

Office of Information Technology

Microsoft SkyDrive installation and standard use procedures:

Installing Microsoft SkyDrive:

- 1. Open your browser of choice and navigate to the following URL: <u>http://windows.microsoft.com/en-us/skydrive/download#apps</u>
- 2. Install the applicable version of SkyDrive for your operating system.
- 3. The login screen for SkyDrive client looks like this:

Microsoft aky	All	
	Sign in	
	Microsoft account What's this?	
	someone@example.com	
	Password	
	Sign in	
	Can't access your account?	
	Don't have a Microsoft account? Sign up now	
	Privacy & Cookies   Terms ©2013 Microsoft	

4. Enter your full UGA Mail address (jdoe@uga.edu) and password. Click "Sign in". Please read the <u>last section</u> of this instructional document if you are unable to authenticate with your UGA MyID.



5. Leave the default folder path and click "Next". Macintosh Users Only: You will be asked to specify a SkyDrive folder location. It is recommended that you choose your "Documents" folder.

Introduc	ng your SkyDrive fold	er
Look for your S devices and Sk	kyDrive folder in File Explorer. Files in /Drive.com.	here are on your other
	( ) - ( ) ( )	
	▲ ★ Favorites ■ Desktop	
	Downloads	
Your SkyDrive	older is here: C:\Users\dtracy\SkyDrive	Change

6. Choose "All files and folders on my SkyDrive", and then click "Next". Please refer to these <u>additional steps if you have a large amount of data on your SkyDrive</u>, and would prefer to only sync one folder.





7. All client workstations in Statistics lab 307 already have SkyDrive installed locally, so the client will only perform steps 3-7 in order to access their files. To bypass needed admin credentials, uncheck "Let me use SkyDrive to fetch any of my files on this PC". Then click "Done".

Carl Microsoft SkyDrive							
Fetch your files from anywhere							
Forgot to put something in your SkyDrive folder? Fetch files on this PC from other devices.							
□ Let me use SkyDrive to fetch any of my files on this PC							
Sector Done							

- 8. For those having issues connecting to SkyDrive when entering your username and password:
  - 1. Since the transition to Microsoft Office 365, SkyDrive is no longer associated with your MyID and Password at UGA. If you are having problems logging in, try resetting your SkyDrive password at https://skydrive.live.com.
  - 2. You may also create a new account with SkyDrive if your MyID was created after the Microsoft 365 transition.
  - 3. If you are experiencing technical difficulties with your previously synced SkyDrive account (i.e. if it's missing from the computer you set it up on), you may still access all of your content via browser (at any computer) by simply logging in to skydrive.live.com.
  - 4. If you need any additional assistance, please create a ticket at <a href="https://helpdesk.franklin.uga.edu">https://helpdesk.franklin.uga.edu</a> and someone will assist you as soon as possible.



<sup>1</sup>If you would like to choose which SkyDrive folder to sync, simply logon to <u>https://skydrive.live.com</u> via browser, and create a folder:

← → C f Microsoft Corporation [US] https://skydrive.live.com/?mkt=en-US								
🧥 SkyDrive   🗸	+ Create 🗸 👘 Upload							
Search S Filder name Stat 101 Recen All ph Shared PCs GGFOITPC331	Create	1 Pictures	Public O Public	O				

Next, log in to your SkyDrive account on the client workstation and select only the folder you would like synced between your computer and Microsoft SkyDrive. Proceed to step 7 above:



<sup>&</sup>lt;sup>1</sup> Syncing only one folder to a workstation.