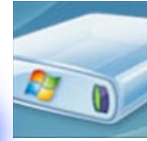


SKYDRIVE



25GB!

- * 25 GB OF FREE ONLINE STORAGE
- * ABILITY TO SHARE DOCUMENTS WITH OTHER STUDENTS
- * GREAT FOR BACKING UP IMPORTANT FILES
- * MAKES YOUR DOCUMENTS AVAILABLE ALL OVER THE WORLD
- * CREATE DIFFERENT FOLDERS FOR DIFFERENT GROUPS OF PEOPLE

TO LOG IN:

1. LOG IN TO CATAMOUNT MAIL
2. CLICK THE MORE TAB AT THE TOP OF THE SCREEN
3. CLICK ON SKYDRIVE

HOW IT WORKS:

- * THE OPENING SCREEN SHOWS WHAT HAS BEEN DONE RECENTLY FOR EASY ACCESS TO THE FILES YOU MODIFIED LAST. TO SEE THE FULL VIEW, CLICK ON VIEW ALL.
- * AT THE TOP ARE YOUR DOCUMENTS. THIS IS A GENERAL STORAGE AREA FOR MOST TYPES OF FILES. NOTICE EACH FOLDER HAS AN ICON THAT DESIGNATES ITS SHARING STATUS. A LOCK MEANS IT ISN'T SHARED, A PERSON ICON MEANS IT IS SHARED WITH SOME PEOPLE, AND A GLOBE MEANS IT IS UNIVERSALLY SHARED.
- * NEXT ARE FAVORITES. HERE, YOU CAN UPLOAD FAVORITES TO A FOLDER FOR SAFEKEEPING. IT'S A GREAT WAY TO NEVER LOOSE A GOOD WEB LINK.
- * AT THE BOTTOM IS A SECTION JUST FOR PHOTOS. AFTER YOU UPLOAD A FEW PHOTOS, YOU CAN CREATE SLIDE SHOWS, SHARE THEM, EMBED THEM INTO OTHER WEBSITES, PUT THEM IN A PHOTO GALLERY, AND EVEN ORDER PRINTS STRAIGHT FROM THE WEBSITE!
- * TO UPLOAD FILES, JUST CLICK THE LINK TO THE RIGHT. TO CREATE FOLDERS, JUST CLICK THE LINK ON THE TOP.
- * TO CHECK YOUR STORAGE USAGE, LOOK AT THE GRAPH ON THE TOP.

HOW TO SHARE DOCUMENTS:

- * FROM THE MAIN SKYDRIVE SCREEN, CLICK ON VIEW ALL FOLDERS, THEN CLICK ON "CREATE A FOLDER"
- * NAME THE FOLDER.
- * CHOOSE WHO YOU WANT TO SEE THE FOLDER. YOU CAN SHARE IT TO YOUR ENTIRE NETWORK, EVERYONE, OR SELECT PEOPLE. JUST TYPE IN THEIR EMAIL ADDRESS TO PUT INDIVIDUALS.
- * SELECT THE LEVEL OF ACCESS YOU WANT EACH PERSON TO HAVE. YOU CAN CHOOSE READER TO GIVE THEM THE ABILITY TO READ THE DOCUMENTS, OR EDITOR TO GIVE THEM THE ABILITY TO READ AND CHANGE THE DOCUMENT.
- * CLICK "CREATE FOLDER".
- * SKYDRIVE WILL CREATE THE FOLDER AND DISPLAY IT TO THE MAIN SCREEN. YOU CAN NOW ADD FILES TO THE FOLDER BY CLICKING ON THE "ADD FILES" LINK TO THE RIGHT, OR DOWNLOAD THE UPLOADER TOOL TO MAKE UPLOADING FILES A DRAG AND DROP OPERATION (INTERNET EXPLORER ONLY)
- * SKYDRIVE WILL AUTOMATICALLY EMAIL THE PEOPLE YOU GAVE PERMISSIONS TO AND SUPPLY A LINK SO THEY CAN FIND IT.

IT'S THAT EASY!

CATAMOUNT MAIL

YOU HAVE A WCU EMAIL ADDRESS FOR LIFE! 5 GB INBOX AND ACCESS TO TONS OF OTHER FEATURES INCLUDING YOUR OWN BLOG, WEBPAGE, PROFILE SPACE, AND PHOTO SPACE!

OFFICE LIVE

YOU CAN CREATE YOUR VERY OWN CUSTOM WORKSPACE FOR YOU AND YOUR CLASSMATES! COLLABORATE ON GROUP ASSIGNMENTS BY SHARING AND EDITING WORD, POWERPOINT, AND EXCEL FILES ONLINE, AND BRING YOUR PROJECT TOGETHER LOG IN TO CATAMOUNT MAIL, GO TO MORE AT THE TOP, AND CLICK ON OFFICE LIVE TO FIND OUT MORE!

PODCAST

CHECK OUT THE STUDENT COMPUTING PODCAST AT [HTTP://ITUNES.WCU.EDU](http://itunes.wcu.edu) FOR MORE INFORMATION ON YOUR WINDOWS LIVE ACCOUNT!

Western
Carolina
UNIVERSITY