How to Create, Edit and Upload a document in Office 365 SkyDrive Pro
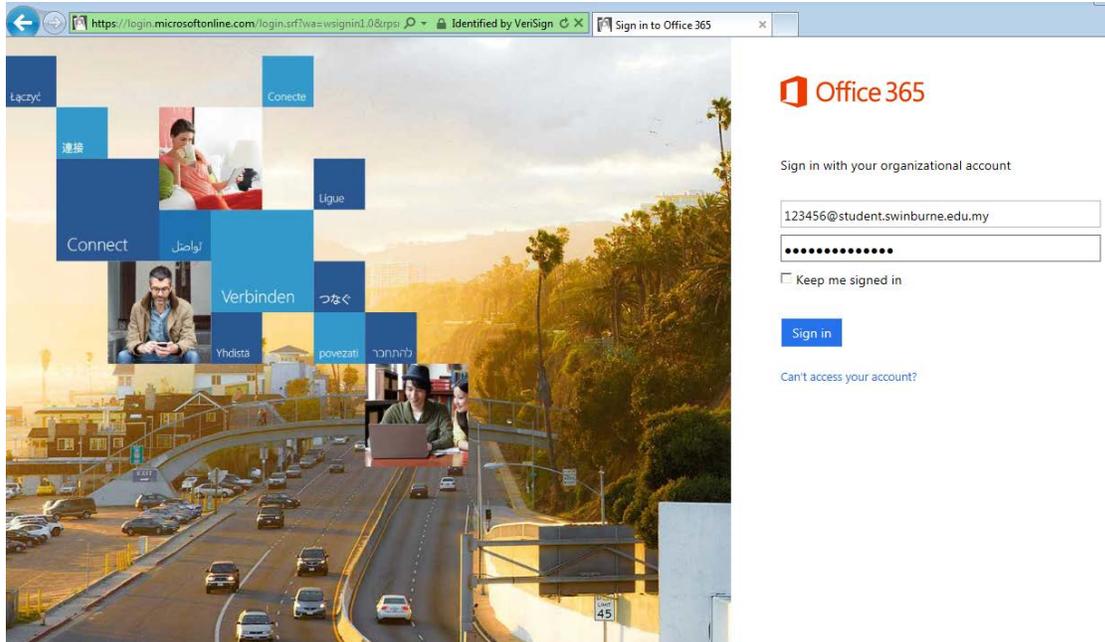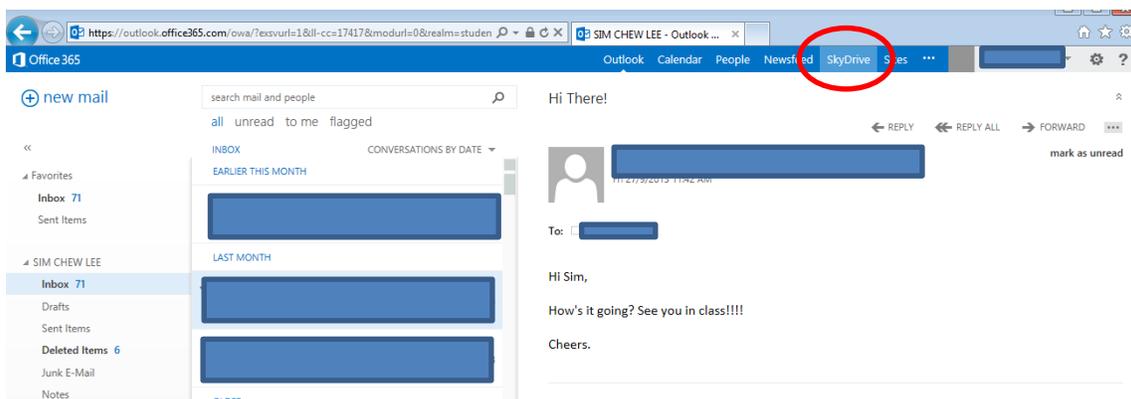
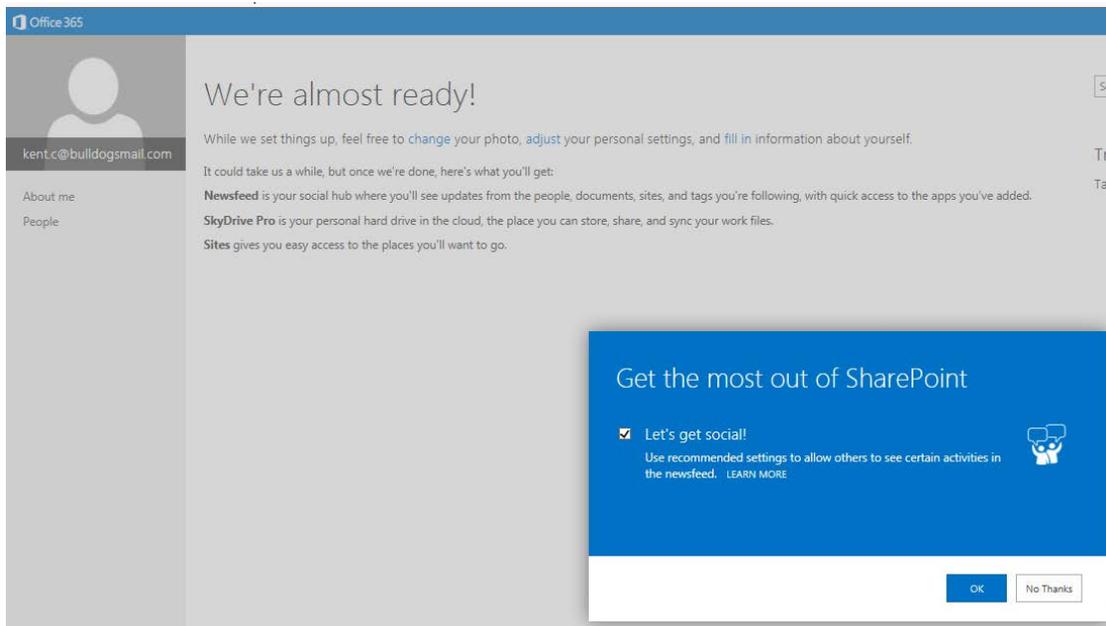1. Using Internet Explorer, type in the address http://mail.office365.com
2. The following Office 365 will appear, enter your '***username (studentID@students.swinburne.edu.my)***' and '***password***'. Click on '***Sign in***' to continue.
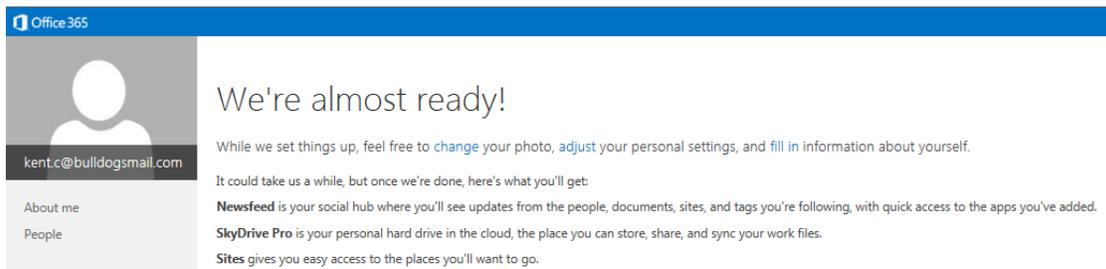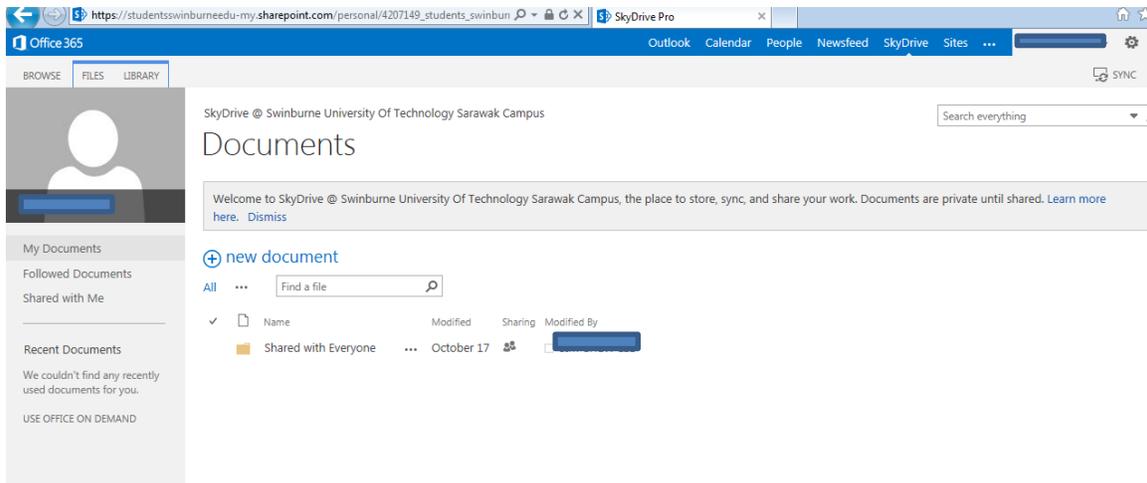

3. Click on ***'SkyDrive'***

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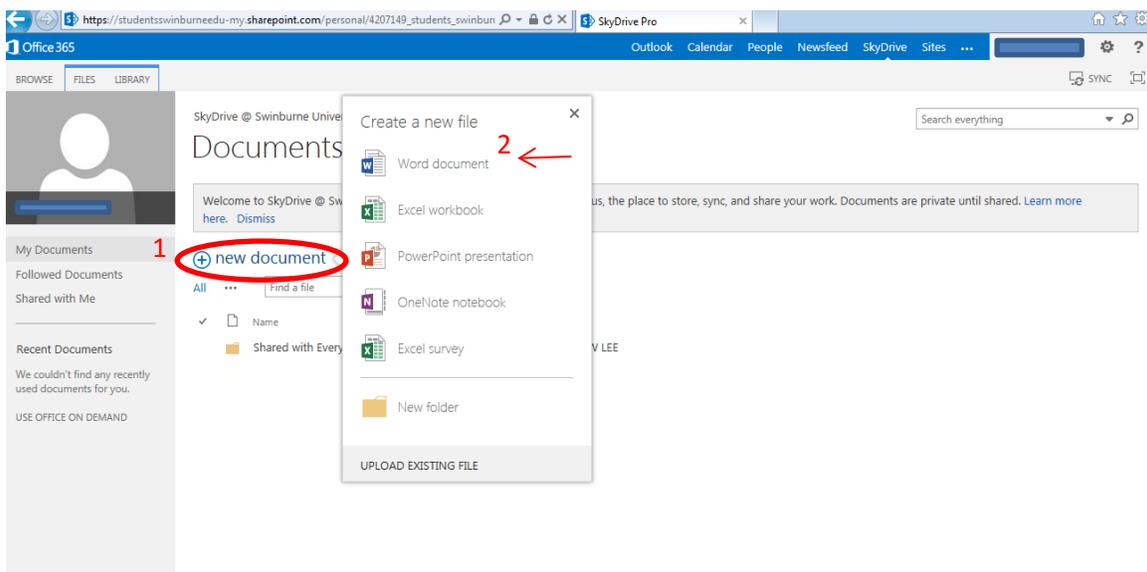

5. The following screen will appear. The SkyDrive Pro setup will take a few minutes to complete
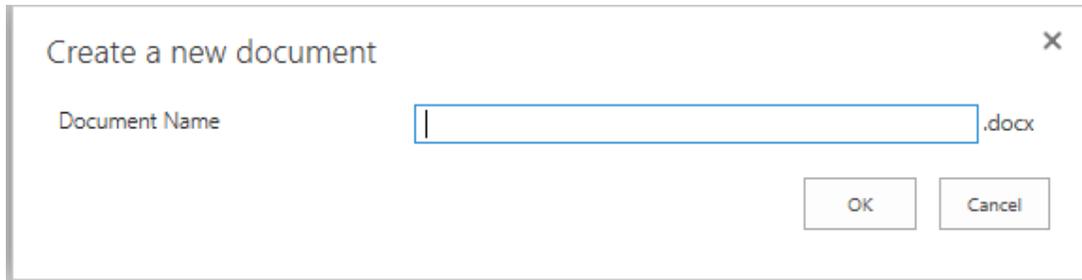
6. After SkyDrive has completed its setup, it will appear as shown below


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

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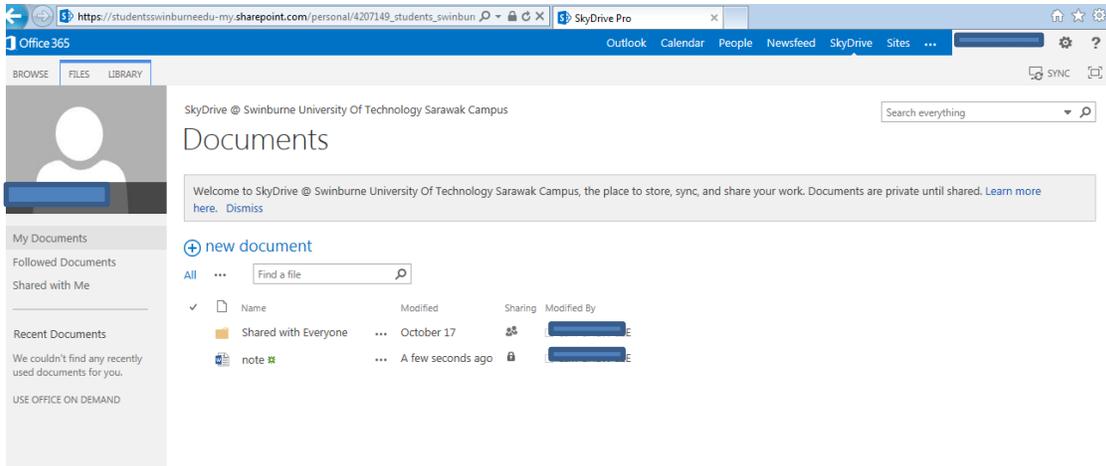

9. Notice the web version of the application will appear. The web version of the application will offer most of the same options of a regular installed version of the application.
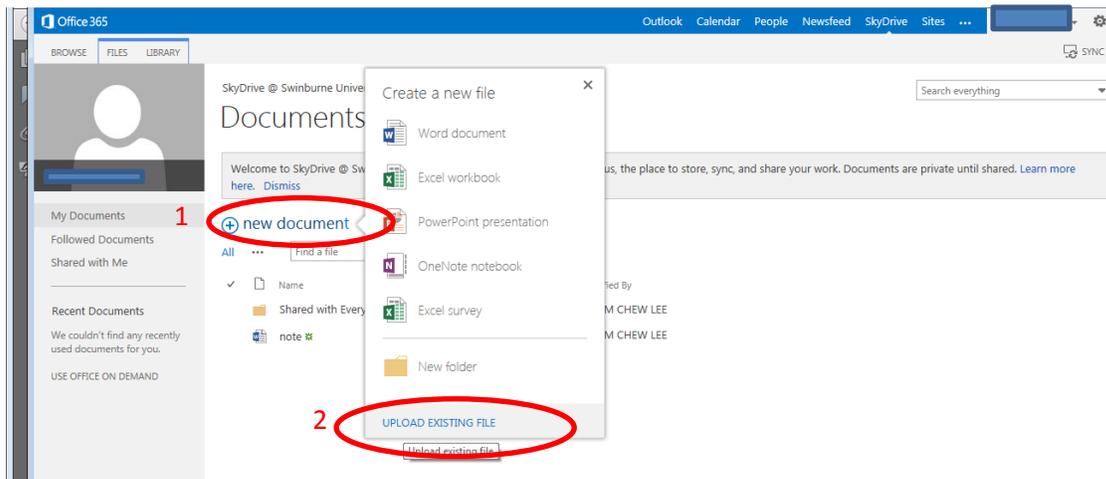
10. To save your document in SkyDrive Pro, click on *'File'*

11. Click on *'Save'*
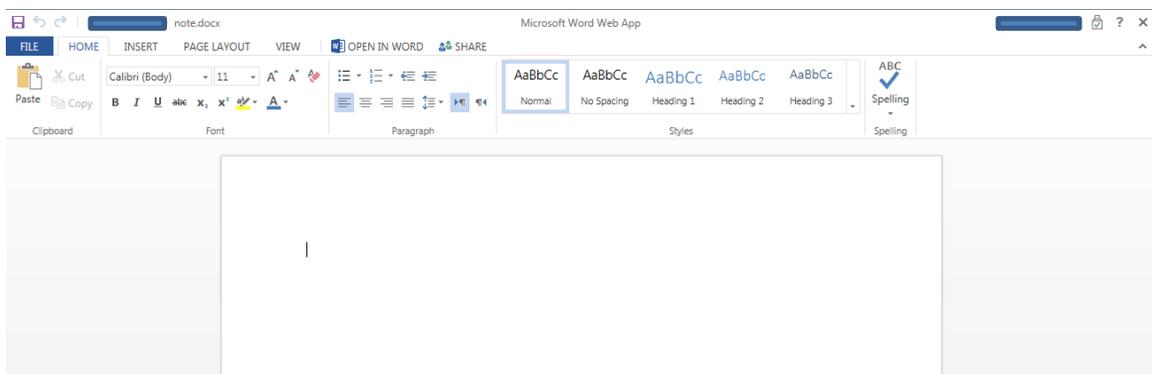
12. Your document will appear in your SkyDrive Pro document lists

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

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"*.
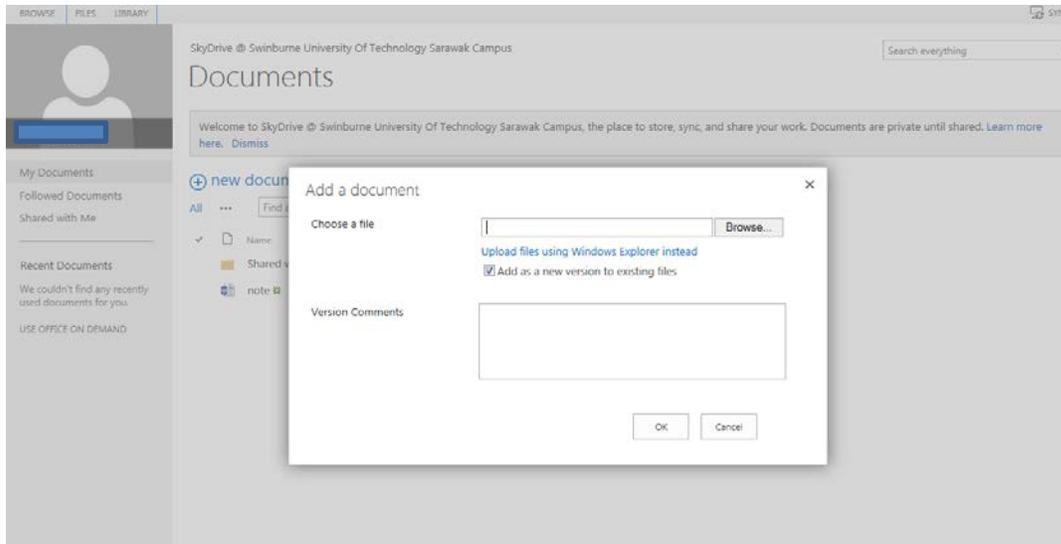
15. After you click *'OK'* your document will be uploaded and will appear in your document lists
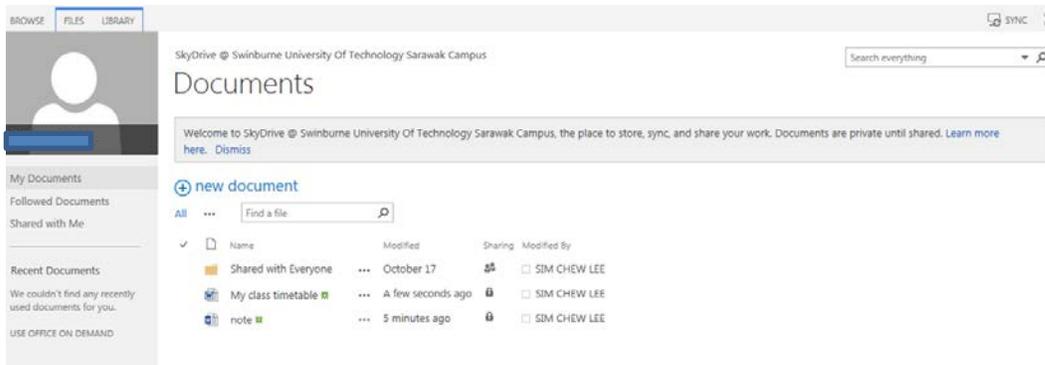
16. To Edit, Share, or Delete a document, click the three dots "**…**"