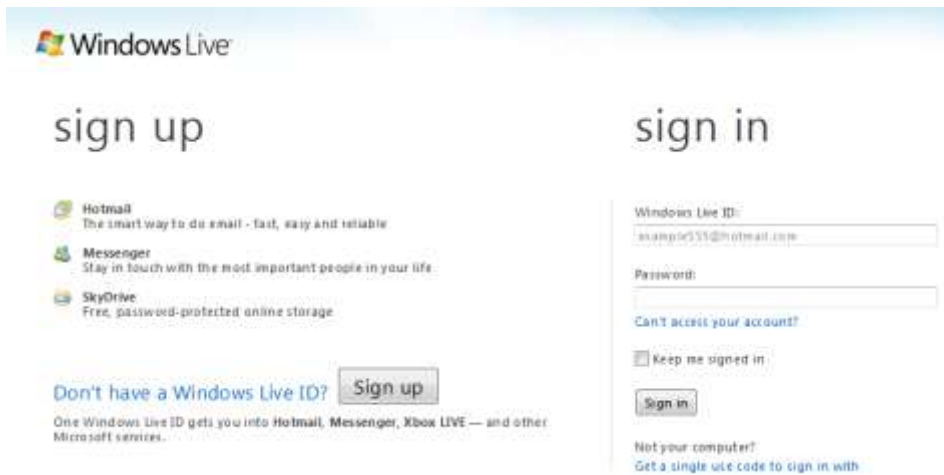


Having trouble opening a document?

Step 1. Download the file from the Compass website to your computer. Remember which folder you put it in.

Step 2. Sign-up or sign-in to a free Microsoft Live account. <https://login.live.com>

- Free online file storage (Skydrive)
- Free web-based MS Office (Word, Excel, PowerPoint, One Note)
- Free web mail (Hotmail)
- And more

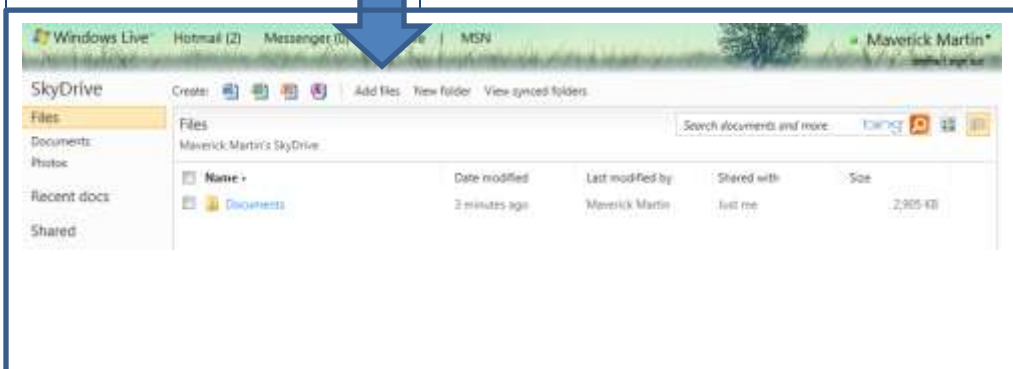


The screenshot shows the Windows Live login page. At the top left is the Windows Live logo. Below it, the page is split into two main sections: 'sign up' on the left and 'sign in' on the right. The 'sign up' section lists three services: Hotmail (described as 'The smart way to do email - fast, easy and reliable'), Messenger ('Stay in touch with the most important people in your life'), and SkyDrive ('Free, password-protected online storage'). Below these is a link 'Don't have a Windows Live ID?' followed by a 'Sign up' button. A note states: 'One Windows Live ID gets you into Hotmail, Messenger, Xbox LIVE — and other Microsoft services.' The 'sign in' section has a 'Windows Live ID:' label above a text input field containing 'example55@hotmail.com'. Below that is a 'Password:' label above another text input field. There is a link 'Can't access your account?' below the password field. A checkbox labeled 'Keep me signed in' is present. Below the checkbox is a 'Sign in' button. At the bottom of the sign-in section, there is a link 'Not your computer?' followed by the text 'Get a single use code to sign in with'.

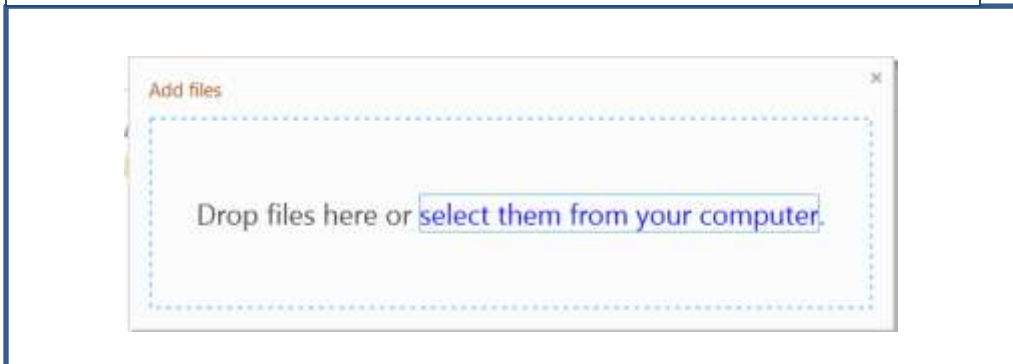
Step 3. Click on "SkyDrive"



Step 4. Click Files/Add Files



Step 5. Drag and drop the file here or navigate to it by clicking the link



Step 6. Click the file you would like to open.

Step 7. To edit the file click "Edit in Browser"

