

## Get Sky Drive – free!



When you install the free SkyDrive app on your computer, you can access your photos and files from almost anywhere, store them, and securely share them. SkyDrive is now available for your Personal Computer, Mac, or phone.

When you use SkyDrive, you'll never be without the documents, notes, photos and videos that matter to you. Store anything on your SkyDrive and it's automatically available from your trusted devices — no syncing or cables needed.

Added to which it, it is simple to share with anyone, even large files and photos. All they need is a Web browser — no worrying about attachment limits, or what software they have.

Get SkyDrive now!

[www.windows.microsoft.com/en-za/skydrive](http://www.windows.microsoft.com/en-za/skydrive)

## Change from Gmail to Hotmail in three easy steps!



If you don't already have a Hotmail account, you need to create one. The best way to do this is to get a new email address either @hotmail.com, or @live.com. Import your old messages from Gmail. You'll probably want to keep your old email and contacts but it's simple to bring them in.

[TrueSwitch](#) which will import your email and contacts and forward any new email to Hotmail for 90 days. Go to the [TrueSwitch](#) site and follow the steps there.

When you sign back into Hotmail, you'll notice that it's beginning to import your emails (this could take a few hours if you have a lot of emails to bring over).

The Microsoft Productivity platform unifies communication and collaboration across the Personal Computer, phone and browser, giving your employees the tools they need to be productive and saving money for your business.

[www.whymicrosoft.com](http://www.whymicrosoft.com)



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It's full of smart tips for business owners and managers.

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