



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 background, 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

Select – Sign in

Go to drive.google.com



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.

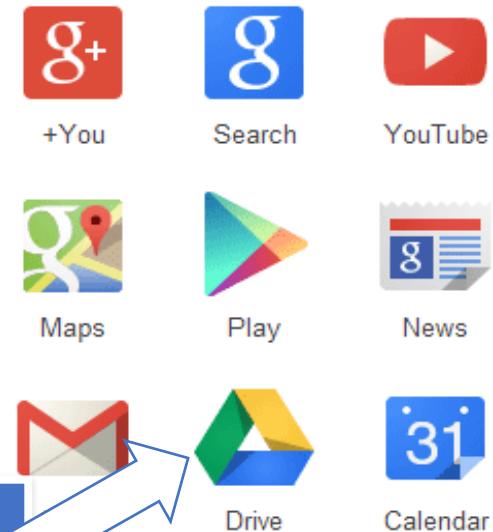
Google Drive

Introduction to Google Drive
and Creating Documents



From the Google Homepage-
Select Drive

Click Here



Google Drive

Getting Started

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

Note: Click on More for Forms and Drawings.

The image shows the Google Drive interface. A large blue arrow points from the text "Click on New." to the red "NEW" button in the top left corner of the main screen. Below the "NEW" button is a list of options: Folder, File upload, Google Docs, Google Sheets, Google Slides, and More. The "More" option is expanded, showing additional programs: Google Forms, Google Drawings, Google My Maps, and Untitled. To the right of the "More" menu, there is a preview of a Google Sheets document titled "Bike Sales". On the far right, there is a sidebar for "Google Docs" and an "Untitled document".

Google Drive

The image shows a screenshot of the Google Drive web interface. On the left, there's a sidebar with a red 'NEW' button at the top. Below it are icons for 'Folder', 'File upload', 'Google Docs', 'Google Sheets', and 'Google Slides'. A 'More' button with a dropdown arrow is followed by a list of apps: 'Google Forms', 'Google Drawings', 'Google My Maps', and a '+ Connect more apps' button. The main area is titled 'My Drive' and contains two bullet points: 'Home for all your files' and 'With Google Drive for your PC, you can sync files from your computer to My Drive'.

My Drive

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

Google Drive

The image shows the Google Drive interface. On the left, there's a sidebar with a red 'NEW' button at the top. Below it are options: 'Folder', 'File upload', 'Google Docs' (which is selected and highlighted in blue), 'Google Sheets', and 'Google Slides'. A 'More' button with a dropdown arrow is also present. On the right, a main area displays a file named 'Bike Sales' and a 'Learning to use Google Drive' section. A large blue curved arrow points from the 'Google Docs' item in the sidebar to a callout box. The callout box contains the text 'Select Docs-' followed by two bullet points: '• Google's word processor.' and '• Similar to Microsoft Word.'

Select Docs-

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

That's all for now...