



## Using the Cloud to Back-up Your Stuff

### In this class we'll learn about:

- What is the cloud?
- How to set-up or find my account
- Web-based Cloud Storage
- Desktop App Cloud Syncing

### What is the Cloud?

Store any file with 15 GB of free storage = about 1,500 documents or pictures

See your stuff anywhere: on all your devices and on any computer using your cloud password

Must be connected to Internet & have a secure password that won't be forgotten

Your work is secure and backed up

### Maybe you already have a Cloud Storage account?



If your email address is @gmail or @beyondbb  
You have free cloud storage with Google Drive  
Go to google.com, Sign in, click the apps grid in the upper right, click Drive



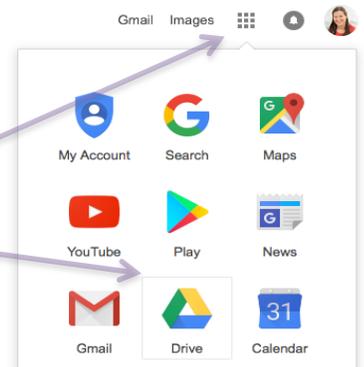
If your email address is @hotmail, @outlook, @msn, @live  
You have free cloud storage with Microsoft OneDrive  
Sign in to your email, click the apps grid in the upper left, click OneDrive



If you have an Apple ID and password with your Mac, iPad, or iPhone  
You have free cloud storage with iCloud Drive  
Go to icloud.com, sign in, click iCloud Drive



Everyone can get free cloud storage by creating a free Dropbox Basic account  
You'll need to install the free desktop app on your home computer  
Go to dropbox.com, enter name email and password, Sign up for free



## Vocabulary Review...



**File** = A piece of work you save on your computer. A document, spreadsheet, picture, video, music, and pdf are all files.



**Folder** = Create a folder to organize your work



**Upload** = Move a file from your computer to the Cloud



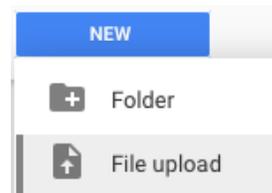
**Download** = Move a file from the Cloud to your computer



**Sync** = The contents are the same

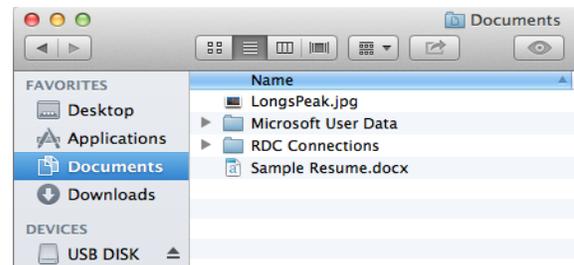
## Web-Based Cloud Storage

To Upload: in the Cloud, click Upload



Find the file on your computer in Documents, Desktop, Pictures, etc.

Double-click on the file to upload



Files can be uploaded but not folders, with web-based Cloud Storage



To Delete from Cloud Storage, click on file to select then click the trash can or Delete at the top of the screen. This will not delete the file from your computer.



To create a folder, click New then Folder

Drag and drop to move a file into a folder



To Download: in the Cloud, right click on the item and choose Download. Look for the item in your computer's Downloads folder.

## Desktop App Cloud Syncing

Install a Cloud desktop app on your computer to back-up entire folders at a time

Work out of the Cloud folder on your computer to automatically sync your files

Add your files to this folder

Files kept in the Google Drive folder are backed up and safe.



## Install the desktop app for your Cloud Storage

**Google Drive**

<https://www.google.com/drive/download/>

**Microsoft OneDrive**

<https://onedrive.live.com/about/en-us/download/>

**iCloud Drive**

Sync Desktop & Documents folders from a Mac  
Instructions: <https://support.apple.com/en-us/HT206985>

**Dropbox**

<https://www.dropbox.com/install>

**Move files from your computer:**  
Documents, Desktop, Pictures, etc.

**Into the Cloud folder:**  
Google Drive, OneDrive, iCloud  
Drive, etc.

