

Plateau PC Users Group Presents:

File Sharing
and
System Backup

Presented By
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File Sharing: What?

Cloud storage is the basis of modern “file sharing”.

Ideally, it behaves as a file server on your network.

Why would you need this?



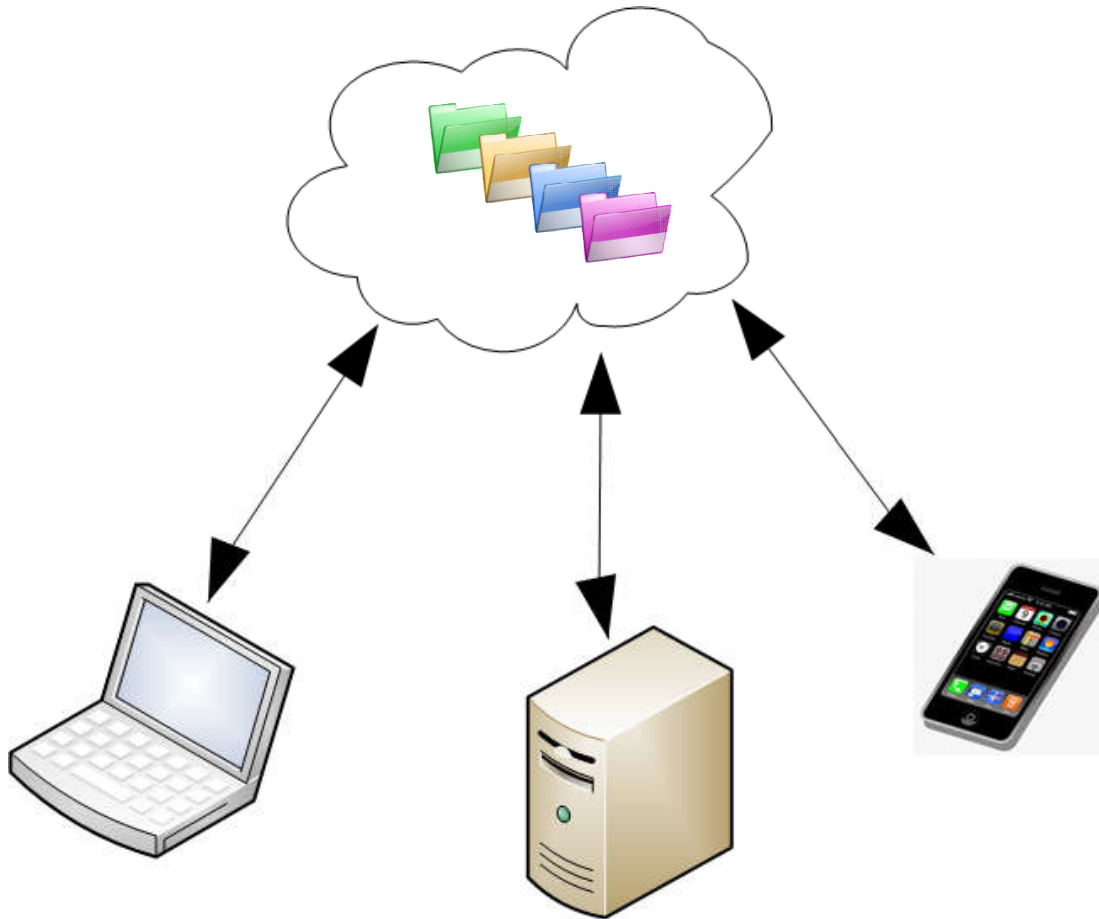
File Sharing: Why?

For a basic home user, there are probably only 2 reasons to use it:

- 1. Big or numerous files that will not e-mail.**
- 2. Collaborate with others using documents and photos.**





File Sharing



Pretty Boring, No?



File Sharing Options

- ❖ Read-Only vs Read/Write
- ❖ Control access with specific group of people
- ❖ Send a link for shared folder to a colleague
- ❖ AutoSync Folder 
- ❖ Interactive Editing of files (Microsoft Office 365) 



File Sharing

We will discuss two methods:

Microsoft OneDrive

<https://onedrive.live.com/>

DropBox

Dropbox.com



OneDrive

Part of the Microsoft 365 / Office Online agenda, this is the most likely platform to use because it is just about forced on you when you buy a new PC.

If you want to use Word, Excel or any other Office app offline, you will be paying for it and a OneDrive account is included.



OneDrive

Install via Windows 10

Use if you want to setup “Autosync” folders.

Browser based

Simpler. Better for setting up groups.

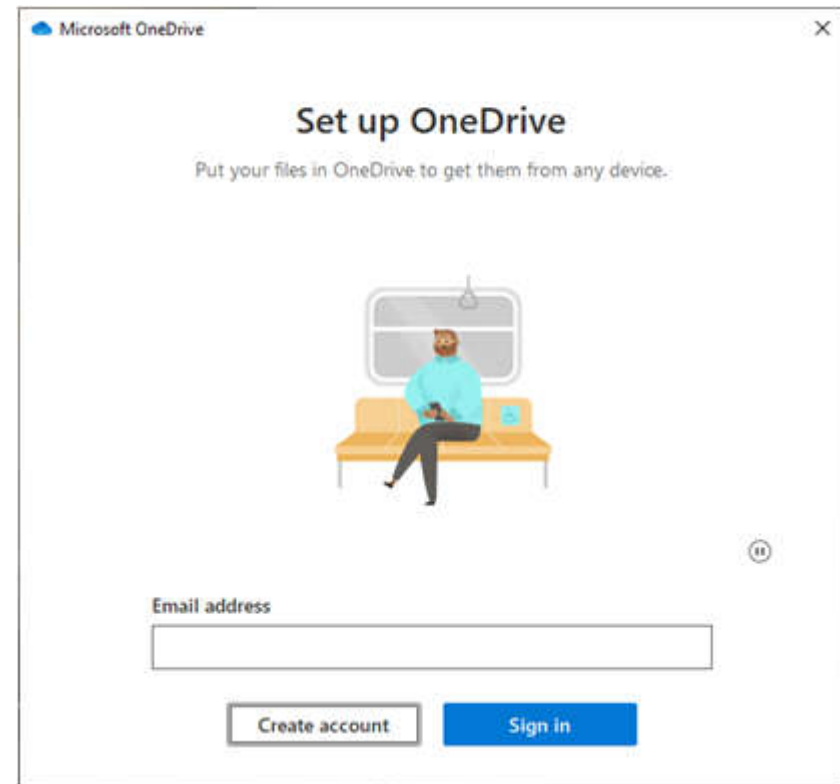
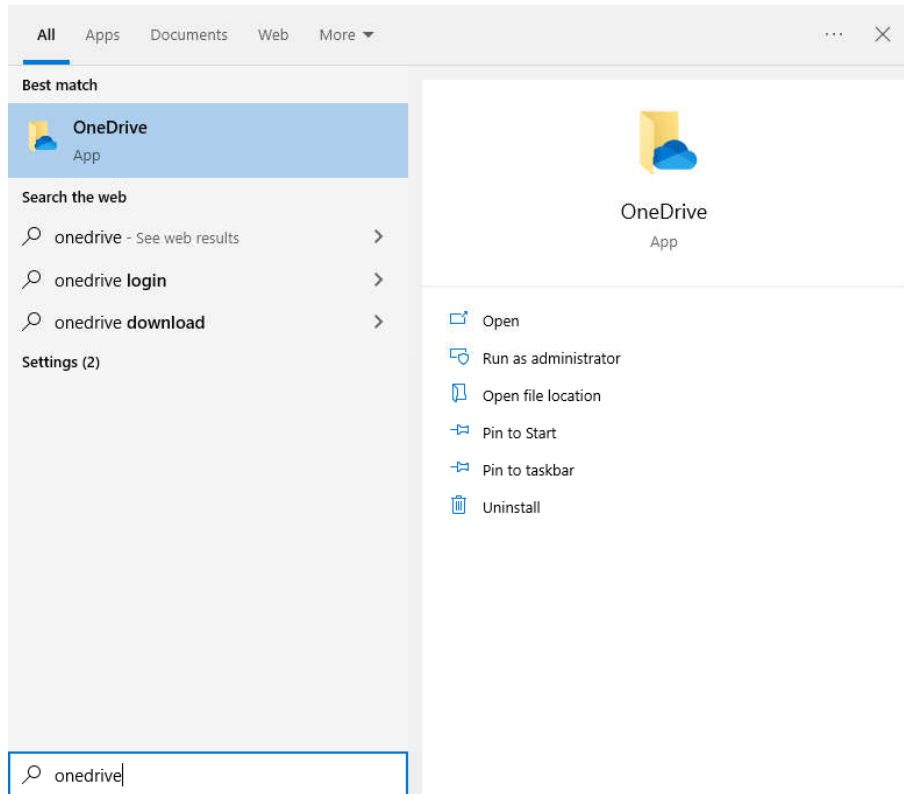
Mobile Device

Simpler. Better for setting up groups



Setup OneDrive via Windows 10

Use this method to establish AutoSync



OneDrive Setup (cont)



Create account

LGBrandon@aol.com

[Use a phone number instead](#)

[Get a new email address](#)

No!

Next



← LGBrandon@aol.com

Create a password

Enter the password you would like to use with your account.

SomePassword

Show password

Next



← LGBrandon@aol.com

What's your name?

We need just a little more info to set up your account.

LG

Brandon

Next

← georgiesobry@gmail.com

What's your birthdate?

We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.

Country/region

United States

Birthdate

Month



Day



Year

Next



Hey, at least they don't ask for my pronouns yet.

OneDrive Setup (cont)



← LGBrandon@aol.com

Verify email

Enter the code we sent to **LGBrandon@aol.com**
If you didn't get the email, check your junk folder or [try again](#).

9980

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

No!



← LGBrandon@aol.com

Create account

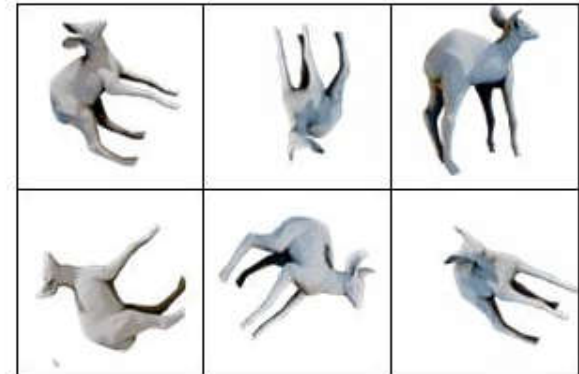
Please solve the puzzle so we know you're not a robot.



← LGBrandon@aol.com

Create account

Pick the image that is the correct way up



OneDrive: Are We There Yet?



geologic@sbcglobal.net

Stay signed in?

Stay signed in so you don't have to sign in again next time.

Don't show this again

No Yes



Sure, why not?



OneDrive: Ta Da!

The screenshot displays the Windows File Explorer interface for the OneDrive - Personal location. The ribbon at the top includes 'File', 'Home', 'Share', and 'View' tabs. The 'Home' tab is active, showing various actions like 'Pin to Quick access', 'Copy', 'Paste', 'Cut', 'Copy path', 'Paste shortcut', 'Move to', 'Copy to', 'Delete', 'Rename', 'New folder', 'New item', 'Easy access', 'Properties', 'Open', 'Edit', 'History', 'Select all', 'Select none', and 'Invert selection'. The main pane shows a list of items with columns for Name, Status, Date modified, Type, and Size. A blue arrow points to the 'IMA contractor' folder.

Name	Status	Date modified	Type	Size
Documents	OneDrive	10/9/2022 3:02 PM	File folder	
IMA contractor	OneDrive (S)	10/9/2022 3:02 PM	File folder	
Pictures	OneDrive	10/9/2022 3:02 PM	File folder	
Getting started with OneDrive.pdf	OneDrive	9/21/2022 12:25 PM	Adobe Acrobat D...	1,125 KB
Personal Vault	OneDrive	10/9/2022 3:02 PM	Shortcut	2 KB

Default OneDrive via Windows 10 shown. I have created my own folder called “IMA contractor” and shared it with colleagues using their e-mails and sending them a link.



OneDrive: Gotchas

- Using via Windows 10 the OneDrive is just a folder and you can copy/move/delete files just like any other local to your system.
- If you are using OneDrive via Browser then you have to specifically Download or Delete a file using the menu or right-click. You can still drag a file to copy it.
- If you autosync your desktop then beware when you interact using another device!



Drop Box

🏠 For individuals

Plus

\$9.99 / month

2 TB (2,000 GB) • 1 user

Buy now

- ✓ Unlimited device linking
- ✓ 30-day file and account recovery
- ✓ Large file delivery with Dropbox Transfer (up to 2 GB)
- ✓ 3 free eSignatures per month

🏠 For households

Family

\$16.99 / family / month

Shared 2 TB (2,000 GB) • Up to 6 users

Buy now

Everything in Plus, and:

- ✓ Individual accounts for up to 6 people
- ✓ Access to Family Room folder for easy group sharing and coordination
- ✓ A single bill for the whole family

🏠 For solo-workers

Professional

\$16.58 / month

3 TB (3,000 GB) • 1 user

Try for free

or [purchase now](#)

Everything in Plus, and:

- ✓ 180-day file and account recovery
- ✓ Advanced sharing controls and file locking
- ✓ Large file delivery with Dropbox Transfer (up to 100 GB, including customization options)

Just need 2 GB to store and share your files?

[Sign up for our free plan](#)



Maybe You Need an In-House Network ?

If you have multiple computers and you consider one of them a primary storage place. Files can be drag and dropped between machines and edited from another. Your files are not exposed to the internet and remain 100% in your control.



System and File Backup

- Protect yourself from system failure, Ransomware or a simple Oops.
- The simpler the plan, the more likely you will use it.
- Part of the plan is to be organized and not be a virtual hoarder.



Putting Everything in the Cloud

What they tell you it is:



Putting Everything in the Cloud

What it will end up being:



Use Hard Media!

- You own and control it!
- Redundancy is easy, just buy 2.
- Keep it in a fire proof safe and/or at an off site location.



[NuFazes](#)

2TB USB 3.1 External Hard Disk Drive
Memory Storage Device HDD For Laptop
PC External Hard Drives, Portable SSD

★★★★☆ (3.5) [24 reviews](#)

\$22.99

Price when purchased online ⓘ

[Buy now](#)

[Add to cart](#)

Size: 2TB

1T
\$20.99

2TB
\$22.99

Actual Color: Black

[Black](#)

[Blue](#)

[Red](#)



Keep it Simple!

- Create one to 3 top level Folders that contain any and all files that are YOUR files. For over 3 decades I have used:
 _Docs, _Art and _Photos
- Avoid the default windows/application folders, do you really know where they are?
- Keep it Clean, don't be a garbage collector!



My Program

- Your most common data will now be backed up by simply copying your data folder(s) to the external drive. Do this at an interval that makes sense for you.
 - Step 1: Copy Paste the whole folder(s) and walk away.
 - Step 2: Rename the folder to include the date.
- Do a complete system backup once or twice a year. It takes a long time (several hours).
- Backup your thumbdrive(s) too!



Just don't take my
Word for it.

<https://youtu.be/mOyQAJqeZ48>

I might look like a football hooligan but I
definitely know what I'm talking about
because I have an English accent!



Links / Bibliography

https://support.microsoft.com/en-us/office/video-what-is-onedrive-personal-a7707a86-7a07-4147-839a-40928b7f1d2c?wt.mc_id=otc_onedrive#

[Compare All Dropbox Plans - Dropbox](#)

<https://youtu.be/mOyQAJqeZ48> - Backup (Andrew)

<https://youtu.be/wEbTPRCvymS> - Windows 10 file backup

<https://youtu.be/UKeEBEtuz1E> - Windows 10 System Backup

