

# Discover SkyDrive.

Instructor Guide

Welcome! We are delighted to present the **Discover SkyDrive** course.

This course showcases the cloud connectivity of Windows 8 and highlights the SkyDrive features. Participants learn about how to connect to their files in the cloud using their Microsoft accounts as well as different ways to access and manage their files on SkyDrive.

This instructor guide was prepared to ensure that instructors have the necessary discussion points and are provided with specific tips for teaching each topic. We have also provided screenshots of the Microsoft PowerPoint presentation within the instructor guide so that you know where you are at any given point.

### **Demonstrations and Hands-on Activities**

The purpose of the demonstrations in this course is to exemplify how to use the various SkyDrive features. Step-by-step instructions for both mouse and keyboard and touch can be found in the Appendix of this guide.

The hands-on activities in this course give participants an opportunity to practice the tools.

### **Before you begin**

This course is developed for Windows 8 operating system. In your preparation, check that:

- The handout is printed and ready for distribution to the class.
- An Internet connection is available. Some of the demos in this course require an Internet connection. Be aware of the bandwidth issues in the classroom. During demonstrations and exercises, avoid sending emails with large attachments.
- The following preparations are completed:
  - Mail and Calendar app are set up and connected to your Microsoft account.
  - Have Photos app populated with at least three photos in your Pictures library.
  - Create Microsoft accounts and passwords for instructors to perform the demonstration.
  - Have the Fresh Paint app installed and pinned to the Start screen.
  - Have SkyDrive for Windows installed.
  - Brand Ambassador email accounts are connected in the Mail app as well as in Hotmail on SkyDrive.
  - The Pictures library contains photos.
  - This class has the potential to run beyond the estimated duration if you complete all of the activities. Before starting, be aware of your timing and any sections you might need to hide based on time or preinstalled software requirements.

Here is the outline for this course (79 minutes):

## I. Introduction

- a. What we'll cover
- b. How we'll do it

## II. Microsoft account and the cloud

- a. Microsoft account overview
  - Demonstration 1: Switch between Microsoft accounts
  - Demonstration 2: Add another Microsoft account
- b. Windows 8 is cloud-connected
- c. Settings transfer to Windows 8 devices
  - Demonstration 3: Transfer settings

## III. SkyDrive

- a. What SkyDrive is
- b. Ways to access SkyDrive
- c. SkyDrive app
  - Demonstration 4: Save a file directly to SkyDrive
- d. SkyDrive for Windows
  - Demonstration 5: Use SkyDrive for Windows to work offline
  - Activity 1: Create a sketch and save to SkyDrive; create a document, save to SkyDrive and open in SkyDrive.com

## IV. Share and collaborate

- a. The benefits of sharing and working together on files in SkyDrive
  - Demonstration 6: Create and share a folder in SkyDrive.com
- b. SkyDrive for sharing multiple pictures in Photos app
  - Demonstration 7: Send a photo using SkyDrive
  - Activity 2: Create a folder and share; Select a photo and share via SkyDrive

## V. Office Web Apps

- a. The benefits of using Microsoft Office Web Apps
- b. Describe Office Web Apps
  - Demonstration 8: Create a document in SkyDrive
  - Demonstration 9: Edit a document in SkyDrive
  - Demonstration 10: View previous versions of a document (doc open)
  - Demonstration 11: View previous versions of a document (doc closed)
  - Activity 3: Create and edit a document

## VI. Wrap up and summary

- a. Recap the main points of the session
- b. Provide a list of additional resources for participants

## Slide 1



**Duration** 1 minute

### Talking Points

- In this course, you'll learn about how you can get to, create, and share files in Microsoft's cloud storage.
- We will cover how you can connect to all your information in Windows 8 by using your Microsoft account (previously known as Windows Live ID) as well as the convenient ways you can manage your files in SkyDrive.

### Background/Additional Information

- Begin the class by welcoming participants and introducing yourself.
- If time and group size allow, have participants introduce themselves as an icebreaker. You might also like to ask them what they already know about SkyDrive.

Slide 2



Windows 8

## What we'll cover.

- Talk about the cloud.
- Discover the Microsoft account.
- Explore how to manage files in SkyDrive.
- Learn about Office Web Apps.



Microsoft

**Duration** 1 minute

### Talking Points

- We will talk about how your information is connected through the cloud in Windows 8.
- We will talk about what you can do in Windows 8 using your Microsoft account (formerly Windows Live ID).
- You will learn about the different ways you can manage your files on SkyDrive.
- You will see how you can share and work with others on files stored in SkyDrive.
- You will learn how to create a document using Office Web Apps.

### Background/Additional Information

- Purpose: Give participants an idea of what will be covered in this session.

Slide 3



**Duration** 1 minute

### Talking Points

- I'll talk about how Windows 8 is cloud-connected.
- I'll show you what you can do with SkyDrive.
- You'll get to practice using SkyDrive yourself.
- Are you ready to talk about SkyDrive?

### Background/Additional Information

- Participants learn about SkyDrive through these phases:
  - Instruction: The instructor explains how to get to, create, and edit files in SkyDrive.
  - Application: The instructor demonstrates shows how it works.
  - Reinforcement: Knowledge is reinforced throughout the course. Handouts are available for participants to refer to after the session.

Slide 4



**Duration** 4 minutes

### Talking Points

- Before we get started today, we're going to go over some navigation techniques that will help you get around Windows 8. As you may or may not know, Windows 8 has been reimagined to be about you.
- And part of that is having a great touch experience. Of course, it works just as well with a traditional mouse and keyboard. We are going to focus mostly on the touch gestures right now; however, I will be mentioning the mouse and keyboard equivalents as we go along.

### Live demonstration: Windows 8 navigation overview

Script	Instructor Action
<p>Let's start off by swiping your finger from the right edge of your device's touchscreen. This reveals the charms and it is how you always get back to the Start screen from anywhere in Windows 8. The charms are your main tools for interacting with Windows 8. You have charms for Search, Share, Start, Devices and Settings.</p>	<ol style="list-style-type: none"> <li>1. PC is on the Start screen.</li> <li>2. Swipe from right to reveal the charms.</li> </ol>
<p>If you're using a mouse, you can bring up the charms by moving the cursor to the top right corner of your screen and dragging it down the right edge.</p>	
<p>Let's see this in action. Say you're checking your email with the Mail app and you want to go back to the Start screen to check your calendar. Just swipe from the right and tap your Start charm. Now you're back to your Start screen.</p>	<ol style="list-style-type: none"> <li>3. Open <b>Mail</b> app.</li> <li>4. Reveal charms.</li> <li>5. Tap <b>Start</b> charm.</li> </ol>
<p>Let's open the Calendar app and check out how to switch between apps.</p>	<ol style="list-style-type: none"> <li>6. Open <b>Calendar</b> app.</li> </ol>
<p>If you have several apps open in Windows 8 you can switch open apps by swiping in from the left side of the screen. If we do this, we can switch between our Calendar and Mail apps.</p>	<ol style="list-style-type: none"> <li>7. Cycle between <b>Calendar</b> and <b>Mail</b> apps.</li> <li>8. End on <b>Calendar</b> app.</li> </ol>

Script	Instructor Action
The mouse equivalent of this motion would be to click the top left corner of the screen repeatedly.	9. Reveal open apps.
Let's go back to our Mail app.	10. Open <b>Mail</b> app.
Each app in Windows 8 has a set of tools that are specific to that app itself—these are called the app commands. It's good to be familiar with these commands as they will help you make full use out of your apps.	
Once again, we are going to use the same swiping motion with our finger. This time we will swipe from the bottom edge of the device to reveal the app commands. As we do this, you can see that the app commands appear at the bottom of the screen, and we have the following options: pin to the start, move an email, and mark our unread emails. App commands are different for each app.	11. Reveal app commands.
If we switch back to the Calendar app and look at our app commands, we see that the commands have changed.	12. App switch back to <b>Calendar</b> . 13. Reveal app commands.
Revealing app commands with a mouse is done by right-clicking on an empty part of the screen.	
Finally, let's look at one more piece of navigating Windows 8 — selecting objects or items on your screen. To demonstrate this, let's go into our Photos app.	14. Open <b>Photos</b> app. 15. Open <b>Pictures library</b> .
If you want to select specific items in Windows 8—such as multiple photos or several app tiles at once—we will use the swipe motion again. The difference between this motion and others is that we are going to swipe down on the object you are selecting, rather than from off the screen. Let's select a few photos.	16. Select 3 photos.
As you can see, when you select something, it will often reveal app commands with options of what you can do with your selection. To deselect something, just swipe down on it again. If you're using a mouse, you can select and deselect objects by right-clicking on them.	17. Deselect photos.
Those are some of your basic gestures for Windows 8. So, as a reminder, swipe from the right side of your screen to reveal the charms. It is here where you will find the Start charm that takes you back to your Start screen.	18. Reveal charms. 19. Tap <b>Start</b> charm.
Swipe from the left side of your screen to switch between open apps.	20. Cycle through two apps.

Script	Instructor Action
Swipe from the bottom of your screen to bring up specific app commands.	21. Reveal app commands.
And swipe down on an object to select it.	22. Select and deselect a photo.
All right, let's move on.	

### Background/Additional Information

- None

Slide 5



**Duration** 5 minutes

### Talking Points

- The way that we use our PCs has changed dramatically in the past few years. Users now have multiple electronic devices like laptops, tablets, and smartphones that allow them to perform different tasks in many ways.
- The problem is that with so many devices, it can be difficult to manage and organize your settings and applications across them.
- A Microsoft account solves this problem. If you have multiple Windows 8 devices, your experience between those devices is completely integrated.
- The first thing you do when you get Windows 8, is sign in with your Microsoft account. Your Microsoft account (formerly Windows Live ID) can be a Hotmail address, a gmail address— any email address you have that you use.
- Sign in to your Windows 8 device with your Microsoft account and you're immediately cloud-connected to the people, files, and settings you care about.
- Purchase a game on one device, play it on another device. Upload your vacation pictures to one device and view them on all your devices. When you use the cloud to store your information, the boundaries between devices dissolve.
- If you don't already have a Microsoft account, it's simple to sign up and it only takes a few minutes. Just look for the URL in your course handout.



### Demonstration 1: Switch between Microsoft accounts

Touch	Mouse and Keyboard
1. On the Start screen, in the upper right, tap the <b>User accounts</b> icon.	1. On the Start screen, in the upper right, click the <b>User accounts</b> icon.
2. Select another User account (in this case, Don Hall).	2. Select another User account (in this case, Don Hall).
3. Type the password for the account.	3. Type the password for the account.

Touch	Mouse and Keyboard
4. To the right of the Password text box, tap the <b>Submit</b> icon.	4. To the right of the Password text box, click the <b>Submit</b> icon.
5. On the Start screen, in the upper right corner, tap the <b>User accounts</b> icon.	5. On the Start screen, in the upper right corner, click the <b>User accounts</b> icon.
6. Sign back in to the first instructor's account.	6. Sign back in to the first instructor's account.



### Demonstration 2: Add another Microsoft account

Touch	Mouse and Keyboard
1. On the Start screen, swipe from the right edge to reveal the charms .	1. On the Start screen, move the mouse to one of the right corners of the screen to reveal the charms.
2. Tap the <b>Settings</b> charm.	2. Click the <b>Settings</b> charm.
3. Tap <b>Change PC settings</b> .	3. Click <b>Change PC settings</b> .
4. Tap <b>Users</b> .	4. Click <b>Users</b> .
5. Under <b>Other users</b> , tap <b>Add a user</b> .	5. Under <b>Other users</b> , click <b>Add a user</b> .
6. In the text box, type a pre-approved Instructor Microsoft account email address.	6. In the text box, type a pre-approved Instructor Microsoft account email address.
7. Tap <b>Next</b> .	7. Click <b>Next</b> .
8. Tap <b>Finish</b> .	8. Click <b>Finish</b> .
9. The PC settings page reappears with the additional user at the bottom.	9. The PC settings page reappears with the additional user at the bottom.
10. Swipe from the right edge to reveal the charms.	10. Move the mouse to one of the right corners of the screen to reveal the charms.
11. Tap the <b>Start</b> charm.	11. Click the <b>Start</b> charm.
12. On the Start screen, in the top right corner of the screen, tap the <b>User accounts</b> icon.	12. On the Start screen, in the top right corner of the screen, click the <b>User accounts</b> icon.
13. Select the User account you just created.	13. Select the User account you just created.
14. Sign in to the new account with the proper password.	14. Sign in to the new account with the proper password.

### Background/Additional Information

- If you have a Live.com, msn.com, Hotmail, Windows Live ID, or Xbox LIVE ID account, then you already have a Microsoft account.

Slide 6



**Duration** 2 minutes

### Talking Points

- Your Microsoft account is the key to unlocking the cloud-connected power of Windows 8. Think of it as a portable file of information that appears on any Windows 8 device you use.
- Once your Microsoft account is in place, you can link apps such as SkyDrive, Photos, People, and Messaging to the services you already use, and all of your photos, documents, and friends show up on any Windows 8 device that you sign into with your Microsoft account.

### Background/Additional Information

- Cloud computing refers to computing over the Internet using virtual servers rather than the hard drive of your PC. Windows 8 stores your files, apps, settings, and account information in the cloud.
- If you log on to a different Windows 8 device with your Microsoft account, you'll be able to re-download your purchased apps on almost any PC. Purchased apps are available for download on up to five devices.

Slide 7



**Duration** 4 minutes

### Talking Points

- Your settings—like your desktop and Start screen backgrounds, browser history, and apps you’ve purchased—are all tied directly to your Microsoft account. Use it to log on to other Windows 8 devices and access your cloud-connected apps and documents.



### Demonstration 3: Transfer settings

Touch	Mouse and Keyboard
1. Sign in to a tablet using your Microsoft account user name and password.	1. Sign in to a PC using your Microsoft account user name and password.
2. Show your personalized Start screen.	2. Show your personalized Start screen.
3. Switch to a PC and sign in using your Microsoft account user name and password.	3. Switch to a tablet and sign in using your Microsoft account user name and password.
4. Show how your personalized Start screen is the same.	4. Show how your personalized Start screen is the same.

### Background/Additional Information

- The way that we use our PCs has changed dramatically in the past few years. Many households now have multiple electronic devices like laptops, tablets, and smartphones that allow them to perform different tasks in many ways.
- The problem is that with so many devices, it can be difficult to manage and organize your settings and applications across them.
- Windows 8 solves this problem. If you have multiple Windows 8 devices, your experience between those devices is completely integrated.
- Note that participants can also use their Microsoft account as a user account on an individual PC. The following activity will give participants an opportunity to practice.

Slide 8



**Duration** 3 minutes

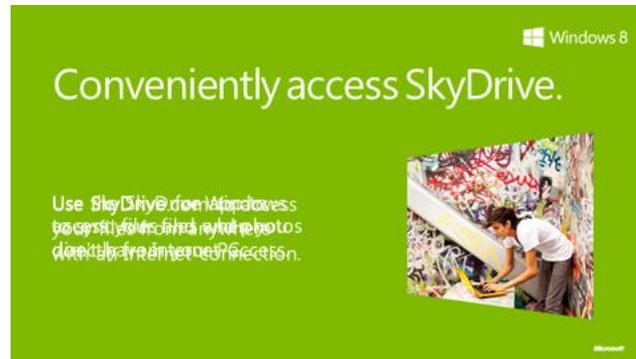
### Talking Points

- Some of you might already be familiar with SkyDrive, Microsoft's cloud storage service.
- It lets you access and share files—documents, photos and videos—that matter most to you because it works automatically with your devices such as PCs, phones, iPads or Macs, and the Windows 8 apps that you use every day. For example, many apps (e.g. Photos app, Fresh Paint) let you save files directly to SkyDrive, and the picture password in Settings lets you select a picture that is stored on SkyDrive.
- Windows 8 makes it easy to access anything you store in the cloud. When you store information on SkyDrive.com, you can work seamlessly between devices. By signing in with your Microsoft account, you can start a project on one PC and pick up where you left off on another because your files are stored on SkyDrive.
- You can access and add files and photos to your SkyDrive in several different ways: on the Internet at SkyDrive.com, through the Windows 8 SkyDrive app, and through SkyDrive for Windows, which is a desktop app that makes it easy to automatically sync your files and photos.
- By the way, if you need more storage space than the 7GB free storage space on SkyDrive, you can purchase an additional 20GB of storage space for \$10 per year.

### Background/Additional Information

- You receive 7GB of free storage on SkyDrive.
- You can buy more storage, should you need it. Here are the options and annual prices for added storage:
  - 20GB for \$10 per year
  - 50GB for \$25 per year
  - 100GB for \$50 per year

Slide 9

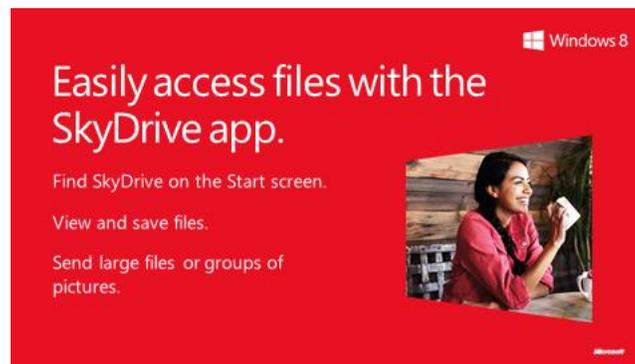
**Duration** 4 minutes**Talking Points**

- Any changes you make to a file from one of the access points is automatically made at the others when they are connected to the Internet.
- You can get to the files you've stored in the cloud through three convenient ways:
  - The SkyDrive app
    - Allows users to access and edit files stored in the cloud. It requires an active Internet connection.
  - SkyDrive.com
    - Allows users to access files via any web browser. While it does require an active Internet connection, users can access files from any device or PC.
  - SkyDrive for Windows
    - When installed, this software automatically creates a SkyDrive folder on your PC. All content in this folder is automatically kept in sync between devices and SkyDrive.com whenever the PC connected to the Internet. Because the files are saved to the hard drive, users can work on files even without an active Internet connection. SkyDrive will automatically sync changes the next time the PC is connected to the Internet.
- Any changes you make to a file—document, notebook, photo or video—from one of these SkyDrive access points automatically syncs to any other access points. This means that you can make a change on a document in SkyDrive.com and see the change instantly when you view the same document in the SkyDrive app as long as you are connected to the Internet.
- Let's now take a closer look at two of these access methods—the SkyDrive app and SkyDrive for Windows.

**Background/Additional Information**

- Most Windows 8 PCs will come with the SkyDrive for Windows app preinstalled. If you don't see the SkyDrive folder in your "Favorites" in File Explorer, then it's not installed. Simply go to <http://windows.microsoft.com/en-US/skydrive/download-skydrive> to install.

Slide 10



**Duration** 5 minutes

### Talking Points

- The SkyDrive app is a great example of how the apps are connected and work together in Windows 8.
- It's a convenient way to view and manage your files in SkyDrive without having to open a web browser—simply click or tap the SkyDrive tile on the Start screen to access everything you've stored on SkyDrive in the cloud.
- You can easily share a file or a group of pictures in SkyDrive by using the Share charm. Select the files, open the Share charm, and specify who you want to share the files with.
- And within most apps that let you open and save documents and photos, you can open these documents in your SkyDrive and save them right back to SkyDrive after any edits, just as you would your local hard drive. For example, if you're using an app like Fresh Paint, the sketches you create can be saved directly to SkyDrive, right from the app. Just choose SkyDrive in the dropdown list of file locations.
- Let's take a look at how you can do this.



### Demonstration 4: Save a file directly to SkyDrive

Touch	Mouse and Keyboard
1. On the Start screen tap the <b>Fresh Paint</b> tile.	1. On the Start screen click the <b>Fresh Paint</b> tile.
2. Use your finger to draw a simple smiley face.	2. Use the mouse to draw a simple smiley face.
3. Swipe from bottom edge to reveal the app commands.	3. Right-click to reveal the app commands.
4. Tap <b>Export</b> .	4. Click <b>Export</b> .
5. Tap <b>Files</b> to reveal the dropdown menu.	5. Click <b>Files</b> to reveal dropdown menu.
6. Tap <b>SkyDrive</b> .	6. Select <b>SkyDrive</b> .
7. Tap the text box at the bottom of the screen to reveal the keyboard and type the file name <b>smiley face</b> .	7. In the text box at the bottom of the screen, type the file name <b>smiley face</b> .
8. Tap <b>Save</b> .	8. Click <b>Save</b> .

## **Background/Additional Information**

- The SkyDrive app differs from SkyDrive for Windows in that you must have an Internet connection to access SkyDrive files. SkyDrive for Windows, on the other hand, allows you to get to a local copy of the files you've stored in the cloud and continue working on it. Once you are back online, your local copy will be automatically uploaded to SkyDrive as a new version.
- The difference between the SkyDrive app and SkyDrive.com is that with the app, you can access your files (while connected to the Internet) stored in the cloud through your Start screen, whereas with SkyDrive.com, you must open a web browser to get to your files.
- SkyDrive is available as a file picker. So from most apps, you can open files from and save files to your SkyDrive. For instance, if you're using Word, you can save files back to SkyDrive directly.

Slide 11



**Duration** 5 minutes

### Talking Points

- It's pretty easy these days to find Internet access wherever you are, but there will still be times when you do not have Internet access and need to continue working on documents that are stored on SkyDrive.
- SkyDrive for Windows to the rescue! You can continue to work on your SkyDrive files even if you have no Internet access.
- Here is how it works—SkyDrive for Windows saves a copy of your SkyDrive files in a folder named "SkyDrive" on your local hard disk. When you are offline, you can continue to work on these files, including saving any edits you made.
- Once you are back online, SkyDrive for Windows will automatically sync the edited files to the cloud for you. This means that any updates you have saved while working offline will be automatically updated to SkyDrive. You don't have to do anything; SkyDrive for Windows does all this for you.
- If you have any other devices with SkyDrive for Windows installed, the files on those devices sitting in the SkyDrive folder will also be automatically updated when the device is connected to the Internet.
- Let's take a look at how this works.



### Demonstration 5: Use SkyDrive for Windows to work offline

- This demonstration requires access to the Internet. Make sure SkyDrive for Windows is installed. If you don't see the SkyDrive folder in your "Favorites" in Windows Explorer, then SkyDrive for Windows is not installed. To install, go to <http://windows.microsoft.com/en-US/skydrive/download-skydrive>
- Make sure the file **To do list for trip** is saved on SkyDrive.

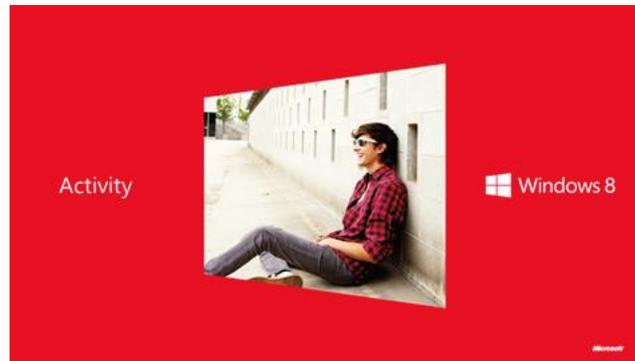
Touch	Mouse and Keyboard
1. On the Start screen, tap <b>Desktop</b> . Tap the <b>Windows Explorer folder</b> . Then, tap <b>SkyDrive</b> (it will be under <b>Favorites</b> ).	1. On the Start screen, click <b>Desktop</b> . Click the <b>Windows Explorer</b> folder. Then, click <b>SkyDrive</b> (it will be under <b>Favorites</b> ).
2. Double-tap the Word document <b>To do list for trip</b> . Look at contents.	2. Double-click the Word document <b>To do list for trip</b> . Look at contents.

Touch	Mouse and Keyboard
3. Tap the <b>Wi-Fi</b> symbol in the lower right corner, tap your current Internet connection, and tap <b>Disconnect</b> to disconnect from the Internet.	3. Click the <b>Wi-Fi</b> symbol in the lower right corner, click your current Internet connection, and click <b>Disconnect</b> to disconnect from the Internet.
4. Make some edits to the Word document.	4. Make some edits to the Word document.
5. On the Quick Access Toolbar, tap <b>Save</b> , then tap <b>Close</b> . <i>Note that edits were done in offline mode.</i>	5. On the Quick Access Toolbar, click <b>Save</b> , then click <b>Close</b> . <i>Note that edits were done in offline mode.</i>
6. Tap the <b>Wi-Fi</b> symbol in the lower right corner, tap your preferred Internet connection, and tap <b>Connect</b> to connect to the Internet.	6. Click the <b>Wi-Fi</b> symbol in the lower right corner, click your preferred Internet connection, and click <b>Connect</b> to connect to the Internet.
7. Tap the <b>Internet Explorer</b> icon in the bottom left corner of the screen.	7. Click the <b>Internet Explorer</b> icon in the bottom left corner of the screen.
8. Type <b>skydrive.com</b> in the URL address bar.	8. Type <b>skydrive.com</b> in the URL address bar.
9. Tap <b>Documents</b> .	9. Click <b>Documents</b> .
10. Tap <b>To do list for trip</b> . The document will open in the Microsoft Word Web App.	10. Click <b>To do list for trip</b> . The document will open in the Microsoft Word Web App.
11. Show that the offline edits are now reflected in the same document on SkyDrive online.	11. Show that the offline edits are now reflected in the same document on SkyDrive online.

#### Background/Additional Information

- SkyDrive for Windows supports uploading large files of up to 2GB each through Windows Explorer.
- If you need to turn Internet access off on your PC without physically disconnecting the cable, you can go to **Control Panel > Network and Internet > Network Connections**, click or tap **Ethernet**, and select **Disable**. To turn the Internet access back on, select **Enable**.

Slide 12



**Duration** 5 minutes

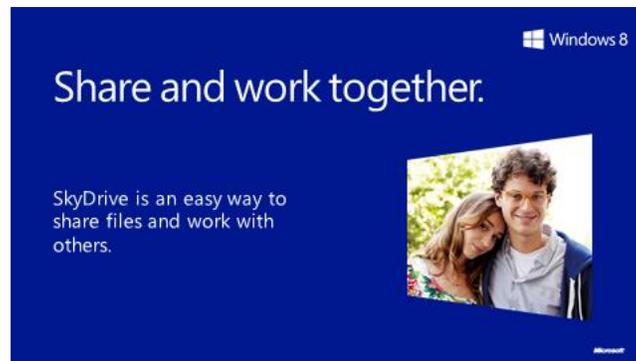
### Talking Points

- Now that you've seen the SkyDrive app and SkyDrive for Windows, let's practice what you've learned.
- First, we'll have you create a picture in Fresh Paint and save it to SkyDrive. Use the SkyDrive app to confirm the file is there.
- Then you'll create a Word document, save it to the SkyDrive folder on your desktop, and then go to SkyDrive.com to view the document.

### Background/Additional Information

- The Fresh Paint app needs to be installed on the PCs and pinned to the Start screen.
- SkyDrive for Windows needs to be installed on the PCs.
- Where applicable, tell participants to refer to the handout for step-by-step instructions on how to complete this activity.

Slide 13



**Duration** 2 minutes

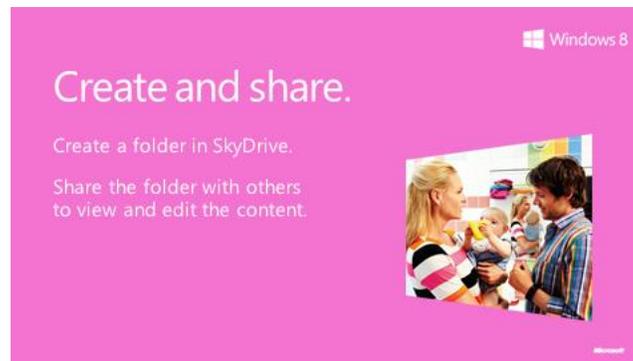
### Talking Points

- Now that you understand all the various ways you can get to and manage the files you've stored in the cloud, let's talk about how you can share and work with others on files using SkyDrive.
- Whether you're planning a family reunion, a trip with friends, or working together on a project with peers, SkyDrive.com is one of the easiest ways to share files and collaborate with others on projects and planning.

### Background/Additional Information

- To help protect your files on SkyDrive, make sure you have a strong Microsoft account password.

Slide 14



**Duration** 5 minutes

### Talking Points

- If you have a project you're working on with your classmates or co-workers, or you're creating a to-do list for a trip with friends or family, you can create a folder to share on SkyDrive.com and invite people to view and—should you choose—edit the content within the folder by sending them a link to the folder. You can also simply share individual files if you don't want to share an entire folder.
- You don't have to worry about attachment limits because SkyDrive lets you share large files that might be too big to send as attachments via email.
- Let's take a look at how to do this.



### Demonstration 6: Create and share a folder in SkyDrive.com

- For this demonstration you will be inviting yourself to view the folder. Make sure you have all your email accounts connected in the Mail app and in Outlook.com on SkyDrive.
- If the email does not automatically appear in the Mail app, then show the received email in your Outlook.com account.

Touch	Mouse and Keyboard
1. On the Start screen, tap the <b>Internet Explorer</b> tile.	1. On the Start screen, click the <b>Internet Explorer</b> tile.
2. Tap the Address bar to reveal the keyboard and type <b>skydrive.com</b> .	2. In the Address bar, type <b>skydrive.com</b> .
3. Tap <b>Create</b> to reveal the menu, then tap <b>Folder</b> .	3. Click <b>Create</b> to reveal the menu, then click <b>Folder</b> .
4. Title the folder <b>team project</b> .	4. Title the folder <b>team project</b> .
5. Tap an empty part of the screen to hide the keyboard.	5. Select the <b>team project</b> folder.

Touch	Mouse and Keyboard
6. Select the <b>team project</b> folder.	6. Click <b>Share folder</b> .
7. Tap <b>Share folder</b> .	7. In the <b>To</b> text box, type the email address of the person you'd like to invite to view the folder. <i>For the purposes of the demo, type in an email address linked to your Mail app.</i>
8. Tap the <b>To</b> text box to reveal the keyboard and type the email address of the person you'd like to invite to view the folder. <i>For the purposes of the demo, type in an email address linked to your Mail app.</i>	8. Click <b>Share</b> .
9. Tap <b>Share</b> .	9. Press the <b>Win</b> key to return to the Start screen.
10. Swipe from right edge to reveal the charms and tap <b>Start</b> .	10. Click the <b>Mail</b> tile.
11. Tap the <b>Mail</b> tile.	11. Open the email and click the <b>team project</b> link to view the folder. The page will automatically open in Internet Explorer.
12. Open the email and tap the <b>team project</b> link to view the folder. The page will automatically open in Internet Explorer.	

#### Background/Additional Information

- You can also invite people to view and edit a folder that's already been created. Just select the folder you want to share and follow the same steps.
- You can upload files or folders of up to 300MB each to share through SkyDrive.com and it's a great way to share multiple photos that might be too large to send as an attachment in an email.

Slide 15



**Duration** 5 minutes

### Talking Points

- When you've got pictures stored on SkyDrive.com, you can share them by sending a link, as I've just shown you.
- But, let's say you have pictures stored on your PC in your Pictures library that you want to share with friends or family.
- When you want to share a photo or two, sending them through email is a pretty convenient way to do it. But what about when you want to send several pictures from a trip you've taken or an event you've attended?
- Again, because of attachment limits, sending lots of pictures at once can be painfully slow.
- Windows 8 has solved this problem by allowing you to share pictures in the Photos app using SkyDrive.
- You can share photos in a number of different ways. If you use SkyDrive regularly and already have your photos stored in your SkyDrive account, you can share them by simply using the Share charm.
- If your photos are only stored locally, you can use the Share charm to share directly to SkyDrive. Once they're on SkyDrive, you can share it with your friends and allow them to browse your photos.
- Finally, you can view pictures you've stored in your Pictures library via the Photos app, and share them through the Mail app. But when you have multiple pictures to share that might be too large to send through email, you can avoid attachment limits by sending a link to your pictures using SkyDrive instead—while still in the Photos app.
- When you do this the Photos app automatically uploads the selected pictures to SkyDrive and provides your friend or family member a link to view them.
- Let's take a look at how this is done.



### Demonstration 7: Send a photo using SkyDrive

Touch	Mouse and Keyboard
1. On the Start screen, tap the <b>Photos</b> tile.	1. On the Start screen, click the <b>Photos</b> tile.
2. Tap <b>Pictures library</b> .	2. Click <b>Pictures library</b> .

Touch	Mouse and Keyboard
3. Swipe down on each photo to select it.	3. Right-click the photos you want to share.
4. Swipe from the right edge of the screen to reveal the charms and tap <b>Share</b> .	4. Move the mouse to the upper or lower right corner of the screen to reveal the charms and click <b>Share</b> .
5. Tap <b>Mail</b> . This will open a window connecting you to your Mail app.	5. Click <b>Mail</b> . This will open a window connecting you to your Mail app.
6. Tap the <b>To</b> text box to reveal the keyboard and type the email addresses of the people you want to share the photos with and a subject in the <b>Add a subject</b> line.	6. In the <b>To</b> text box, type the email addresses of the people you want to share the photos with and a subject in the <b>Add a subject</b> line.
7. Under the photo in the email, tap <b>Send using SkyDrive instead</b> .	7. Under the photo in the email, click <b>Send using SkyDrive instead</b> .

#### Background/Additional Information

- SkyDrive lets you upload files up to 2GB using SkyDrive for Windows.
- You can also share multiple pictures using SkyDrive while in Photo Gallery. When you open Photo Gallery and have selected the pictures, click or tap the SkyDrive icon in the taskbar on the desktop.

Slide 16

**Duration** 5 minutes**Talking Points**

- Now that you've seen the various ways you can easily share files through SkyDrive, it's time for you to practice doing it yourself.
- First, you'll create a folder in SkyDrive and share it with me.
- Then you'll select photos in the Photos app and share them via SkyDrive. Go through the **It's easy to share photos** page to see what's there.
- I'll display my Mail app so that we can see incoming emails as they get sent by you.

**Background/Additional Information**

- Have the participants share their folder and photos with the Brand Ambassador.
- The Brand Ambassador can display his or her Mail app while receiving the participants' emails as they get sent.
- Emphasize again that participants can share a link to any file or folder they've stored on SkyDrive—photos, documents, music, and videos.
- Where applicable, tell participants to refer to the handout for step-by-step instructions on how to complete this activity.

Slide 17



**Duration** 2 minutes

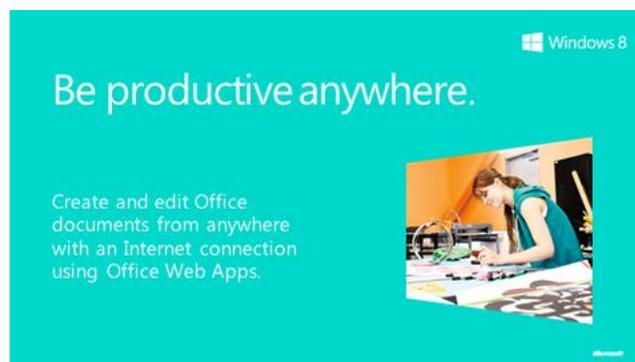
### Talking points

- You've just seen how easy it is get to the files and folders you've stored in SkyDrive—and should you choose—share them with others.
- But what if you want to create a new document and don't have your PC with you? Or what if the PC you're working on doesn't have Microsoft Office installed?
- These days, it's become more and more common to use multiple devices—from our work PCs, to our PCs at home, our tablets, and even our smartphones—many of us use them in unique ways.
- You can use Office Web Apps on SkyDrive.com to create files when you're away from your PC.

### Background/Additional Information

- None

Slide 18

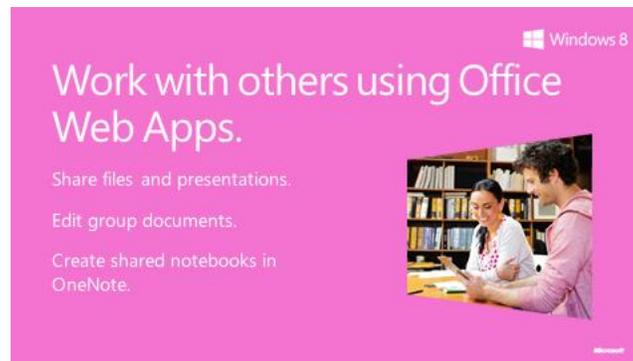
**Duration** 3 minutes**Talking Points**

- For example, a lot of people don't like to save work-related documents on their home PCs. But there might be times when you're traveling or need to work from home and you don't have access to your work PC. Or let's say you're planning a family reunion and you want to be able to add something to your to-do list while on your lunch break at work. In fact, you can use the OneNote app for phone/iOS to view such planning information when you are on the go.
- No matter what PC you're using—whether it's at home, the office, or the school library, SkyDrive lets you be productive anywhere by providing Office Web Apps.
- Office Web Apps on SkyDrive.com gives you the freedom to create and work on Office documents from virtually anywhere with an Internet connection.
- Office Web Apps is also great for when you are on a machine that does not have Microsoft Office installed. For example, you can use Office Web Apps to open a document you've received in an email.

**Background/Additional Information**

- None

Slide 19



**Duration** 5 minutes

### Talking Points

- With Office Web Apps you can:
  - Share files and work together with others online so you don't have to worry about document formatting, attachment limits, or losing version changes in emails.
  - Simplify group editing on documents by working together using Office Web Apps on SkyDrive. Edit Office documents such as Word, Excel or PowerPoint anywhere with just a web browser.
  - Easily share your presentation the way you intended it to look by uploading the file to SkyDrive and viewing it with the PowerPoint Web App.
  - Make brainstorming easier by creating shared notebooks in OneNote for your co-workers, friends, or family. Simply access the notebook through SkyDrive to contribute ideas, give feedback, or keep track of shared to dos. Edits are real time and up to date.
- Let's see how simple it is to create a document using Word Web App.



### Demonstration 8: Create a document in SkyDrive

- For this demonstration, you will be creating a "To buy" list for a spring break in Cancun.
- You will be editing this document in the demonstration that follows.

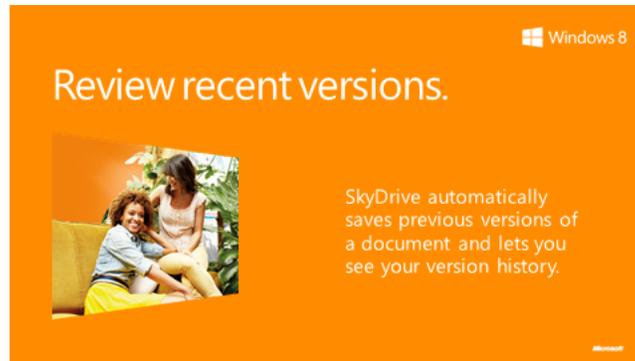
Touch	Mouse and Keyboard
1. On the Start screen, tap the <b>Internet Explorer tile</b> .	1. On the Start screen, click the <b>Internet Explorer</b> tile.
2. Tap the URL address bar to reveal the keyboard and type <b>skydrive.com</b> .	2. In the URL address bar, type <b>skydrive.com</b> .
3. Tap <b>Create</b> to reveal the menu, and select <b>Word Document</b> .	3. Tap <b>Create</b> to reveal the menu, and select <b>Word Document</b> .
4. Type <b>To buy for spring break Cancun</b> .	4. Type <b>To buy for spring break Cancun</b> .

Touch	Mouse and Keyboard
5. Tap <b>Create</b> . This will automatically open the Word document in the browser.	5. Click <b>Create</b> . This will automatically open the Word document in the browser.
6. Tap the <b>Word</b> doc to reveal the keyboard and type <b>flip flops, hat, sunscreen</b> , one under the other.	6. Type <b>flip flops, hat, sunscreen</b> , one under the other.
7. On the Quick Access Toolbar, tap <b>Save</b> .	7. On the Quick Access Toolbar, click <b>Save</b> .
8. At the top of the page, tap <b>SkyDrive</b> . You will see that the document has automatically been added to the list of files.	8. At the top of the page, click <b>SkyDrive</b> . You will see that the document has automatically been added to the list of files.

### Background/Additional Information

- Editing a document using Word Web App is good for making simple, quick edits, but it does not have all the editing features that are found in Microsoft Office. If you need to make more extensive edits, you can choose to open the document in Microsoft Word and edit it from there.
- People you choose to share your files with do not need to have a Microsoft account to view them, but they do need one to author and edit them. They do not need to have the same version of Microsoft Word as you to work on the documents.
- You can choose to either invite others to view and edit the document, or send an email that includes a link to the document.
- Other things you can do with Office Web Apps:
  - Print a document.
  - Download a copy of the document.
  - Set permissions so that formatting of original document is saved.
  - Learn about the terms and conditions and how Word Web App helps protect your privacy.

Slide 20



**Duration** 5 minutes

### Talking Points

- The great thing about using Office Web Apps on SkyDrive.com is that it saves you the hassle of reformatting documents and sending different versions via email. SkyDrive saves versions automatically, so you always have access to the latest version.
- You can also view your version history in case you need to see an older edit of a document.
- Let's take a look at a document that's already been created in SkyDrive. We'll edit it and then look at the version history.



### Demonstration 9: Edit a document in SkyDrive

- For this demonstration, you will need to have a document already created and saved in SkyDrive.
- Before the class, create a document titled "To buy for spring break Cancun." In the body of the document, write a few things you'd need to buy for a trip to Cancun, such as: sunscreen, a hat, flip flops. Save the document in the spring break Cancun folder.
- During the demonstration you will edit the document by striking through one of the items on the list and adding another one, such as disposable underwater camera.

Touch	Mouse and Keyboard
1. On the Start screen, tap the <b>Internet Explorer tile</b> .	1. On the Start screen, click the <b>Internet Explorer</b> tile.
2. Tap the URL address bar to reveal the keyboard and type <b>skydrive.com</b> .	2. In the URL address bar, type <b>skydrive.com</b> .
3. Tap the <b>To buy for spring break Cancun</b> document. The document will open with Word Web App.	3. Click the <b>To buy for spring break Cancun</b> document. The document will open with Word Web App.

Touch	Mouse and Keyboard
4. Tap <b>Edit in Browser</b> . This will open the document in the browser.	4. Click <b>Edit in Browser</b> . This will open the document in the browser.
5. Tap to the right of <b>hat</b> and tap <b>Backspace</b> repeatedly until the word is deleted.	5. Double-click <b>hat</b> to select it and click the <b>Strikethrough</b> icon in the Font group on the ribbon to cross it off the list of things you need to buy.
6. Tap the document to reveal the keyboard. Under sunscreen, <b>type disposable underwater camera</b> to add to your list.	6. Under sunscreen, type <b>disposable underwater camera</b> to add to your list.
7. On the Quick Access Toolbar, click <b>Save</b> .	7. On the Quick Access Toolbar, click <b>Save</b> .



#### Demonstration 10: View previous versions of a document (open)

Touch	Mouse and Keyboard
1. While the document is open in the browser, tap <b>File</b> .	1. While the document is open in the browser, click <b>File</b> .
2. Tap <b>Previous Versions</b> . This will show the most recent version and a list of previous versions.	2. Click <b>Previous Versions</b> . This will show the most recent version and a list of previous versions.
3. Tap <b>File</b> and select <b>Close</b> to close the document.	3. Click <b>File</b> and select <b>Close</b> to close the document.



#### Demonstration 11: View previous versions of a document (closed)

Touch	Mouse and Keyboard
1. Without opening the document, select it from the files in SkyDrive by checking the box in the upper right corner.	1. Without opening the document, select it from the files in SkyDrive by checking the box in the upper right corner.
2. Tap <b>Manage</b> and then in the drop-down menu, tap <b>Version history</b> . This will show the most recent version and a list of previous versions.	2. Click <b>Manage</b> and then in the drop-down menu click <b>Version history</b> . This will show the most recent version and a list of previous versions.

#### Background/Additional Information

- SkyDrive saves up to 25 previous versions of a document.

- The “View previous versions” demos are optional. If you’re running behind, do not show them.

Slide 21



**Duration** 5 minutes

### Talking Points

- Now it's your turn to create and edit the document.

### Background/Additional Information

- This participant activity is optional. If you are running behind, do not have the participants do it.
- Where applicable, tell participants to refer to the handout for step-by-step instructions on how to complete this activity.

Slide 22

Microsoft Confidential Windows 8

## Wrap up.

- We talked about the cloud.
- Discovered the Microsoft account.
- Explored how to manage files in SkyDrive.
- Learned about Office Web Apps.



Microsoft

**Duration** 2 minutes

### Talking Points

- How many of you were already familiar with SkyDrive?
- Which of these features do you or would you use the most?
- Do you have any other questions about what we covered today?

### Background/Additional Information

- Purpose: Solicit input from participants and recap.
- Provide participants with an opportunity to ask questions. If time doesn't allow for a full length question and answer session, let the participants know that you'll be available for a few minutes after the course.

Slide 23

**Duration** 2 minutes**Talking Points**

- These websites are resources if you have additional questions.
  - <http://windows.com>
    - Find the latest news about Windows 8.
  - <http://windows.com/microsoftaccount>
    - Sign up for a Microsoft account today to get connected to the people, files, and settings you care about.
  - <http://windows.com/newpc>
    - Choose the right PC. Answer a few quick questions and Microsoft will guide you to the best choices for you out of their top picks.
  - <http://windows.com/security>
    - Learn more about security in Windows 8.
  - <http://windows.com/compatibility>
    - Discover the Windows 8 Compatibility Center. Get device drivers and software downloads and updates.
  - <http://windows.com/photogallery> and <http://windows.com/moviemaker>
    - Download Photo Gallery and Movie Maker.
  - <http://www.microsoftstore.com>
    - Visit the Microsoft Store online to check out the latest products or find your nearest neighborhood Microsoft Store. Remember, the handout will serve as a reference you can use at home.

**Background/Additional Information**

- Note that these URLs are en-US and will be live at GA.

Slide 24



**Duration** 1 minute

**Talking Points**

- Thank you for participating in today's session.

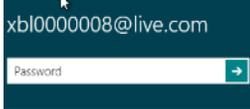
**Background/Additional Information**

- None

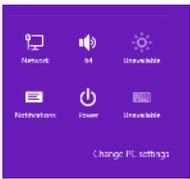
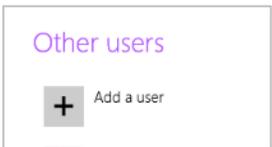
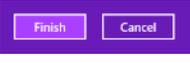
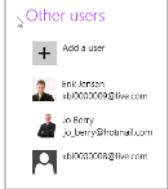
## APPENDIX Mouse and Keyboard/Touch Demonstration Steps

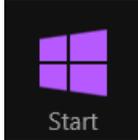
1. Switch between Microsoft accounts
2. Add another Microsoft account
3. Transfer settings
4. Save a file directly to SkyDrive
5. Use SkyDrive for Windows to work offline
6. Create and share a folder
7. Send a photo using SkyDrive
8. Create a document in SkyDrive
9. Edit a document in SkyDrive
10. View previous versions of a document (open)
11. View previous versions of a document (closed)

## Demonstration 1: Switch between Microsoft accounts

Touch	Mouse and Keyboard	Image Reference
<p>1. On the Start screen, in the upper right, tap the <b>User accounts</b> icon.</p>	<p>1. On the Start screen, in the upper right, click the <b>User accounts</b> icon.</p>	
<p>2. Select another User account (in this case, <b>Don Hall</b>).</p>	<p>2. Select another User account (in this case, <b>Don Hall</b>).</p>	
<p>3. Type the password for the account.</p>	<p>3. Type the password for the account.</p>	
<p>4. To the right of the Password text box, tap the <b>Submit</b> icon.</p> <p><i>Explain how the personalization settings differ from those on the original account.</i></p>	<p>4. To the right of the Password text box, click the <b>Submit</b> icon.</p> <p><i>Explain how the personalization settings differ from those on the original account.</i></p>	
<p>5. On the Start screen, in the upper right corner, tap the <b>User accounts</b> icon.</p>	<p>5. On the Start screen, in the upper right corner, click the <b>User accounts</b> icon.</p>	
<p>6. Sign back in to the first instructor's account.</p> <p><i>Explain how most of the personalization settings that we created in the previous demo are stored in the cloud—and you can adjust many other things that will also be retained: Start page, themes, and browser settings.</i></p>	<p>6. Sign back in to the first instructor's account.</p> <p><i>Explain how most of the personalization settings that we created in the previous demo are stored in the cloud—and you can adjust many other things that will also be retained: Start page, themes, and browser settings.</i></p>	

## Demonstration 2: Add another Microsoft account

Touch	Mouse and Keyboard	Image Reference
1. On the Start screen, swipe from the right edge to reveal the charms.	1. On the Start screen, move the mouse to one of the right corners of the screen to reveal the charms.	
2. Tap the <b>Settings</b> charm.	2. Click the <b>Settings</b> charm.	
3. Tap <b>Change PC settings</b> .	3. Click <b>Change PC settings</b> .	
4. Tap <b>Users</b> .	4. Click <b>Users</b> .	
5. Under Other users, tap <b>Add a user</b> .	5. Under Other users, click <b>Add a user</b> .	
6. In the text box, type a pre-approved Instructor Microsoft account email address.	6. In the text box, type a pre-approved Instructor Microsoft account email address.	
7. Tap <b>Next</b> .	7. Click <b>Next</b> .	
8. Tap <b>Finish</b> .	8. Click <b>Finish</b> .	
9. The PC settings page reappears with the additional user at the bottom.	9. The PC settings page reappears with the additional user at the bottom.	

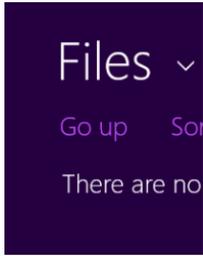
Touch	Mouse and Keyboard	Image Reference
<p>10. Swipe from the right edge to reveal the charms.</p>	<p>10. Move the mouse to one of the right corners of the screen to reveal the charms.</p>	
<p>11. Tap the <b>Start</b> charm.</p>	<p>11. Click the <b>Start</b> charm.</p>	
<p>12. On the Start screen, in the top right corner of the screen, tap the <b>User accounts</b> icon.</p>	<p>12. On the Start screen, in the top right corner of the screen, click the <b>User accounts</b> icon.</p>	
<p>13. Select the User account you just created.</p>	<p>13. Select the User account you just created.</p>	
<p>14. Sign in to the new account with the proper password.</p> <p><i>Explain that now this user can customize their account and it will be available to them from any PC running Windows 8 that is connected to the Internet.</i></p>	<p>14. Sign in to the new account with the proper password.</p> <p><i>Explain that now this user can customize their account and it will be available to them from any PC running Windows 8 that is connected to the Internet.</i></p>	

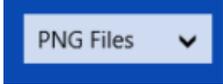
## Demonstration 3: Transfer settings

Touch	Mouse and Keyboard	Image Reference
1. Sign in to a tablet using your Microsoft account user name and password.	1. Sign in to a PC using your Microsoft account user name and password.	
2. Show your personalized Start screen.	2. Show your personalized Start screen.	
3. Switch to a PC and sign in using your Microsoft account user name and password.	3. Switch to a tablet and sign in using your Microsoft account user name and password.	
4. Show how your personalized Start screen is the same.		

## Demonstration 4: Save a file directly to SkyDrive

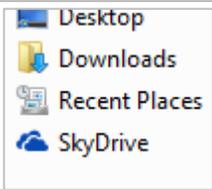
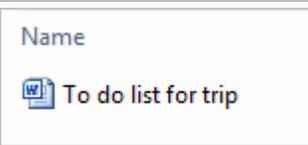
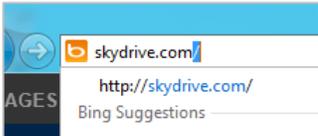
- Before the class begins, the Fresh Paint app needs to be installed on the PC and pinned to the Start Screen.

Touch	Mouse and Keyboard	Image Reference
1. On the Start screen, tap the <b>Fresh Paint</b> tile.	1. On the Start screen, click the Fresh <b>Paint</b> tile.	
2. Use your finger to draw a simple smiley face.	2. Use the mouse to draw a simple smiley face.	
3. Swipe from bottom edge to reveal the app commands.	3. Right-click to reveal the app commands.	
4. Tap <b>Export</b> .	4. Click <b>Export</b> .	
5. Tap <b>Files</b> to reveal the drop-down menu.	5. Click <b>Files</b> to reveal the drop-down menu.	
6. Select <b>SkyDrive</b> .	6. Select <b>SkyDrive</b> .	

Touch	Mouse and Keyboard	Image Reference
<p>7. Tap the text box at the bottom of the screen to reveal the keyboard and type the file name <b>smiley face</b>.</p>	<p>7. In the text box at the bottom of the screen, type the file name <b>smiley face</b>.</p>	
<p>8. Select how you want to save it.</p> <p><i>You can save it as a PNG file or a JPEG file.</i></p>	<p>8. Select how you want to save it.</p> <p><i>You can save it as a PNG file or a JPEG file.</i></p>	
<p>9. Tap <b>Save</b>.</p>	<p>9. Click <b>Save</b>.</p>	

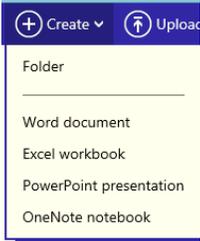
## Demonstration 5: Use SkyDrive for Windows to work offline

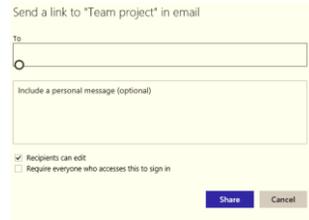
- SkyDrive for Windows needs to be installed on the PC prior to this demonstration. If you don't see the SkyDrive folder in your "Favorites" in Windows Explorer, then SkyDrive for Windows is not installed. To install, go to <http://windows.microsoft.com/en-US/skydrive/download-skydrive>

Touch	Mouse and Keyboard	Image Reference
1. Tap <b>Desktop</b> . Tap the Windows Explorer folder. Then, tap <b>SkyDrive</b> (it will be under <b>Favorites</b> ).	1. Click <b>Desktop</b> . Click the Windows Explorer folder. Then, click <b>SkyDrive</b> (it will be under <b>Favorites</b> ).	
2. Double-tap the Word document <b>To do list for trip</b> . Look at contents.	2. Double-click the Word document <b>To do list for trip</b> . Look at contents.	
3. Tap the <b>Wi-Fi</b> symbol in the lower right corner, tap your current Internet connection, and tap <b>Disconnect</b> to disconnect from the Internet.	3. Click the <b>Wi-Fi</b> symbol in the lower right corner, click your current Internet connection, and click <b>Disconnect</b> to disconnect from the Internet.	
4. Make some edits to the Word document.	4. Make some edits to the Word document.	
5. On the Quick Access Toolbar, tap <b>Save</b> , then tap <b>Close</b> . <i>Note that edits were done in offline mode.</i>	5. On the Quick Access Toolbar, click <b>Save</b> , then click <b>Close</b> . <i>Note that edits were done in offline mode.</i>	
6. Tap the <b>Wi-Fi</b> symbol in the lower right corner, tap your preferred Internet connection, and tap <b>Connect</b> to connect to the Internet.	6. Click the <b>Wi-Fi</b> symbol in the lower right corner, click your preferred Internet connection, and click <b>Connect</b> to connect to the Internet.	
7. Tap the <b>Internet Explorer</b> icon in the bottom left corner of the screen.	7. Click the <b>Internet Explorer</b> icon in the bottom left corner of the screen.	
8. Type <b>skydrive.com</b> in the URL address bar.	8. Type <b>skydrive.com</b> in the URL address bar.	

Touch	Mouse and Keyboard	Image Reference
9. Tap <b>Documents</b> .	9. Click <b>Documents</b> .	
10. Tap <b>To do list for trip</b> . The document will open in the Microsoft Word Web App.	10. Click <b>To do list for trip</b> . The document will open in the Microsoft Word Web App.	
11. Show that the offline edits are now reflected in the same document on SkyDrive online.	11. Show that the offline edits are now reflected in the same document on SkyDrive online.	

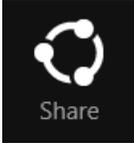
## Demonstration 6: Create and share a folder in SkyDrive.com

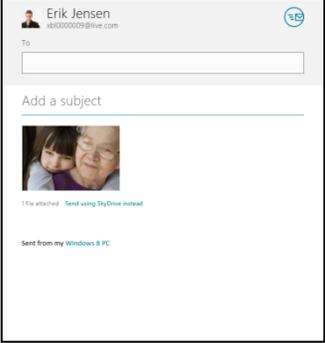
Touch	Mouse and Keyboard	Image Reference
<p>1. On the Start screen, tap the <b>Internet Explorer</b> tile.</p>	<p>1. On the Start screen, click the <b>Internet Explorer</b> tile.</p>	
<p>2. Tap the URL address bar to reveal the keyboard and type <b>skydrive.com</b>.</p> <p><i>Because you signed in to the PC with your Microsoft account, you are already signed in to SkyDrive.com. The page will open automatically—no need to reenter your Microsoft account username and password.</i></p>	<p>2. In the URL address bar, type <b>skydrive.com</b>.</p> <p><i>Because you signed in to the PC with your Microsoft account, you are already signed in to SkyDrive.com. The page will open automatically—no need to re-enter your Microsoft account username and password.</i></p>	
<p>3. Tap <b>Create</b> to reveal the menu, then tap <b>Folder</b>.</p>	<p>3. Click <b>Create</b> to reveal the menu, then click <b>Folder</b>.</p>	
<p>4. Title the folder <b>team project</b>.</p>	<p>4. Title the folder <b>team project</b>.</p>	
<p>5. Tap an empty part of the screen to hide the keyboard.</p>		
<p>6. Select the <b>team project folder</b>.</p>	<p>5. Select the <b>team project folder</b>.</p>	

Touch	Mouse and Keyboard	Image Reference
<p>7. Tap <b>Share folder</b>.</p>	<p>6. Click <b>Share folder</b>.</p>	
<p>8. Tap the <b>To</b> text box to reveal the keyboard and type the email address of the person you'd like to invite to view the folder.</p> <p><i>For the purposes of the demo, type in an email address linked to your Mail app.</i></p> <p><i>You can add a message to the invite if there is specific information you'd like the recipient to know. The Recipients can edit box is always checked. If you do not want the recipient to edit the content in the folder, unselect this box. If the recipient has a Microsoft account, you can also require the recipient to sign in to see the folder by selecting the Require everyone who accesses this to sign in box.</i></p> <p><i>If the keyboard is up, you may have to scroll to see these options.</i></p>	<p>7. In the <b>To</b> text box, type the email address of the person you'd like to invite to view the folder.</p> <p><i>For the purposes of the demo, type in an email address linked to your Mail app.</i></p> <p><i>You can add a message to the invite if there is specific information you'd like the recipient to know. The Recipients can edit box is always checked. If you do not want the recipient to edit the content in the folder, unselect this box. If the recipient has a Microsoft account, you can also require the recipient to sign in to see the folder by selecting the Require everyone who accesses this to sign in box.</i></p>	
<p>9. Tap <b>Share</b>.</p>	<p>8. Click <b>Share</b>.</p>	

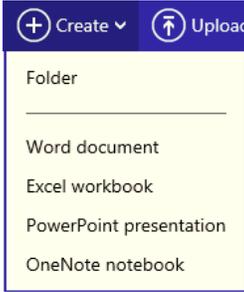
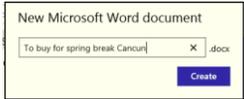
Touch	Mouse and Keyboard	Image Reference
<p>10. Swipe from right edge to reveal the charms and tap <b>Start</b>.</p>	<p>9. Press the <b>Win</b> key to return to the Start screen.</p>	
<p>11. Tap the <b>Mail</b> tile.</p>	<p>10. Click the <b>Mail</b> tile.</p>	
<p>12. Open the email and tap the <b>team project</b> link to view the folder. The page will automatically open in Internet Explorer.</p>	<p>11. Open the email and click the <b>team project</b> link to view the folder. The page will automatically open in Internet Explorer.</p>	

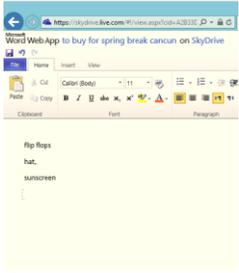
## Demonstration 7: Send a photo using SkyDrive

Touch	Mouse and Keyboard	Image Reference
<p>1. On the Start screen, tap the <b>Photos</b> tile.</p>	<p>1. On the Start screen, click the <b>Photos</b> tile.</p>	
<p>2. Tap <b>Pictures library</b>. <i>You can only share photos stored in the Pictures library—not from SkyDrive, Facebook, or Flickr.</i></p>	<p>2. Click <b>Pictures library</b>. <i>You can only share photos stored in the Pictures library—not from SkyDrive, Facebook, or Flickr.</i></p>	
<p>3. Swipe down on each photo to select it.</p> <p><i>To clear a selected picture, just repeat the motion. If you want to select every picture in the library, swipe from bottom edge to reveal the apps command bar and tap <b>Select all</b>. To clear them all at once, tap <b>Clear selection</b>.</i></p>	<p>3. Right-click the photos you want to share.</p> <p><i>You can select more than one picture by right-clicking each picture. To clear a selected picture, right-click it again. If you want to select every picture in the library, right-click anywhere on the window to reveal the apps command bar and click <b>Select all</b>. To clear them all at once, click <b>Clear selection</b>.</i></p>	
<p>4. Swipe from the right edge of the screen to reveal the charms and tap <b>Share</b>.</p>	<p>4. Move the mouse to the upper or lower right corner of the screen to reveal the charms and click <b>Share</b>.</p>	
<p>5. Tap <b>Mail</b>. This will open a window connecting you to your Mail app.</p>	<p>5. Click <b>Mail</b>. This will open a window connecting you to your Mail app.</p>	

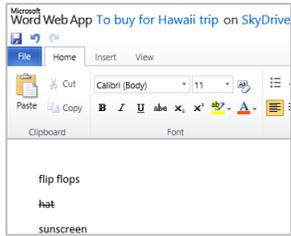
Touch	Mouse and Keyboard	Image Reference
<p>6. Tap the <b>To</b> text box to reveal the keyboard and type the email addresses of the people you want to share the photos with and a subject in the <b>Add a subject</b> line.</p>	<p>6. In the <b>To</b> text box, type the email addresses of the people you want to share the photos with and a subject in the <b>Add a subject</b> line.</p>	
<p>7. Under the photo in the email, tap <b>Send using SkyDrive instead</b>.</p>	<p>7. Under the photo in the email, click <b>Send using SkyDrive instead</b>.</p>	

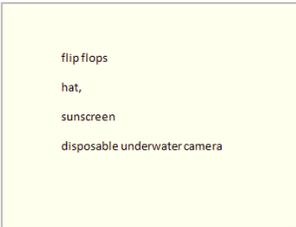
## Demonstration 8: Create a document in SkyDrive

Touch	Mouse and Keyboard	Image Reference
<p>1. On the Start screen, tap the <b>Internet Explorer</b> tile.</p>	<p>1. On the Start screen, click the <b>Internet Explorer</b> tile.</p>	
<p>2. Tap the URL address bar to reveal the keyboard and type <b>skydrive.com</b>.</p> <p><i>Because you signed in to the PC with your Microsoft account, you are already signed in to SkyDrive.com. The page will open automatically—no need to re-enter your Microsoft account username and password.</i></p>	<p>2. In the URL address bar, type <b>skydrive.com</b>.</p> <p><i>Because you signed in to the PC with your Microsoft account, you are already signed in to SkyDrive.com. The page will open automatically—no need to re-enter your Microsoft account username and password.</i></p>	
<p>3. Tap <b>Create</b> to reveal the menu, and select <b>Word Document</b>.</p>	<p>3. Click <b>Create</b> to reveal the menu, and select <b>Word Document</b>.</p>	
<p>4. Type <b>To buy for spring break Cancun</b>.</p>	<p>4. Type <b>To buy for spring break Cancun</b>.</p>	
<p>5. Tap <b>Create</b>. This will automatically open the Word document in the browser.</p>	<p>5. Click <b>Create</b>. This will automatically open the Word document in the browser.</p>	

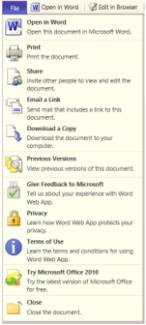
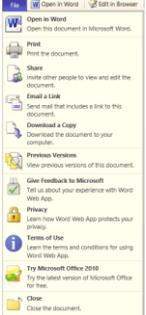
Touch	Mouse and Keyboard	Image Reference
<p>6. Tap the <b>Word</b> doc to reveal the keyboard and type <b>flip flops, hat, sunscreen</b>, one under the other.</p>	<p>6. Type <b>flip flops, hat, sunscreen</b>, one under the other.</p>	
<p>7. On the Quick Access Toolbar, tap <b>Save</b>.</p>	<p>7. On the Quick Access Toolbar, click <b>Save</b>.</p>	
<p>8. At the top of the page, tap <b>SkyDrive</b>. You will see that the document has automatically been added to the list of files.</p>	<p>8. At the top of the page, click <b>SkyDrive</b>. You will see that the document has automatically been added to the list of files.</p>	

## Demonstration 9: Edit a document in SkyDrive

Touch	Mouse and Keyboard	Image Reference
<p>1. On the Start screen, tap the <b>Internet Explorer</b> tile.</p>	<p>1. On the Start screen, click the <b>Internet Explorer</b> tile.</p>	
<p>2. Tap the <b>Address</b> bar to reveal the keyboard and type <b>skydrive.com</b>.</p> <p><i>Because you signed in to the PC with your Microsoft account, you are already signed in to SkyDrive.com. The page will open automatically—no need to re-enter your Microsoft account username and password.</i></p>	<p>2. In the <b>Address</b> bar, type <b>skydrive.com</b>.</p> <p><i>Because you signed in to the PC with your Microsoft account, you are already signed in to SkyDrive.com. The page will open automatically—no need to re-enter your Microsoft account username and password.</i></p>	
<p>3. Tap the <b>To buy for spring break Cancun</b> document. The document will open with Word Web App.</p>	<p>3. Click the <b>To buy for spring break Cancun</b> document. The document will open with Word Web App.</p>	
<p>4. Tap <b>Edit in Browser</b>. This will open the document in the browser.</p>	<p>4. Click <b>Edit in Browser</b>. This will open the document in the browser.</p>	
<p>5. Tap to the right of <b>hat</b> and tap <b>Backspace</b> repeatedly until the word is deleted.</p>	<p>5. Double-click <b>hat</b> to select it and click the <b>Strikethrough</b> icon in the <b>Font</b> group on the ribbon to cross it off the list of things you need to buy.</p>	

Touch	Mouse and Keyboard	Image Reference
<p>6. Tap the document to reveal the keyboard. Under <b>sunscreen</b>, type <b>disposable underwater camera</b> to add to your list.</p>	<p>6. Under <b>sunscreen</b>, type <b>disposable underwater camera</b> to add to your list.</p>	
<p>7. On the Quick Access Toolbar, click <b>Save</b>.</p>	<p>7. On the Quick Access Toolbar, click <b>Save</b>.</p>	

## Demonstration 10: View previous versions of a document (open)

Touch	Mouse and Keyboard	Image Reference
<p>1. While the document is open in the browser, tap <b>File</b>.</p>	<p>1. While the document is open in the browser, click <b>File</b>.</p>	
<p>2. Tap <b>Previous Versions</b>. This will show the most recent version and a list of previous versions.</p>	<p>2. Click <b>Previous Versions</b>. This will show the most recent version and a list of previous versions.</p>	
<p>3. Tap <b>File</b> and select <b>Close</b> to close the document.</p>	<p>3. Click <b>File</b> and select <b>Close</b> to close the document.</p>	

## Demonstration 11: View previous versions of a document (closed)

Touch	Mouse and Keyboard	Image Reference
<p>1. Without opening the document, select it from the files in SkyDrive by checking the box in the upper right corner.</p>	<p>1. Without opening the document, select it from the files in SkyDrive by checking the box in the upper right corner.</p>	
<p>2. Tap <b>Manage</b> and then in the drop-down menu, tap <b>Version history</b>. This will show the most recent version and a list of previous versions.</p>	<p>2. Click <b>Manage</b> and then in the drop-down menu click <b>Version history</b>. This will show the most recent version and a list of previous versions.</p>	