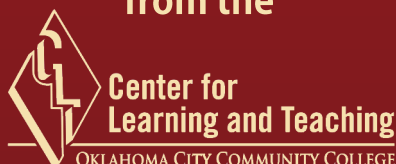


# Two- Minute Tech Tips

from the



## TOPIC: Cloud Storage

### Why you should care:

Cloud storage provides a great way to backup your files, synchronize files across multiple devices, and share files with others.

# 1

There are many different, free cloud storage services currently available. Some of the most popular services are listed to the right. Each service has a desktop version and a mobile version of the app. Visit the service's website or download the mobile app version. Each service will require you to create an account.



# 2

**Desktop version:** Once you have installed the desktop version of a cloud storage service, a special folder will be created on your computer. Every file saved in this special folder will automatically be uploaded to the cloud. A copy of the file will remain on your desktop as well. If you have installed the cloud storage app on other devices, it will be automatically synced to those devices.

**Mobile version:** Once you have installed the mobile app, other apps will allow you send files, documents, photos, etc. to your cloud storage app. The file will then be automatically uploaded to the cloud. If you have installed the cloud storage app on other devices, it will be automatically synced to those devices.

# 3

You can now access your files on any device on which you have installed the cloud storage app, be it desktop or mobile. You can also access your files from any internet-connected device by logging into your account on the cloud storage service's website.