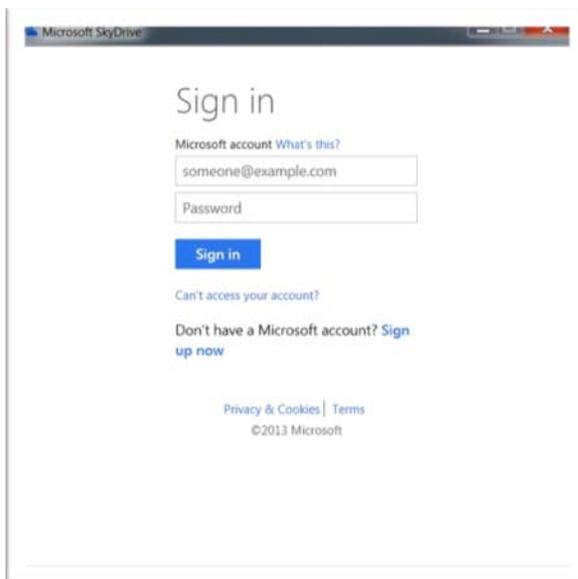THE UNIVERSITY OF GEORGIA

Franklin OIT

Franklin College of Arts and Sciences
Office of Information Technology

Microsoft SkyDrive installation and standard use procedures:

Installing Microsoft SkyDrive:

1. Open your browser of choice and navigate to the following URL:
   http://windows.microsoft.com/en-us/skydrive/download#apps

2. Install the applicable version of SkyDrive for your operating system.

3. The login screen for SkyDrive client looks like this:

4. Enter your full UGA Mail address (jdoe@uga.edu) and password. Click "Sign in".
   Please read the last section of this instructional document if you are unable to
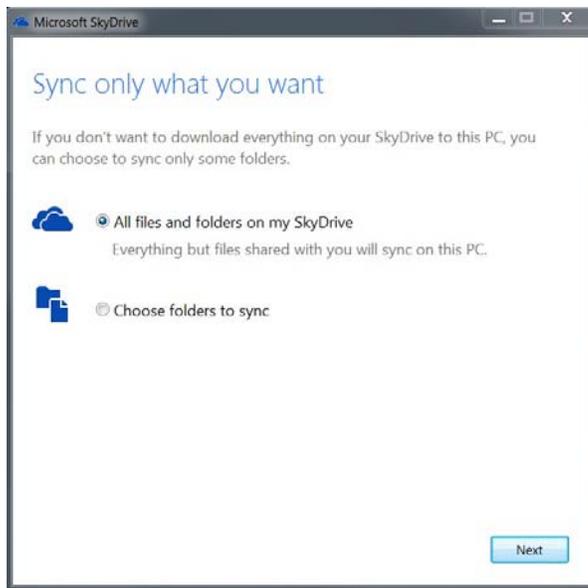   authenticate with your UGA MyID.

5. Leave the default folder path and click "Next". Macintosh Users Only: You will be asked to specify a SkyDrive folder location. It is recommended that you choose your "Documents" folder.
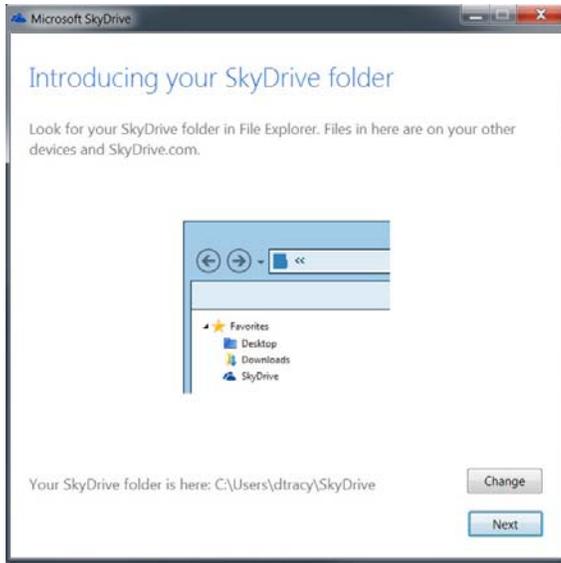
6. Choose "All files and folders on my SkyDrive", and then click "Next". Please refer to these additional steps if you have a large amount of data on your SkyDrive, and would prefer to only sync one folder.
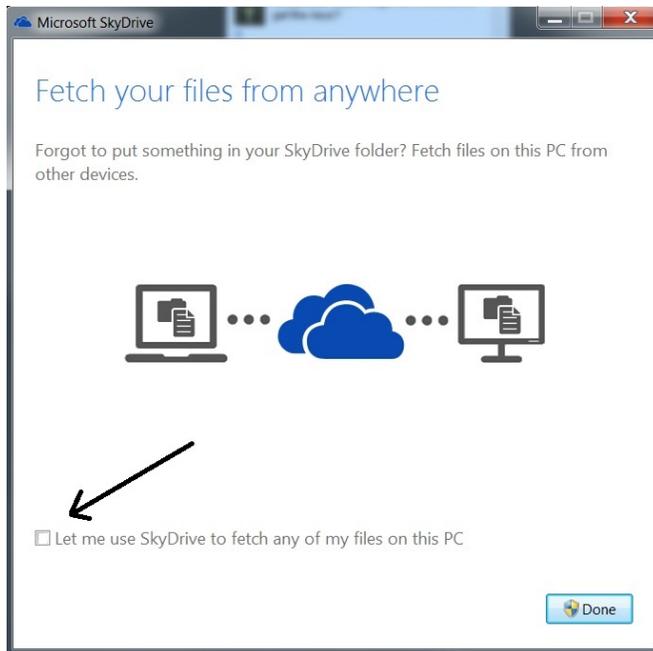
7. All client workstations in Statistics lab 307 already have SkyDrive installed locally, so the client will only perform steps 3-7 in order to access their files. To bypass needed admin credentials, uncheck "Let me use SkyDrive to fetch any of my files on this PC". Then click "Done".


8. For those having issues connecting to SkyDrive when entering your username and password:

   1. Since the transition to Microsoft Office 365, SkyDrive is no longer associated with your MyID and Password at UGA. If you are having problems logging in, try resetting your SkyDrive password at https://skydrive.live.com.
   2. You may also create a new account with SkyDrive if your MyID was created after the Microsoft 365 transition.
   3. If you are experiencing technical difficulties with your previously synced SkyDrive account (i.e. if it's missing from the computer you set it up on), you may still access all of your content via browser (at any computer) by simply logging in to skydrive.live.com.
   4. If you need any additional assistance, please create a ticket at https://helpdesk.franklin.uga.edu and someone will assist you as soon as possible.

[1]If you would like to choose which SkyDrive folder to sync, simply logon to
https://skydrive.live.com via browser, and create a folder:
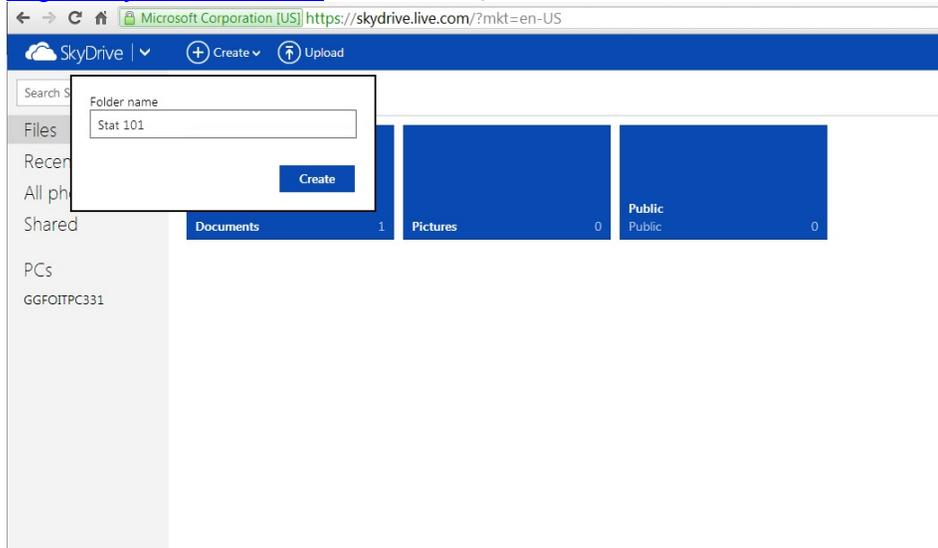
Next, log in to your SkyDrive account on the client workstation and select only the folder
you would like synced between your computer and Microsoft SkyDrive. Proceed to step
7 above:

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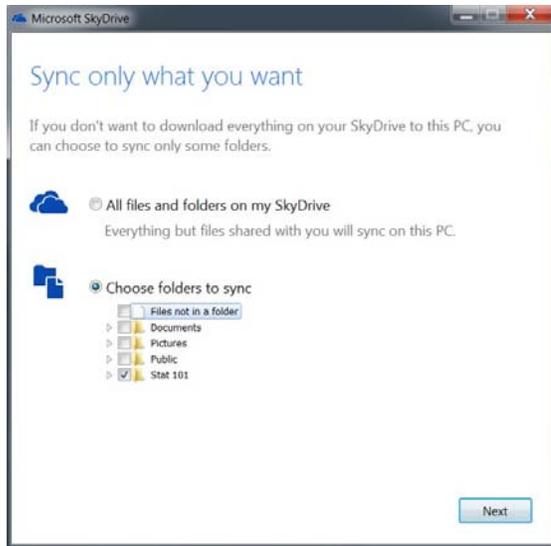
[1] Syncing only one folder to a workstation.