

Cloud Storage

Cloud storage—when you put files on a server to make them available from any device with an internet connection—is incredibly convenient. No worries about which version is on which device, changes sync to all your devices at the same time (as long as you have an internet connection!).

Cloud services are an excellent location for files you use all the time across multiple computers, such as a budget spreadsheet or recipe collection. Take a picture on your cell phone and send it directly to your laptop. Update your novel on your desktop and it auto-magically appears on your laptop.

The cloud is not, however, a good choice for private files such as tax or medical records.

Additionally, cloud services are an excellent way to share files (especially large files) with other people. Want your friends to see the pictures you took at the class reunion? Want your cousin to have access to your genealogy files? Cloud services let you to share files and folders with other people,

Please note that cloud storage is different from a full back-up system or program. Services such as Carbonite back up your all your data in case of loss, but do not necessarily make that data readily accessible—your files are typically encrypted and stored elsewhere. With cloud storage, **ONLY** the files you have designated as accessible on the cloud are saved if your computer dies.

These are some of the cloud services available. I've played around with each of these at some point, and none blew up my computer. Do all use all of these? No way.

Cloud Services

Service	Free?	Website	Price
Sync.com	5GB	https://www.sync.com	200GB - \$5/month
SugarSync	0	https://www.sugarsync.com	250 GB - \$9.99/month
pCloud	4 GB	https://www.pcloud.com	500GB - \$49.99/year
OneDrive	5 GB	https://onedrive.live.com	100GB - \$19.99/year
MEGA	25 GB	https://mega.nz	2TB - \$105.50/year
iDrive	10 GB	https://www.idrive.com	100 GB/\$2.95/year
iCloud	5 GB*	https://www.icloud.com	50GB - \$0.99/month
Google Drive	15 GB	https://www.google.com/drive	100GB - \$19.99/year
Dropbox	2 GB	https://www.dropbox.com	2TB - \$12/month
Box	10 GB	https://box.com	100GB - \$5/month
Amazon Drive	5GB*	https://www.amazon.com/cloudrive	100GB - \$19.99/year

(For the curious, I use SugarSync, Google Drive, OneDrive, and occasionally Dropbox.)

Cloud Storage as a Backup

Unless you use a paid service, a cloud service is not likely to have enough storage space for you to back up all your files. Additionally, a free cloud service is **not** a good choice for personal files but **is** an excellent location for files you use across multiple computers or share with others.

Most free services give 5 to 15 GB of space. As a frame of reference, on my personal computer I have 120 GB of music, and 1.40 TB of photos.

Cloud Security

One thing to remember about cloud storage is that your files live in multiple places at once--including the servers of the companies providing you with cloud storage.

This is one of those times where you want to remember that if you are not giving a company money, then **you** are what is being sold.

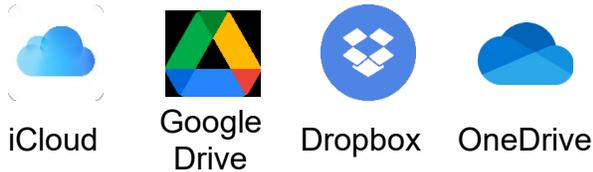
I use free services to move pictures from my phone to my computer, and to share my address spreadsheet with my partner. But the majority of my files are shared using a paid encrypted cloud service.

I am giving them money, so they are working for me. It is in their best interest to protect my data because **that** is how they make their money.

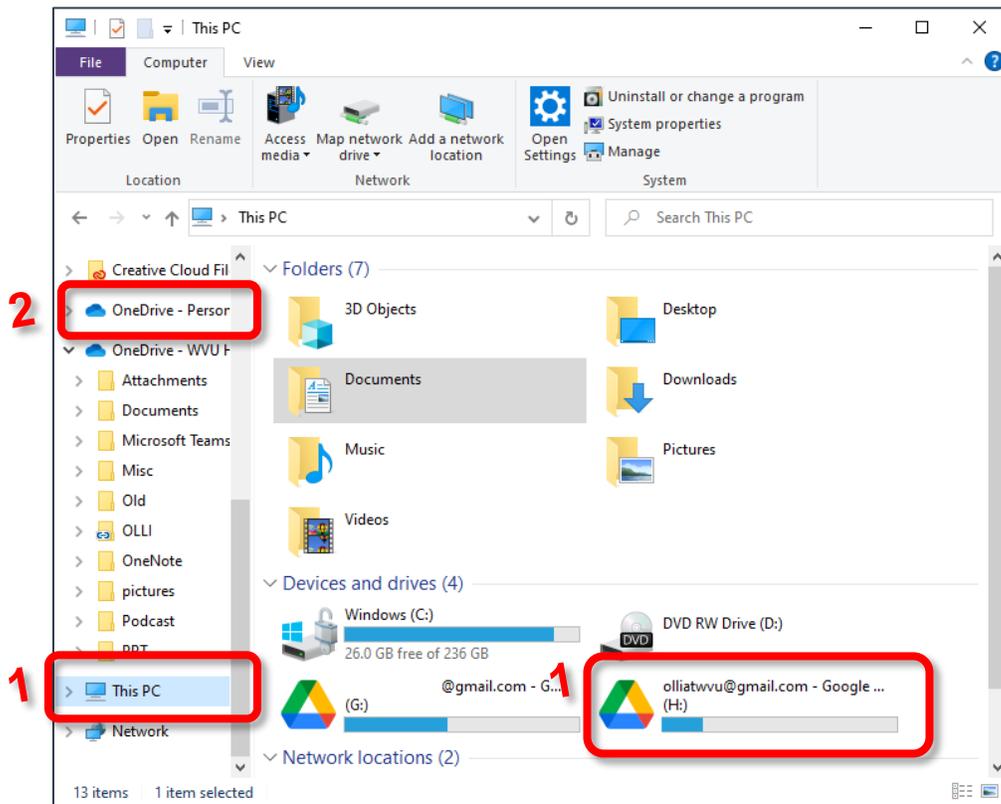
Finding Existing Cloud Services on a Windows Computer

You may have cloud services running on your computer and not realize it. Here are some ways to find and access those services.

1. If you go to the Notification area on the taskbar, you can see what cloud services are currently running on your computer.

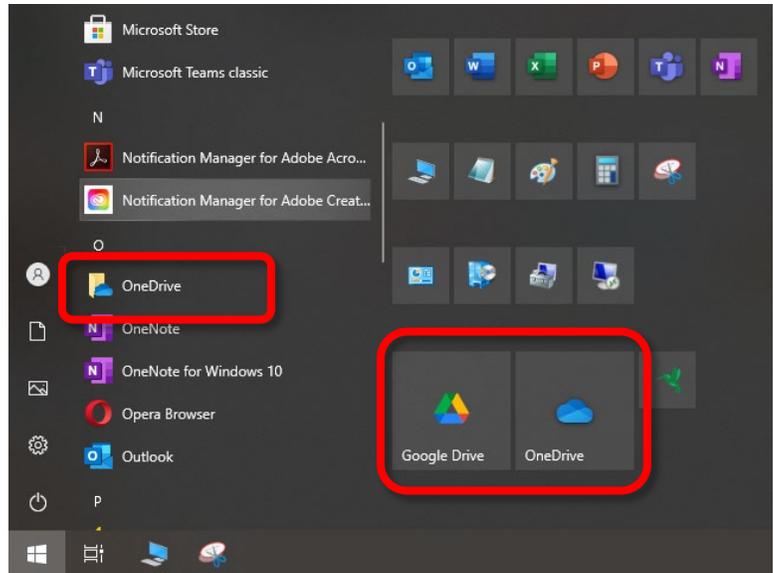


1. If you view the folders / drives available for **This PC**, Google Drive and some other cloud services will show up there, as additional drives.



2. If you scroll through the left pane of File Explorer, OneDrive and some other cloud services can be found there.

1. From the Windows Menu you can look for pinned shortcuts, scroll through the list of programs, or search the list of programs.



Setting Up a Cloud Service

If you don't have access to a cloud service via an existing email account, or you would prefer to use a different service, the steps for adding a cloud service are similar to each other, however, if you would like to send files from your phone or tablet to your computer, you will need to set up that service on your mobile device.

1. **Sign up for a cloud service.** Some services, like iCloud, GoogleDrive, and OneDrive, you may already have access to if you have an Apple ID; gmail account; or hotmail, outlook, or live account.

THEN

1. **Download and install** the app on your **computer** (via the service website).
2. Once installed, **log into the service** from your computer, using the email and password you set up when you created the account (or use your existing login credentials).

THEN (if you use a mobile device)

1. **Download and install** the app for that service on your **mobile device** (via the app store for your device).
2. **Log into the app** on your phone using your credentials for that service.

Many cloud services will offer to automatically back-up as many of your folders as they can. (When you're setting up a service, chances are you'll just agree to everything to move on.) This is convenient, but also uses up your free storage and so the company can offer you paid storage.

My personal recommendation for using free cloud services is to only sync files in the folder for that cloud service. Do NOT automatically back up **Documents** or **Pictures** or any other standard folders.

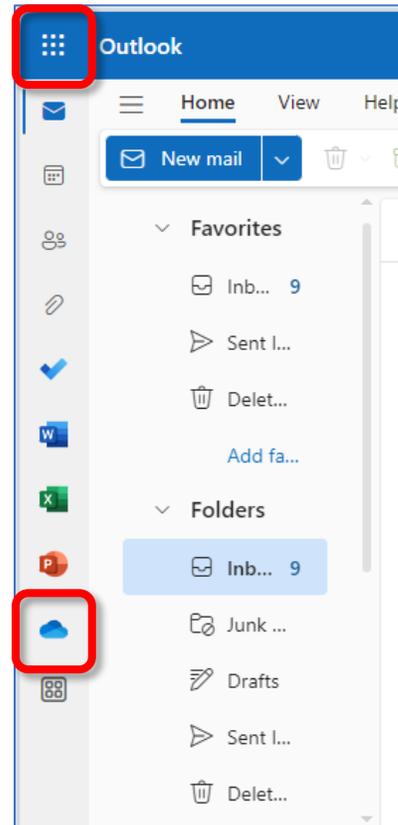
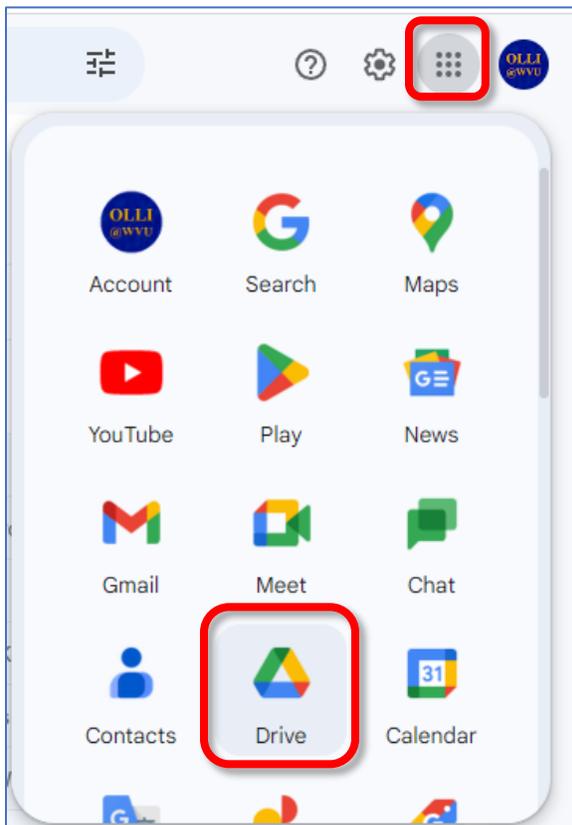
Transferring Files from a Phone/Tablet to the Cloud

1. Select the file(s) you want to copy.
2. Select the appropriate “share” icon for your device.
3. Browse until you see your cloud service.
4. Save the file(s).
5. Log into your computer.
6. Open File Explorer and browse to the folder for your cloud service.
7. Drag and drop the files to the location on your computer where you want to save them.



Accessing a Cloud Service from the Web

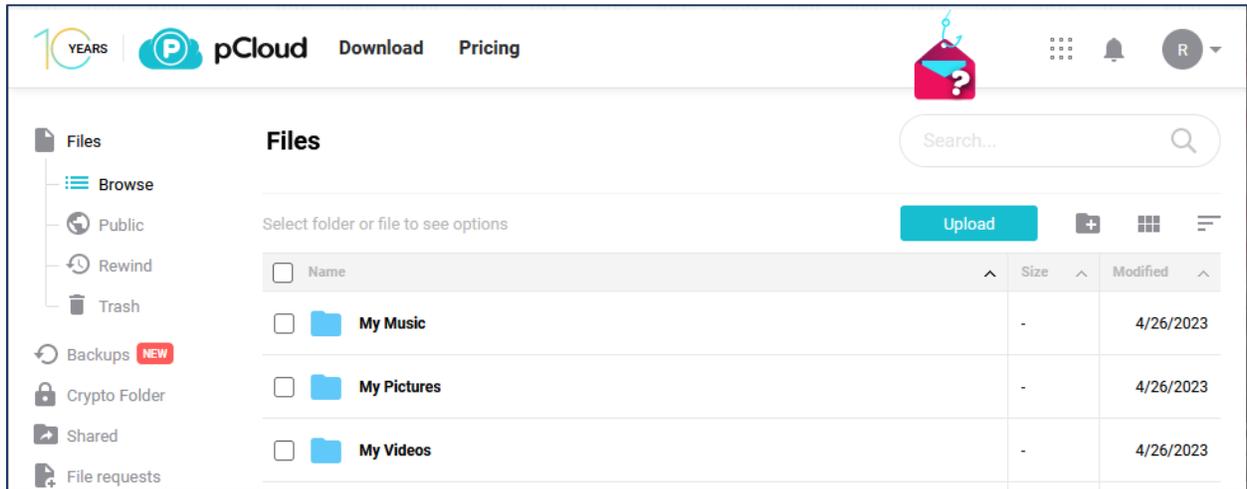
1. In a web browser, log into your webmail account.



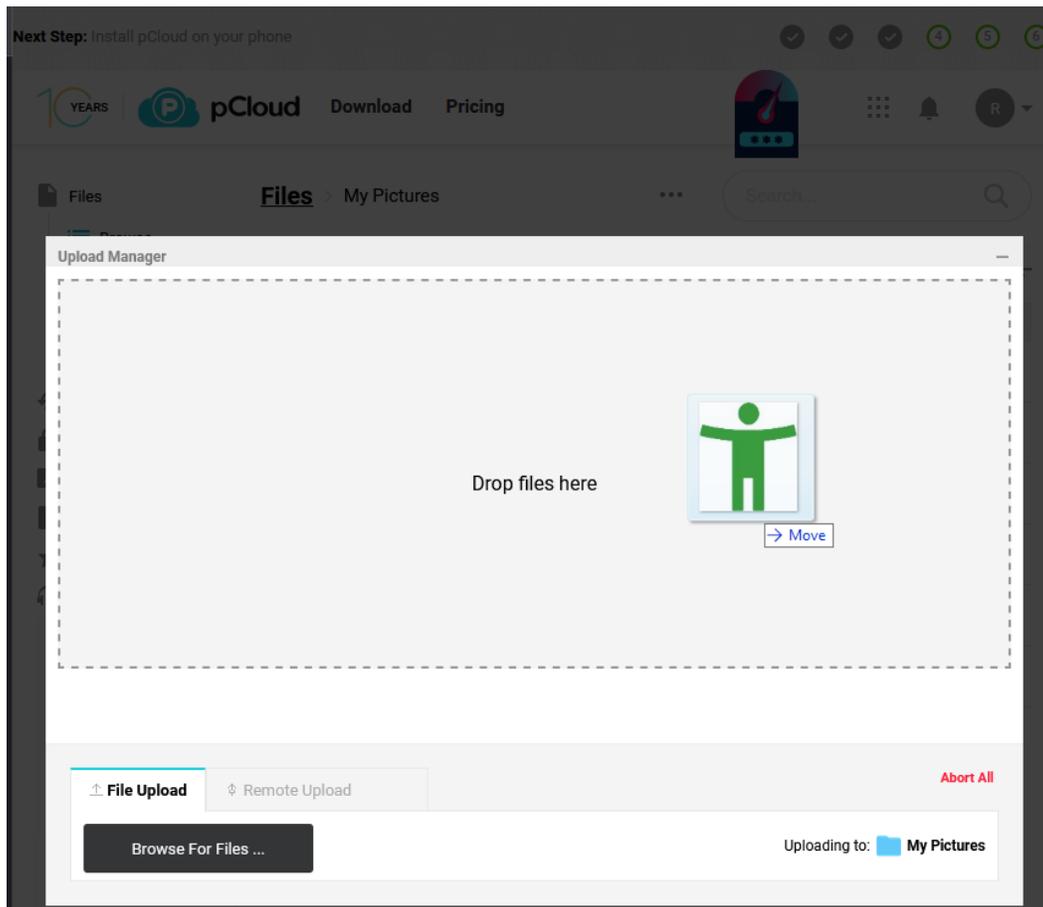
2. In many services, look for the square of squares (top right corner in Gmail, top left corner in Outlook).
3. You can view the list of additional programs and services and select the one you want to access. Typically, a new tab will open in your web browser.

Uploading Files via the Web

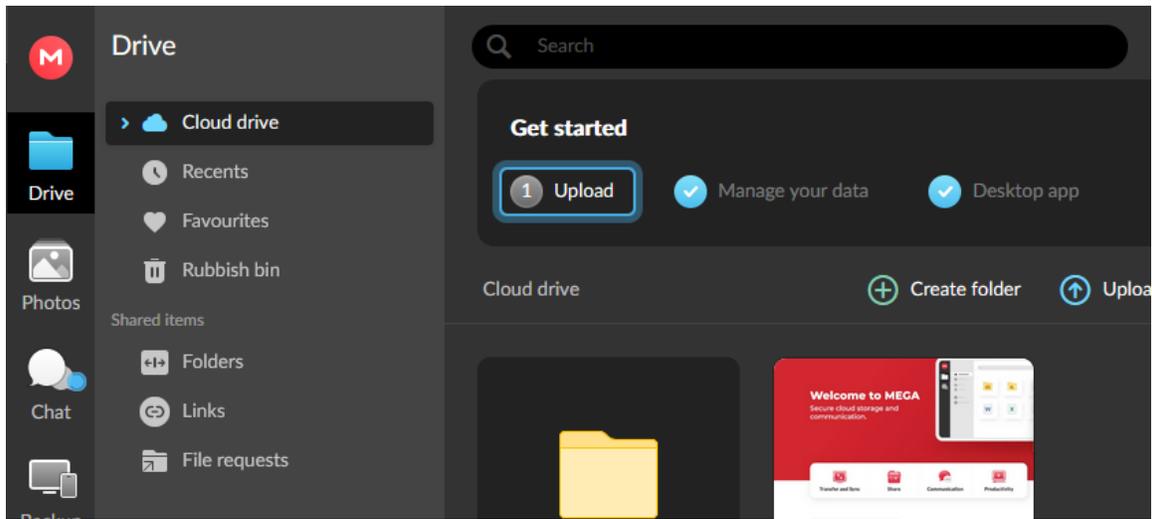
1. Go to the website of the cloud service you are using (see the list on the first page).
2. For many services, clicking or double clicking will open a files or folder (or subfolder).



3. In most services, you can simply drag the file you want to upload from your computer onto the web page.



4. If you cannot drag & drop files onto the web page, look for an **Upload** button.

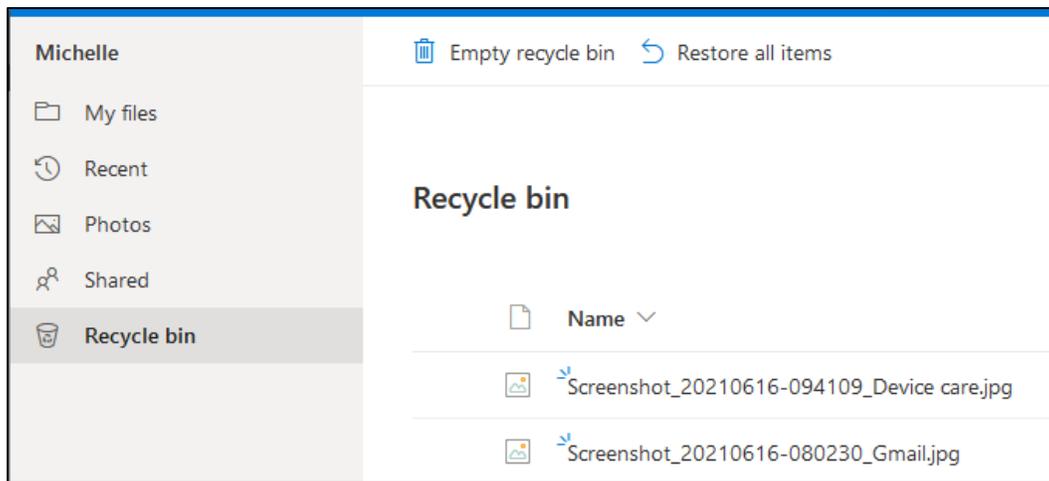


5. If you use the Upload button you will be prompted to browse to the location where your files are.

The Recycle Bin

Cloud services may not be the best for long-term backups, however, they are excellent for moving files between devices.

You may need to occasionally log into your cloud service on the web to empty the Recycle Bin. For example, if you use a cloud service to move videos from one device to another, even when those videos are “deleted” they are still in the recycle bin and counts against your storage limit.



If a service says you are low on space, the first thing you should do is empty the recycle bin / deleted files via the service’s web site.

Sharing Cloud Files

One of the best things about cloud storage is the ability to easily share lots of pictures or large documents with other people. No more worrying about email limits, you simply share the folder with one or more people, and they can view (and even edit) what you share. More importantly, even if a file is accidentally deleted, you can recover it from the recycle bin on the website.

There are usually several sharing options:

- Share a single file, via a link
 - Anyone with the link can view that file
- Share a folder, via a link
 - Anyone with the link can view the folder contents
- Grant access to a folder
 - Only those email addresses listed can access the folder
- Grant permissions to a folder
 - Allow individuals who are also users of the cloud service to access, add, and modify files



Share link

Anyone with access to this link will be able to view and download files, as well as upload files (if turned on) when the link is generated for a folder.



Invite to Folder

Share this folder with other pCloud users, while controlling the level of access.

Share "Pictures" ? ⚙

People with access

- OLLI at WVU (you) Owner
- Editor
- Editor

General access

Restricted ▼
Only people with access can open with the link

[Copy link](#)

[Done](#)

Send link

WV Hiking ×

Anyone with the link can edit >

To: ✎ ▼

Message...

[Send](#)

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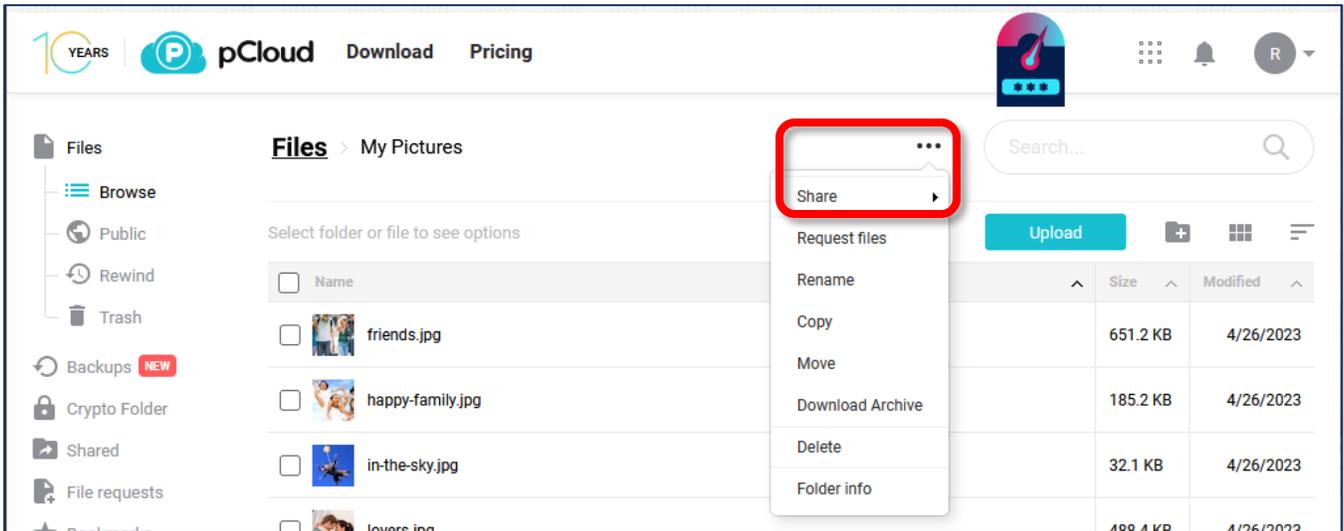
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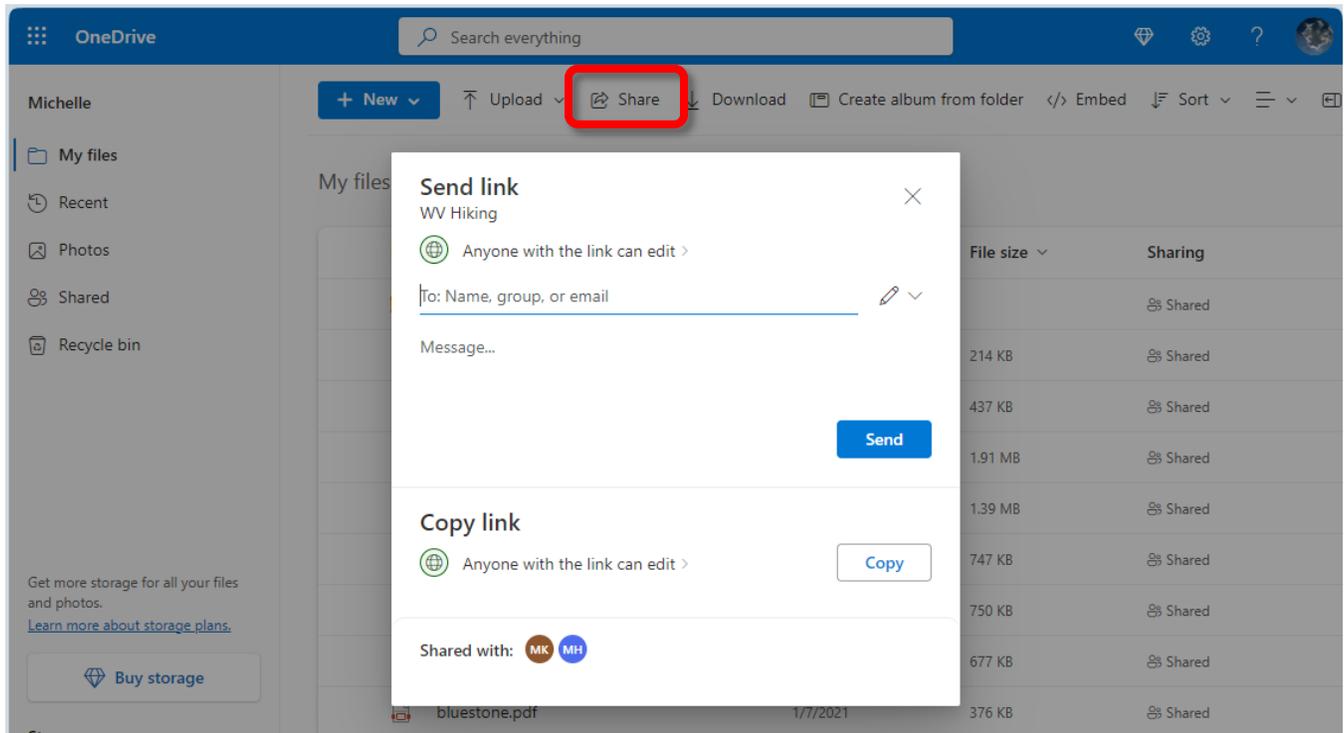
Shared with:

File and Folder Sharing

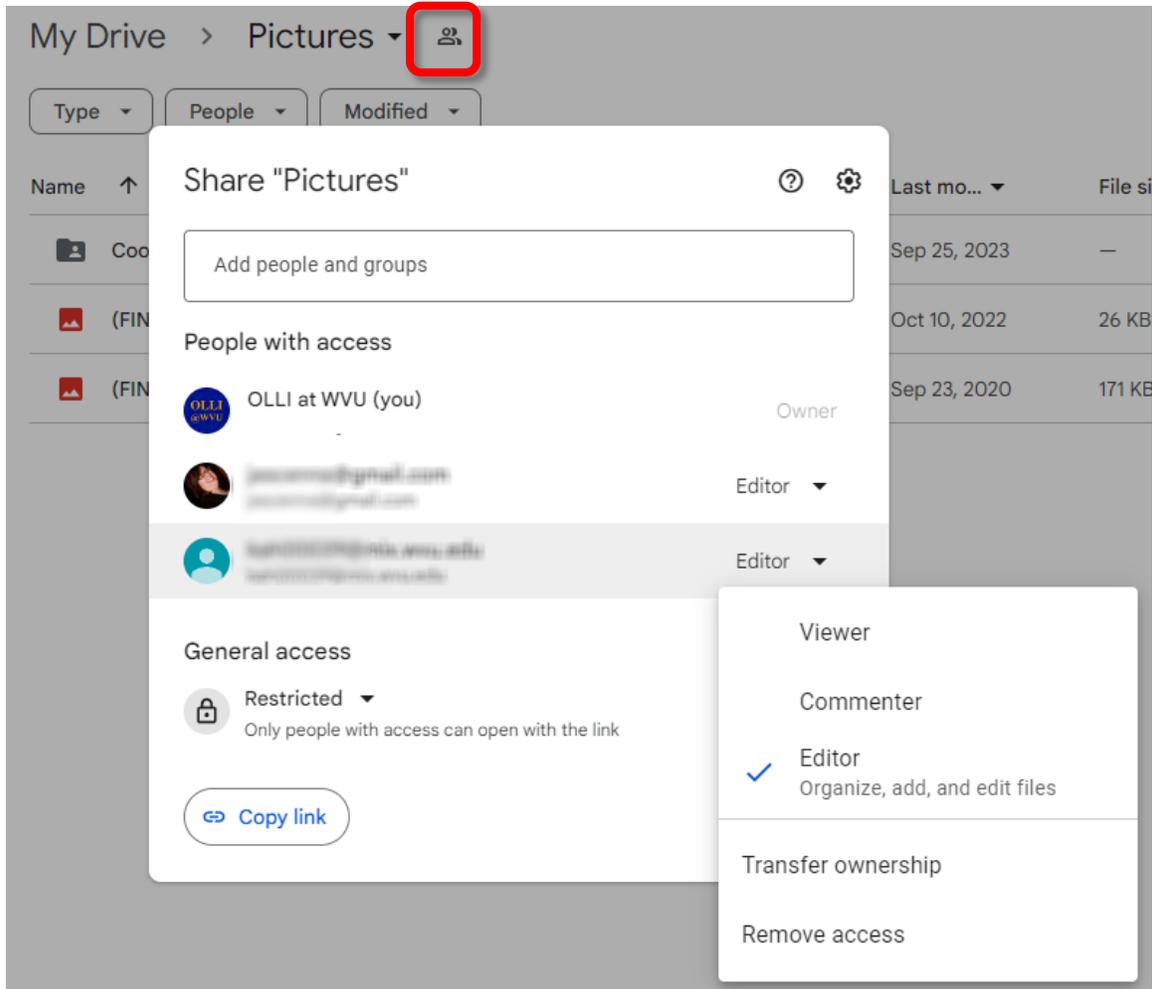
1. To designate sharing, many sites will have an icon that looks like two people, a button with the word share, or an ellipse for more options.



2. Clicking on that link should open a window, where you can add the email addresses of the people with whom you want to share files.



3. Enter the email address of the person with whom you want to share a file or folder, add a message if you desire, then send the invitation.
4. You can view everyone who has access to a file or folder.



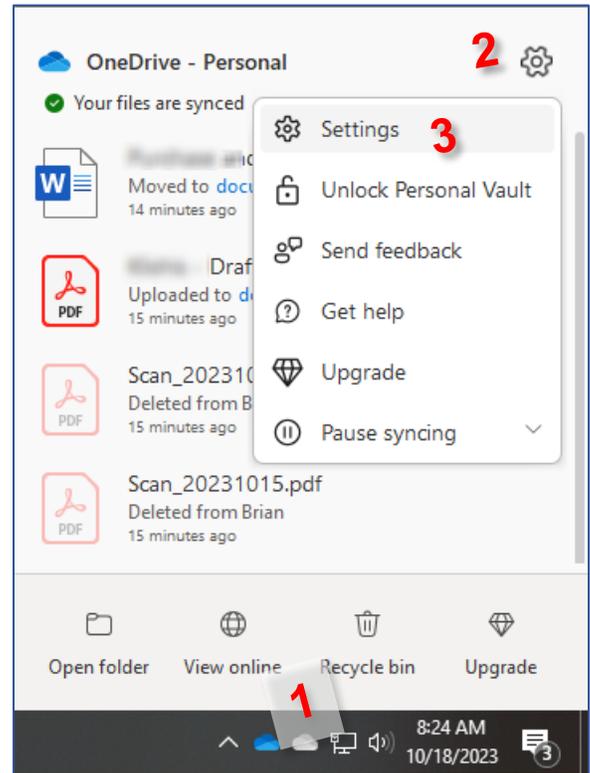
5. You can remove someone's shared access or even make a different person the owner of the folder (say if you are leaving a book club and someone else wants to maintain the reading list).

Selecting Additional Sync Folders

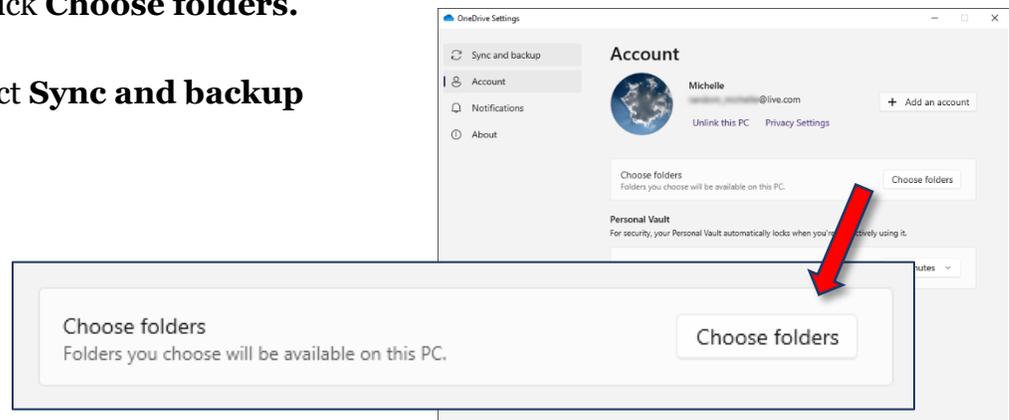
You can add or remove folders from the cloud service at any time, through the settings or preferences for that service.

OneDrive Settings

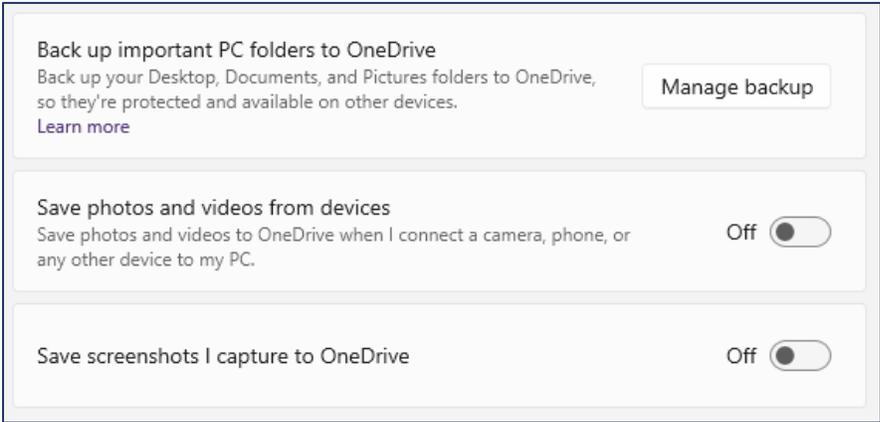
1. In the Notification area of the taskbar, find and click the **OneDrive** icon.
2. A menu pops up. In the top right corner, click on the **gear** icon.
3. From the menu that appears, click **Settings**.



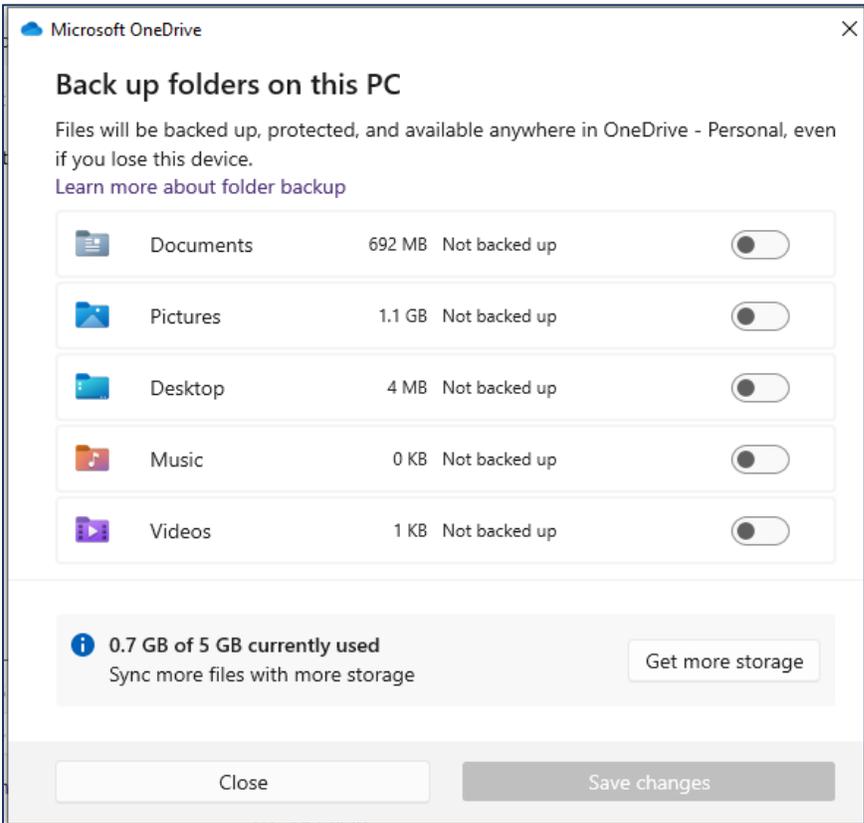
4. In the right pane, click **Choose folders**.
- OR**
- In the left pane select **Sync and backup**



- 5. Make sure **Save photos and videos...** and **Save screenshots...** are both turned **Off**.
- 6. Click **Manage backup**.

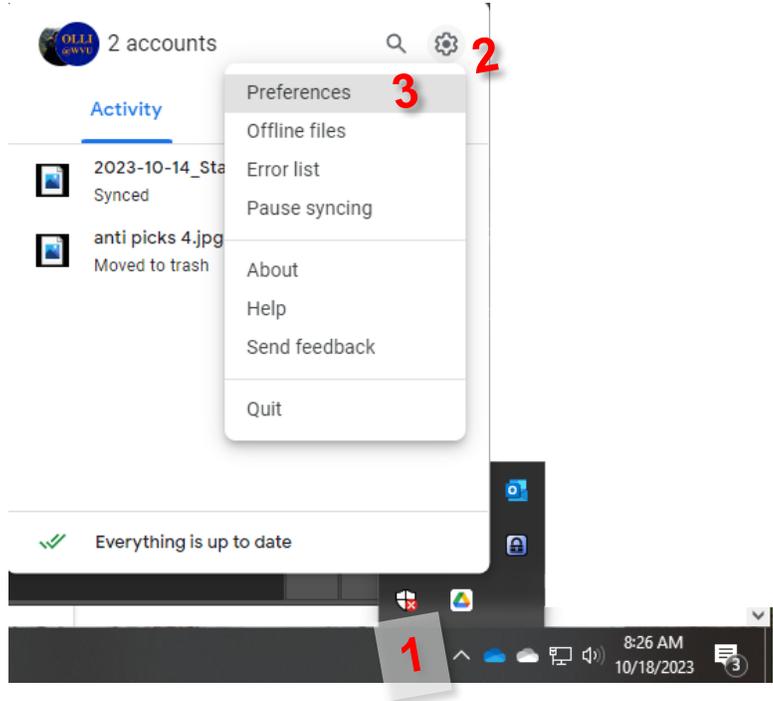


- 7. Turn off sync for all the **back up** folders (if any are selected) then click **Save changes**.

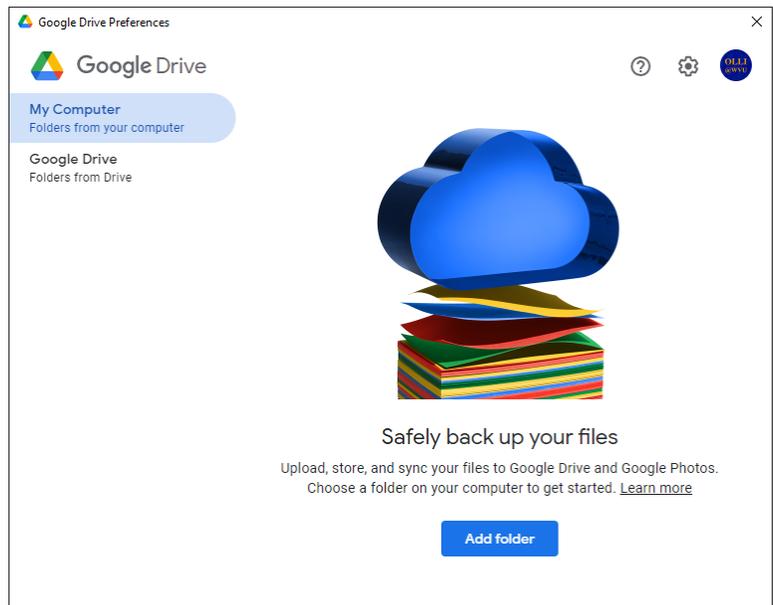


Google Drive Settings

1. In the Notification area of the taskbar, find and click the Google Drive icon.
2. In the top right corner, click the **gear** icon.
3. From the menu that appears, click **Preferences**.



4. In the **My Computer** section, you can add or remove system folders, like Documents and Pictures.



Selecting and Moving Files & Folders

To access files from multiple devices, you will need to move them into the cloud folders.

Selecting Files & Folders

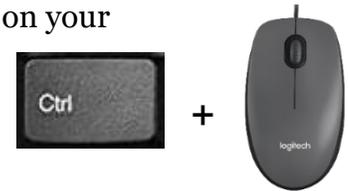
On a Windows Computer

1. To select files/folders that are together, **left click** to select an item.
2. Press and hold the **Shift** key on your keyboard and **left click** on another item. All items between are selected.



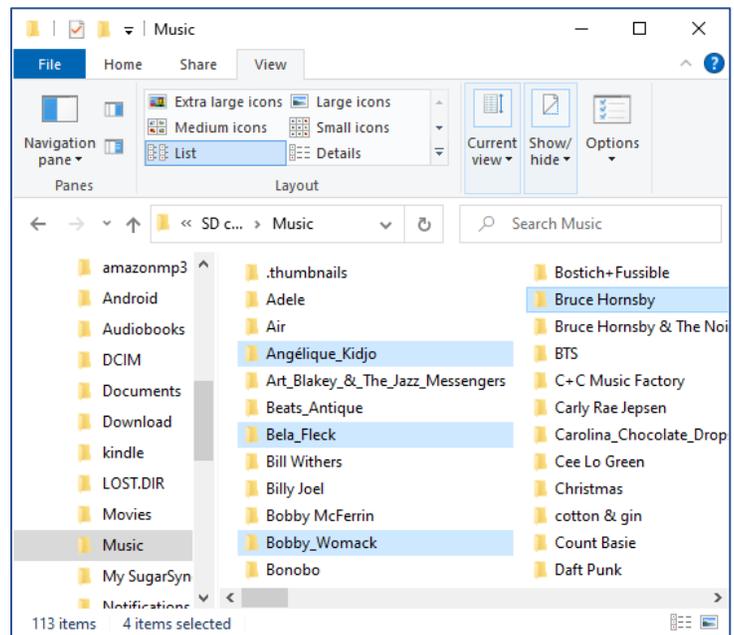
OR

1. To select non-contiguous files/folders, press and hold the **Ctrl** key on your keyboard.
2. Left click on every file/folder you want to select.



OR

1. To select all the files in a window, use the keyboard command **Ctrl + A**.



On a Mac Computer

1. To select items grouped together, **click** the first item, press the **Shift** key and **click** the last item.

OR

To select non-contiguous files, press and hold the **Command** key, then **click** the items.

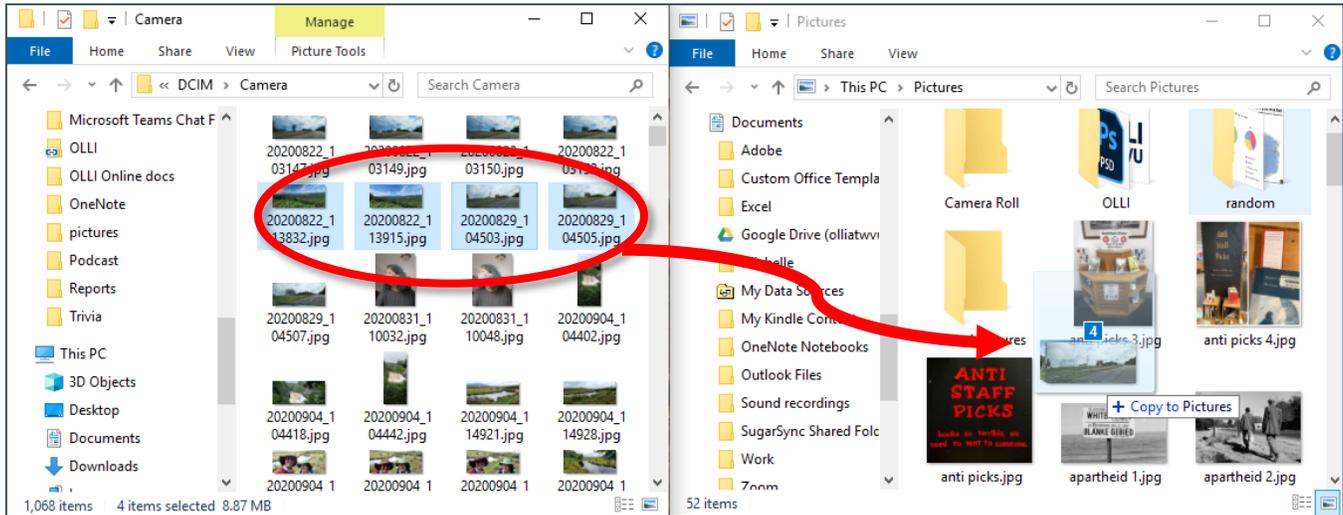
OR

To select all items in a window, press **Command-A**.

Moving Files & Folders

On a Windows Computer

1. Open two file explorer windows side-by-side: The location where the items are now and the location where the items should go to.
2. Select the items to be moved.
3. Drag the items from one window to the other.



OR

1. Open a File Explorer Window.
2. **Select** the items to be moved.
3. **Cut** the items (**right click** and select **Cut** or use the keyboard command **Ctrl + X**)
4. Open the window where you want the items to be moved to.
5. **Paste** the items in the new folder (**right click** and select **Paste** or use the keyboard command **Ctrl + V**.)



On a Mac Computer

Select the file(s) and drag them to the new folder location.