



# ECAP470: CLOUD COMPUTING

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# Learning Outcomes



After this lecture, you will be able to,

- ✓ know about cloud collaboration.
- ✓ understand g-suite and google drive storage capabilities.
- ✓ learn about the cloud-based word documents.

# Cloud Collaboration

- Collaboration refers to the ability of workers to work together simultaneously on a particular task.
- **Cloud collaboration** is a way of sharing and co-authoring computer files through the use of cloud computing.

# Cloud Collaboration

- Cloud collaboration technologies allow users to upload, comment and collaborate on documents and even amend the document itself, evolving the documents.
- Businesses in the last few years have increasingly been switching to the use of cloud collaboration.

# Cloud Collaboration

- **Document collaboration** can be completed face to face. However, collaboration has become more complex, with the need to work with people all over the world in real time on a variety of different types of documents, using different devices.

# Cloud Collaboration

- Documents are uploaded to a central "cloud" for storage, where they can then be accessed by others.
- Collaboration services include Google, Microsoft, WebEx, Jive Software, eXo Platform, Synaptop, and Salesforce.com.

# Cloud Collaboration

A report mapped out **five reasons why workers are reluctant to collaborate more:**

- People resist sharing their knowledge.
- Safety issues.
- Users are most comfortable using e-mail as their primary electronic collaboration tool.
- People do not have an incentive to change their behaviour.

# Cloud Collaboration

- Teams that want to or are selected to use the software do not have strong team leaders who push for more collaboration.
- Senior management is not actively involved in or does not support the team collaboration initiative.



# Cloud as Community Benefit

- Cloud computing isn't just for home users.
- Cloud has tremendous benefits for the entire community, from neighbourhood groups to sports teams to school organizations.
- Any time any group of people in the community needs to communicate and collaborate, **web-based applications** are the way to go.

# Communicating Across the Community

- One of the key components of any community collaboration is communication.
- Communication on community issues is **to use a web-based email program**, such as Gmail (mail.google.com), Microsoft Windows Live Hotmail (mail.live.com), or Yahoo! Mail (mail.yahoo.com). These programs can be accessed from any computer connected to the Internet.

# Communicating Across the Community

- You use your web browser to send and view email messages hosted on the web.
- You can send and receive messages at work, at home, or from wherever you happen to be.
- Everything you send and receive is stored in the cloud, accessible from anywhere at any time.

# Cloud Collaboration Tools

Many cloud service providers created cloud collaboration tools-

- **Cloud collaboration** today is promoted as a tool for collaboration **internally** between different departments within a firm, but also **externally** as a means for sharing documents with end-clients as receiving feedback.

# Cloud Collaboration Tools

- Includes the integration of email alerts into collaboration software and the ability to see who is viewing the document at any time.

# Cloud Collaboration Tools

- **Tools Group Up-** All the tools a team could need are put into one piece of software so workers no longer have to rely on an email.
- Makes cloud computing a very versatile tool for firms with many different applications in a business environment.

# Characteristics of Cloud Collaboration

- All platforms can easily be accessed via a web browser.
- Offer apps for ease of access from a smartphone or tablet.
- Feature a directory structure similar to that of a computer drive; this facilitates navigation and organisation.

# Characteristics of Cloud Collaboration

## Ease of Access

- Access to the personal folders is perceived to be more cumbersome (involves 'more clicks').
- Many people are always logged into Google (and hence Google Drive) in the back ground, both at home and at school.



# Characteristics of Cloud Collaboration

## Online Editing

- **OneDrive and Google Drive** offer the possibility of editing documents inside a web browser.
- No additional software is needed.
- Folders or specific files can be shared with others; **this facilitates collaboration.**



# Characteristics of Cloud Collaboration

## Online Collaboration

- Documents and folders can be shared with colleagues.
- Editing is possible without downloading the document, eliminating the need to email and save multiple versions of the same documents.

# Characteristics of Cloud Collaboration

- Use **real-time commenting & messaging features** to enhance speed of project delivery.
- **Leverage presence indicators** to identify when others are active on documents owned by another person.
- Allows the users **to set permissions and manage other users' activity profiles**.
- Allows the users to set **personal activity feeds and email alert profiles** to keep abreast of latest activities per file or user.

# Characteristics of Cloud Collaboration

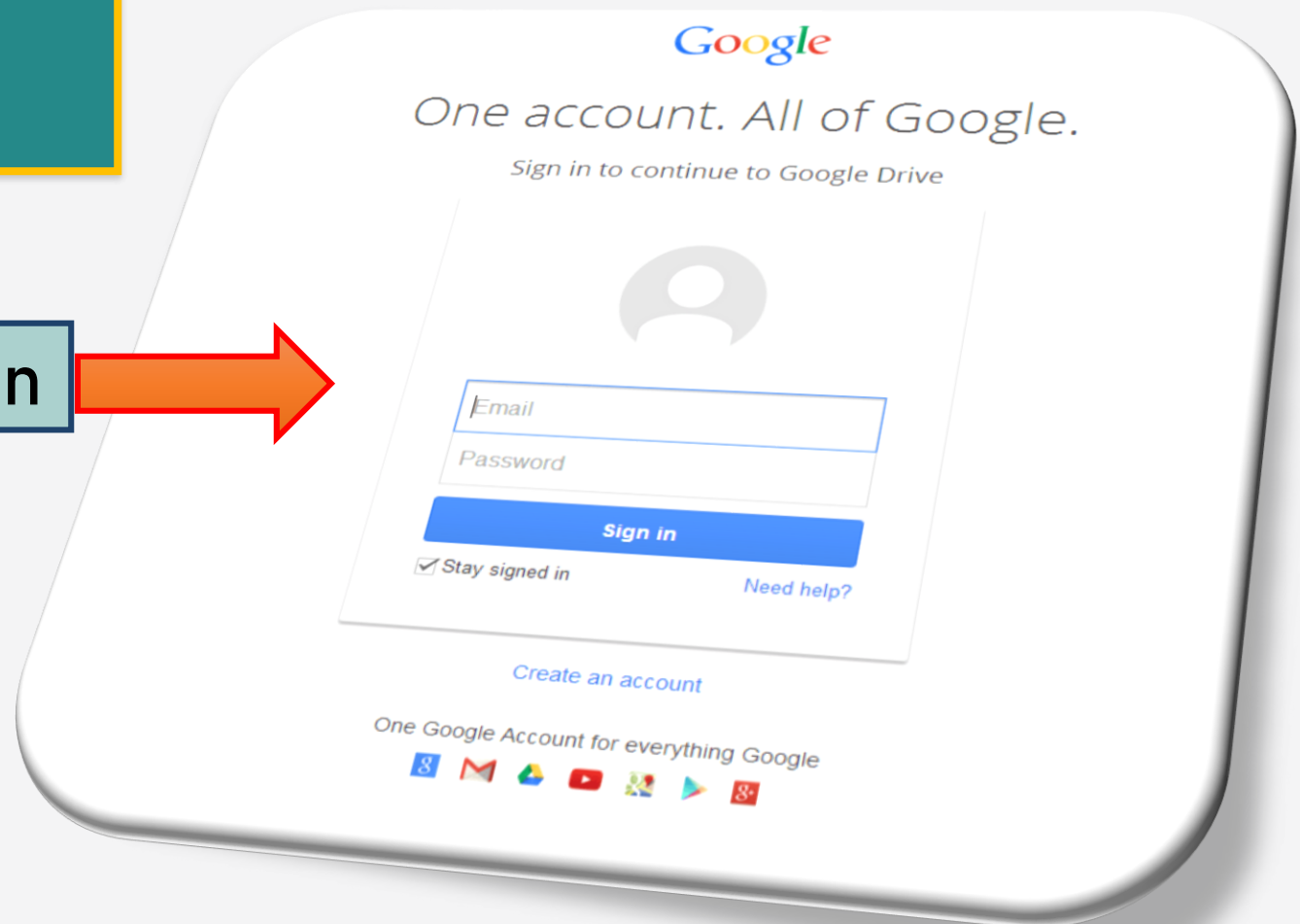
- Allows the users to collaborate & share files with the users outside the company firewall.
- Comply with company security and compliance framework.
- Ensure full auditability of files and documents shared within and outside the organization.
- Reduce workarounds for sharing & collaboration on large files.

# Google Mail

Google  
Drive

Go to [drive.google.com](https://drive.google.com)

Select – Sign in



# Google Drive

- File storage and synchronization service developed by Google.
- A key component of G Suite, Google's monthly subscription offering for businesses and organizations.
- Launched on April 24, 2012, Google Drive allows users to store files on their servers, synchronize files across devices, and share files.

# Google Drive

- Offers users 15 gigabytes of free storage through Google One.
- Google One also offers 100 gigabytes, 200 gigabytes, 2 terabytes, 10 terabytes, 20 terabytes, and 30 terabytes offered through optional paid plans.

# Google Drive Logo





# Google Drive

- Pure' cloud computing service, with all the apps & storage found online.
- Can be used via desktop top computers, tablets like iPad or on smartphones.
- All of Google's services can be considered cloud -based: Gmail, Google Calendar, Google Voice etc.
- Microsoft's OneDrive: Similar to Google Drive.

# Google Drive

Introduction to Google Drive  
and Creating Documents

Click Here



+You



Search



YouTube



Maps



Play



News



Drive



Calendar

More

From the Google Homepage-  
Select Drive

# Google Drive

## Getting Started

1. Click on **New**.
2. Select your desired program (Docs, Sheets, Slides).

*Note: Click on More for Forms and Drawings.*

Google

Drive

Search

My Dr

NEW

+ Folder

+ File upload

Google Docs

Google Sheets

Google Slides

More

NEW

+ Folder

+ File upload

Google Docs

Google Sheets

Google Slides

More

Google Forms

Google Drawings

Google My Maps

+ Connect more apps

Google Docs

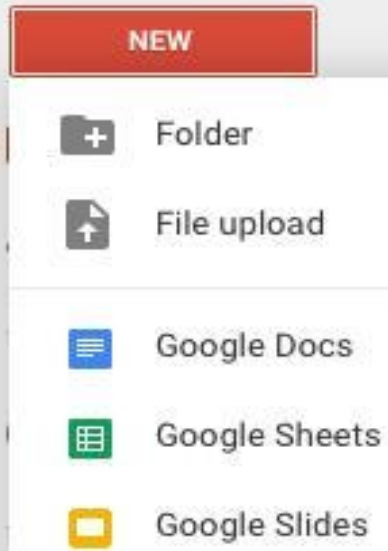
Bike Sales

Untitled document

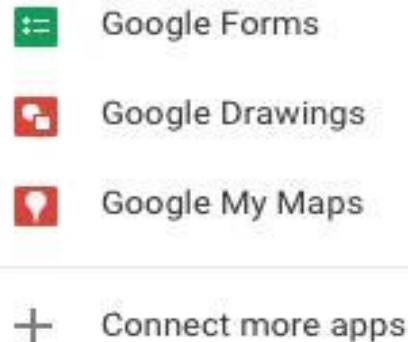
# Google Drive

## My Drive

- Home for all your files
- With Google Drive for your PC, you can sync files from your computer to My Drive



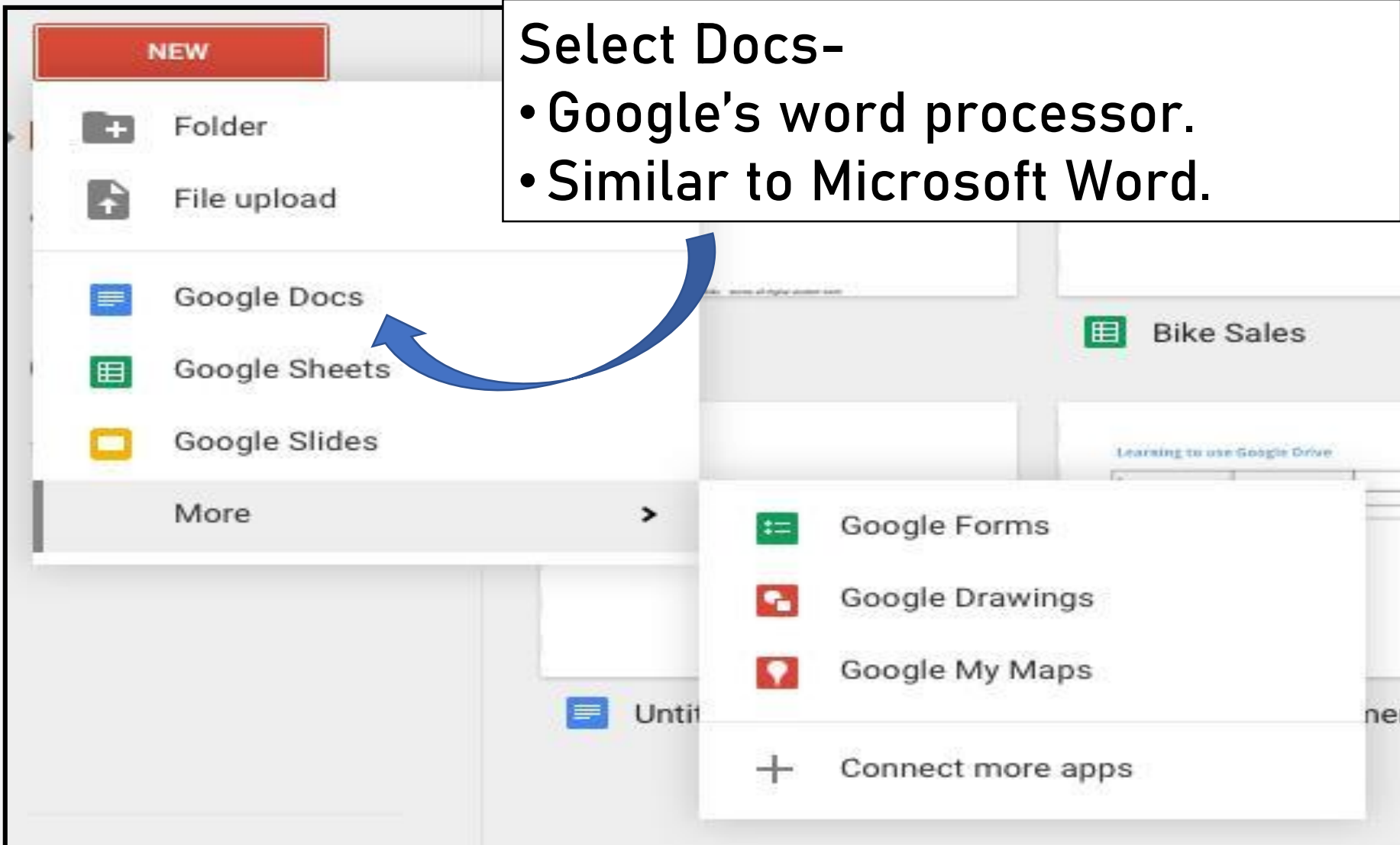
More >



# Google Drive

Select Docs-

- Google's word processor.
- Similar to Microsoft Word.



The background is a solid teal color with a subtle gradient. In the center, there is a large, horizontally-oriented oval button. The button has a 3D effect, with a light blue/white highlight on its top and bottom edges, suggesting depth. The text "That's all for now..." is centered within the button in a bold, black, sans-serif font.

**That's all for now...**