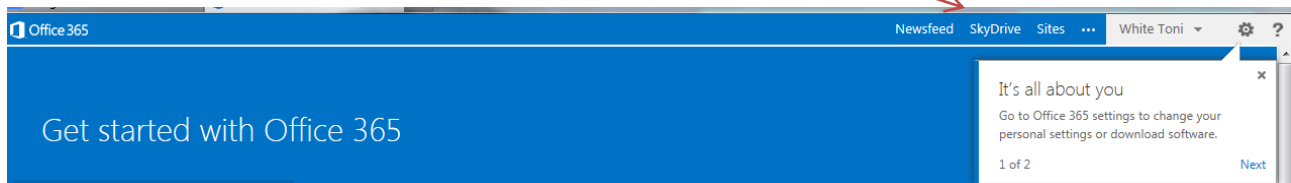
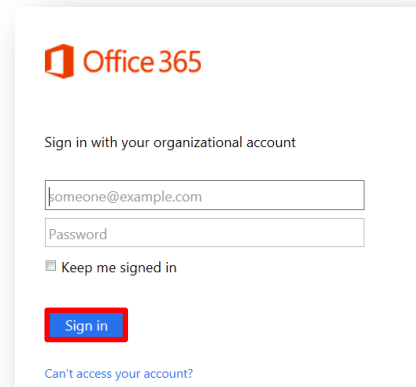


## Initial Set-Up of Office 365 SkyDrive

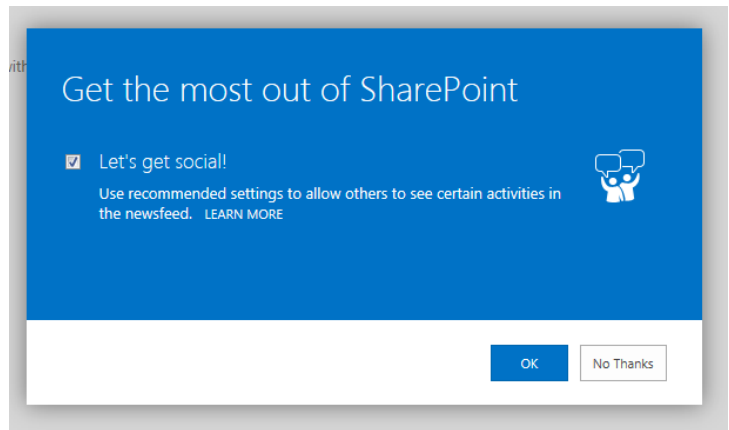
Click on this link. <http://Login.microsoftonline.com>

If you are currently logged on to a district machine:

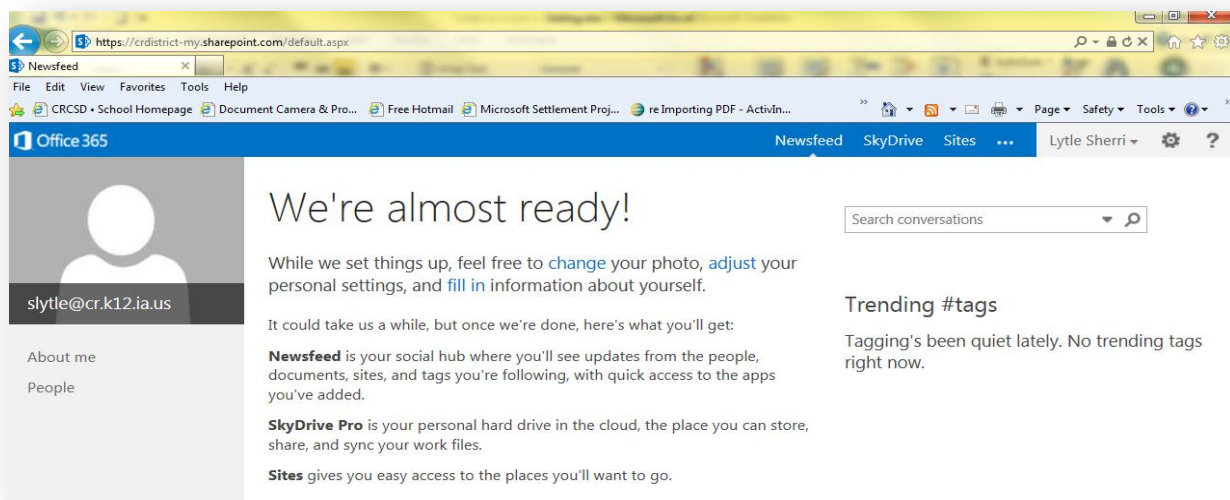
1. Type in your district email ex. [slytle@cr.k12.ia.us](mailto:slytle@cr.k12.ia.us)
2. You will not need to enter a password since you are already logged into the network.
3. Select **Sign in**.
4. Select **SkyDrive** (located in the blue ribbon at the top right corner of the screen).



5. The first time you login it will take 5 – 10 minutes to build your CRCSO domain SkyDrive.
6. You should see the following screen. Get the most out of SharePoint
7. Select OK or No Thanks, (this is your choice).

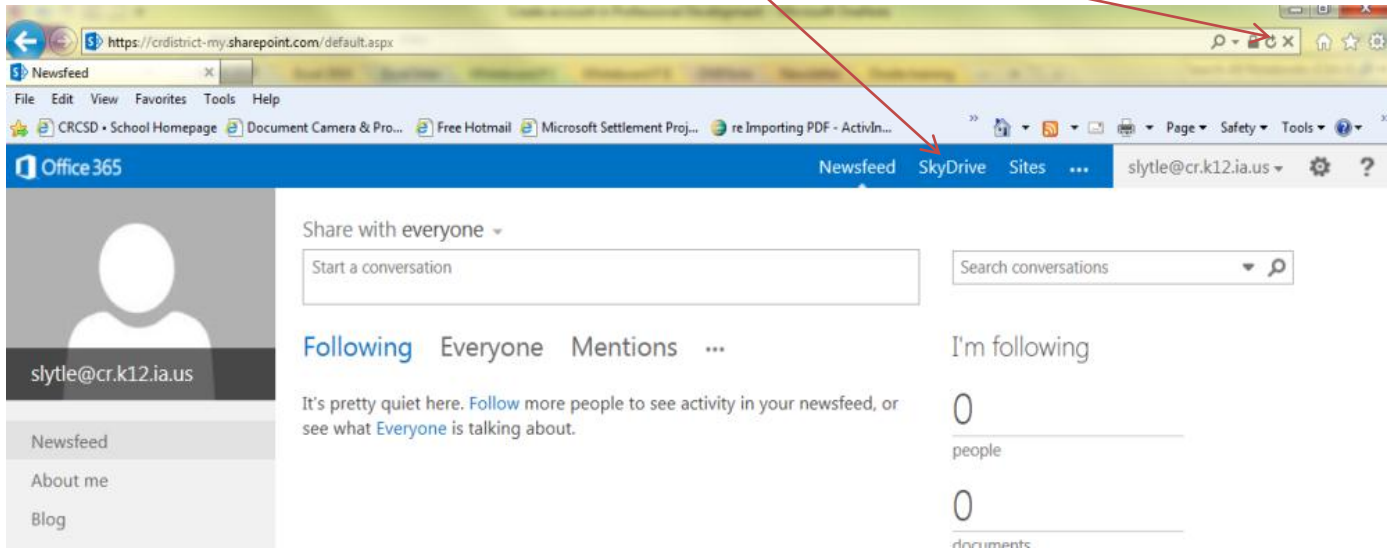


8. Then you will see the following screen "We're almost ready!" (Now it is creating your CRCSO SkyDrive).



9. After 5 minutes press **refresh** to see if it is finished.

10. When you see the screen below select **SkyDrive**.



11. Then the following screen will appear (This is your CRCSD SkyDrive). This is where you will upload files to the SkyDrive so you will be able to have access to those files at home.

