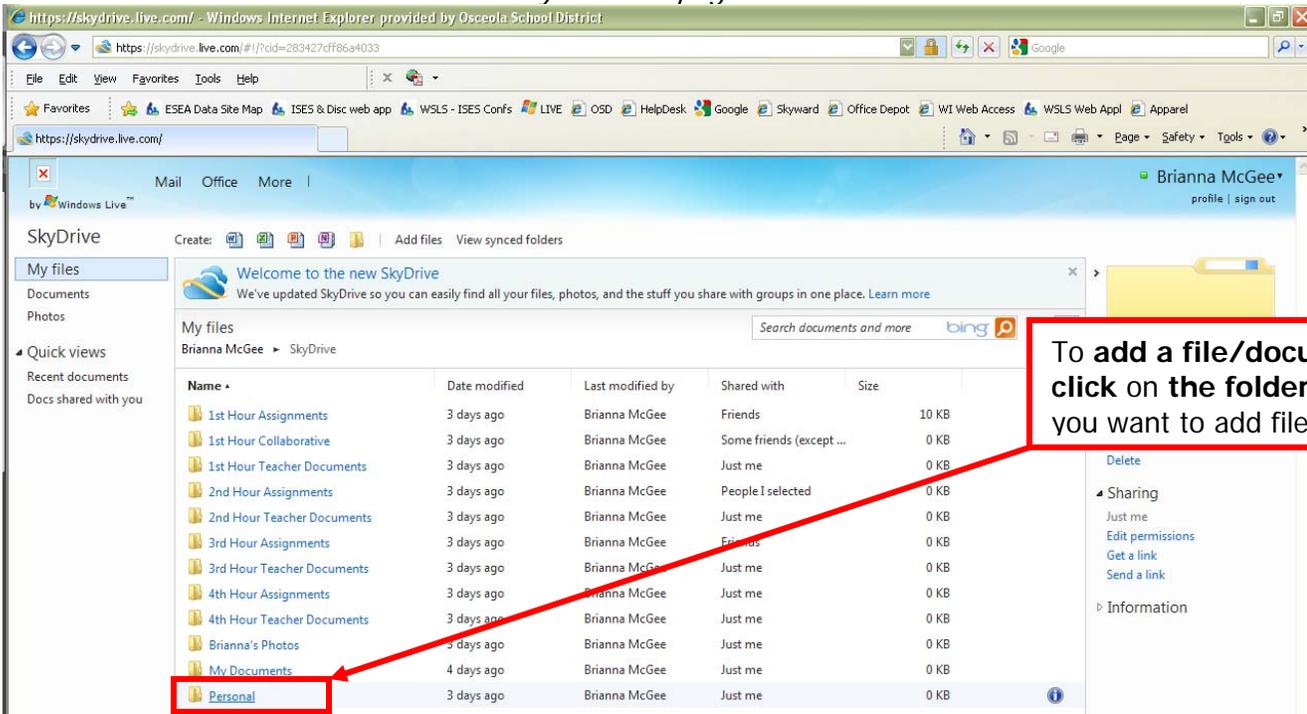


## Office 365 (Live@edu) account – How To Add Files/Documents

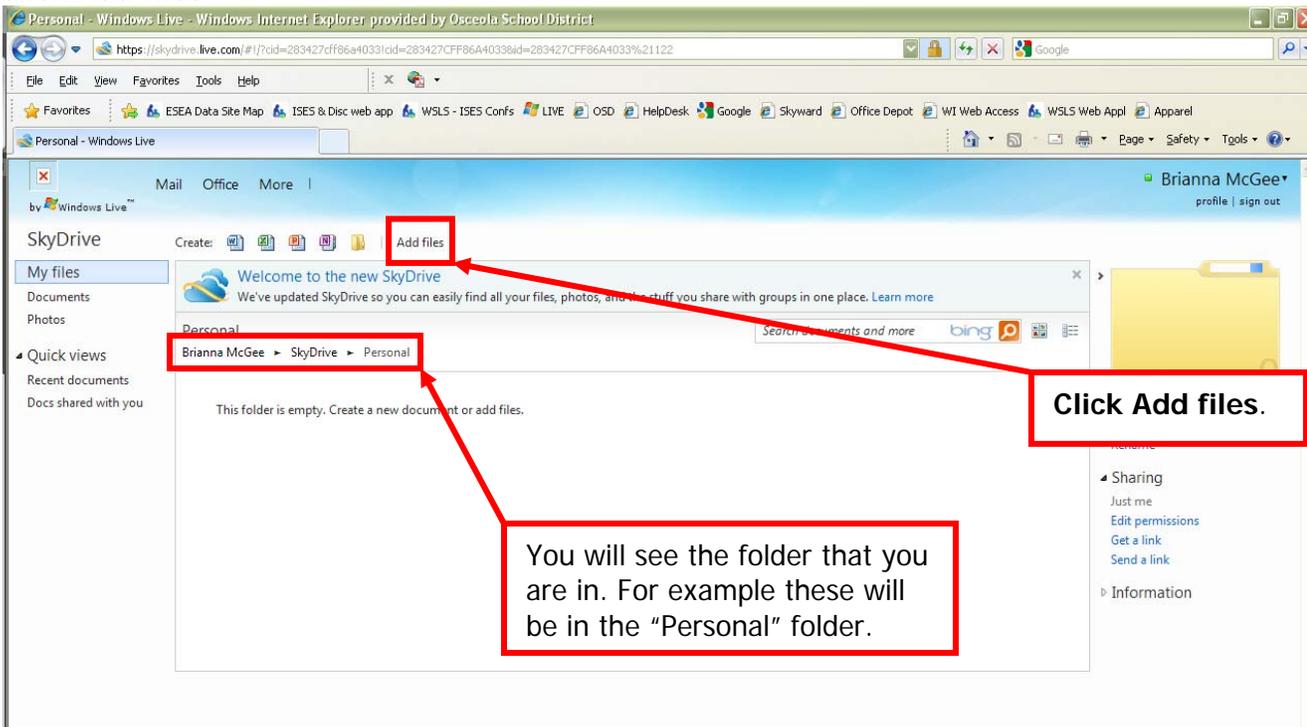
The information below is devoted to adding files or documents to the SkyDrive in your Office 365 (Live@edu) account. Please note that you must have an Office 365 (Live@edu) account to be able to sign in and access the SkyDrive. It is recommended that you create folders and decide your organizational structure prior to uploading files. For more information see the handout regarding organization and creating folders.

To add a file/document, click on the folder name you want to add files to. Please note that you can also add files to main folders from the main SkyDrive file page.



To add a file/document, click on the folder name you want to add files to.

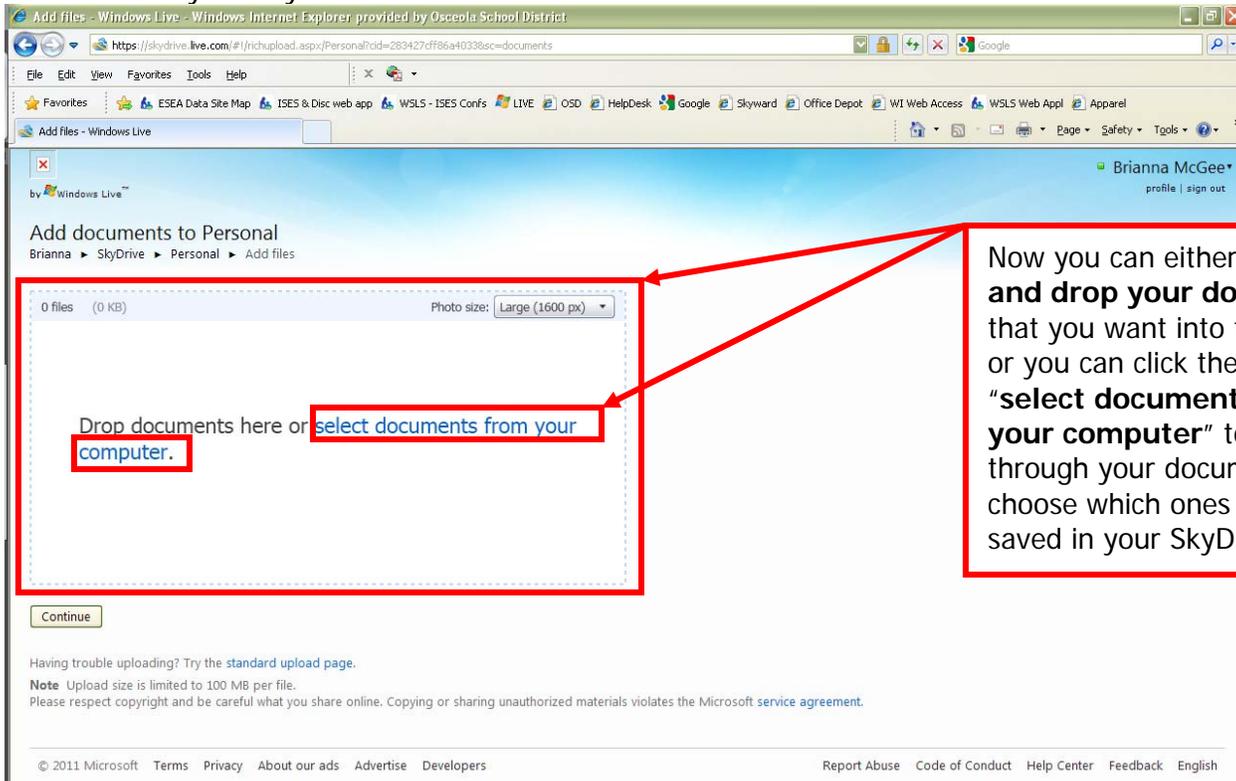
### Click Add files.



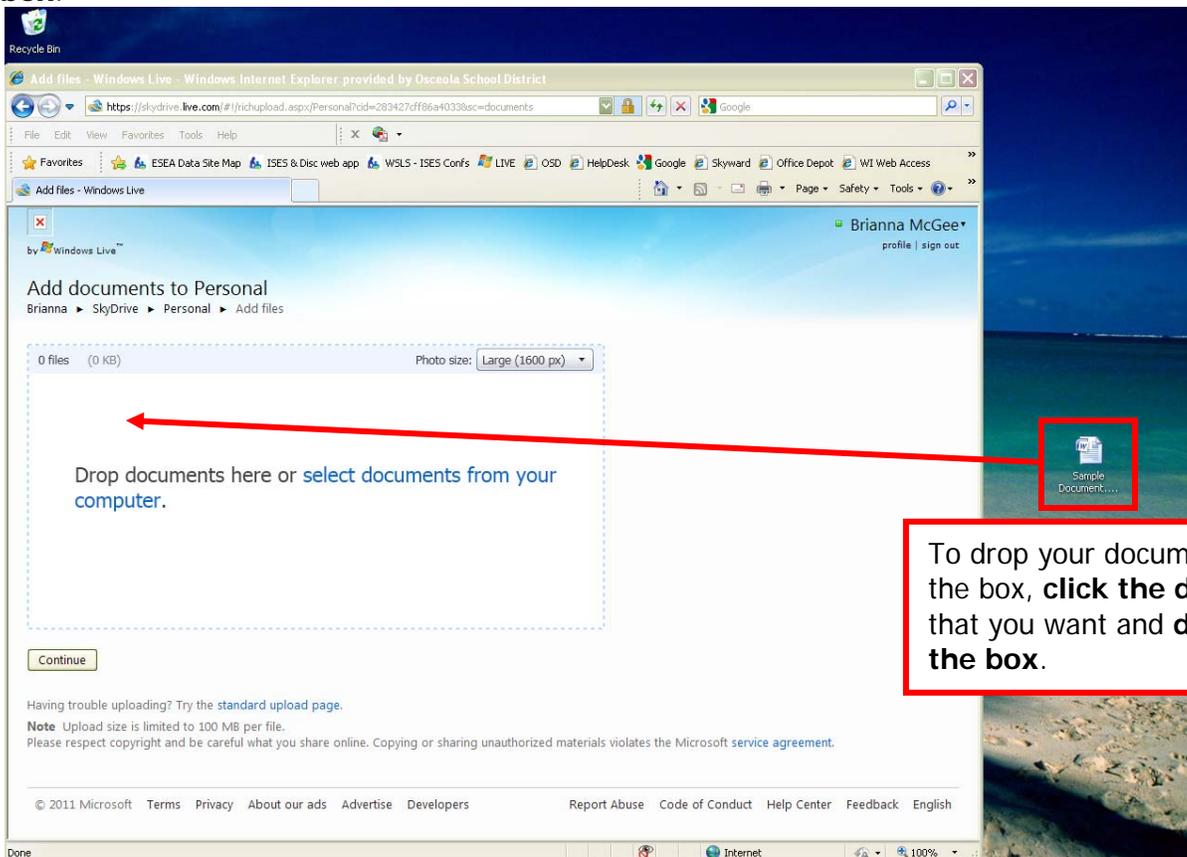
Click Add files.

You will see the folder that you are in. For example these will be in the "Personal" folder.

Now you can either **drag and drop your documents** that you want into this box or you can click the link to **“select documents from your computer”** to browse through your documents to choose which ones you want saved in your SkyDrive.



To drag and drop your documents into the box, **click the document** that you want and **drag it into the box.**



Now **your document is saved** in your SkyDrive in the folder that you chose. *Please note that in this example the folder is named "Personal."*

The screenshot shows the 'Add files' page in a Windows Internet Explorer browser. The address bar shows the URL: <https://skydrive.live.com/#!richupload.aspx?Personal?cid=263427cf86a40338&sc=documents>. The page title is 'Add documents to Personal'. A progress bar indicates '1 of 1 file uploaded (10 KB)'. A document icon labeled 'Sample... 10 KB X' is shown. A red box highlights the 'Personal' folder name in the breadcrumb, and another red box highlights the document icon. A red arrow points from the document icon to a text box on the right. Below the progress bar is a 'Continue' button. At the bottom, there is a footer with copyright information and links for Terms, Privacy, and Help Center.

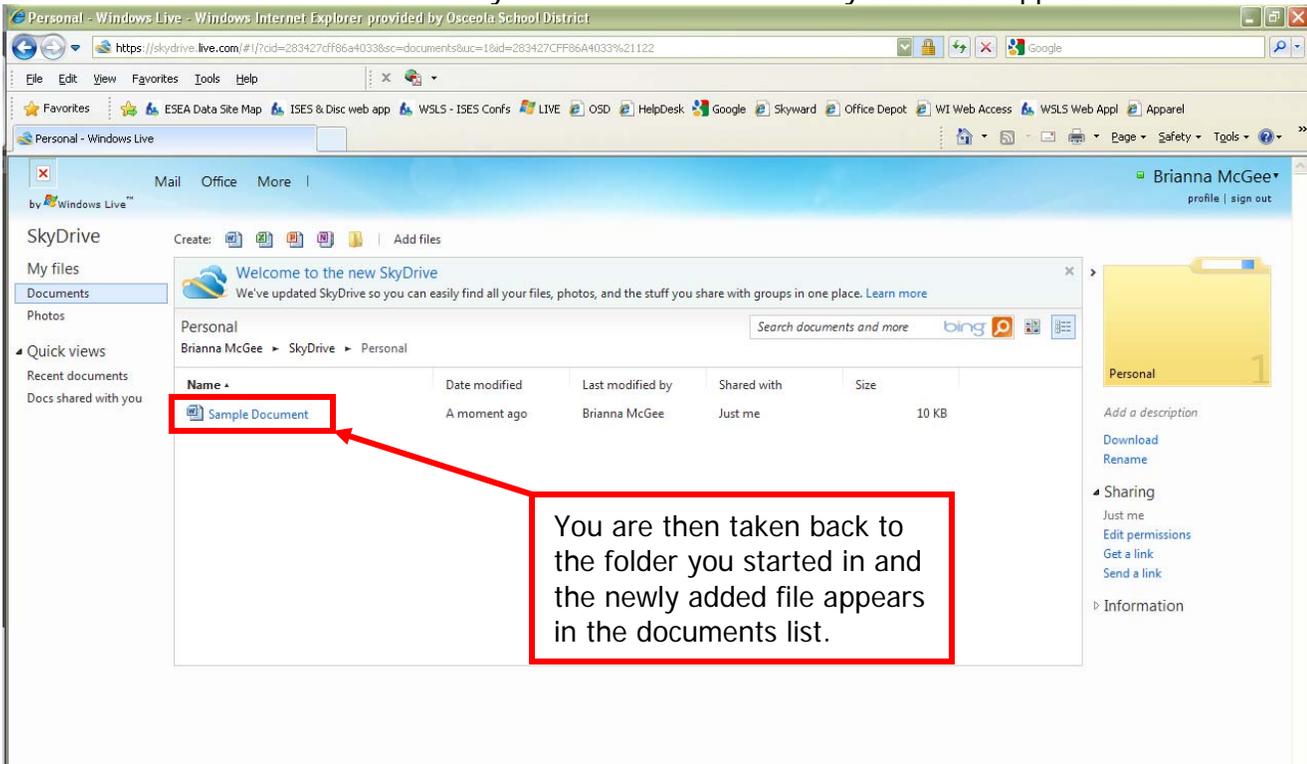
Now **your document is saved** in your SkyDrive in the folder that you chose. *Please note that in this example the folder is named "Personal."*

When you finish adding your documents, **click Continue.**

This screenshot is similar to the previous one, showing the 'Add files' page. The document 'Sample... 10 KB X' is still visible. A red box highlights the 'Continue' button at the bottom of the upload area. A red arrow points from the 'Continue' button to a text box on the right. The rest of the page content, including the footer, is identical to the previous screenshot.

When you finish adding your documents, **click Continue.**

You are then taken back to the folder you started in and the newly added file appears in the documents list.



The screenshot shows the Windows Live SkyDrive interface. The browser address bar displays the URL: <https://skydrive.live.com/#!/?cid=283427cf86a40338sc=documents&uc=1&id=283427CF86A4033%21122>. The interface includes a navigation pane on the left with 'Documents' selected. The main area shows a 'Welcome to the new SkyDrive' message and a table of files. A file named 'Sample Document' is listed with a size of 10 KB. A red box highlights the file name, and a red arrow points to a text box containing the text: 'You are then taken back to the folder you started in and the newly added file appears in the documents list.'

Name	Date modified	Last modified by	Shared with	Size
Sample Document	A moment ago	Brianna McGee	Just me	10 KB