



Tuesday Tech Talk Using “The Cloud” July 14, 2020

What is “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. Apple Airdrop allows you to quickly send files, photos, etc. from your device to another nearby Apple device user or to your own device (ie. photo from your phone to your Mac computer or iPad). Android devices can share using Android Beam if both devices have it enabled.
- 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 Options

Google Drive

- Store documents here that you want to save and be able to access anywhere and across all devices. You can also share documents with family or friends. You can collaborate with others on the same document and updates are available to all instantly.
- You will need to establish a Google account to access Google Drive.
- You can store any kind of document/file/video/photo/etc. on Drive and all can all be accessed via Google Drive on any device once you login.
- You get 15GB of data free upon setup. If you have a Gmail account, you already have access to Google Drive.

To add documents to Google Drive once you have a Google account (Gmail):

- Click on the right corner “waffle” with 9 squares.
- Select Google Drive
- Click on New and select from dropdown – Select New Folder and name it. Click on Create.
- Find the folder on Google Drive and double click to open it.
- Click on New and then File Upload.
- Select the file from your computer file system and click Open



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- The file will populate into the folder.
- Right click on the file name if you want to share it with someone else. You have two options:
 - o Click on Share and then add email addresses of those with whom you want to share it. Then add a message when prompted. Click Send.
 - o Click on Get Shareable Link – You can then copy the link and send to others by email. Note that you should select either Restricted or Anyone for the level of access before you click on Done.

Android Phone “Cloud” Options

- Android phone users have various cloud options, in addition to iCloud, depending on the type of phone.
- If you sign up for Google Drive you will receive 15GB of Google Drive cloud storage at no cost. If you have a Samsung phone you can use Samsung Cloud, except on Verizon plans.
- For Samsung phones, you can see your cloud usage and determine what you want backed up to the cloud when you:
 - Tap on Settings icon
 - Tap on Cloud and Accounts or Accounts and Backup (depending on age of phone)
 - Tap on Samsung Cloud under your name to see amount of cloud usage and you can see the breakdown of usage.
 - Tap on right corner (3 dots) to change your settings and determine what to back up.

iCloud, iCloud Drive and iTunes

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. iCloud is also available to PC users and you can synch between Apple device and a PC.

iCloud Drive is comparable to Google Drive. Did you know you have this available? iCloud Drive allows you to synch and use documents between devices like iCloud. This is particularly valuable if you have documents created on your computer that you want to have access to on your phone – things like pdf’s that weren’t created on your phone. You can share your documents and collaborate with others on them. Your iCloud Drive storage applies against your storage total. Access the documents from your Files app.

To see how much storage you have – on an iPhone, iPad or Mac:

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



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

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

iCloud

1. Stores backups in iCloud
2. Offers up to 2TB of storage (your first 5GB are free)
3. Always encrypts your backups
4. Allows you to 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)
- Allows you to create and use backups from your Mac or PC

As noted above, Android phone users can also purchase media through iTunes and store it on their computers.


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 App Store. Once you have downloaded the app, go to top left of the screen to the “burger” icon and Select Settings, then Backup & Synch, then ensure your account is set as the Backup account.

Visit <https://www.howtogeek.com/225333/18-things-you-may-not-have-known-google-photos-can-do/> for more information on using 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 at the top of the screen and choose one or more photos or videos that you want to delete.
3. Tap , and then tap Delete Photo.



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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.

Automatic backups also take up space. You may even be holding onto backups from devices you no longer own or use. Don't delete the most recent backup. To see which version of iOS you are using, go to Settings/General/About/version is listed)

To delete backups and turn off auto-backup on iPhone/iPad:

On iPhone 11 (or iOS 13+)

Go to Settings

Select iCloud

Scroll to find iCloud Backup

Toggle to turn off iCloud automatic backup

iOS 10.3 or later:

Go to Settings > [your name] > iCloud.

If you use iOS 11, tap Manage Storage > Backups. If you use iOS 10.3, tap iCloud Storage > Manage Storage.,

Tap the name of the device you're using.

Tap Delete Backup > Turn Off & Delete.

iOS 10.2 or earlier:

Go to Settings > General > Storage & iCloud Usage.

Under iCloud, tap Manage Storage.

Tap the name of the device you are using [i.e. (Device-name) This (device type)].

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.



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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.

As you surely know, Google is your friend. If you have a question or need to check a process, type in your question and Google will likely be able to provide the answer!



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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.

Android/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.

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.

Android

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



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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).