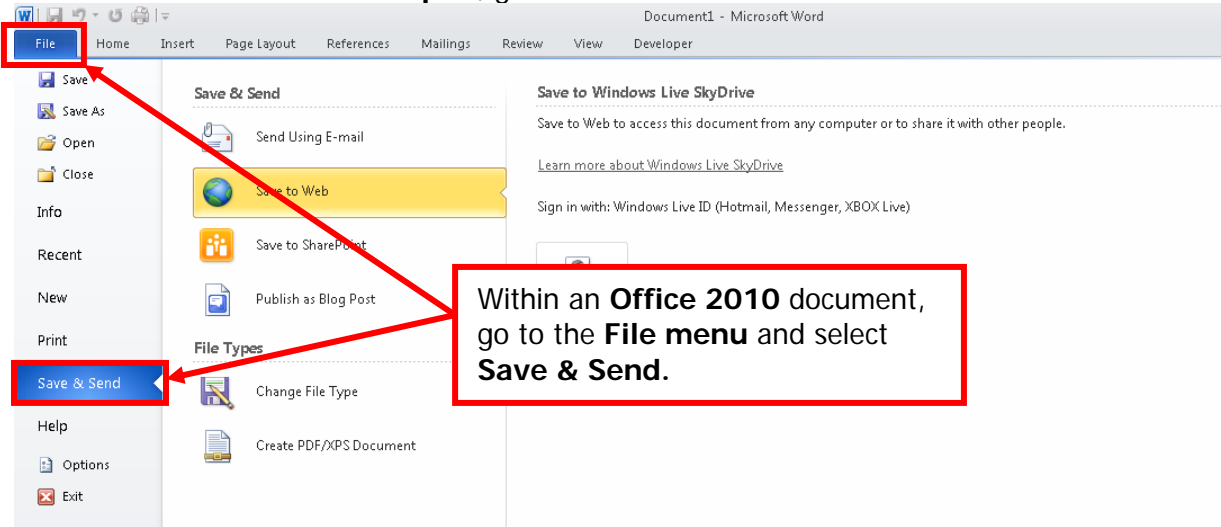


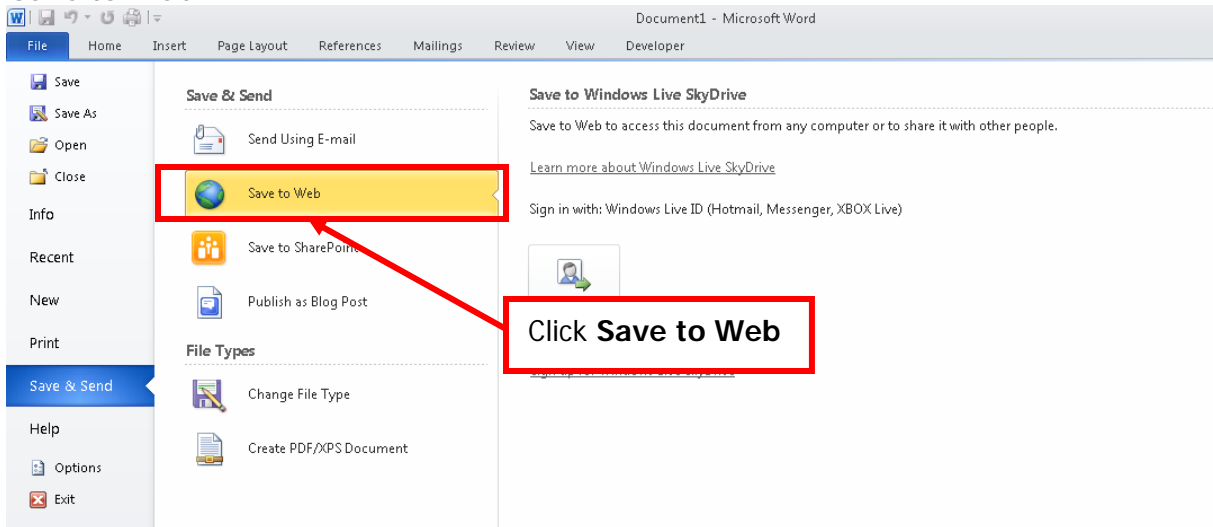
## Office 365 (Live@edu) with Office 2010: Save Documents Directly to SkyDrive

The information below is devoted to saving documents directly to your SkyDrive through your Office 365 (Live@edu) account. Please note that you must have an Office 365 (Live@edu) account to be able to access the SkyDrive. These directions are valid only for Office 2010 products and will not apply to Office 2007!

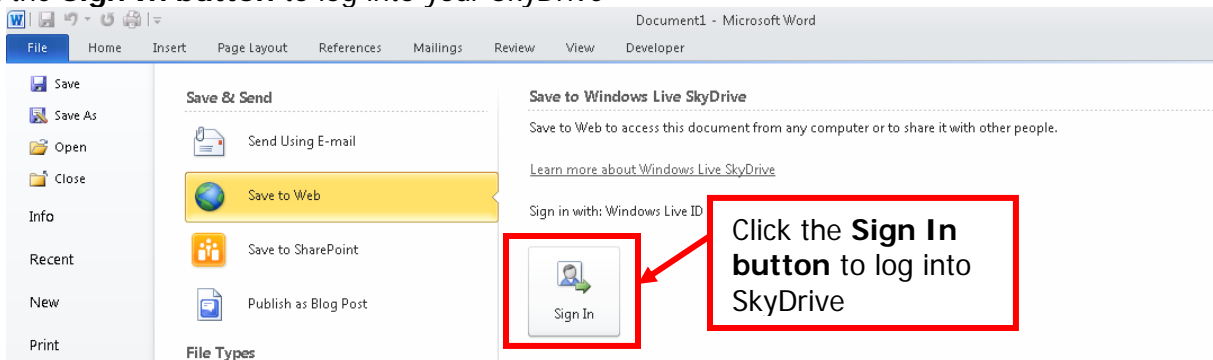
With the **Office 2010** document open, go to the **File** menu and click **Save & Send**



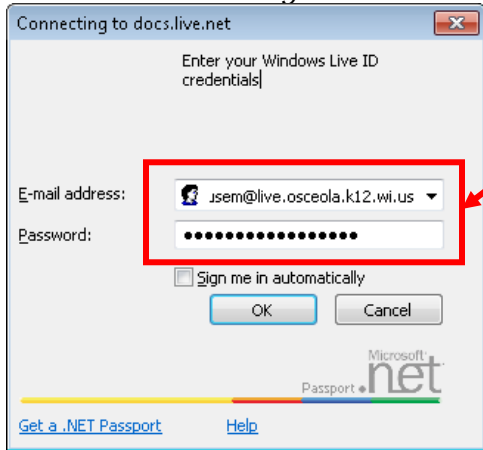
Click **Save to Web**



Click the **Sign In** button to log into your SkyDrive

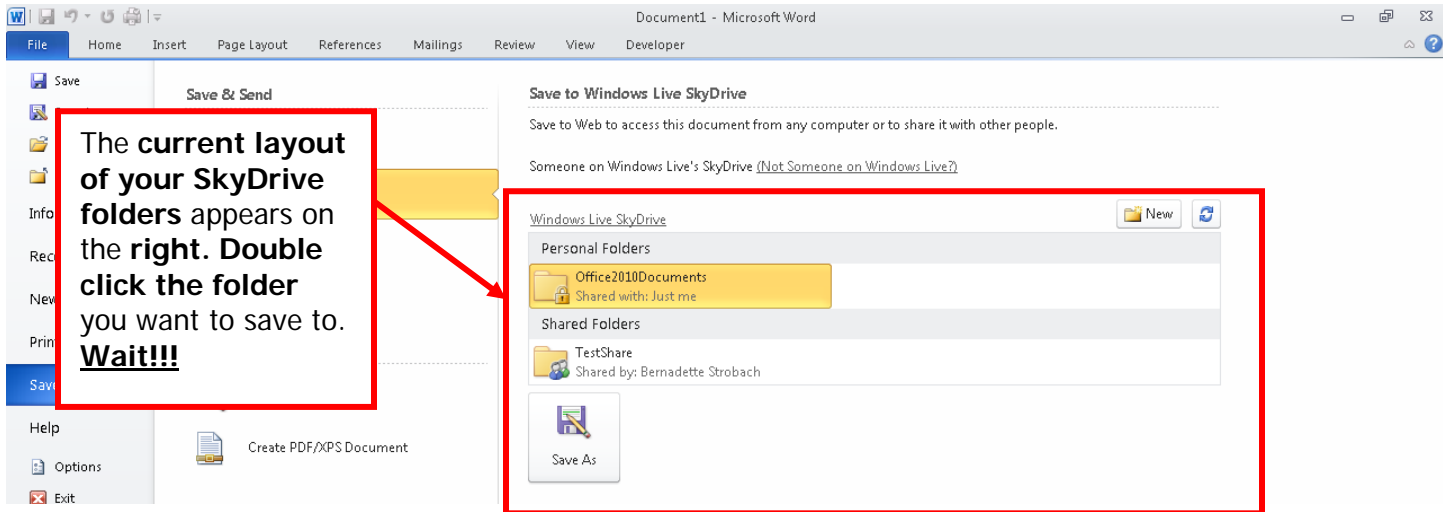


Enter your Office 365 (Live@edu) login information and click **OK**. Note to protect your security it is recommended that the "Sign me in automatically" box is left unchecked.

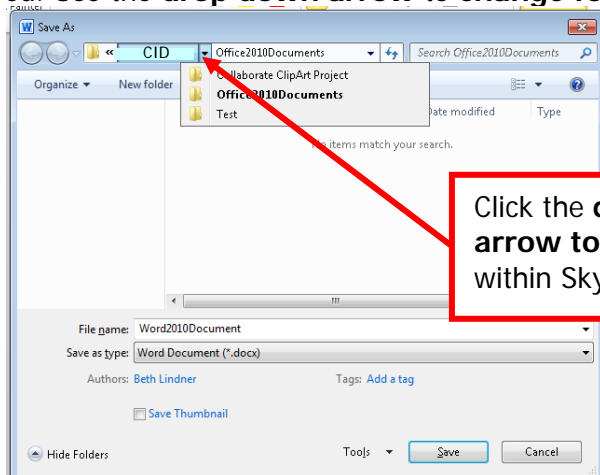


Enter your login information and click **OK**.

The current layout of your SkyDrive folders will appear on the right if login was successful. Double click the folder you want to save the Office 2010 document to. **Wait!!** – this process will appear to take a long time!! The **Save As** box will appear once a connection is established!!

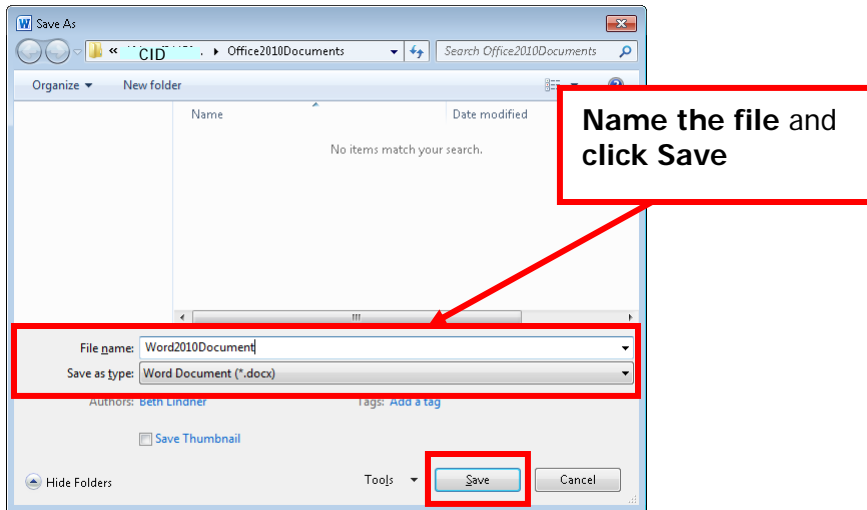


You can use Windows Explorer as usual to change the save location within the SkyDrive folders if desired. Use the drop down arrow to change folders if needed.

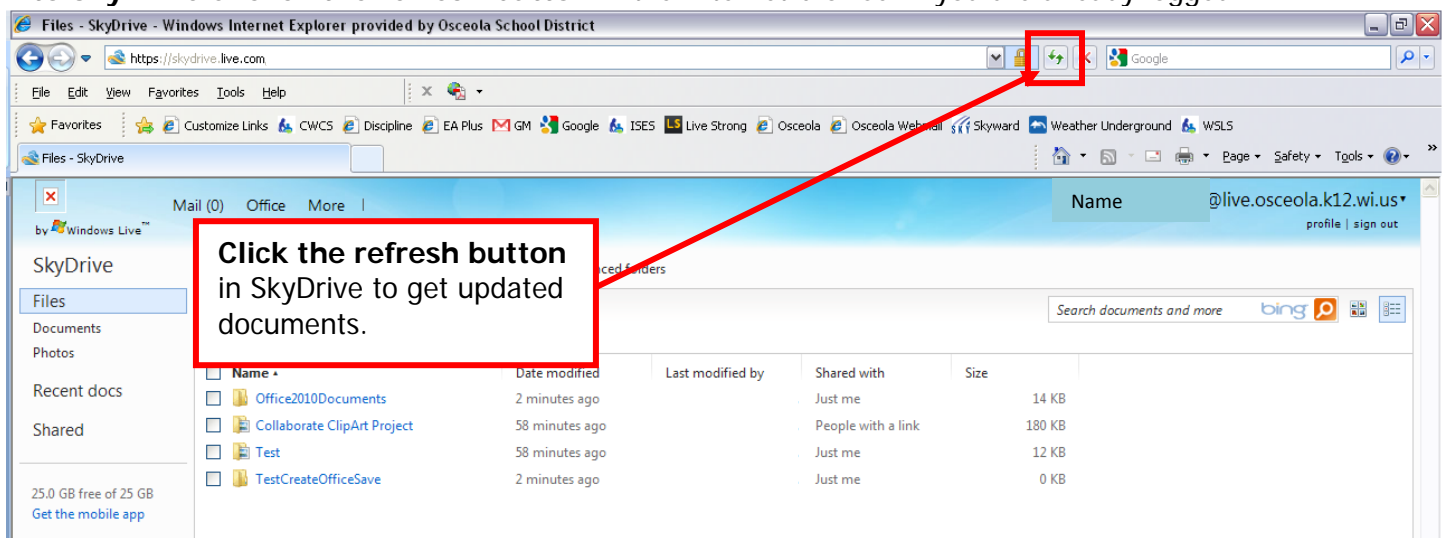


Click the drop down arrow to change folders within SkyDrive.

Name the file as needed and click Save.



Log into SkyDrive or click the refresh button in the Internet browser if you are already logged in



The saved document will appear in SkyDrive

