

HOW TO USE A CLOUD DRIVE TO STORE, SHARE AND COLLABORATE



WHY SHOULD YOU LEARN THIS?

Long gone are the days when you needed to be on a specific computer to continue working on a task. Even better, long gone are the days where you **HAVE** to meet with the person you're working with. Platforms such as Dropbox, Sharepoint and Google Drive let us collaborate, store and share information with anyone in the world – and access this information from anywhere in the world. That means you can go home or to your favourite café to continue working on your project! Cloud Drives allow you to store documents on the web (but still private from the public).

WHAT?

In business and school, collaboration and communication is a valuable skill to have. Cloud drives allow you to connect with people at school, for work or around the globe to tackle projects and tasks together. A major benefit is having a global citizenship mindset that takes on global issues and tries to solve real-world problems together. It would be almost impossible to get anything done if we had to keep flying everywhere to meet with others and work together! With so many different time zones, it's hard to schedule meetings at regular work hours. Google Drive allows everyone to access files when it's convenient for them.

WHAT TO DO:

The first thing you'll need is an email account. If you don't have one, just visit www.google.com, Hotmail or Microsoft Office and sign up for one, it's very easy!

INSTRUCTIONS:

- 01** After you've signed up, visit the homepage of the platform you prefer, e.g. Google Drive.
- 02** Sign in using your email account.
- 03** Once you have signed in, you will be on your homepage called 'My drive'. This is where all your documents are saved and organised.
- 04** To add any document, click the 'plus' icon with 'new' beside it. You will have several options, these are:
 - a) Folder: Click here to add a new folder to organise new and old files under the same category
 - b) File Upload: Click here to upload files from your computer to your cloud Drive
 - c) Folder Upload: Upload a folder containing several documents from your computer

INSTRUCTIONS CONT:

- d) Followed by Google Docs, Google Slides, Google Sheets and a more option: Here, you can create a new Google Doc, Slides or Sheet without having to leave your drive
- e) Once you've uploaded files, notice that if it is a Word document or a Powerpoint Presentation, it will be automatically converted to a Google Doc or Google Slide.

05

From here, you can share documents with collaborators – to do so, right-click (on PC) or click the three dots next to the title of the document and press 'Share'.

06

Notice the icon to the right of the email? It should look like a pencil, which means the collaborator can edit the document with you. If you just want someone to view your document and not change anything, change the icon to 'can view'. Or you can also have a collaborator just comment and provide feedback, for this option, click 'can comment' instead

07

If someone shares a file with you, it will be under 'Shared with me' so have a look there when searching for documents created by others.

08

Try sharing a file, folder or even an entire drive with teammates!



GOT IT?

➤ Once you're set up, you can begin uploading files that you need to access from different locations. You can access them from different computers, but also from tablets and your phone. It's never been easier to collaborate with others.



TRY THIS

- Try uploading files and sharing them with friends to see how the process works. Have a team member share something with you so that you can browse your 'Shared with me' folder.
- Decide how you will organise your documents or else you will have a very messy drive and it will be difficult to find files! If this does happen, use the search function to find files.

SO WHAT?

- As global connectivity is a major skill in business, it is vital to understand how to communicate and access files from anywhere at any time. It's never been easier to quickly access, modify, share and store information.

WHAT ACTION WILL YOU TAKE?

- Create your Cloud Drive
- Create folders to organise your files and start uploading different items
- Share a file with a collaborator and have them share one with you!



IF YOU LIKED THIS ONE YOU MIGHT WANT TO TRY...

- How to Use Shared Docs to Collaborate With Others
- How to Create Amazing Presentations using Slides
- How to Multi Post Across Platforms
- How to Create a Professional Looking PDF