

Cloud Storage (Lesson 7 Handout)

Cloud Storage simply means uploading your files to a website, where a company stores it on their big computers (called servers) for you. Once they store it on their computers, they give you access to your files anywhere you have internet access - in a web browser, from your computer, or from a mobile device. Most services have a free account option and then you pay more if you want more storage space.

Comparing the Main Three Cloud Storage Options

Name	DropBox	Google Drive	OneDrive
Logo	 Dropbox	 Google Drive	 OneDrive
Website	dropbox.com	drive.google.com	login.microsoftonline.com
Free Storage	2GB - free account	15GB - free account (Gmail uses this space, too)	5GB - free account 1TB - business account
Extra Storage	1,000GB = \$8.25/month	100GB = \$1.99/month	50GB = \$1.99/month
Special Features	Allows you to create a link to request anyone to upload files to a folder	Works well with collaborative documents, like Docs, Sheets, and Slides Included w Gmail account	Works well with collaborative documents, like Word, Excel, and PowerPoint in the cloud 1TB Included w JH Office365

Two ways to upload: Most cloud storage services give you two ways to upload files.

- Through the website or app: to upload your files through the website or app, just log into your account and click the “+” sign or the “Upload” button and select the file or folder that you want to upload
- You can also install a little program on your computer that will create a special folder on your computer. Anything you put in that folder will automatically be uploaded. Be careful, though. If you delete a file, it will also be deleted from the online storage.

Two ways to share: If you click on a file or folder, you should see an option to “Share”

- Share with specific people: You can type in individual email addresses and send it to those people (usually this REQUIRES that the person you’re sending it to have an account with the service) and they will receive an email with a link to the file or folder. This is a good way to make sure that only the people you want to have access can have access.
- Create a link to the file or folder: You can create a link to the file or folder, copy that link, and then go to your email program to paste the link into an email to other people. This link can be sent even to people who don’t have an account with the service, but that also means that anyone who gets the link forwarded to them can access the file, too. This is a less secure option (but a more convenient one).

<u>Benefits of Cloud Storage</u>	<u>Risks of Cloud Storage</u>
If your computer dies, your files are still safe You can access your files from anywhere with internet Easy to share files with others	It's easier for someone to hack or access your files Sometimes when you share files, people who you didn't intend can get access