

# Office 365

*Skydrive*



Congratulations!

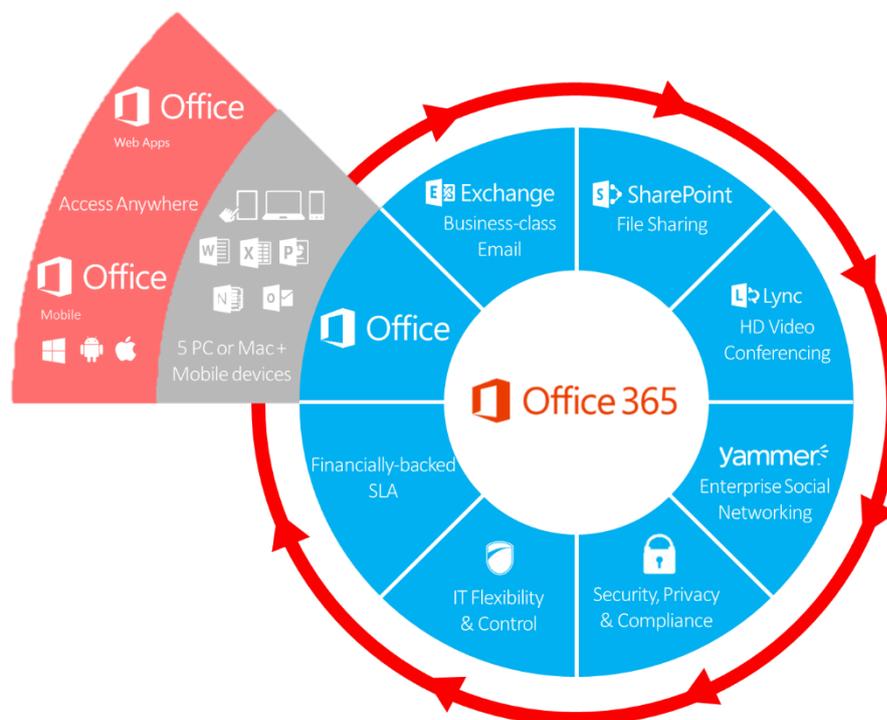
You are now an Office 365 E3 customer and you can leverage all the Microsoft enterprise-grade services to improve productivity, collaboration and communication in your Office.

### Office 365, you complete Office in the Cloud.

Office 365 gives you virtually anywhere access to the latest Office applications, enterprise-grade cloud services and advanced IT capabilities.

- Use the complete **Office Suite up to 5 PC or Mac** and **access your documents anywhere** through mobile devices thanks to **Office Mobile** for Windows Phone, iPhone or Android phones or thanks to the **Office Web Apps** via your browser.
- Keep everyone connected with **business-class email and calendars** they can access and share from virtually anywhere.
- **Collaborate** on docs with teammates, **share** reports with business partners, connect with customers, store and sync files with your desktop thanks to **team sites and project management tools**.
- **Host effective online meetings** with multi-party HD video conferencing, real-time note taking, and screen sharing.
- Transform the way you work, find experts in your company with **Enterprise Social Networking**.
- Manage easily your services with your **unified admin portal**. Our **security controls** give you options to customize your security features depending on your specific needs.

Let's focus in this document on Skydrive Pro.





- **Use the SkyDrive Pro app in Windows 8 New!**  
Use the SkyDrive Pro app in Windows 8 to store, access, and share work documents and other files in the cloud.

### Why activate Skydrive Pro now?



- **Productivity.** Giving users access to their work environment wherever they are is a key factor for productivity. Team work, collaboration inside and outside the company is improved.
- **Security.** Stop worrying about your data: it is stored in your secured cloud platform. Control document access with personalized authorizations. Skydrive Pro is a professional solution adapted to your security policies. Storing documents on Skydrive Pro reduces risks involved by public services which are not responding to compliance and security policies.
- **BYOD scenarios.** The workplace is digitalizing. People are more and more connected, new generation are progressively establishing new ways of work, mobility and devices evolution are new key stakes of productivity. This service can help drive an overall BYOD strategy as part of a corporate charter and organizational strategy.
- **Flexibility.** Your workforce is more and more mobile. Your organization can empower your mobile workforce by giving them anywhere access to best collaboration and communication experience through integrated services.

### Why and how to deploy Skydrive Pro?

**Step1:** Give the whole company access to Skydrive Pro by attributing to your users an Office 365 ID. All your employee will automatically have access to their personal 25 GB online storage to store documents online and made it accessible everywhere.

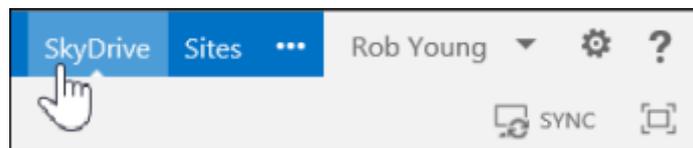
**Step2:** Every user can personalize their page (name, job title, competencies, picture, tags). They could follow the people, the documents, the topics and the pages which are important to them. They will track changes made to documents, information posted by their colleagues or updates on project pages. Everything will appears in the Newsfeed. A strong way to develop interaction between people, to search experts within the organization and to share ideas, documents and information.

For additional information, see the "[Manage you information](#)" article on office.com.

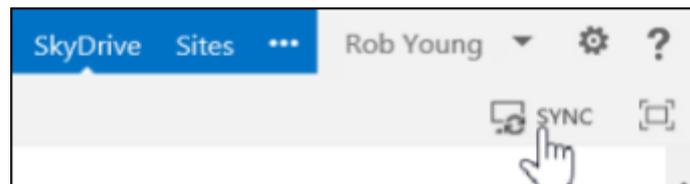
**Step3:** Synchronization with the computer to work on or offline everywhere. The SkyDrive Pro sync application lets you synchronize your SkyDrive Pro library or other SharePoint site libraries to your local computer. This client application is available with Office 2013 or with Office 365 subscriptions that include Office 2013 applications.

### Sync your SkyDrive Pro library to your computer:

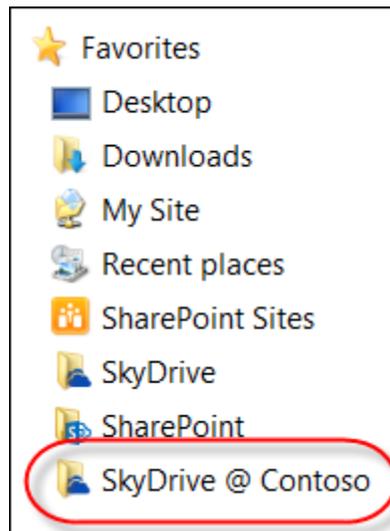
1. In a web browser, sign in to Office 365 or SharePoint.
2. Select SkyDrive at the top of the page to go to your SkyDrive Pro library.



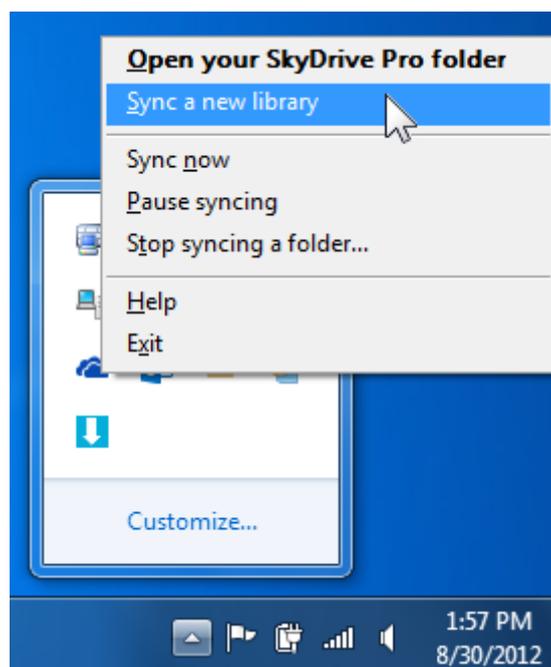
3. Select Sync at the top of the page.



3. At the prompt, click Sync Now to open the SkyDrive Pro wizard. The wizard automatically fills in the name and web address of your SkyDrive Pro library.
4. Select Sync Now in the wizard to start syncing. You can click Show my files... in the wizard to open the synced SkyDrive Pro library folder in File Explorer. The folder is listed in your Favorites with the name "SkyDrive Pro" or "SkyDrive @ CompanyName."



You can also start the wizard from the SkyDrive Pro menu in your Windows notification area. Select the SkyDrive Pro icon and then select Sync a new library.



If you have yet to sync any SharePoint libraries to your computer, the Sync Library wizard automatically prompts you to sync your SkyDrive Pro library, and references its web address.

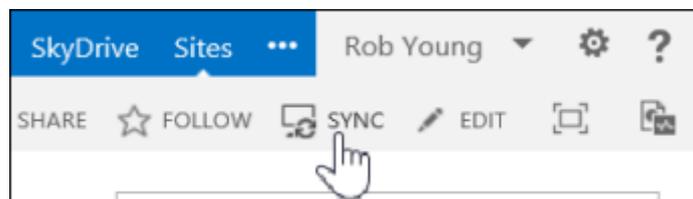


If you want to sync a different library, click Sync a different library instead and then enter the web address of the SharePoint library you want to sync.

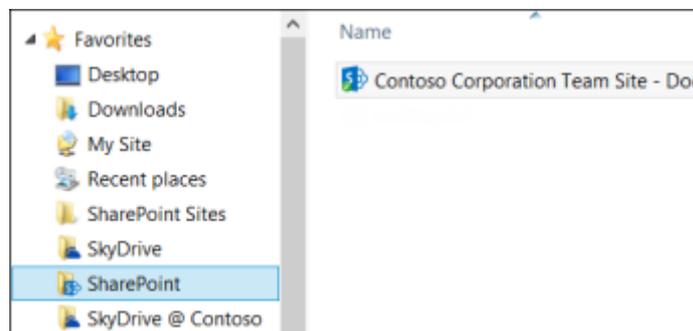
If you've already synced at least one other library, the wizard prompts you to specify the address of the library you now want to sync.

#### Sync a site library to your computer:

The simplest way to sync a site library is to sign in to Office 365 or SharePoint, visit the site library you want to sync, and then click Sync at the top of the page.



This opens the SkyDrive Pro wizard, which automatically fills in the name and web address of the site library. Click Sync Now to start syncing the library. Click Show my files... in the dialog box to open the synced library folder in File Explorer. In File Explorer, the synced library folder is placed in the SharePoint folder. The synced library folder uses the name of the site library.



For additional information, read the article [“Sync your SkyDrive Pro library to your computer”](#) on office.com

