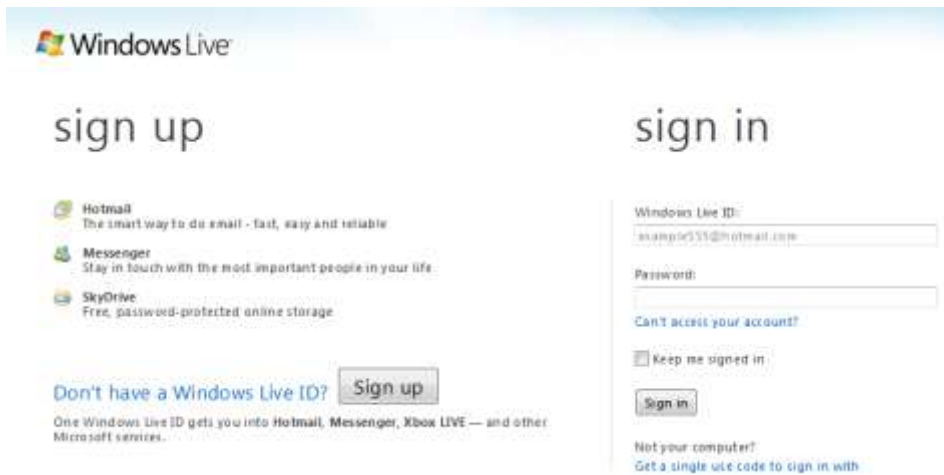Having trouble opening a document?

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)
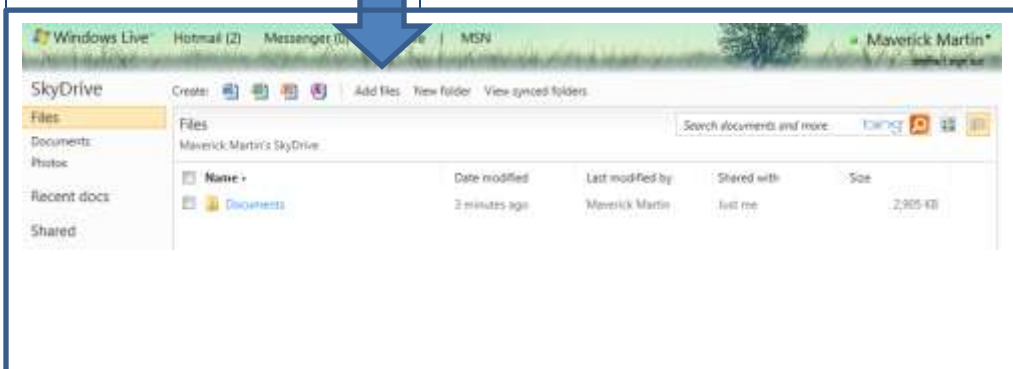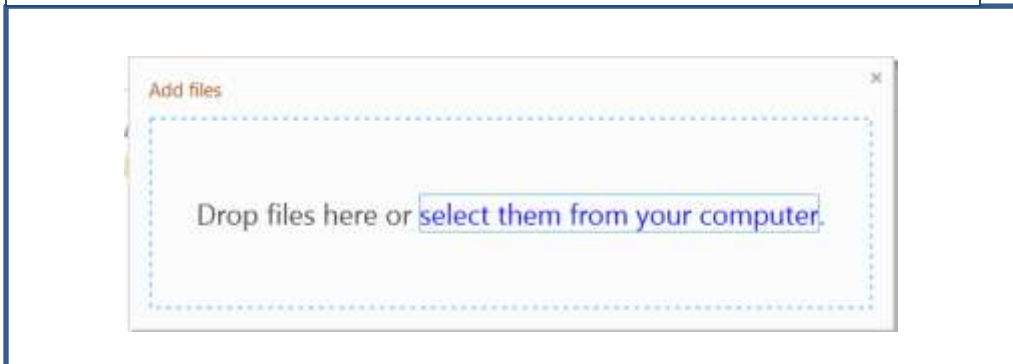- Free web mail (Hotmail)
- And more

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"