**Send and Save to the Sky Drive from Office 2010**

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| The first time you use this command you will need to login to the SkyDrive. | | |  |
| You will need to type in your entire email account that was used to setup this account and then the password. | | |  |
| A scree with all your folders will show on the left hand side of the screen.  Choose your folder or create a new folder. | | |  |
| The save As box will appear. | | |  |
| Looking at the save line you can tell it is going to the SkyDrive |  | | |
| Watch at the bottom of the window. You will see the following message. You need to wait until this disappears. It may take a little longer to save than it does to your hard drive or USB drive. Speed depends on your internet speed. | |  | |