

# SkyDrive Folder Creation and Access

## Introduction

The Sky Drive is a feature of the new Delhi student email system. It allows students to upload/download and store up to 25 gigabytes of documents online, as well as to create, store, and edit Microsoft Word, Excel and PowerPoint documents, collaborate with others and share online documents with instructors or others. See more here:

- <http://explore.live.com/office-web-apps-get-started>
- [http://en.wikipedia.org/wiki/Windows\\_Live\\_SkyDrive](http://en.wikipedia.org/wiki/Windows_Live_SkyDrive)

**This is for faculty to instruct students to create a folder for files that staff can access.**

[Instructions](#)

## Sky Drive as an electronic portfolio (e-Portfolio)

Since the Sky Drive feature allows you to create folders and only provide access to certain people to certain folders or documents, it can be used as an electronic portfolio (aka e-portfolio).

Below are links to presentations from another institution showing how to set up an e-portfolio using your Sky Drive:

- Step 1: (Getting Started with Sky Drive...you may not need this part...) <http://www.authorstream.com/Presentation/jayonline-218607-setting-portfolio-1-education-ppt-powerpoint/>
- Step 2: (Setting up the E-Portfolio) <http://www.authorstream.com/Presentation/jayonline-217994-setting-portfolio-part-2-education-ppt-powerpoint/>