

1. Introduction to cloud computing.

“Cloud” is short for “cloud computing,” and it refers to tasks and services provided or hosted via the internet on a pay-as-you-go basis.

The cloud is a collection of servers and data centers scattered across the globe that store data. Essentially, it’s a digital storage unit where you can keep all your files. With the cloud, you can access your data from any device so long as it has an internet connection.

Ex: Dropbox , Google Drive

Ex :1 Using Google Drive

Step 1: Go to drive.google.com

On your computer, go to drive.google.com. You’ll see "My Drive," which has:

- Files and folders you upload or sync
- Google Docs, Sheets, Slides, and Forms you create

[Learn how to back up and sync files from your Mac or PC.](#)

Step 2: Upload or create files

You can upload files from your computer or create files in Google Drive.

- [Upload files and folders to Google Drive](#)
- [Work with Office files](#)
- [Create, edit, and format Google Docs, Sheets, and Slides](#)

Step 3: Share and organize files

You can share files or folders, so other people can view, edit, or comment on them.

- [Share files from Google Drive](#)
- [Share folders from Google Drive](#)
- [Make someone else the owner of a file](#)

Ex :2 How to Sign Up for a Dropbox Account

To begin using Dropbox, you’ll first need to create an account. Thankfully, it only takes a couple of minutes to do, and you can follow the steps below to get started.

1. Locate the “Sign in” Prompt on the Website

Once you have reached the Dropbox website, select “sign in” in the top right-hand corner.

2. Select “Create an Account”

To create a new account, select the “create an account” option.

3. Enter Your Personal Details

You’ll be prompted to **enter your name, email address and password**. (If you want to keep your passwords secure, check out our pick of the best password managers available.) For a slightly quicker process, you can also sign up to Dropbox using your Google account.

4. Select Your Plan

On the next page, you will be asked to **select the plan** you would like to use. If you prefer to stick to the free plan, select the option “or continue with 2GB Dropbox Basic plan” located at the bottom of the screen.

Dropbox will send you email confirmation of your account. You will need to verify your email address before you can use the service.

Once the sign-up process is complete, you will be prompted to download Dropbox to your computer. It’s a good idea to do this if you want to automatically sync files from your computer to the service.

How to Use the Dropbox Folder on Desktop

Downloading Dropbox to your desktop automatically creates a Dropbox folder. You can use the steps below to sync files to this folder.

1. Locate the Dropbox Folder

Open “finder” and locate “Dropbox” in your “favorites” tray.

2. Drag and Drop Files Into Your Folder

To **add files**, simply **drag and drop** them into your Dropbox folder. All files added will be synced to your Dropbox account and you will be able to access them across multiple devices.

3. Save Files to Your Dropbox Folder

When saving a file, you can choose to save it directly in your Dropbox folder. All files saved to Dropbox will automatically sync to your account.

How to Use Dropbox on Web

If you prefer not to download Dropbox to your computer, you can upload files directly through the web application. It's easy to do; just follow the instructions below to begin backing up your files.

Uploading Files

The first thing you'll want to do with Dropbox is upload some files.

1. **Navigate to "Upload Files/Folder"**

Log in to your Dropbox account via your web browser. On the right-hand side of the home screen, you'll see the option to **upload a file or folder**. Select the option you need.

2. **Select the File**

Select the file you want to upload and **tap "open."** The file will be uploaded to your Dropbox account. You can follow the same process to upload a folder.

How to Navigate Files Using Dropbox

Finding files on the web application is straightforward and takes no time at all.

1. **Select All Files**

On the right-hand side of the home screen, you will find six options. To find a file or folder, **tap "all files."** You can then browse this section to find the files you want.

2. **Or Use the Search Bar**

Alternatively, if you know the name of the file or folder you want to locate, you can type it into the search bar.

Use Dropbox to Share a File or Folder

There are multiple ways to share a file or folder through Dropbox.

Locate the File in Your Dropbox Folder

Go to the **Dropbox folder on your desktop**. Search for the file you would like to share and right-click your mouse. Find **"share"** in the dropdown menu and select it.

1. **Email the File**

To email the file access directly, **add the contact information** for the recipient in the “to:” section. Next, **click “share”** and access to the file will be sent directly to the person you selected.

2. Generate a Share Link

Instead of emailing your file, you can generate a shareable link. After selecting “**share**,” you will see “**create link**” at the bottom right-hand side of the window.

3. Copy the Link

Next, copy the link and share it with anyone you would like to access your files.

Use Dropbox to Download Files

Let’s say that you’re on a new device and you need access to a file you saved to Dropbox, but you don’t have the service installed and don’t want to install it. Instead, your option is to log in via your browser and navigate to the file you want to download.

1. Locate the File

To download a file onto your computer from the web application, first **locate the file** using the search function as outlined above.

2. Select the File and Download

Select the file and **tap the ellipsis**. From the dropdown menu, select “**download**.”

Use Dropbox to Restore Files

If you accidentally delete a file or folder, fear not: you have 30 days to recover it (120 days on Professional plans). Here’s what you can do to recover your files.

1. Locate Deleted Files

On the left-hand side of the home screen in the web application, you will find “**deleted files**.” Select it to move forward.

2. Select the File You Want to Restore

Select the file you would like to restore and press “**restore**” on the right-hand side of the screen.

If you would rather delete the file completely, select “**delete permanently**,” located underneath the “**restore**” button.

Use Dropbox to Request Files

File requests allow you to invite people who don’t have a Dropbox account to upload files to yours. You may find that useful when you need to get files from employees or relatives who don’t use the platform. It’s also a good way for teachers to collect files from students.

1. Log in and Locate “File Requests”

To request a file, **log in** to your online Dropbox account. On the left-hand side, you’ll see “**file requests**.” Click on it to move to the next page.

2. Select “New Request”

Next, select “**new request**” on the right-hand side of the screen.

3. Name the Folder and Add a Description

On the next page, you’ll be asked to **name the files** you’re requesting. For example, you could call them “birthday photos” or “tax documents.” Once you’ve decided on a name, choose the folder you want Dropbox to put them in. Tap “**create**” to move forward.

4. Add Contacts to the Shared Folder

On the next page, you can add the contacts you would like to have access to the folder. You can either send the request via email, or copy and paste the shareable link and manually send it to them.