



## **A Down-to-Earth Look at “The Cloud”**

**June 19, 2018**

### **What are the benefits of using the cloud?**

If you've ever used a web-based email service, such as Gmail or Yahoo! Mail, you've already used the cloud. All of the emails in a web-based service are stored on servers rather than on your device's hard drive. This means you can access your email from any computer/mobile device with an Internet connection. It also means you'll be able to recover your emails if something happens to your computer/mobile device. You can also use “cloud storage” for:

- **File storage:** you can access files, emails, photos from any computer or mobile device. Dropbox and Google Drive are popular cloud-based storage services. If you have an iPhone or iPad, you probably use iCloud.
- **File Sharing:** the cloud makes it easy to share files or photos with other people through services like Flickr and iCloud Photos.
- **Data Backup:** You can use iCloud or other services like Mozy or Carbonite to back up your data off-site. So if you lose your phone or computer is lost or stolen, you can recover the files from the cloud.

### **Cloud Storage**

iPhone/Mac users have easy access to iCloud – you get 5GB of storage automatically when you set it up at no additional cost. You can buy more space if needed for a relatively small charge of \$.99/month for 50GB. You can even share iCloud space with family if you buy 200GB (\$2.99/month) or 2 TB (\$9.99/month) plans.

To see how much storage you have:

- Go to Settings
- Tap on your name (which should say iCloud under it) or Tap General
- Tap (device) Storage or Storage and iCloud Use

You determine what gets backed up to iCloud....photos, emails, apps, etc....and can turn that on or off as you wish.

Samsung (Android) phones offer 15GB of cloud storage and you can also determine what you want backed up to the cloud when you:

- Tap on Settings icon
- Tap on Cloud and Accounts



- Tap on Samsung Cloud to see amount of Cloud usage and you can
- Tap on right corner (3 dots) to change your settings

iPhone and iPad users may also back up files and photos using iTunes. By comparison:

#### iCloud

- Stores backups in iCloud
- Offers up to 2TB of storage (your first 5GB are free)
- Always encrypts your backups
- Lets you create and use backups from anywhere with Wi-Fi

#### iTunes

- Stores backups on your Mac or PC
- Storage depends on your Mac or PC's available space
- Offers encrypted backups (off by default)
- Lets you create and use backups from your Mac or PC

### **If you need to know: How to transfer photos from phone to computer**

#### iPhone/iPad

Plug in your phone to computer USB port using your charging cord.

The computer will detect the phone/ipad and give you a notice of remaining storage, double click on that. The click on DCIM, which is the folder for photos. If a file name comes up, click on it.

Holding down the Shift key, click on the photos you want to upload. Then right click with the mouse and select Copy.

Open the folder where you want to place the photos.

Right click and select Paste. Photos will populate in the folder.

You can use iCloud Photo Library with *Photos for macOS* or *iCloud for Windows* to store photos in the cloud and accessible on all devices.

#### **Droid/Samsung**

Plug in your phone to computer USB port using your charging cord.

Phone Icon will pop up with free space indicated.

Click on Phone, then click on the DCIM icon, then click on Camera, and photos should appear.

Click on the photo you want to transfer. To transfer more than one, hold down the Control key as you click on the photos you want to transfer. With cursor on a photo, right mouse click and select Copy.

Navigate to the folder on the computer where you want to paste the photos (Pictures folder)

Once in the folder, right click and hit Paste. Photos should populate into the folder.

If you want to delete the photos off your phone, go back to the photo folder on the phone, select the photos again and instead of Copy, hit Cut.




## **To send photos via text or email from your phone**

### **iPhone/iPad**

Click on the Photo app to view the photos on your device

Click Select in right corner to identify photos to send. Touch each photo you want to send, check mark will confirm it


Once selected, click on the upload icon, and you'll have the choice to email, upload to iCloud, post  to Twitter, etc. Enter the recipient name and the photo(s) will be attached.

### **Droid**

Click on Gallery or Photo icon to see all the photos on your phone

Go to Camera to see what you've taken

Click on the photo you want to send

Look for Sharing icon 

Click on Messages to send by text or Email to send via email

Messages/text – choose existing contact to send to friend in your contact list. Search contacts to find the person to text and select the correct number. Click Done to send

Email – once you click the email selection a typical email format will come up. Insert the email address of the person you're sending to, add a subject and any description. Click send (the image is attached).


## **How to free up and manage your storage space (rather than pay for more space)**

Photos and videos tend to take up the most storage space. If you don't want to pay extra for storing photos consider a) downloading them to your computer and then deleting them from your phone, or b) turning off your auto backup for photos and handle them just on your phone; or c) turn off iCloud/Samsung Cloud and enable Google Photos instead, which offers unlimited storage of photos (less than 15MB in size). The Google Photos app can be downloaded from the Google Play Store or iTunes. Go to top left of the screen to the "burger" icon/Settings/Backup & Synch/set the Google account to back up to.

Visit <https://www.howtogeek.com/225333/18-things-you-may-not-have-known-google-photos-can-do/> for more information on Google Photos.

To delete photos and videos from your iCloud Photo Library:

On an iPhone, iPad, and iPod touch


1. Open the Photos app, then tap Photos at the bottom of your screen.
2. Tap Select, and choose one or more photos or videos that you want to delete.
3. Tap , and then tap Delete Photo.

Mac



1. Open the Photos app.
2. Select the photos and videos that you want to delete.
3. Choose Image, and then click Delete Photos.

iCloud.com

1. Sign in to [iCloud.com](https://www.icloud.com).
2. Click the Photos app.
3. Select the photos or videos that you want to delete.
4. Click , then click Delete.

**Automatic backups** also take up space. You may even be holding onto backups from devices you no longer own or use. To delete backups and turn off auto-backup on iPhone/iPad:

iOS 10.3 or later: (to see which ios is used go to Settings/General/About/version is listed)

1. Go to Settings > [your name] > iCloud.
2. If you use iOS 11, tap Manage Storage > Backups. If you use iOS 10.3, tap iCloud Storage > Manage Storage.
3. Tap the name of the device you're using.
4. Tap Delete Backup > Turn Off & Delete.

iOS 10.2 or earlier:

1. Go to Settings > General > Storage & iCloud Usage.
2. Under iCloud, tap Manage Storage.
3. Tap the name of the device you are using [i.e. (Device-name) This (device type)].
4. Tap Delete Backup > Turn Off & Delete.

When you delete a backup, it also turns off iCloud Backup of your iPhone, iPad, or iPod touch.

Mac

1. Go to Apple menu > System Preferences, then click iCloud.
2. Click Manage and select Backups.
3. Select one of the device backups, then click Delete. If you want to turn off Backup and remove all backups for that device from iCloud, choose Delete when you're asked to confirm.
4. When you delete a backup, it also turns off backup of your device.

On a Samsung Galaxy, to review and/or change your automatic backup settings:

- Tap on Settings icon
- Tap on Cloud and Accounts



- Tap on Backup and Restore
- Tap on Back up Data to select/de-select what you want to back up OR
- Tap on Back up my data to turn off the backup (or turn it back on)

**Emails can also take up space.** You can also free up space by deleting email messages from iCloud email account or move the messages to your MAC or PC to free up iCloud space. To do this:

iPhone, iPad, or iPod touch

If your iPhone, iPad, or iPod touch is set up to access iCloud email, you can delete messages from any mailbox, then empty the Trash to free up space:


1. Swipe left across any message to delete it.
2. Tap your Trash folder.
3. Delete messages one at a time or delete all of them by tapping Edit, then tapping Delete All.

Mac or Windows PC

If you use iCloud Mail with a desktop email app, such as Mail on your Mac or Microsoft Outlook on your PC, use these steps:

- Mail on your Mac: Delete the messages that you no longer want, then choose Mailbox > Erase Deleted Items and select your iCloud email account from the menu.
- Microsoft Outlook 2010 through Outlook 2016 (Windows): Delete the messages that you no longer want. Outlook will permanently delete your messages the next time you close and restart the app.

iCloud.com

1. From your computer, sign in to iCloud.com.
2. Click Mail.
3. Delete the messages that you no longer want, then click  and select Empty Trash.

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