



Cloud Storage



AIM

Understand and use cloud storage to suit their needs.



What is cloud storage?

Cloud storage is offsite storage available through the internet.

By uploading our files to the cloud, they are accessible and shareable on multiple devices anywhere where an internet connection is available. There are many cloud providers including google drive, onedrive and dropbox.



Create an account or login to the cloud storage provider

Do you have a gmail account? Log in to gmail and then access google drive through google apps.

Create a google account, if you don't have a google account, create one, you will need a mobile phone, a username and a password.



About Google Drive

15 gigabytes (15GB) of free storage space.

Eliminates the need to email or save a file to a USB drive.

Share files, working with others becomes much easier.

Google drive also allows you to create , share and manage documents, spreadsheets, presentations, forms and drawings from it's own productivity apps. Edit some files within google drive after conversion.



Uploading a file or folders to the cloud

For easiest results use google chrome.

- From Google Drive, locate and select the new button, then select the file or folder to upload and click open;
- Or drag and drop the file into google drive
- Download the desktop app for automatic uploads.



File management and sharing

- Searching for a file
 - Click on the search bar and add your keywords like document name
- Create a folder
 - Click on New and then folder, name the folder and then click on create
- Moving files
 - Drag the file to a folder and it will move it.



File management and sharing

- Delete a file -
 - Select the file, click on the delete button
- Right click on any file to see all of the options
- Sharing a file
 - Select the file and then click on share
 - In the people box, type the email addresses of the people you want to share with, add a message and click on send
- Sharing a link to the file
 - Select the file and then click on share
 - Click Get shareable link.
 - The link is now on your clipboard, use the past command to add it where you need to.



Downloading a file

- Right click on the file and select download.
- Download and convert a file
 - open the file and select Download as, then select the file format.



Training Resources

GCF Learnfree

<http://www.gcflearnfree.org/usingthecloud>

Googledrive Help

<https://support.google.com/drive#topic=14940>