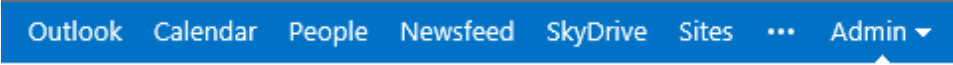# Getting Started
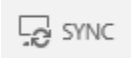
Tuesday, October 29, 2013   3:22 PM

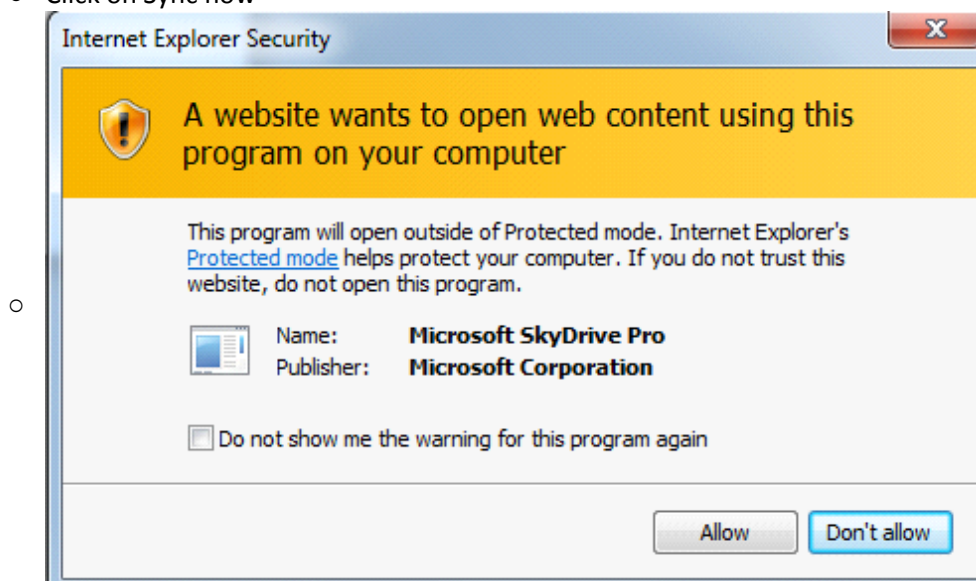Prerequisites:
- Windows 7
- Office 2013

Setup:
- Log in to Office 365 (https://outlook.office365.com)
  - Same username and password as your email (e.g. aphillips@clevelandschools.org)
- Click on SkyDrive in the upper right-hand corner
  -
    | Outlook | Calendar | People | Newsfeed | SkyDrive | Sites | ••• | Admin ▾ |
  - It will say Please wait while we set you up. This can take from 5 minutes to over an hour. You can check the status by clicking on the SkyDrive link again.
- Once SkyDrive Pro has finished initializing, you can click on the Sync button in the upper right-hand corner.
  - SYNC
- This will open the SkyDrive Pro app on your computer.
  -

    Sync this library to your device for easy access.

    Sync now

    Get the SkyDrive Pro app that's right for me
  - Click on Sync now
  -

    Internet Explorer Security

    A website wants to open web content using this program on your computer

    This program will open outside of Protected mode. Internet Explorer's Protected mode helps protect your computer. If you do not trust this website, do not open this program.

    Name: **Microsoft SkyDrive Pro**
    Publisher: **Microsoft Corporation**

    ☐ Do not show me the warning for this program again

    Allow   Don't allow
  - Click the "Do not show.." checkbox and click Allow

Sign in

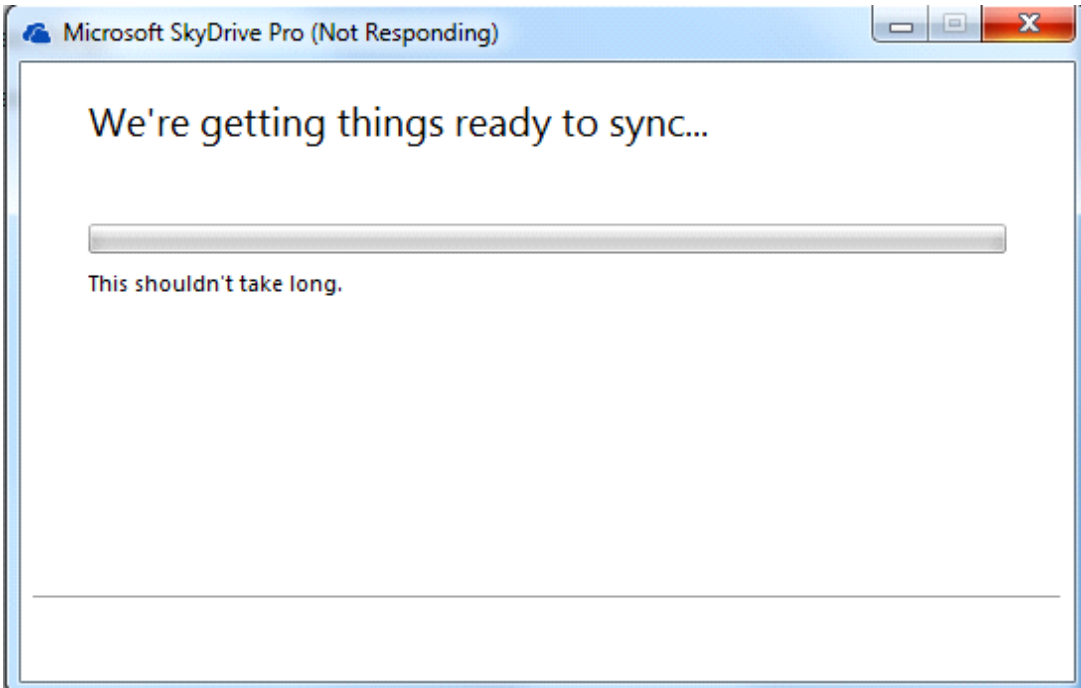Call us overprotective, but we need to verify your account again before opening this document.

| Type your email address |

Next

When you sign in, your documents and settings are online

Learn more | Privacy statement

- ○ Type in your CCS email address

○

Sign In
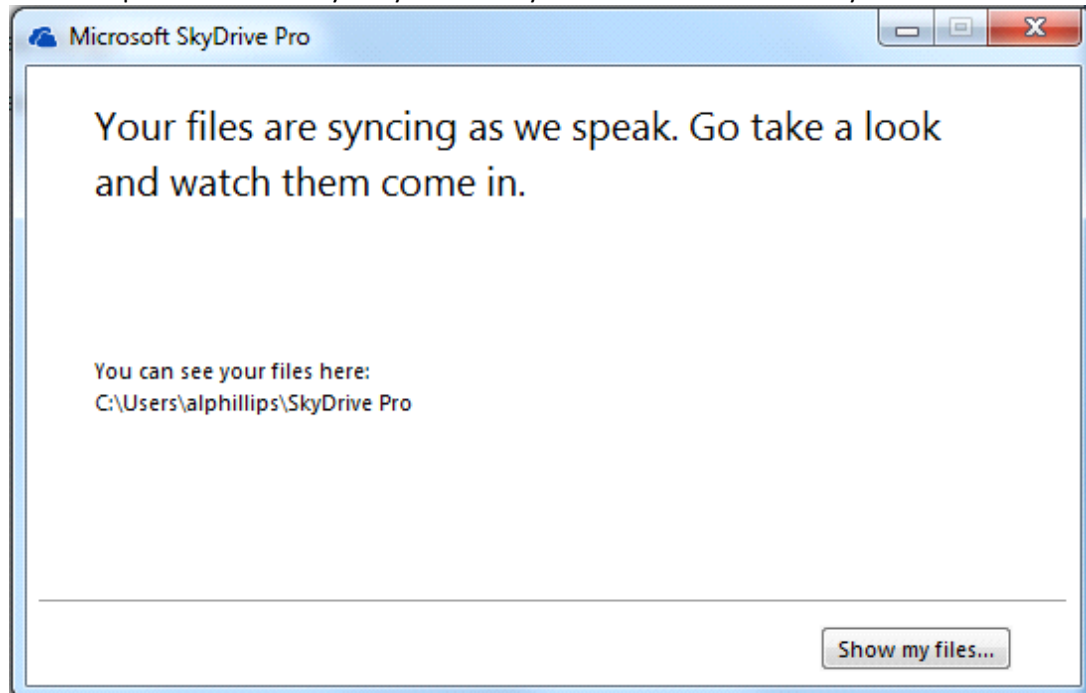
User ID:

alphillips@clevelandschools.org

Password:

•••••••••••

☑ Keep me signed in

Sign in

Can't access your account?

© 2012 Microsoft Corporation
Privacy | Legal
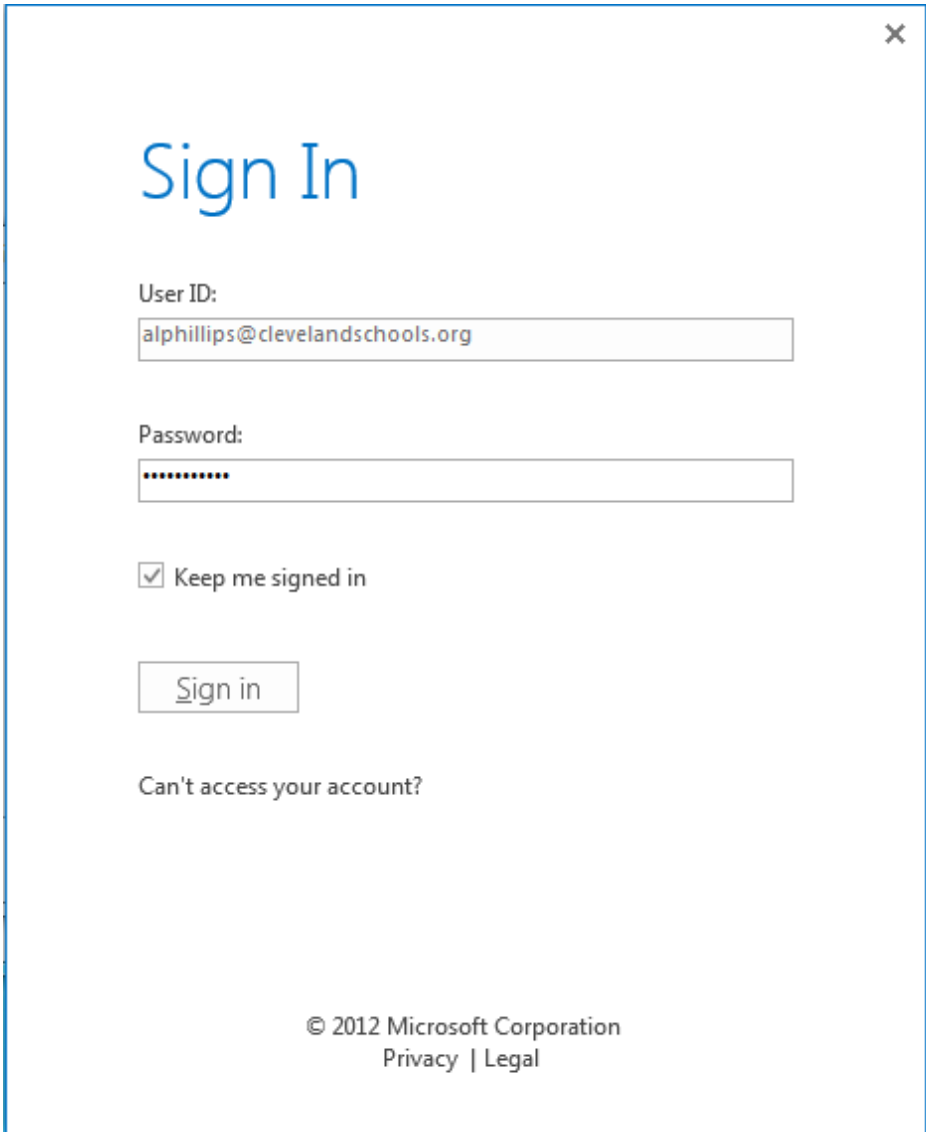
○ You will then be asked for your email password. Remember, your email password must have a capital letter and number.

○

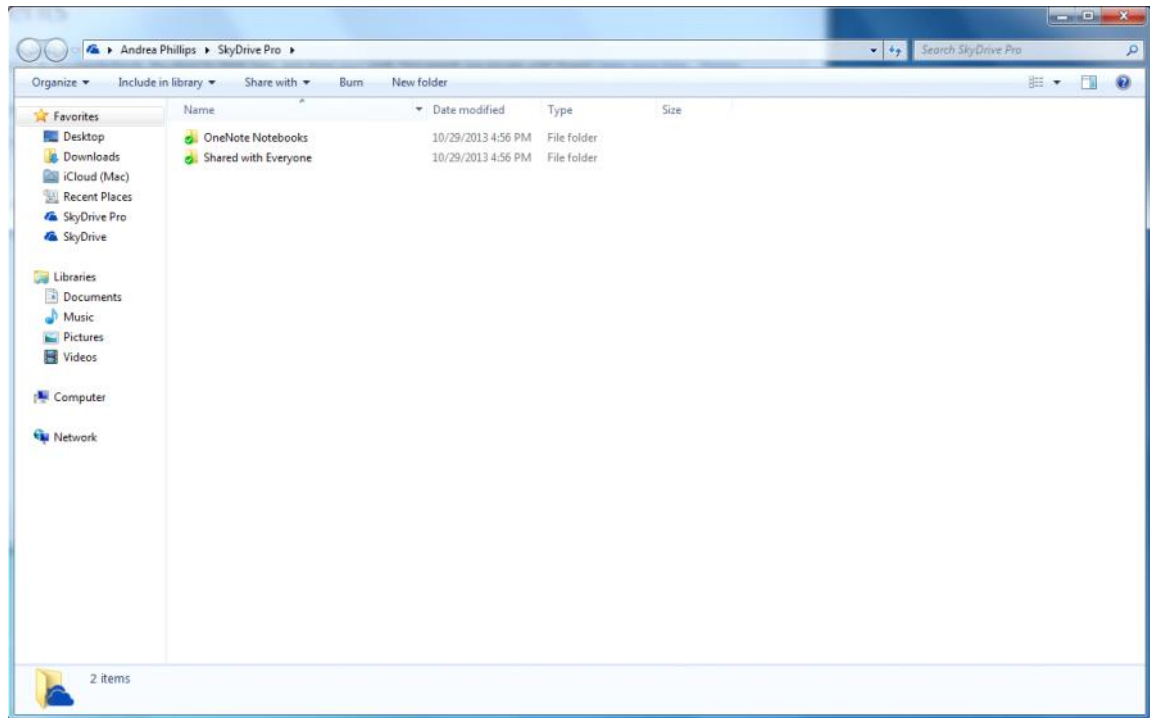Microsoft SkyDrive Pro (Not Responding)

We're getting things ready to sync...

This shouldn't take long.

○ The folders are now being setup on your computer.

Microsoft SkyDrive Pro

Ready to sync your SkyDrive Pro documents?

https://clevelandschools-my.sharepoint.com/personal/alphillips_clevelandschools_org

You'll find your documents under Favorites in Windows Explorer.

We'll save the library here:
C:\Users\alphillips
Change

Sync Now   Cancel

○ Your computer is now ready to sync. Click Sync Now. This will take only a few seconds.

Microsoft SkyDrive Pro

Your files are syncing as we speak. Go take a look and watch them come in.

You can see your files here:
C:\Users\alphillips\SkyDrive Pro

Show my files...

○ Click on show my files…

- ○ A Windows Explorer window will appear. Usually only the Shared with Everyone folder is present. SkyDrive Pro is now setup on your computer. You can now start copying files from iFolder into SkyDrive Pro.
- ○ Optional tip: Make SkyDrive Pro your only document library location
  - Right click on Documents under Libraries in the middle of the left-hand side of your open Windows Explorer window.
  - Choose Properties
  - Make SkyDrive Pro the only Library Location. This will ensure that by default you documents will save and open from SkyDrive Pro.
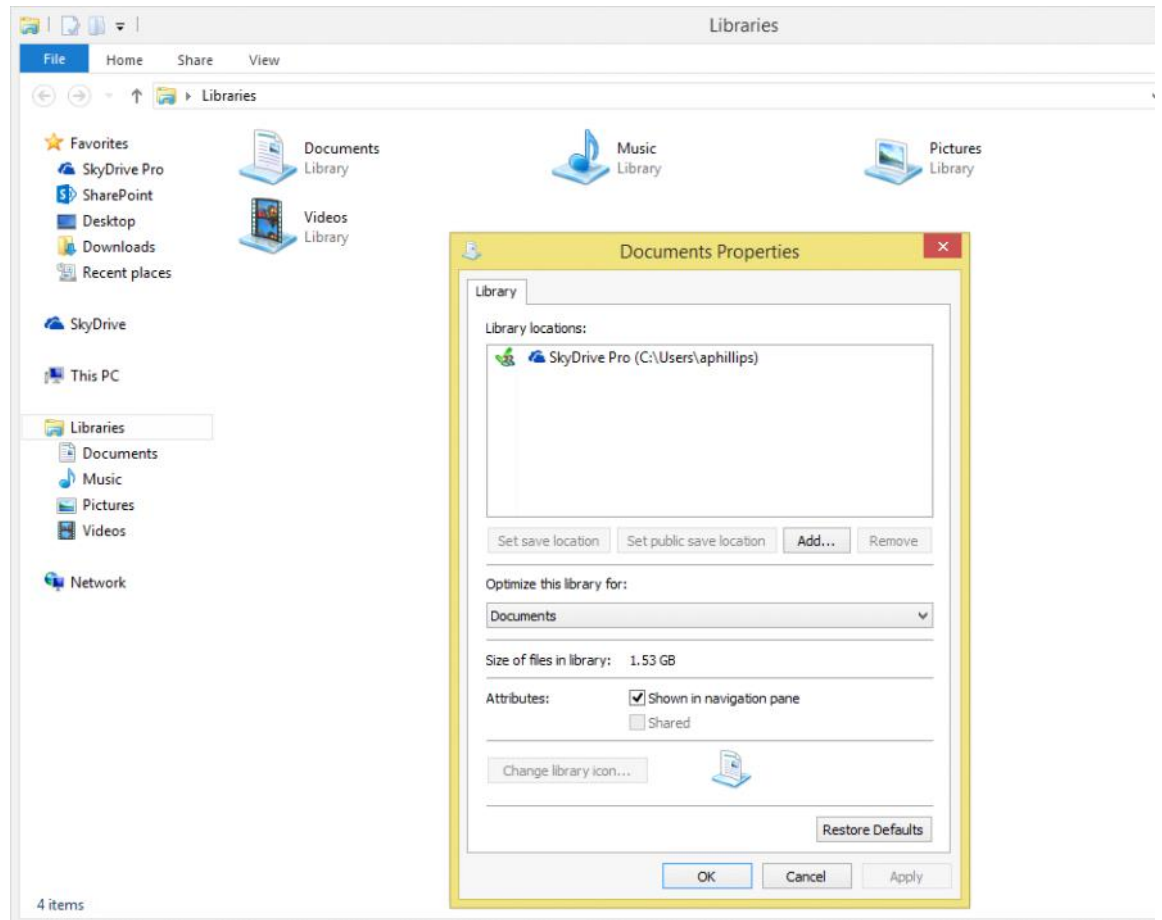
SkyDrive Pro blocks files if they contain any of the following characters in the file name \ / : * ? " < > | # { } % ~ &. SkyDrive Pro also blocks files from upload that end with certain extensions such as .dll and .exe. SkyDrive Pro blocks these characters and file extensions to reduce the opportunities for viruses and malware to spread in the workplace. The problem is that these characters and file types are quite common on the average company file server.

From <http://www.thinkscape.com/SkyDrive-Pro-Upload-Failed-Invalid-Characters-File-Type-Blocked/>