## Swinburne University of Technology Sarawak Campus

Information Technology Services Unit

## How to Create, Edit and Upload a document in Office 365 SkyDrive Pro

- 1. Using Internet Explorer, type in the address <a href="http://mail.office365.com">http://mail.office365.com</a>
- The following Office 365 will appear, enter your '*username* (<u>studentID@students.swinburne.edu.my</u>)' and '*password*'. Click on '*Sign in*' to continue.



3. Click on **'SkyDrive'** 



4. For first time user, below screen will be displayed. Click OK to proceed



5. The following screen will appear. The SkyDrive Pro setup will take a few minutes to complete



6. After SkyDrive has completed its setup, it will appear as shown below



7. To create or upload a Word document (or Excel, or Power point presentation), click on new document link and a menu will appear. Choose the application or option you need as shown below

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8. For example, to create a new Word document, click on *'Word Document'*. Enter document name, and click '**OK**'

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9. Notice the web version of the application will appear. The web version of the application will offer most of the same options of a regular installed version of the application.

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10. To save your document in SkyDrive Pro, click on 'File'

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12. Your document will appear in your SkyDrive Pro document lists



13. You may also upload an existing document from your PC by clicking on the "*Upload Existing File*" option.

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14. Next, click on **"Browse"**, this will open a window view of your PC files and folder. After you have found and selected your document, click "**OK**".

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15. After you click '**OK'** your document will be uploaded and will appear in your document lists

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16. To Edit, Share, or Delete a document, click the three dots "..."

