Introduction to Cloud Storage

What is Cloud Storage?

Cloud computing is one method to store and access data over the internet instead of using a physical hard drive (e.g. computer's hard drive, flash drive, floppy disk, etc.).

Advantages

- Access to your files anywhere and anytime as long as you have an internet connection
- Ability to save files, transport files, backup files and store files
- Fluid synchronization so that any file in the cloud and any changes made to those files are updated automatically among all devices connected to the internet (e.g. different computers, phones, tablet etc.). Log in to your account and go

Disadvantages

- Requires an internet connection to access anything saved in the cloud
- Concerns regarding safety and privacy of stored information

Examples of Popular Cloud Storage Providers

- Google Drive
- Microsoft OneDrive
- Dropbox
- Apple iCloud
- Amazon Cloud Drive

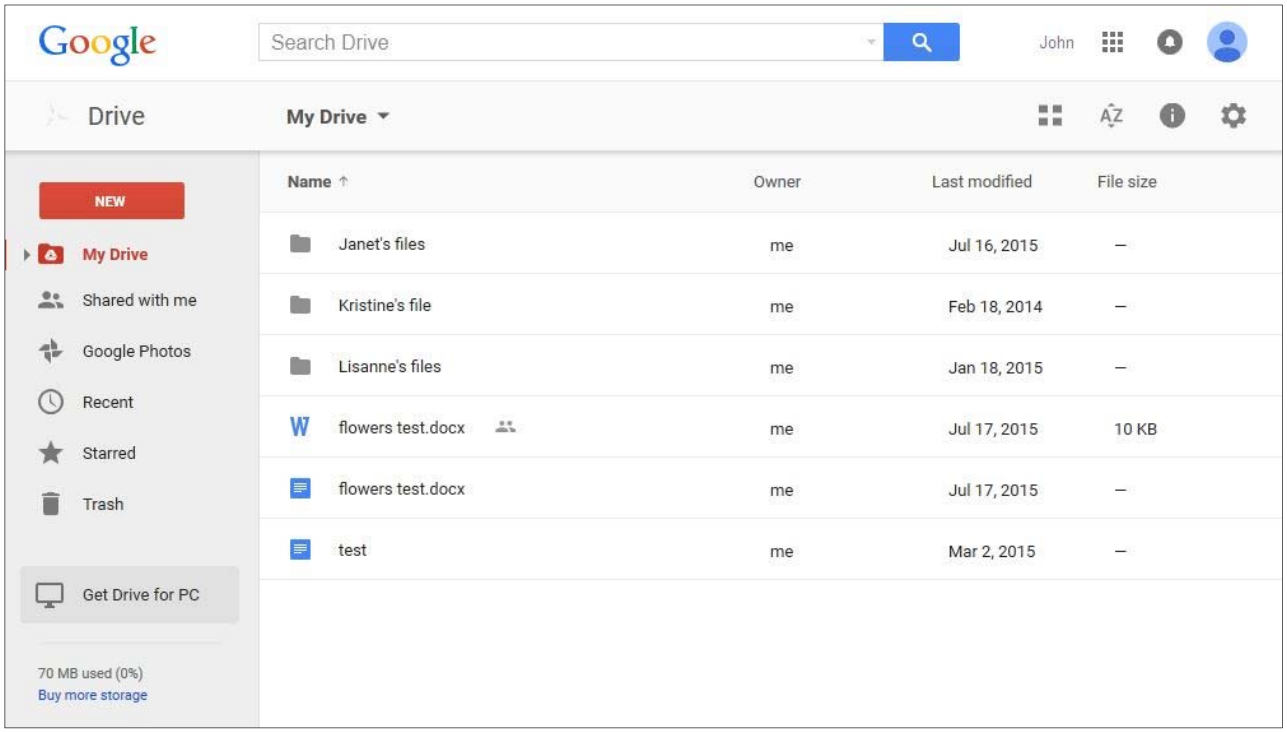
GOOGLE DRIVE

Getting Started with Google Drive (www.drive.google.com)

Google accounts are free. This will give users access to all Google services, including Gmail, Google+, Google Docs, etc.

The basic account comes with 15 GB of storage that is shared across most Google services (Google Drive, Gmail and Google Photos). Users can also create a Google Drive account without a Gmail email address.

Google Drive Home Screen



- **NEW** – Upload files and folders, create new folders or new Google Docs, Sheets, Slides
- **My Drive** – Same as NEW
- **Shared with me** – Files and folders others have shared with you
- **Recent** – View recent activity
- **Trash** – All items in the trash can be restored or permanently deleted
- – Change the view of the screen
- – File and folder metadata, and track the change history made to files and folders

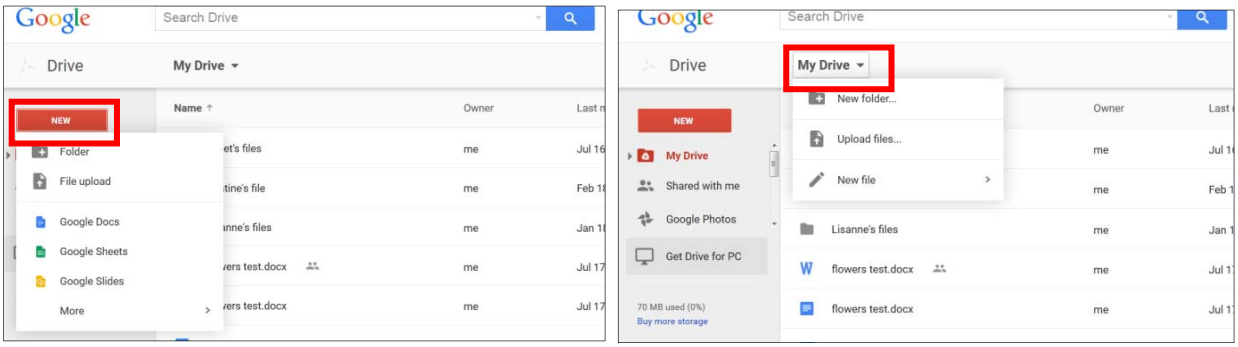
Uploading Files and Folders

Upload files, images and videos to Google Drive for convenient access. A list of supported file types is available here. Note that file uploads are limited by its file size.

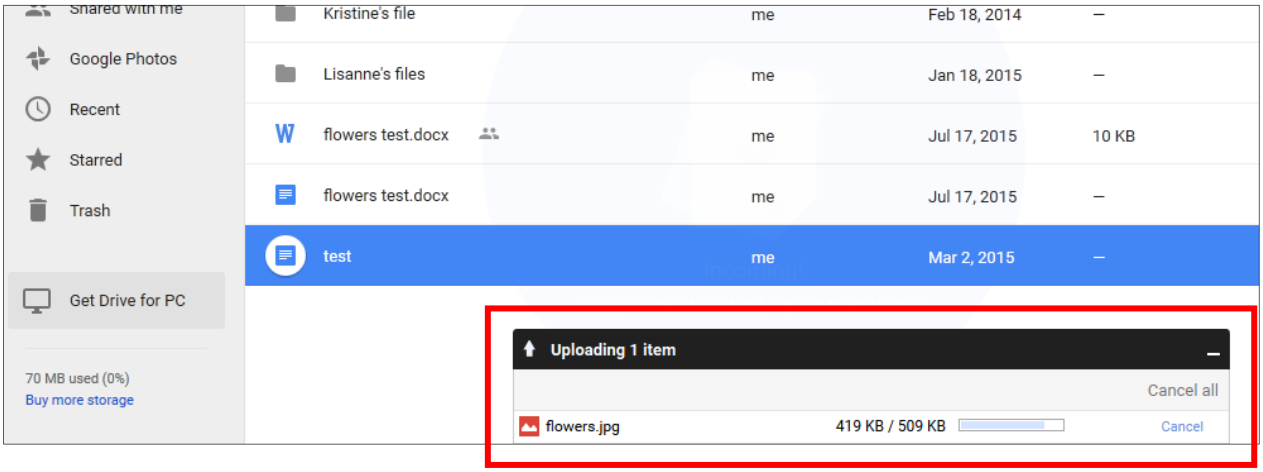
There are three main ways to upload files and folders:

- **Drag and drop**
    1. Drag items from the computer desktop in to Google Drive for immediate upload
- **The "NEW" button**
    1. Click "**New**" on the left
    2. Select "**File upload**"
    3. Upload one or more files or folders at the same time
- **The "My Drive" drop down menu**
    1. Click "**New**" on the left

2. Select "**File upload**"
3. Upload one or more files or folders at the same time



When you select files and folders to upload, a progress window will automatically appear at the bottom right. Completed uploads will appear in the main list of files.



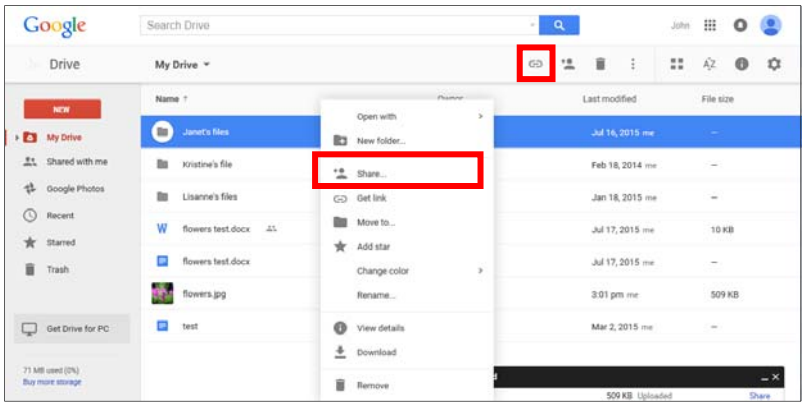
How to Share Files and Folders

Files and folders can be shared with individuals using Google Drive. This feature encourages collaboration so that group members can view, edit or comment on the same document in real time.

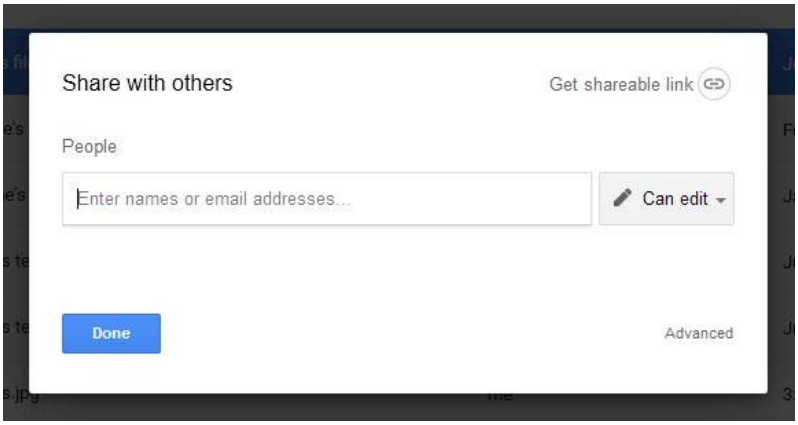
Shared files or folders will be labeled with different icons:

Additional information about sharing settings is available here.

- **Sharing files or folders**
  1. Sign in at www.drive.google.com
  2. Select the file(s) or folder(s) in your Drive:
     - Right click the item(s) and click the "**Share...**" option or
     - Select the sharing icon at the top

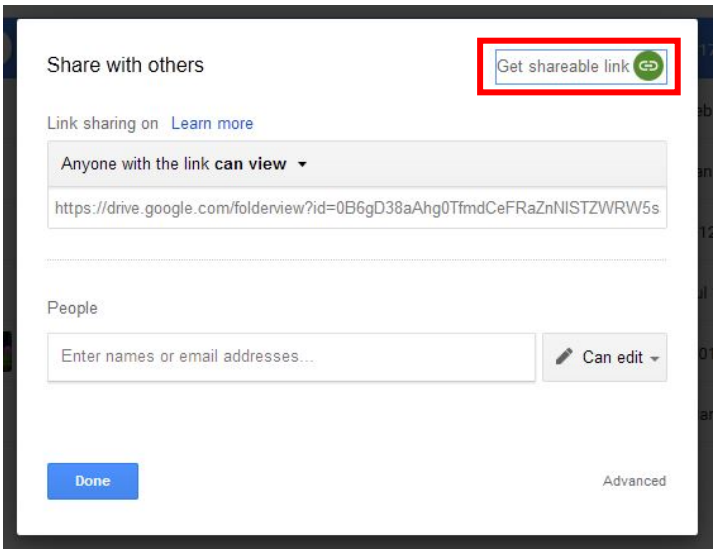


3. A sharing window will appear



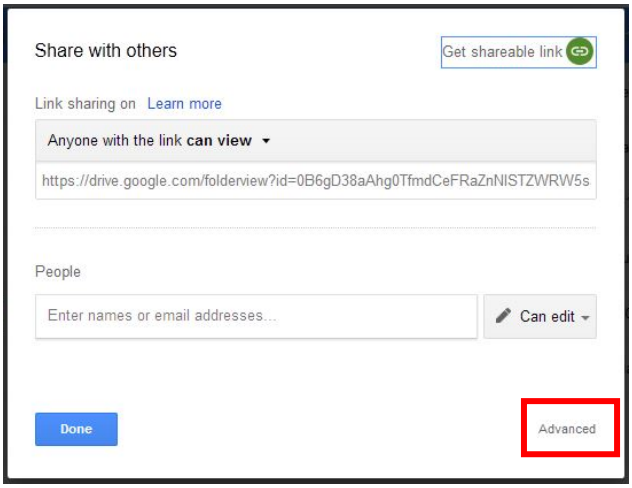
4. Type the email addresses (non-Google addresses included) in the "**People**" box
5. Select the type of access you want to give by clicking the drop down arrow
   - **Can edit**: Users can edit the file or folder and share with others
   - **Can comment**: Users can view and add comments but cannot edit the file
   - **Can view**: Users can only view the file or folder
6. An email will be sent once the file or folder has been shared

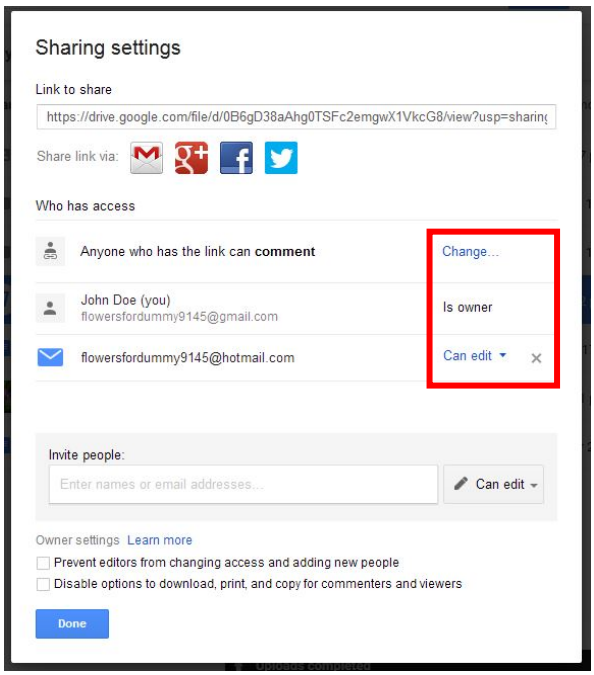
- **Sharing links to a file or a folder**
  1. Sign in at www.drive.google.com
  2. Select the file(s) or folder(s) in your Drive:
     - Right click the item(s) and click the "**Share...**" option or
     - Select the sharing icon at the top
  3. A sharing window will appear
  4. Select "**Get sharable link**" at the top right
  5. Select the type of access you want to give by clicking the drop down arrow. This will change the type of link that is given



6. Copy the link and share it via email/chat/etc.

- **Remove or change access to shared files or folders**
  1. Sign in at www.drive.google.com
  2. Select the file(s) or folder(s) in your Drive:
     - Right click the item(s) and click the "**Share...**" option or
     - Select the sharing icon at the top
  3. A sharing window will appear





4. Select "**Advanced**" at the bottom right
5. Change or remove access to any use by selecting the options on the right hand side. The **X** will prevent further access
6. Save the changes

Creating or Editing Google Drive Files

Easily create new or access saved Google Docs, Sheets and Slides from Google Drive.

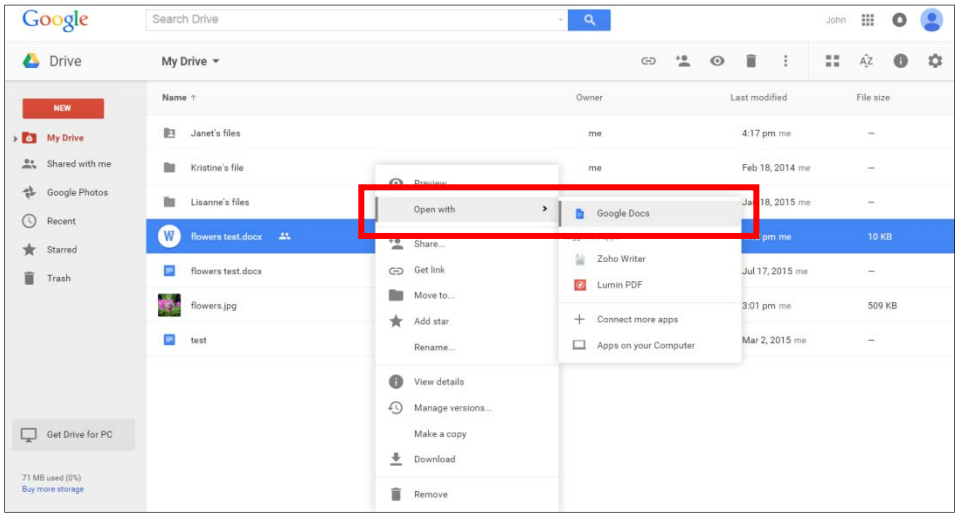
Google Docs is Google's online word processor, Google Sheets is an online spreadsheet app (similar to Microsoft Excel), and Google Slides is an online presentation app (similar to Microsoft PowerPoint).

To learn more information, please visit Google's overview of Google Docs, Sheets and Slides.

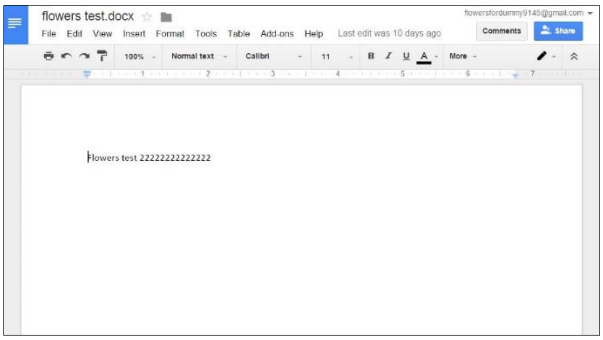
- **Creating new Google document**
    1. Click "**New**" on the left or the "**My Drive**" link on the top menu bar
    2. Select a type of document: "**Google Docs**", "**Google Sheets**", "**Google Slides**"
    3. A new internet browser window will load
    4. New documents will automatically save in Google Drive

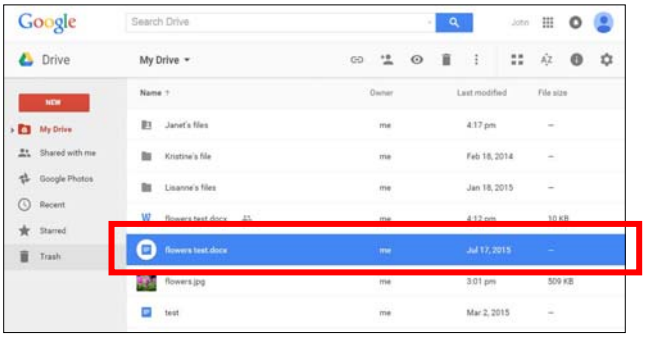
- **Editing files saved in Google Drive (i.e. Word document)**

    1. Upload a Word document in Google Drive. Word documents are signified by a icon
    2. Convert the Word document in to a Google document by opening the file in Google Docs. Right click the selected file
    3. Select "**Open with**"
    4. Click "**Google Docs**"



    5. A new internet browser window will load and a Google Doc copy will appear in Google Drive automatically. Google Doc files are signified with a icon





6. Edit the content or change the formatting in Google Docs. The changes are saved on the go

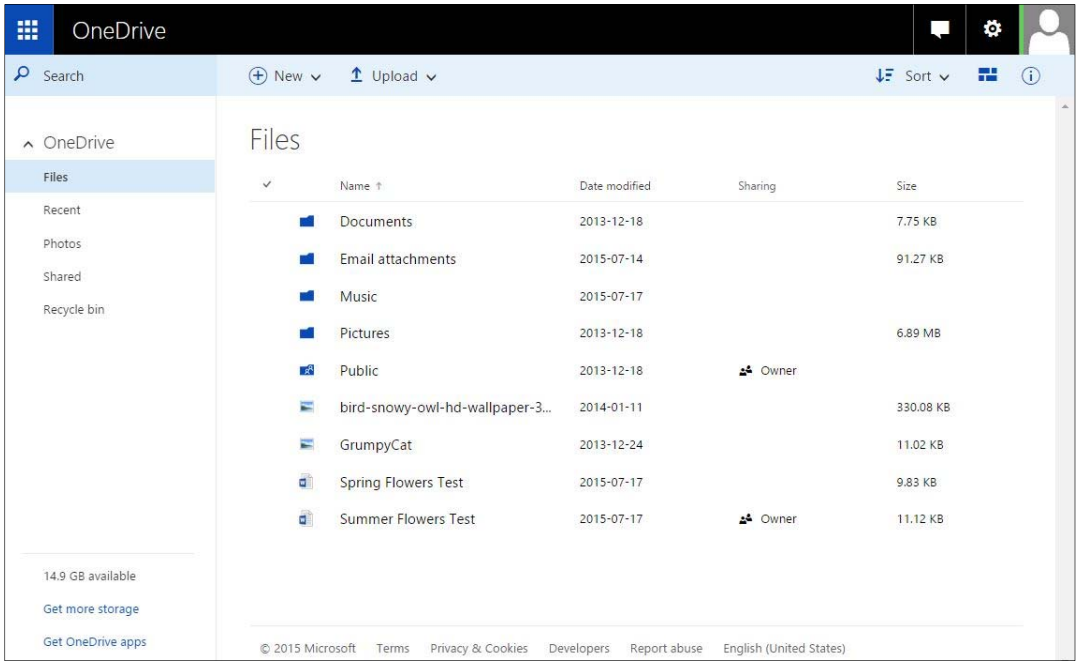
MICROSOFT ONEDRIVE

Getting Started with Microsoft OneDrive (www.onedrive.live.com)

Previously known as SkyDrive, OneDrive offers a free service similar to Google Drive. Files and folders are shared and collaborated between different devices and users, and users have access to the online Word, Excel and PowerPoint processors via the internet browser.

Users can also create new Microsoft accounts using any email address as their username. For example live.com, hotmail.com, outlook.com, yahoo.com or gmail.com.

OneDrive Home Screen



- **New** – Create new folders or new Word, Excel, PowerPoint documents
- **Upload** – Upload files and folders
- **Recent** – View recent activity
- **Shared** – Items shared by you
- **Recycling bin** – Restore deleted items or permanently delete items in the recycle bin. After 30 days, items will be automatically deleted
- – File and folder metadata

Uploading Files and Folders

Upload files, images and videos to OneDrive.

There are two main ways to upload files and folders:

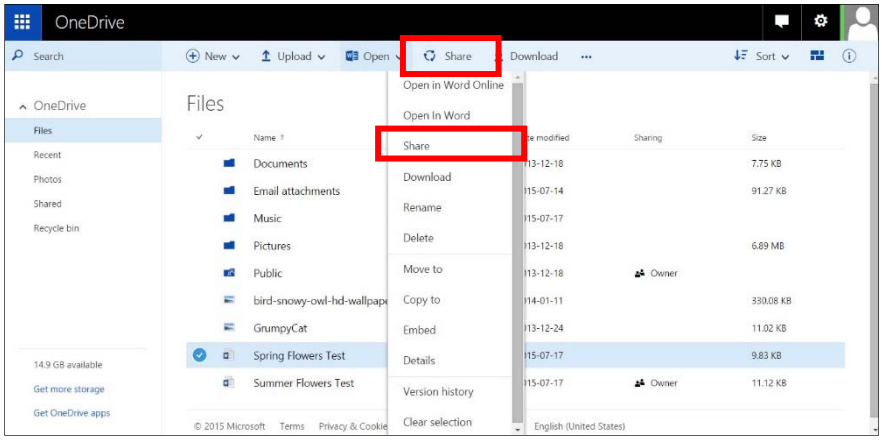
- **Drag and drop**
    1. Drag items from the computer desktop in to OneDrive for immediate upload
    2. Completed uploads will appear in the main list of files
- **The "Upload" drop down menu**
    1. Click "**New**" at the top
    2. Select "**File**" or "**Folder**"
    3. Upload one or more files or folders at the same time
    4. Completed uploads will appear in the main list of files

How to Share Files and Folders

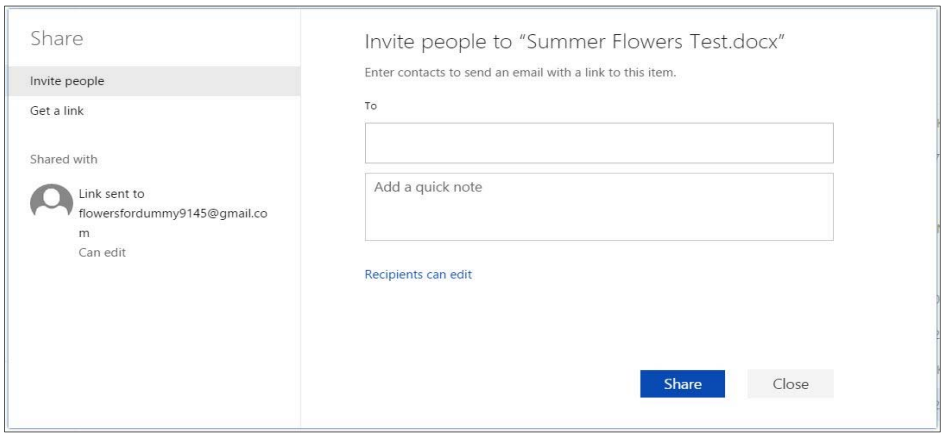
OneDrive allows the sharing of files and folders between many users so that members can view or edit the same document in real time.

To learn more information, visit the share files and folders support page.

- **Sharing files or folders**
    1. Sign in at www.onedrive.live.com
    2. Select the file(s) or folder(s) in your Drive:
        - Right click the item(s) and click the "**Share**" option or
        - Select the sharing icon "**Share**" at the top



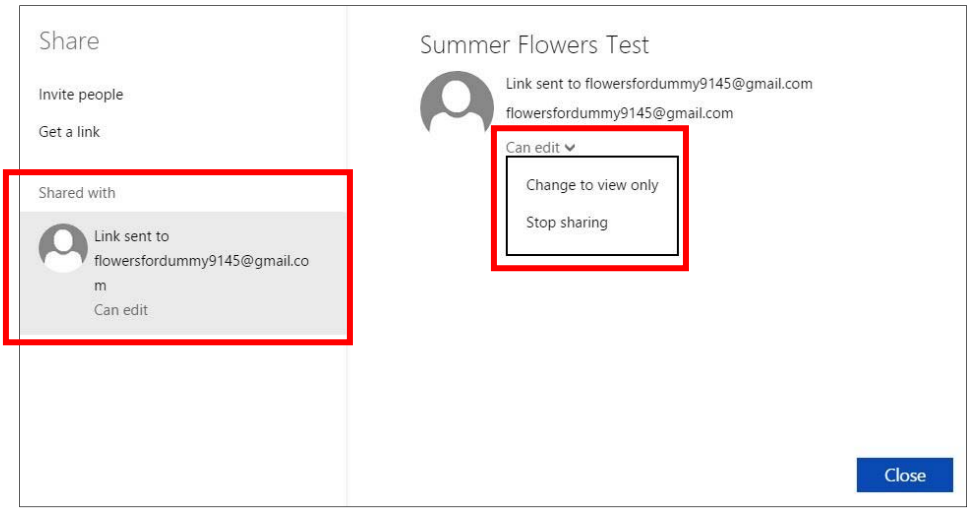
3. A sharing window will appear



4. Type any email address (non-Microsoft addresses included) under the "**Invite people**" tab
5. Select the type of access you want to give by clicking "**Recipients can edit**"
    - **Can edit**: Users can edit the file or folder and share with others
    - **Can view**: Users can only view the file or folder
6. An email will be sent once the file or folder has been shared

- **Sharing links to a file or a folder**
    1. Sign in at www.onedrive.live.com
    2. Select the file(s) or folder(s) in your Drive:
        - Right click the item(s) and click the "**Share**" option or
        - Select the sharing icon "**Share**" at the top
    3. A sharing window will appear
    4. Select the "**Get a link**" tab on the left
    5. Select the type of access you want to give by clicking the drop down arrow. This will change the type of link that is given
    6. Copy the link and share it via email/chat/etc.

- **Remove or change access to shared files or folders**
    1. Sign in at www.onedrive.live.com
    2. Select the file(s) or folder(s) in your Drive:
        - Right click the item(s) and click the "**Share**" option or
        - Select the sharing icon "**Share**" at the top
    3. Select the "**Shared with**" tab on the left side of the sharing window. You can switch a person or group's permissions between editing and viewing, and you can stop sharing



Creating or Editing Microsoft OneDrive Files

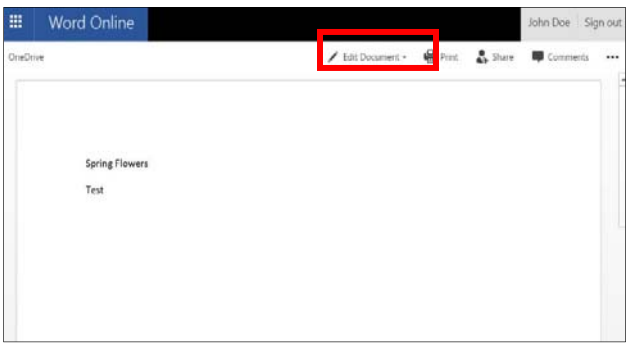
Easily create new or access uploaded Word documents, Excel workbooks and PowerPoint presentations in OneDrive.

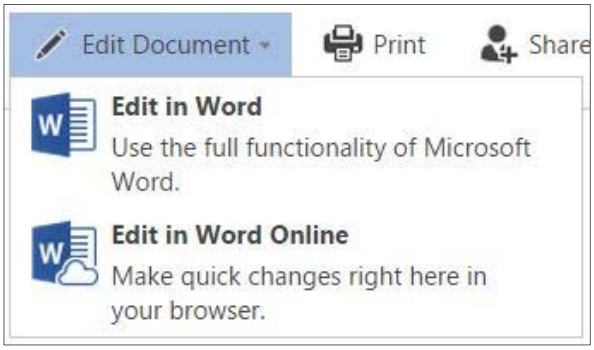
Office Online lets you view and edit stored OneDrive Office documents right in your web browser.

To learn more information, please visit [Microsoft's using Office Online in OneDrive guide](#).

- **Creating new online documents**
    5. Click "**New**" on the top menu bar
    6. Select a type of document: "**Word document**", "**Excel workbook**", "**Powerpoint Presentation**"
    7. A new internet browser window will load
    8. New documents will automatically save in OneDrive

- **Editing uploaded files in OneDrive using Office Online (e.g. Word document)**
    1. Upload a Word document in to OneDrive
    2. Click on the file to open the file in Office Online (e.g. Word Online)
    3. A new internet browser window will appear. **This is a preview screen**

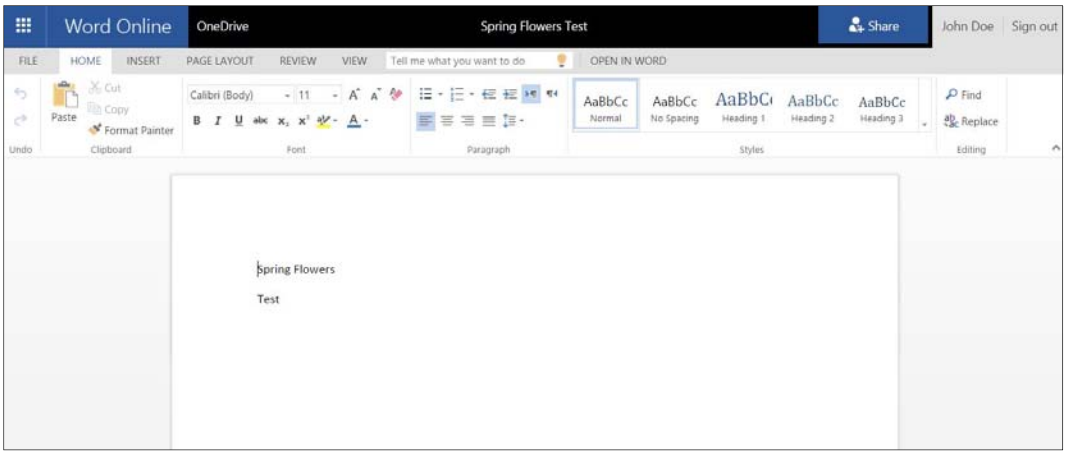




    4. Click the "**Edit Document**" drop down menu

- **Edit in Word** – Edit the document using the desktop version of Microsoft Word
- **Edit in Word Online** – Edit the document in the online web browser

5. Select "**Edit in Word Online**" so that the preview screen will reopen in the editing screen. Word Online looks similar to the desktop Microsoft Word



6. Changes to the document are saved automatically in OneDrive

DROPBOX

Yahoo Mail has partnered with Dropbox as their cloud storage platform. The integration of Dropbox allows users to quickly send, receive and manage email attachments.

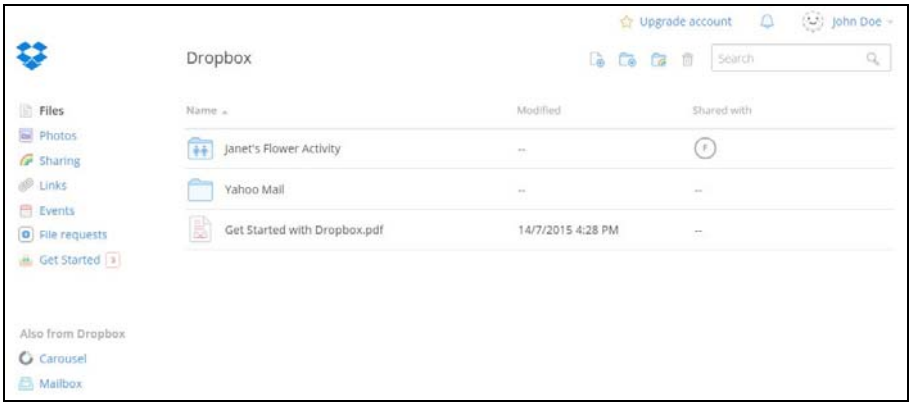
Getting Started with Dropbox (www.dropbox.com)

Dropbox provides a similar service to Google Drive and OneDrive. Free Dropbox accounts are available so that files and folders can be stored in an online server or shared with different Dropbox and non-Dropbox users.

The basic account comes with 2 GB of storage space.

Dropbox has joined with Microsoft so that uploaded documents can be edited online using Office Online (e.g. Word Online).

Dropbox Home Screen



- **Files** – List of all your files and folders
- **Photos** – List of photos and videos
- **Sharing** – Folders that you have shared with others
- **Recent** – View recent activity
- **File requests –** Invite Dropbox and non-Dropbox users to upload files to your account
- – Upload one or more files
- – Create a new folder
- – Share a folder
- – Show deleted files

Uploading Files and Folders

Files, images and videos can be uploaded to Dropbox. Each file uploaded through the website must not exceed **10 GB** in size. For larger files, use the desktop application or the mobile app.

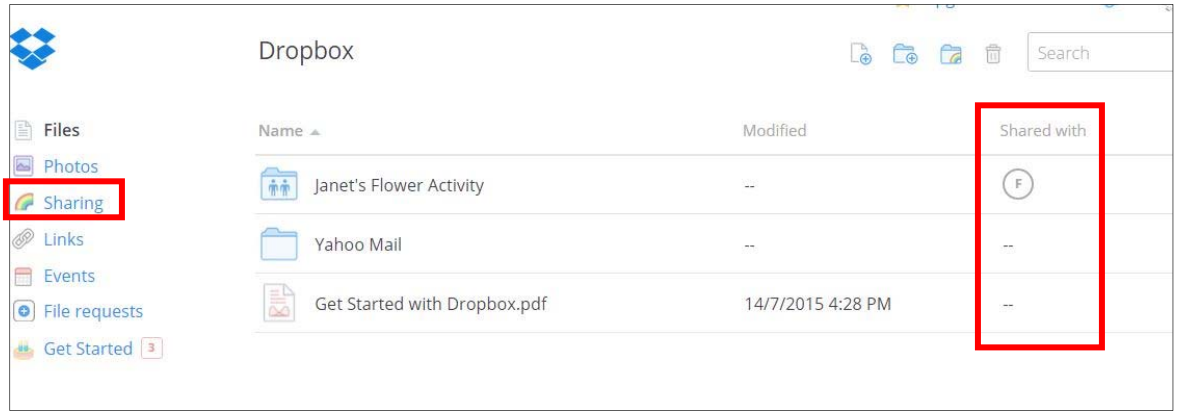
There are three main ways to upload files and folders:

- **Drag and drop**
    1. Drag items from the computer desktop in to Dropbox for immediate upload
- **The button**
    1. Click on the top right
    2. Click "**Choose file**"
    3. Select as many files to upload

How to Share Files and Folders

Files and folders can be shared with Dropbox and non-Dropbox users.

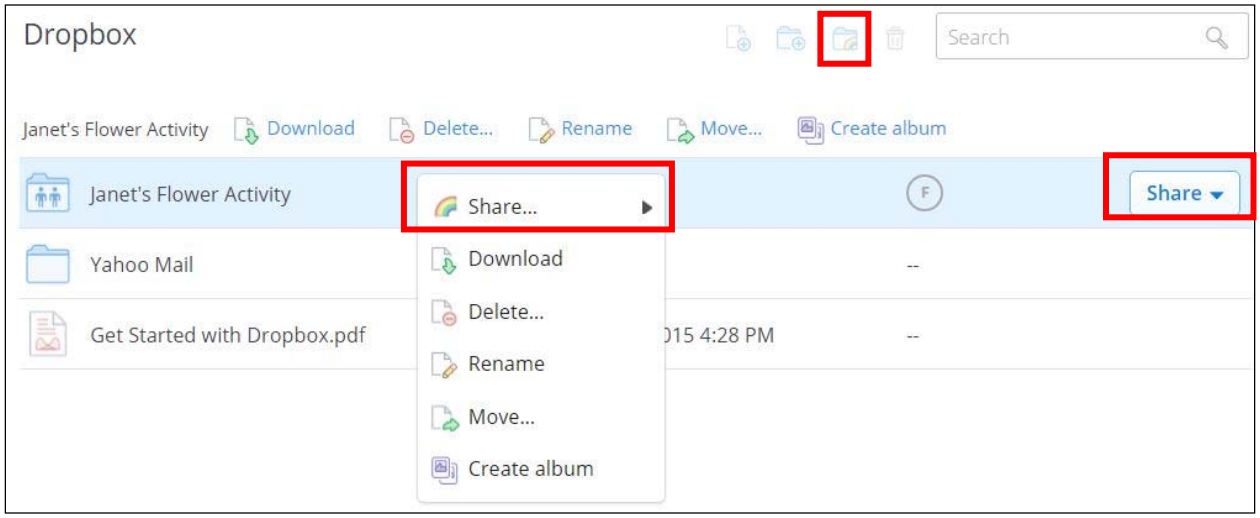
Shared folders are listed in the "**Sharing**" tab on the left or under the "**Shared with**" column in the main screen.



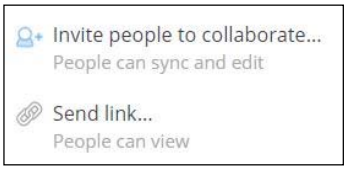
Additional information about sharing is available on the [Dropbox support page](#).

- **Sharing files or folders**
  Members of shared folders are given full edit permissions (add, edit or delete files).

1. Sign in at www.dropbox.com
2. Select the file(s) or folder(s) in your Dropbox:
   - Click the at the top or
   - Select the "**Share**" drop down menu on the right or
   - Right click the file or folder to open to "**Share**" menu



3. Select "**Invite people to collaborate**"
   - **Invite people to collaborate** – people can sync and edit
   - **Send link** – people can only view the file or folder

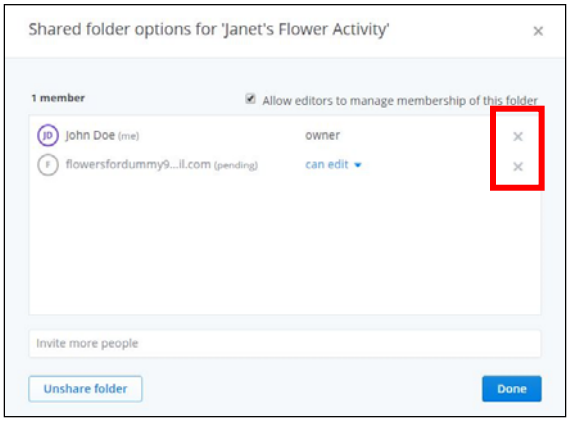


4. Type the email addresses of both Dropbox and non-Dropbox users in the new window. Note that if you send an invitation to join a shared folder (as opposed to a shared read-only link to a file or folder) and they do not have a Dropbox account, they will be required to join. For more information see here.
5. An email will be sent once the file or folder has been shared

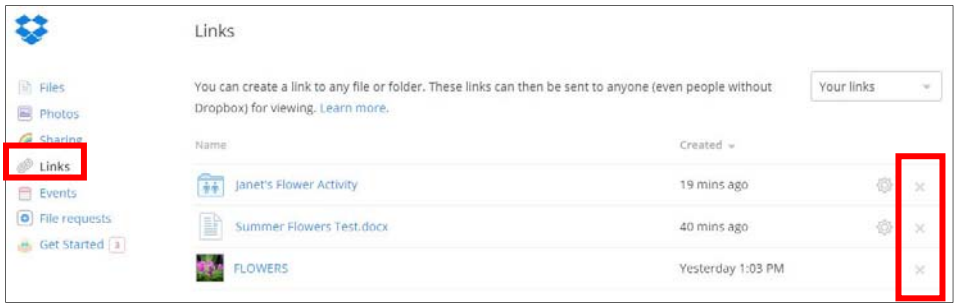
- **Sharing links to a file or a folder**
  Sending a link to a file or folder allows recipients to view and download a copy of the work.

1. Sign in at www.dropbox.com
2. Select the file(s) or folder(s) in your Dropbox:
   - Click the at the top or
   - Select the "**Share**" drop down menu on the right or
   - Right click the file or folder to open to "**Share**" menu
3. Select "**Send link"**
4. Either copy the link or email the link through Dropbox

- **Remove access to shared folders**
  1. Sign in at www.dropbox.com
  2. Click on the "**Sharing**" tab on the left for a list of all your shared folders
  3. Select "**Options**" for the folder you wish to remove access
  4. Click the **X** on the right side



- **Remove a link to a file or folder**
  1. Sign in at www.dropbox.com
  2. Click on the "**Links**" tab on the left sidebar
  3. Click the **X** on the right of the chosen file or folder

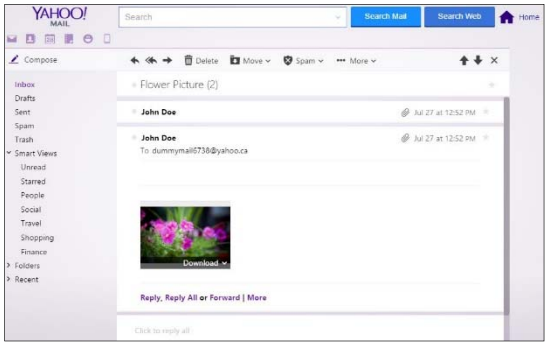


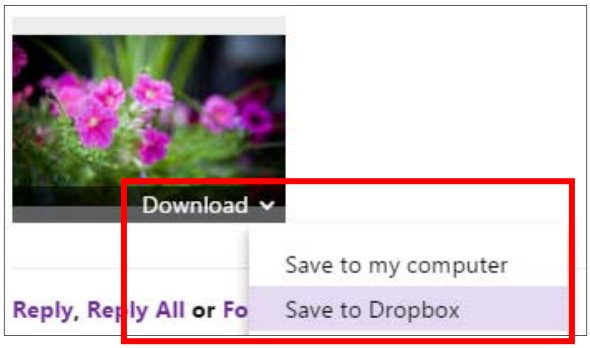
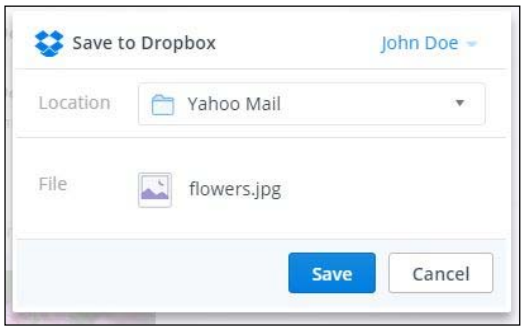
Saving Yahoo Mail Attachments in Dropbox

Yahoo Mail users are able to connect to Dropbox through their Yahoo email account. First time users will be asked to connect their Yahoo Mail account with their Dropbox account. Those new to Dropbox will be able to quickly create a Dropbox account from within Yahoo Mail.

Note that it is **not** necessary for the email account in Dropbox to be with Yahoo Mail.

1. Sign in at www.mail.yahoo.com
2. Open the email with the attachment(s) that you wish to save in Dropbox





3. Hover over the attached file and click on the "**Download**" drop down menu
4. Select "**Save to Dropbox**"
    - First time users with a Dropbox account will log in with their Dropbox account information
    - New Dropbox users will sign up for a Dropbox account
    - Users with linked Dropbox and Yahoo Mail accounts will proceed to save the email attachment in Dropbox