Saving Files to the Cloud / Cloud Storage

1. If you do not have a flash drive / USB drive or prefer saving to your personal Google/OneDrive/Dropbox/etc. account, follow these instructions.
2. The public check out laptops **do not** save any work you have done.
   a. The laptop will be **restored to its default condition when it restarts**. This is to keep your personal data safe so that no one else who uses this laptop will have access to it.
   b. This means that you will lose any work or files that are saved to the computer when you restart it.
   c. In order to keep files saved that you can keep working on, save your work to a flash drive or a personal cloud account.
      i. Cloud accounts allow you to save documents and access them regardless of what device you are on. All you need is your login credentials.
      ii. A few cloud storage providers:
         1. Google Drive: You can access Google Drive through your Gmail account

         2. Dropbox: Dropbox is free to use for up to 2 GB of storage

         3. Apple iCloud: You can access iCloud storage through an Apple account and ID and can have up to 5GB of storage for free.

   4. Microsoft One Drive: Microsoft OneDrive can be accessed through a Microsoft account


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1. If you are using a Word document, choose **Save As** to save your work to the desktop (this example is with a Word document, but the saving process will be similar).
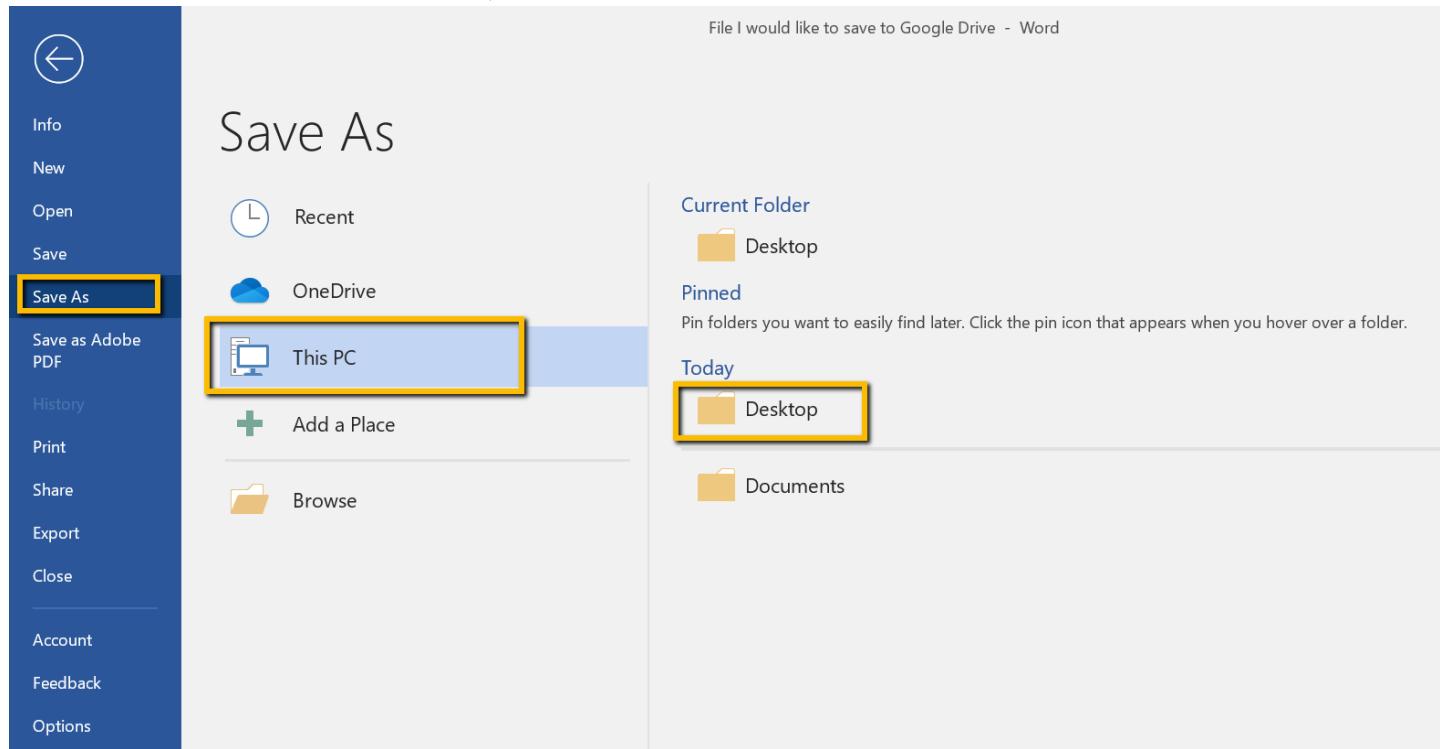
2. Save the file with a name you will remember
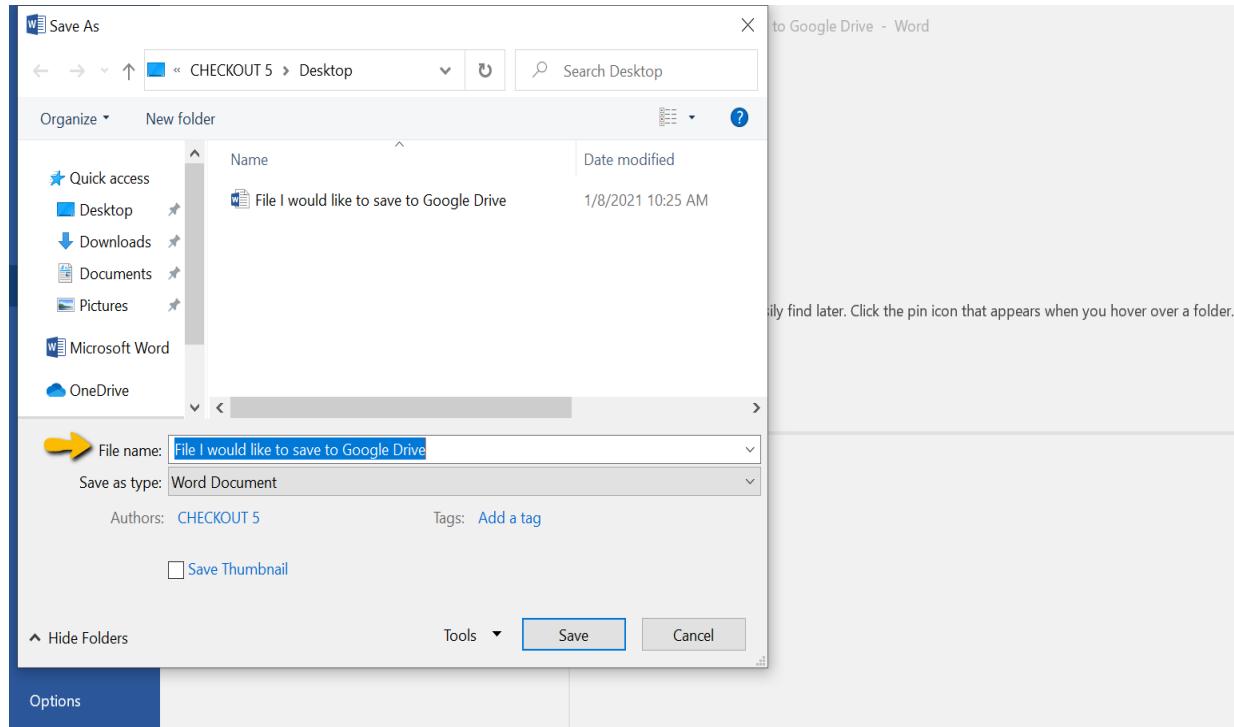
3. **Go go drive.google.com** and enter your gmail address and password
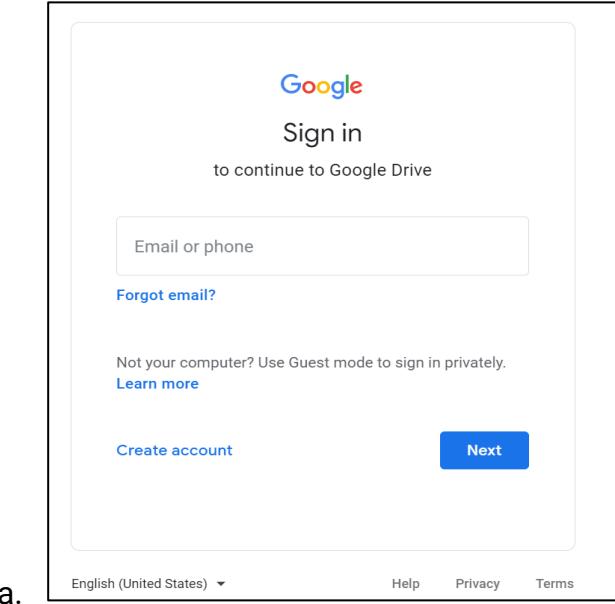
a.

4. Locate the **New** button and then select **File Upload**
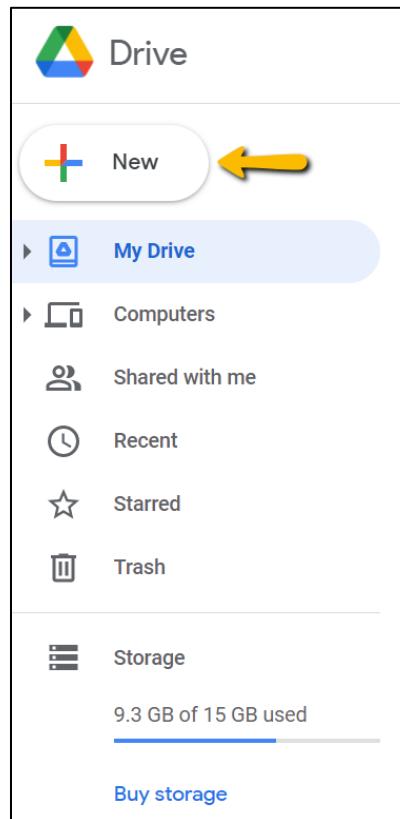

5. Select your file and click **open**
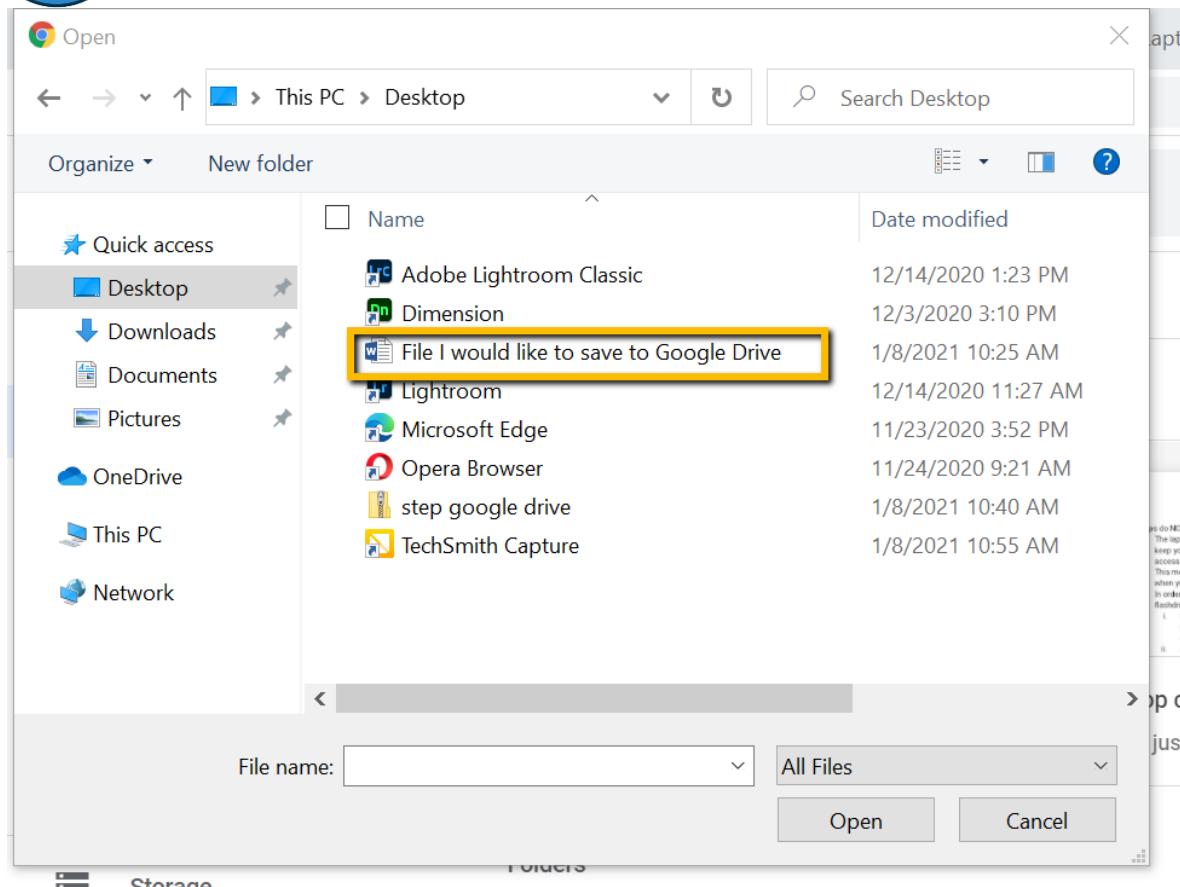
6. Your document should appear in your Google drive and you can access it whenever you log onto your google drive from any device!

iv.   Example of dragging and dropping into your OneDrive
1. Save your work onto the desktop and save it under a name you will remember.
2. Go to **onedrive.live.com** and sign in. If you don't have an account, you can create one from here as well.
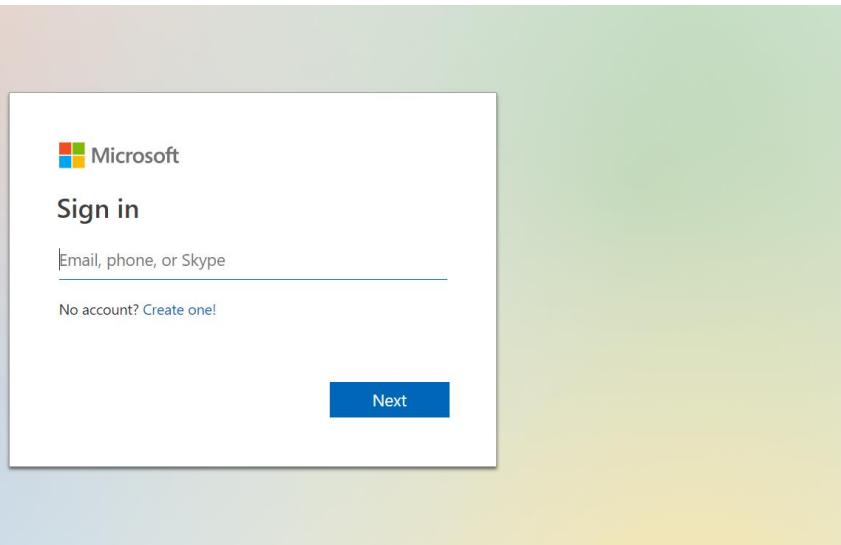
3. Once you have Onedrive open, open your file folder from the bottom left hand side of your screen.

4. Once you locate your file, you will click on it and drag it into the OneDrive screen under where it says "My files" and release your click.
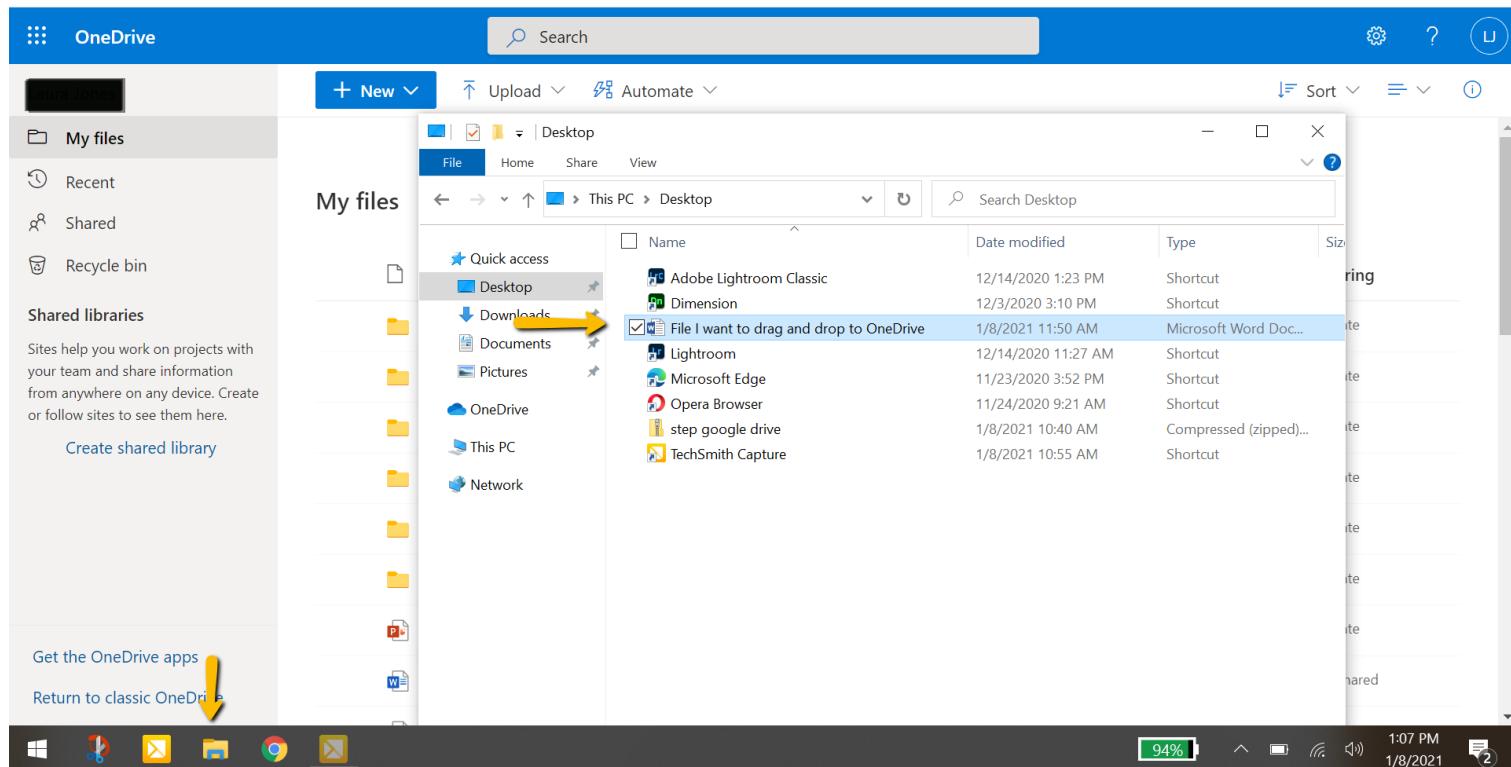
5. The file will appear in your OneDrive and you will be able to access it from any device when you log in with your credentials!

v. iCloud and Dropbox have similar interfaces.
   1. An iCloud account is typically for iMac/iPhone/iPad users who already have an established Apple account.
   2. Dropbox is open to everyone and you can create an account at: www.dropbox.com
      a. Dropbox requires a monthly paid subscription.