



Microsoft

Live@edu



Communicate

Manage

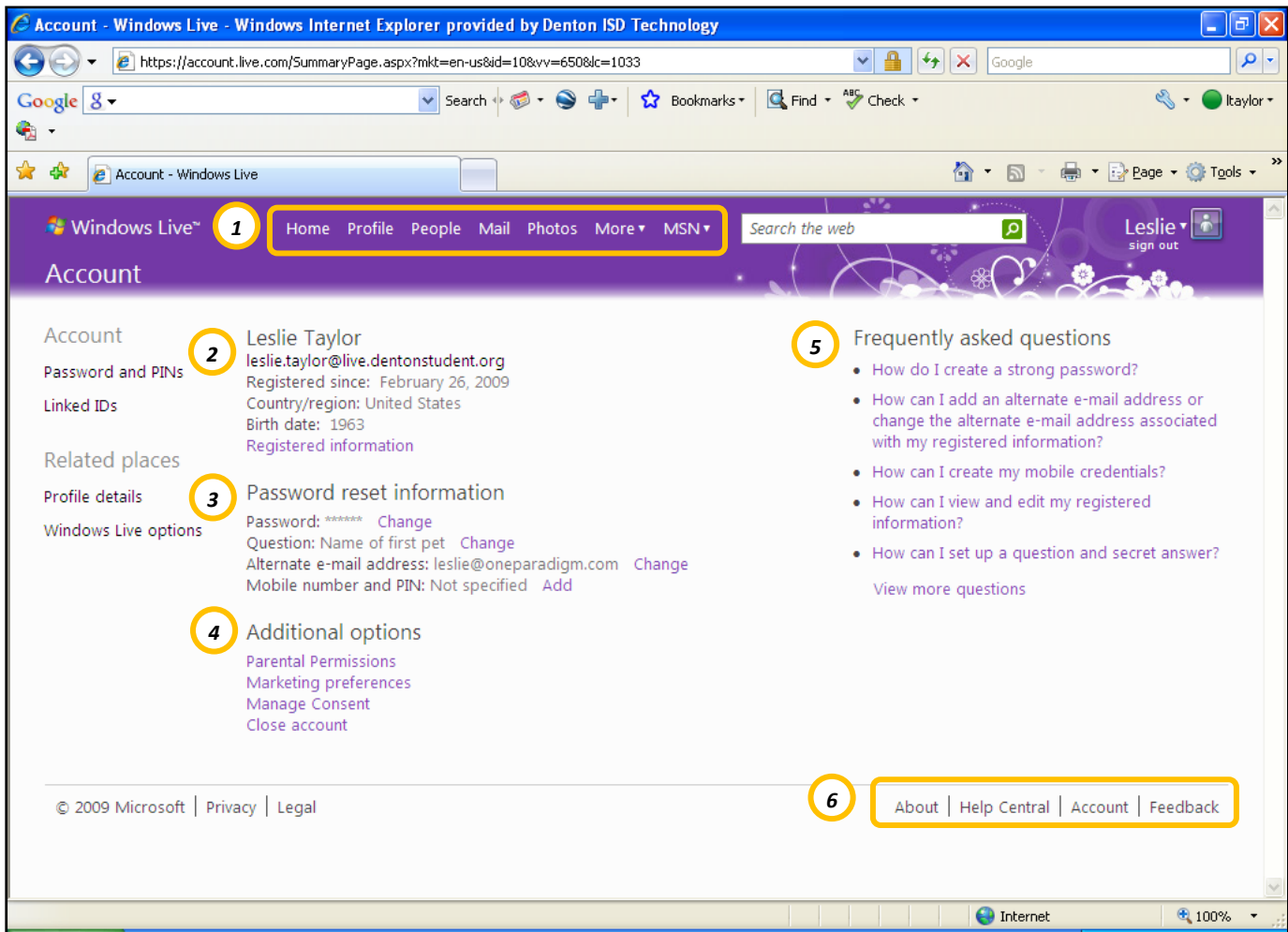
Collaborate

Network

Create

Start Up/Account Screen

This is the first page you will see when you log into your account:



1 Options

Home: Sign-in page

Profile: Personalize your page

People: Outlook Web Access/Contacts

Mail: Outlook Web Access

Photos: Create and maintain photo albums

More: Drop down menu that contains shortcuts to items such as Calendar, Events, Groups, Spaces and SkyDrive

MSN: Search Engine

2 **Registered User Information:** click the link to update information

3 **Password Reset:** click desired link to change security information

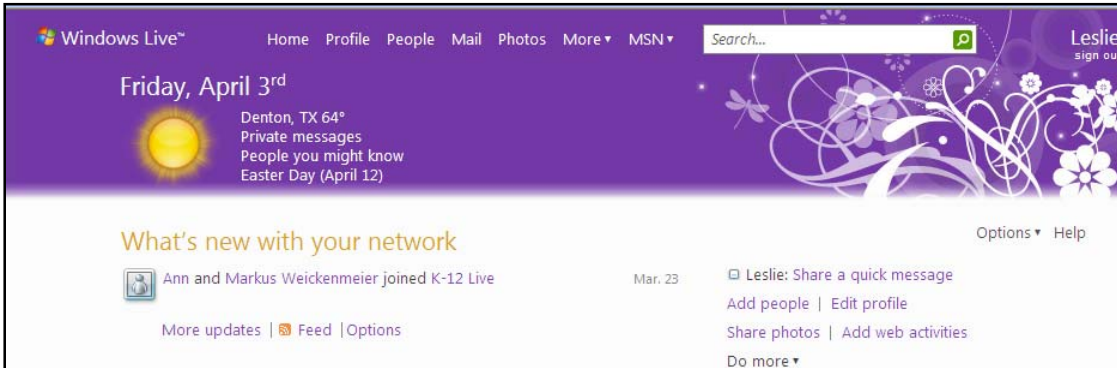
4 **Additional Options:** click desired link for information

5 **Frequently Asked Questions**

6 **Navigation Bar:** click Account to return to the page above

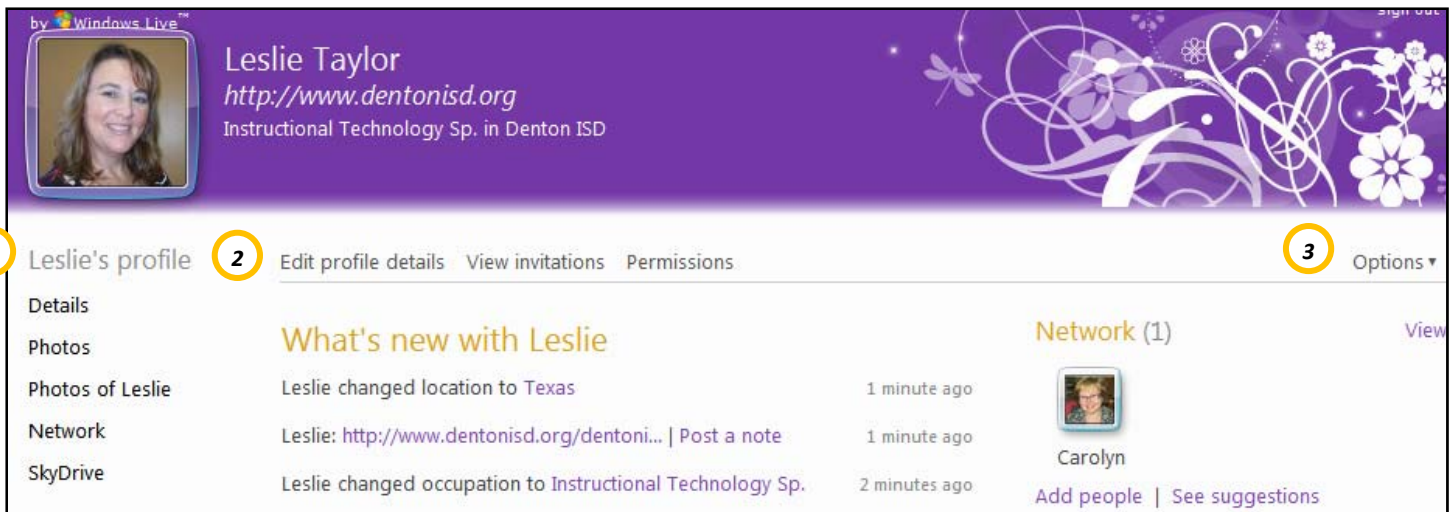
Home:

Click the **Home** button to get a quick overview of what's new with your network.



Profile:

The **Profile** page lets the user personalize their account. The user can upload and share photos, add to favorites list such as favorite books and music. The user can also set permissions on who can view their profile page. Permissions can be set to public, network or specific individuals.



1 Left Navigation

Details: change profile items
Photos: create photo albums
Network: takes user to OWA
SkyDrive: user storage for documents/photos/video/etc...

2 Top Navigation

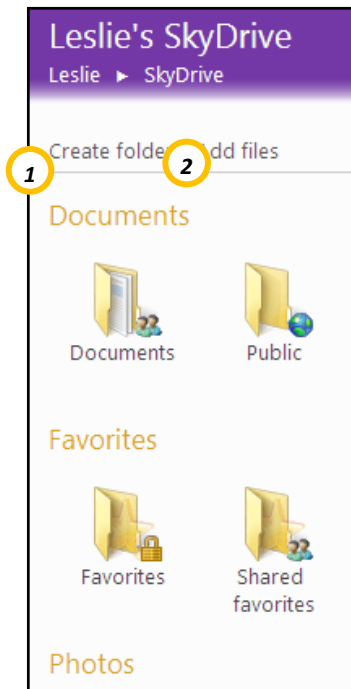
Edit Profile Details: change profile items
View Invitations: view invitations for Network, Group, Events and Space, view Private Messages

3 Options

Edit Themes and Languages

SkyDrive:

SkyDrive allows users to store, access, and share files with friends or co-workers, from anywhere online.



Create folders

1

Add Files

2

Permissions:

Permissions can be set when a folder is created.

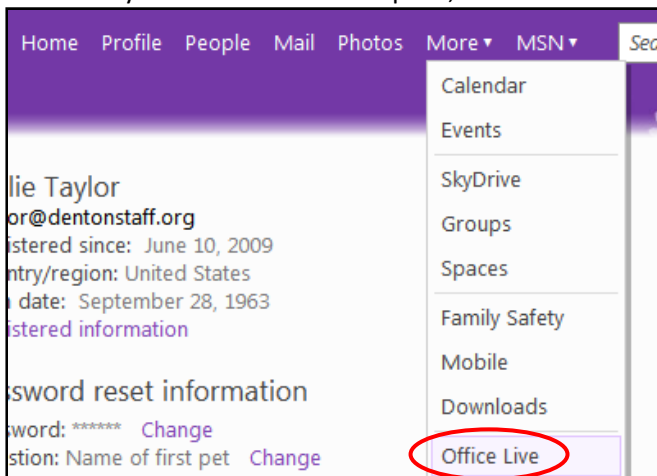
Permissions can be changed by opening a folder and clicking on My Network

Shared with: [My network](#)

Office Live Workspace

Office Live Workspace is your free online storage locker where you can access, save and share documents such as Excel, Word, and PowerPoint. Use it for collaborative work such as school projects or work related material by inviting others to join your workspace via email. You can control who can edit or simply review your shared documents.

To access your Office Live Workspace, select More < Office Live:

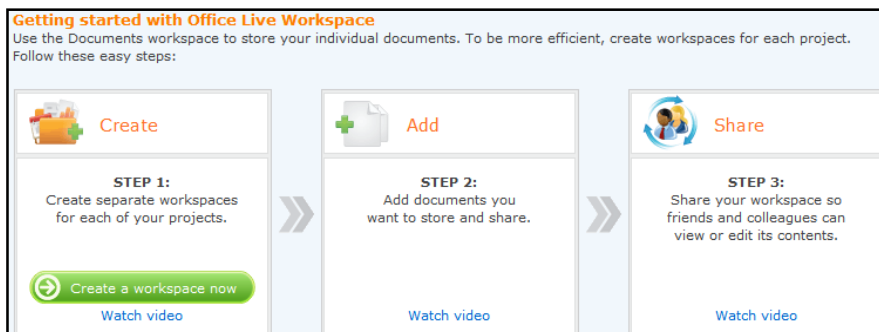


If you have never used Office Live you may be prompted to log in. If you have used Office Live, simply click Get Started.



Create a New Workspace

To create a New Workspace for each project, follow the instructions at the bottom of Office Live:

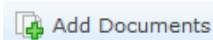


Step 1 - Create

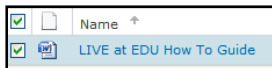
- Create a workspace by click on the green tab.

Step 2 - Add

- Documents can be added to the Documents space or a new workspace you create.
- Share documents, graphics, videos, podcasts by clicking the Add Documents icon

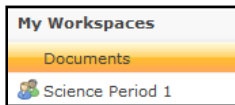


- Add a check mark to the box at the left of the uploaded file to Delete, Cut or Copy

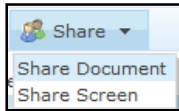


Step 3 – Share

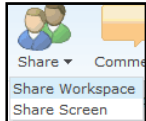
- Documents: click Documents



Select the document to be shared by adding a check mark in the box to the left of the document and clicking the Shared icon

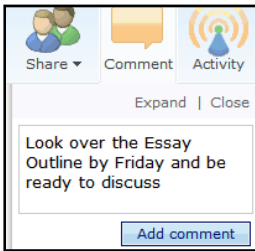


- Share a Workspace
Create a workspace and click the Shared icon then select Share Workspace



Comments

Comments may be added to a specific document or workspace. Click the Comments icon, type your comment and click Add Comment

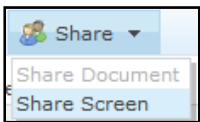


Share Screen

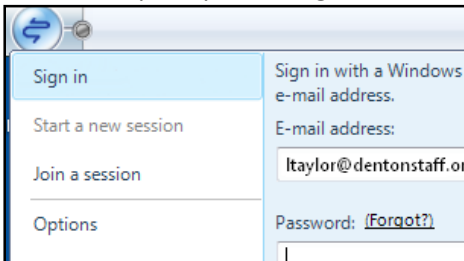
***Shared View must be installed before you can share screen or view a shared screen. You will be prompted to download or visit [SharedView download](#).*

You can share your screen with up to 15 people in different locations.

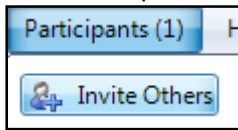
Click the Share Icon and select Screen



You will be prompted to sign in



Click Participants and Invite others to join.



Sharing Toolbar:



Share content such as web pages/documents

Upload handouts for participants

Give others control of your screen

Type message to participants

Additional Resources:

[Live@EDU](#) – click How To at the bottom