

# Live@Edu File Storage - Best Practices

Your Live@Edu (Cloud) account includes two type of file storage: Live Mesh and SkyDrive.

Both storage types allow for files to be stored online and provide you with protection from file loss due to hardware failure; however, there are differences in the features and the limitations that each provide.

	Method for accessing	Individual File Size	Total Size
<b>Live Mesh</b>	Files are synchronized with a local folder on your PC. By default the <i>Documents</i> folder is set to sync so all documents saved locally are automatically saved to the Live Mesh folder online. Files can be accessed from SkyDrive webpage	Unlimited	5 GB
<b>Sky Drive</b>	Files are uploaded and accessed via the Outlook Live or SkyDrive webpage. Files and folders can be shared with other users.	100 MB	25 GB

## Recommended Usage

- **Live Mesh** should be used for regularly accessed files. This is a sync of files that are locally on your computer which allows you to save locally and the files are available to you immediately, even if you are disconnected from the Internet. There is a 5GB limit to the total files that can be synchronized so files should be periodically archived to the SkyDrive. File sizes should be limited to 100MB in the documents folder to ease the archiving process.
- **Sky Drive** should be used for archived files and files you wish to share with other users. The primary method for uploading files to the SkyDrive is through the web interface. There is no supported method for directly accessing files within the Windows interface which makes the uploading and accessing of these files more difficult. For this reason, your SkyDrive should be used for less frequently accessed files.

## Suggestions

- The Live Mesh synchronization program runs in the background on your computer and must be running for the synchronization to work. It is recommended that you periodically check the status of the Live Mesh program to ensure that it is functioning properly and to check your storage status. This status can be checked from the Live Mesh system tray icon:



Double-click the icon to open the utility. Select SkyDrive synced storage to see your storage status.

- If you would like to configure more extensive backups of your PNWU laptop to an external drive, contact Technology Services for assistance.