WORD TRAINING MEMORANDUM

To: Department Heads

From: Your Name, Training Manager

Date: January 11, 2013

Re: Windows Live SkyDrive

Office 2010 includes access to the new Windows Live SkyDrive, a file storage and sharing service.

One exciting part of SkyDrive is Office Web Apps, which allows users to create, upload, edit, and share Office documents directly within a Web browser. It includes light-weight versions of Word, Excel, PowerPoint, and OneNote that allow users to collaborate on the documents stored on SkyDrive.

To access SkyDrive you need a Windows Live ID. This ID is used to control access to your files, allowing you to keep your files private, share them with specific contacts, or make the files public. Publicly-shared files do not require a Windows Live ID to access.

You can register for a Windows Live ID at http://home.live.com/.