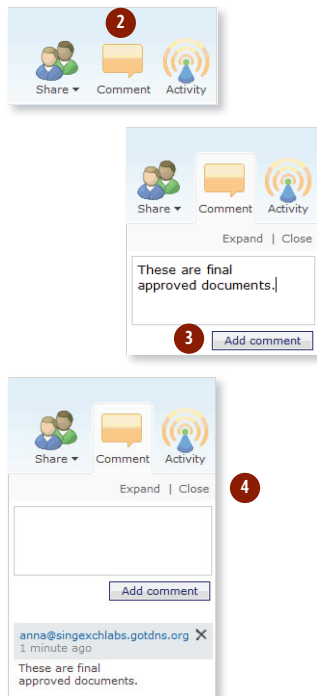


## Adding Comments to the Workspace

- 1 In Office Live Workspace, on the left navigation bar, **click** the name of the **workspace** where you want to add a comment.
- 2 Click **Comment**.
- 3 Type a comment in the dialog box, and then click **Add Comment**.
- 4 The comment will immediately appear beneath the Comments box. To close the Comments, click **Close**.



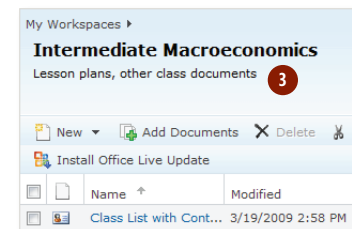
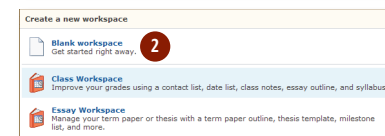
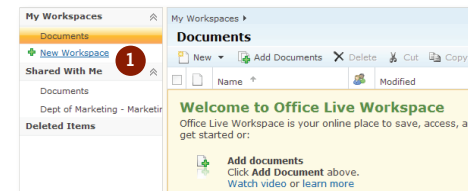
# Microsoft® Live@edu

## User Reference Guide for Office Live Workspace

Office Live Workspace is a way to store and share documents with students and other faculty. As a Live@edu user, you get 5GB of free space. Get more online at <http://workspace.officelive.com/>.

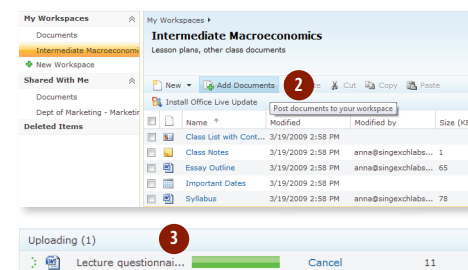
## Create and Name a Workspace

- 1 Log on to **Microsoft Live@edu** with your Live@edu account at <http://workspace.officelive.com/> and click **New Workspace**.
- 2 In the dialog box, select the type of workspace you want to create or select **Blank Workspace**.  
**Tip:** You can select from eleven pre-defined workspaces, which have been pre-populated with templates to get you started quickly.
  - The **Class Workspace** contains templates for a class list, class notes, and a syllabus.
  - The **Event Workspace** contains templates for event flyers, an event agenda, a to-do list, and others.
  - Other workspaces you may find useful include **School, Project and Study Group**.
- 3 Type a name for your new workspace. You can also include a description.  
**Tip:** You can change your workspace name later by mousing over the name in the left pane and choosing **Rename**.



## Upload Files

- 1 In Office Live Workspace **click** the name of the **workspace** to where you want to add a document.
- 2 On the toolbar, click **Add Document**, and in the drop-down menu, click **Single Document**.  
**Tip:** To upload multiple documents at a time, install **Microsoft® Silverlight™**. Once Silverlight is installed, the toolbar button changes to **Add Documents**.
- 3 In the **Choose File** or **File Upload** dialog box, select the file that you want to add to Office Live Workspace. Click **Open**. Your document will be uploaded. A green status bar will show the progress of the upload.



## Share a Workspace

- 1 In Office Live Workspace, on the left navigation bar, click the name of the **workspace** you wish to share.
- 2 Click **Share** then **Share Workspace**.

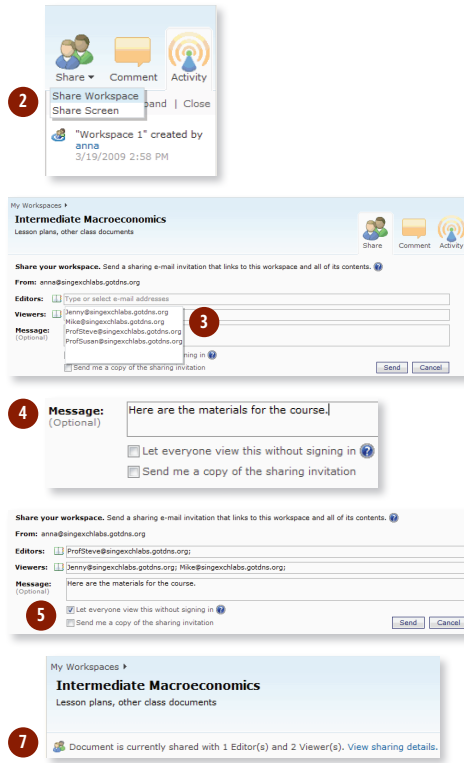
- 3 You can share your workspace by sending an e-mail invitation.

In the **Editors** dialog box, click the **Address Book** icon and select contacts that can edit the contents of the workspace.

Once finished, in the **Viewers** dialog box, click the **Address Book** icon and select contacts that can view the contents of the workspace.

- 4 You may include a message in your e-mail invitation.
- 5 If you want your contacts to be able to view the workspace without logging in, check the box next to **Let everyone view this without signing in**.
- 6 If you want to receive a copy of the invitation, check the box next to **Send me a copy of the sharing invitation**.

- 7 Click **Send**. Your invitation will be sent to the recipients by e-mail. The status bar above your workspace will indicate how many editors and viewers are sharing your workspace.



## Stop Sharing a Workspace

- 1 To stop sharing a workspace, go to the workspace. Sharing details will be displayed in the status bar. Click the **View sharing details** link.
- 2 Click the **X** symbol beside the person you want to stop sharing the workspace.
- 3 To stop sharing the workspace with everyone click **Stop sharing**.



## Edit a Document in the Workspace

- 1 To edit a file, go to the workspace and click on the filename.

**Tip:** You can mouse-over the filename to see “quick edit” options such as **View** and **Rename**.

- 2 Your selected document will load in the main window. Click **Edit**.

**Note:** If this is your first time using **Microsoft® Office Live**, you will be prompted to install **Office Live Update**. Click **Continue** and follow the installation instructions.

- 3 Your document will open in **Microsoft® Word**. You can edit and save your document as you normally would.

- 4 To save the updated document in the Office Live workspace, click on the Office pearl in the top-left corner and click **Save to Office Live**. You will see the workspaces you have created.

Click on the workspace where you want to save your document.

- 5 The File Save window will appear and your selected workspace will be displayed.

Save the document using the same filename if you want to replace the existing file in the workspace.

Give the document a different name if you do not want to replace the existing file.

Click **Save**.

- 6 The most current document is now updated in the workspace. When you are finished working on the file, click **Close**.

