

TECH CONNECT TIPS

Cloud Storage

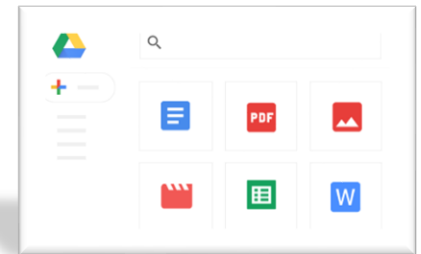
Learn what cloud storage is, who offers it, and how to use it.

You may have heard people using terms like the cloud or cloud storage. But what exactly is the cloud?

Simply put, the cloud is the Internet—more specifically, it's all of the things you can access remotely over the Internet. When something is in the cloud, it means it's stored on Internet servers instead of your computer's hard drive.

Popular examples of Cloud Storage are Dropbox and Google Drive. The Tech Connect Team recommends our students use Google Drive.

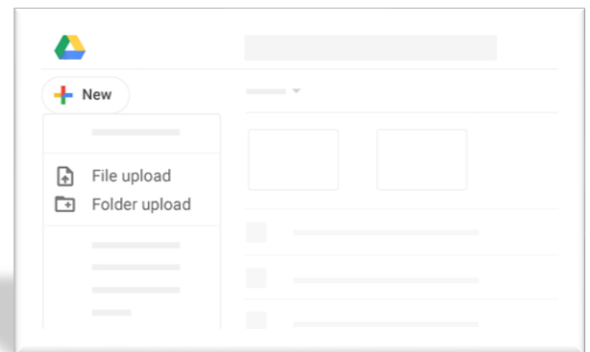
With Google Drive, you can open your files from your computer's Drive folder on the desktop or from your browser. Files you create with Google Docs open in your browser or mobile app. Other files in your Drive folder will open in their regular applications (like Adobe Reader for PDF files) on your computer.



To set up a Google Drive you must, first, have a Google account. Sign up or Login at <https://accounts.google.com>

Upload Files on Drive on the Web

1. Go to **Drive**.
2. Click **+ New > File** upload or **Folder upload**, and then choose the file or folder you want to upload.
3. Click **Open**.
4. If you're using the latest version of Chrome or Firefox, you can simply drag files directly from your computer to the Drive page on your browser.
5. If you upload a file that matches the name of an existing file, Drive will add it as a new version, instead of creating a duplicate. To see the previous version of that file, you can manage versions.
6. When you see Upload complete, your files have uploaded successfully and can be accessed in any browser or device that has Drive installed.



TECH CONNECT TIPS

Cloud Storage (Cont.)

Access your files in Drive

You can access your documents in Google Drive wherever you go—on your computer, phone, or tablet. When you finish making your changes, Drive automatically syncs the latest changes. So, if you open the same document from another device, all the changes you made appear.

On the web

When you see Upload complete, your files have uploaded successfully and can be accessed in any browser or device that has Drive installed.

On your computer

Dragging files to a folder in Google Drive for desktop automatically uploads them to Drive on the web (though it might take a moment for files to sync). For details, see Move files to folders.

Files with Sync haven't been uploaded to Drive yet.

Files with Done have uploaded successfully and can be accessed from Drive in any browser or from any device with Drive installed.

View and update files in Drive

To open a file from your web browser,

1. Go to Google Drive
2. Double-click on the file you want to open

Share and Collaborate in My Drive

After you share Google Drive files or folders, you can work on them with classmates, teammates, or teachers.

Share a file or folder with specific people and set access levels:

1. Select the file you want to share.
2. Click **Share**
3. Under Share with people and groups, enter the email address you want to share with.
4. To change what people can do to your file, on the right, click the Down arrow and choose **Viewer**, **Commenter**, or **Editor**.

Note: If you turn on Visitor Sharing, you can invite someone that doesn't have Google.

5. Choose to notify people:
 - If you want to notify people that you shared a file with them, check the **Notify people** box. If you notify people, each email address you enter will be included in the email.
 - If you don't want to notify people, uncheck the Notify people box.
6. Click **Share** or **Send**.

Use other Google Editors with your Google Drive account

Edit and Create documents using Google's cloud-based editors: Google Docs, Sheets, Slides, Forms, and Google Sites. This is ideal for devices that don't have Microsoft Office Suite.

