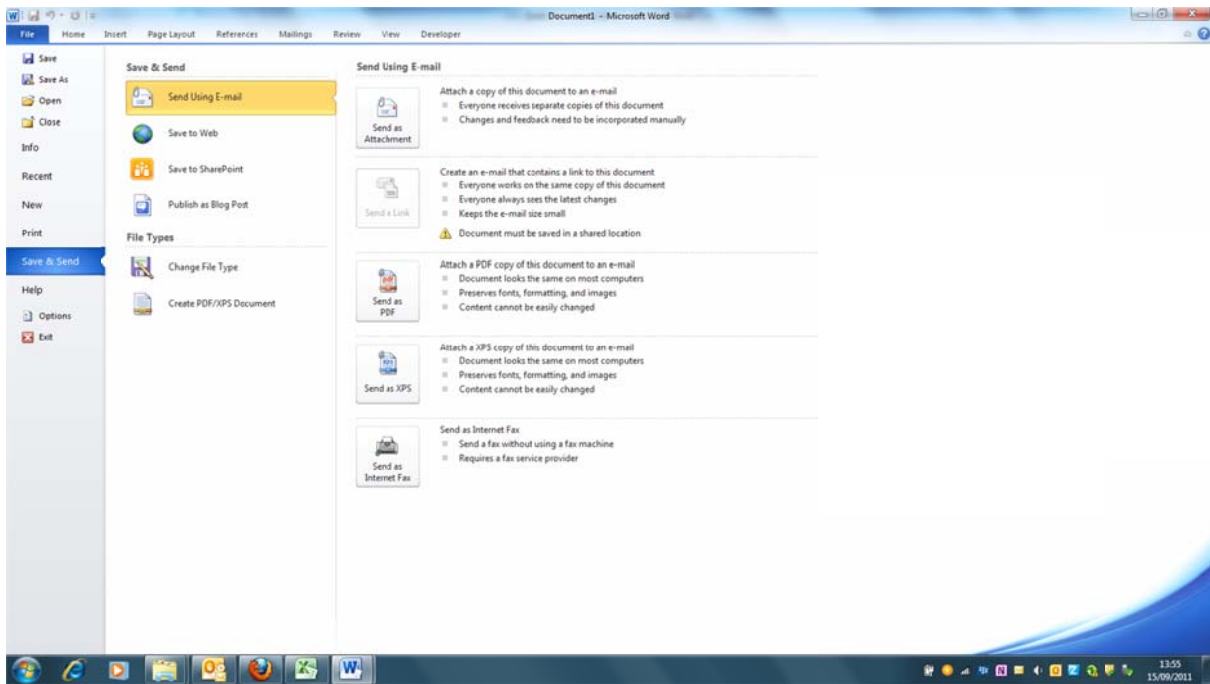


To open a file that is already on your SkyDrive just click on the file. If it is a file that can be opened by one of the Office Web Apps it will open in the relevant application.

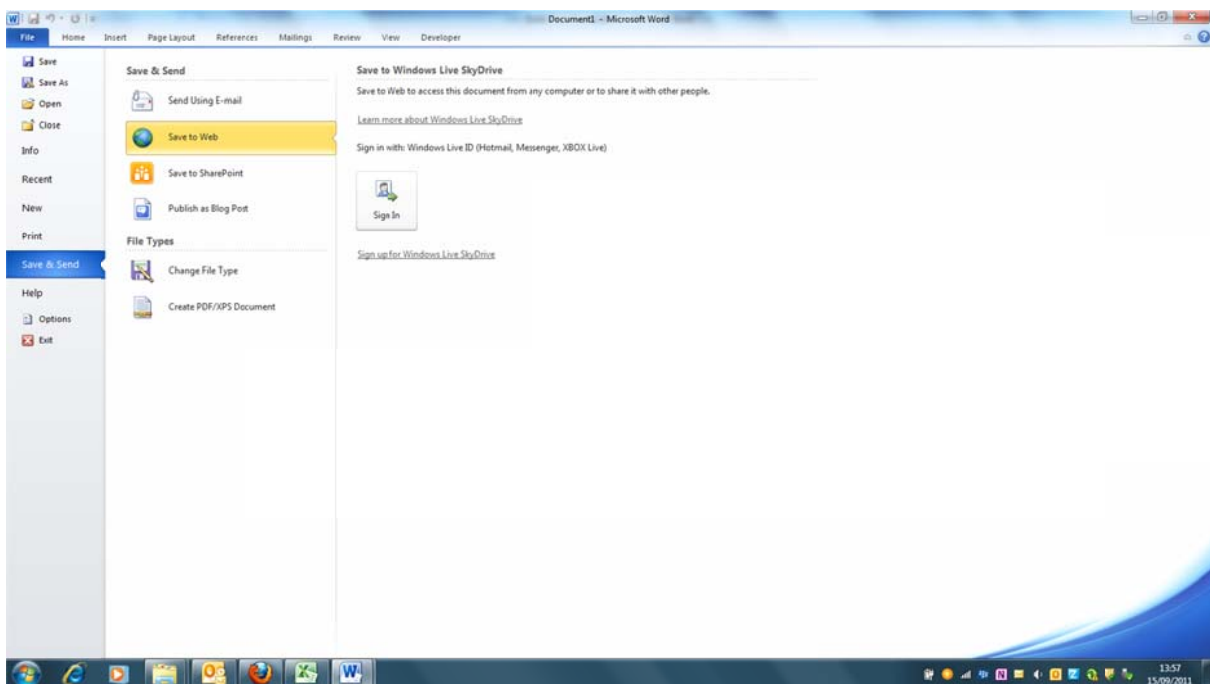
Saving Documents to the Skydrive within a MS Office Application:

You can save directly to your Skydrive within Office Applications (Word, Excel and Powerpoint) as follows:

Within the Office Application, select 'Save and Send':

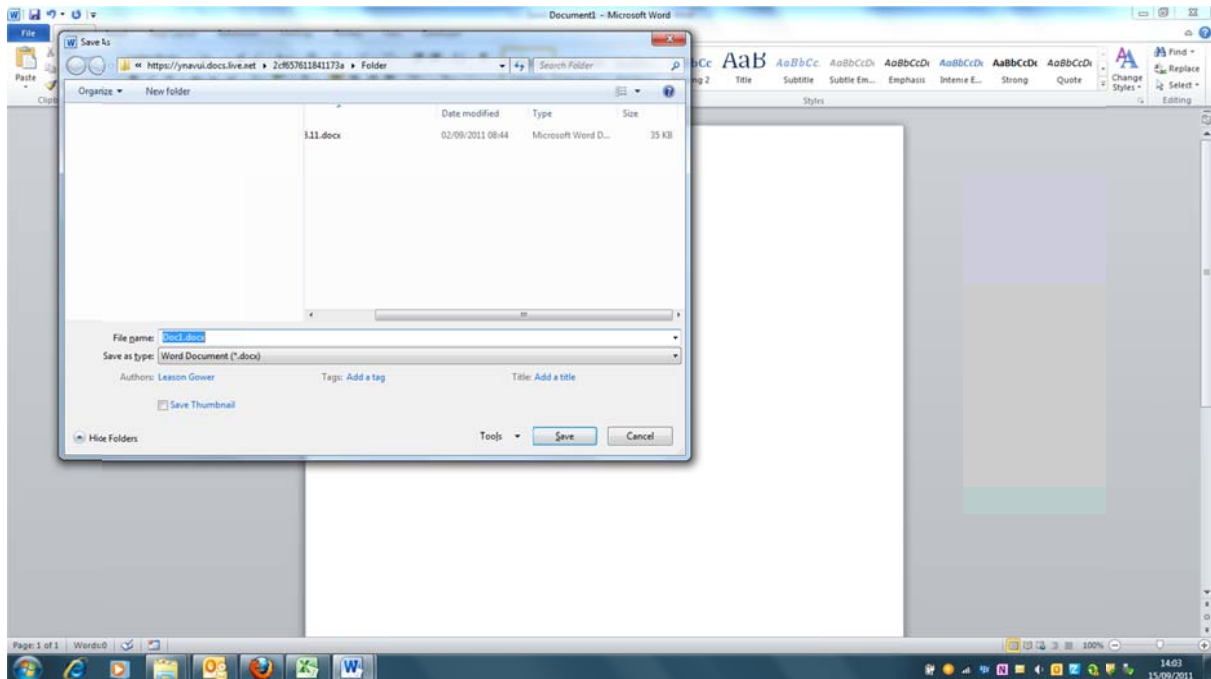


Next, select 'Save to Web':



Then click on 'Sign In'. You will then be prompted to input your username e.g. **1234567@kirkleescollege.ac.uk** and password. Then click on 'OK'.

Finally, select the folder to save your work and click on 'Save'.



Office Web Apps:

You can access online versions of Word, Excel, PowerPoint and OneNote through your browser. Log in to your SkyDrive and select the Office link. You can choose to open an existing document from your SkyDrive or you can create a new one from the drop down menu.

To open one of the Office Web Apps from your SkyDrive, select the relevant icon near the top of the screen, enter a name for the file you are about to create and click 'Save'.



The package will then open. To save any changes that you make, select the 'Save As' option in the File menu.

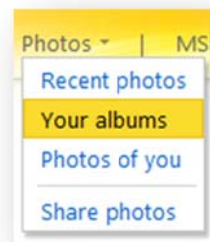
Photos

To create photo albums select 'Your albums' from the 'Photos' link. Click on 'Add files'.


To create a new album select the 'New album' icon. Enter a name for your album and click 'Next'.

You can now drag and drop photo files or browse to files on your computer by clicking on 'select photos from your computer'.

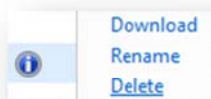
Click the 'Continue' button. Your photo will now be on your SkyDrive.



Deleting files

To delete files from your SkyDrive, navigate to the file you want to delete. Hover over the file and select the information icon  on the right.

Click on the 'Delete' option.



Please be careful when deleting files as once deleted, they cannot be recovered.

Changing your password

Please note: Passwords are synchronised with the College systems. To change your password you need to log into a College PC and change it from the Windows 7 desktop by pressing CTRL, ALT and DEL and then selecting 'Change a Password'.

Getting Support

There are extensive help/tutorials within the system, just click the help icon to access it.



More help can also be found at: <http://explore.live.com/windows-live-skydrive-help-center>

Alternatively please speak to a member of the Flexible Learning Centre/Library team for further support.