



# Introduction to the Cloud

Presented by: Joanne Lambie



## The Cloud

- Local storage and computing versus CLOUD STORAGE AND COMPUTING
- Hosted service by an organisation delivered over the internet

## Cloud Backup

- Also known as online backup or remote backup
- Strategy for sending a copy of a file to a second (usually off-site) location
- Done for preservation in case of equipment failure
- The off-site servers and storage systems are usually hosted by a service provider

## Benefits of Cloud Backup

- Don't have to worry about backups
- Available on demand - access your information from anywhere from any device with internet
- Everything synchronises – same on all devices
- Everything is managed by the service provider
- Under Service Level Agreements
- Backups are generally more secure against ransomware attacks
- Lowers the risk of backup failures, accidentally deleting something or your computer crashes

## Popular Cloud Backup Services

### iCloud Drive

### Google Drive

### OneDrive

### Dropbox

With these services you can

- store a document, spreadsheet, presentation, photos and more
- share files, folders and send links to these files

## Costs per month

Storage	iCloud	Google Drive	OneDrive	DropBox
2 GB				Free
5GB	Free		Free	
15GB		Free		
50GB	\$1.49			
100GB		\$2.49	\$3.00	
200GB	\$4.49	\$4.39		
1TB			\$99 per year with office 365	
2TB	\$14.99	\$12.49		\$18.69 / \$31.90 (family)
6TB			\$129 per year with Office 365 – for Family - you and up to 5 others	



**What these providers offer:**

- Web-based anywhere access
- Offline folders
- Automatic sync of files on devices
- Automatic upload of photos from camera
- Files On Demand
- Share storage with family members
- Expiring sharing links
- Password protected sharing links
- Increase sharing limit
- Ransomware detection & recovery
- File restore

**Security:**

- Choose a well known provider and check the contact support
- Password Protect and use strong passwords.
- Read terms and conditions – know what happens in the event of a breach
- Avoid storing sensitive information in the cloud. No Bank information etc.
- Enable two factor authentication if available
- Disable automatic uploads of documents
- Use virus checker and anti -malware software
- Maintain the documents in the cloud. Delete old unused documents.
- Share only with people you know
- Do not share with other Apps eg Facebook
- Only use secured private WiFi not public WiFi
- Do not rely on just one method of storage for backup
- Consider using encryption for data that must stay confide

**How do I get started?**

1. Understand your storage requirements
  2. Think about what you would like to store – files, emails calendars, contacts, photos, apps ....!
  3. Review all of your devices and determine which service provider suits your needs
  4. Create an account with a strong password and 2-factor authentication
  5. Purchase the plan you require
  6. Complete a full backup of your files on a local external hard drive and keep this offline backup for safe keeping
  7. Install the cloud backup program on your computer where your files are
  8. Move/import the data you would like stored on the cloud backup to the cloud folders
  9. Install the backup program or app on your other devices you want to access the same files
- Note – the initial backup may take days to finish uploading over the internet

**If you need help choosing and setting up your Cloud Storage,  
please contact our office on 9596 4547  
to book one of our consultants to visit you in your home and assist.**



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