**What does it do?**

SkyDrive has two key functions. It can be used to store files in the cloud so that you can access them anywhere. But it can also be a way to collaborate on files and edit them directly within the browser.

**Pedagogical uses of piazza**

- Create a document for students to collaboratively complete by setting it so that anyone with the link can edit it. Then create a link to the document in D2L
- Have students collaboratively create presentations or reports by sharing them through SkyDrive

**How do I get started?**

When you login to GSU webmail, you now have a link to SkyDrive in the mini-bar that spans across the top of the screen. Click on it. You will now be able to:

- Upload files of any type to store in your SkyDrive
- Create new Microsoft Word, Excel, PowerPoint, or OneNote documents within the browser.
- Edit uploaded Word, Excel, PowerPoint, or
- Share files with collaborators

**Help resources**

http://technology.gsu.edu/office365

---

**Location:** Library South, Room 106  
**Phone:** 404.413.4700  
**Email:** exchange@gsu.edu  
**Blog:** http://sites.gsu.edu/exchange