



Huachuca City Library
Digital Literacy Center

Cloud Storage for Beginners

What is “cloud computing”?

A way to use networked remote computers to store your files or do things like word processing or photo editing.

Advantages: More power, more space; Often free; Can access files anywhere you have network access; Compatibility across devices, including mobile phones; Collaboration features

Disadvantages: Relies on network access; Possible vendor outages; Security; Tied to external servers and vendors (Choose carefully.)

Cloud services

- Dropbox
 - File storage only
- iCloud
 - Apple’s solution
- Microsoft OneDrive
 - Microsoft’s solution
- Google Drive
 - Cross platform and includes

Hands On with Google Drive

- If you don’t already have a Google account (including Gmail), go to <http://accounts.google.com> to sign up.

Google user name: _____

Password: _____

- If you have a mobile device, install Google Drive from the app store.
- On the desktop:
 - Create a document (e.g. Word) on the desktop.
 - Go to Google Drive at <http://drive.google.com>
 - Upload the document you created to Google Drive. (See other side.)
 - Use your account to log in on your mobile device or another desktop computer. You will see the file you uploaded and can edit it.
 - Share the document with someone else (e.g. kmfasimpaur@gmail.com).
 - Have someone else share something with you.
 - Experiment with editing together.
- On a mobile device:
 - Take a picture on your phone or tablet.
 - Log into Google Drive and upload the file.
 - Log into Google Drive on a desktop computer. You will see the file you uploaded and can edit it.
 - Share the file or document with someone else (e.g. kmfasimpaur@gmail.com).
 - Have someone else share something with you.

Have questions? Visit the library during a Digital Drop-in session, or call us at (520) 456-1063.

