

# Plateau PC Users Group

OneDrive

iCloud

Google Drive

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March 12, 2024



# “Cloud” Storage

WHEN MUSIC WASN'T  
"IN THE CLOUD"



# Why Do I Need It?

- **Files too big for E-Mail**
- E-Mail blocks certain File types
- I want access on different devices
- **I want to Collaborate with others**
- Backup my files?



# Predecessor/Alternative Methods

- ❑ Company Server/VPN/Secure login
- ❑ Send a Disk, thumb drive
- ❑ Dedicated File Sharing services
  - Dropbox
  - Box
  - FileCloud
  - Citrix ShareFile
  - Egnyte
  - pCloud
  - SugarSync
- ❑ And many, many more



# The Big Three



OneDrive



Google Drive

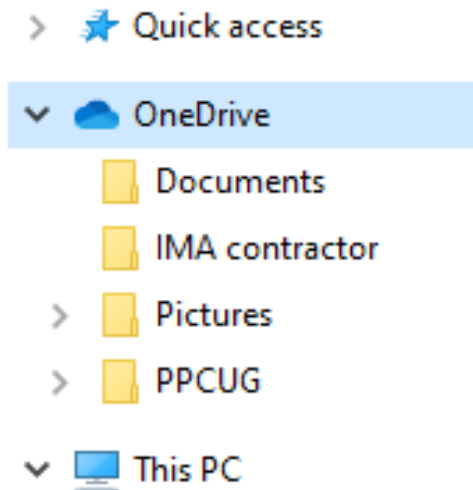


iCloud Drive

# Why do they all have the word “Drive” in their names?

Most cloud storage services try to emulate a network or removable disk drive but the underlying mechanisms are quite different.

## File Explorer View



## Internet Browser View

A screenshot of the OneDrive Internet Browser View. The title is 'My files'. Below it is a table with columns for Name, Modified, File size, and Sharing.

Name ↑ ↓	Modified ↓	File size ↓	Sharing
Christ Lutheran Church	10/17/2023	544 MB	Shared
Documents	9/21/2022		Private
Personal Vault	9/21/2022		Private
Pictures	9/21/2022		Private
PPCUG	11/6/2022	84.4 MB	Shared
Getting started with OneDrive.pdf	9/21/2022	1.10 MB	Private



Copy, paste, delete or drag-and-drop files like local hard drive or removable storage

# Cloud Storage Comparison (Feb 2024)


	Google Drive	Microsoft One Drive aka "Microsoft 365"	Apple iCloud	Dropbox	Amazon Drive*
Free storage	15GB	5GB	5GB	2GB	5GB
Paid plans	100GB for \$2/month, \$20/year	6TB \$10/month, \$100/year	50GB for \$1/month	2TB for \$10/month	100GB for \$2/month
	200GB \$3/month, \$30/year	1TB \$7 month, \$70/year	50GB for \$1/month	2TB for \$17/month	1TB for \$7/month
	2TB for \$10/month , \$100/year	50GB for \$1/month , \$10/year	200GB for \$3/month.	3TB for \$17/month	2TB for \$12/month;
			2TB for \$10/month		plans go up to 30TB
Supported OS	Android, iOS, MacOS, Linux and Windows	PC, Mac, Android and iOS	iOS and MacOS	PC, Android and iOS.	Desktop, iOS and Android

\* Transitioning to Amazon Photos only soon.



!!! The best choice for you will likely be based on what devices and services you use !!!  
Other limitations may apply.

# Modes of Use

- Manual – use like basic thumb drive
- Manually triggered batch backup
- Edit files online (in-place)
- Auto Sync/ Cloud is master
- Auto Sync/ primary device is master
- Full-time everything 



These are not actual settings, just perspectives on the way you use it.



# Microsoft OneDrive



Access as website aka “Online View”

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

Login one time from any browser then access like any other web site. This is also the method used when sharing a link to a shared folder with others. Works on mobile device too.

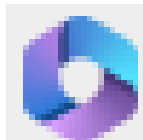
Install and run App for your mobile devices

<https://apps.microsoft.com/store/detail/9WZDNCRFJ1P3?hl=en-us&gl=US>

A little bit cleaner to use with mobile device and manage synchronization options.

## Windows 10/11/12

Microsoft sneakily installed this on your older PC and now is the default way of using MS Office apps under the guise of “Microsoft 365”. The home page looks a little different but it is really just the same stuff!



Microsoft 365 toolbar icon **I find it utterly useless!**

# Microsoft OneDrive

## Initial Setup

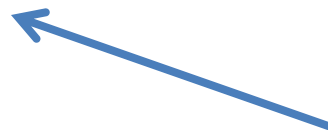


If using an App (not web browser) to access OneDrive, you will be lead to create a local folder on your PC. This folder will be synchronized to the Cloud Server folder for your account

Your OneDrive folder is here

C:\Users\Username\OneDrive

Change location



Be careful what you ask for

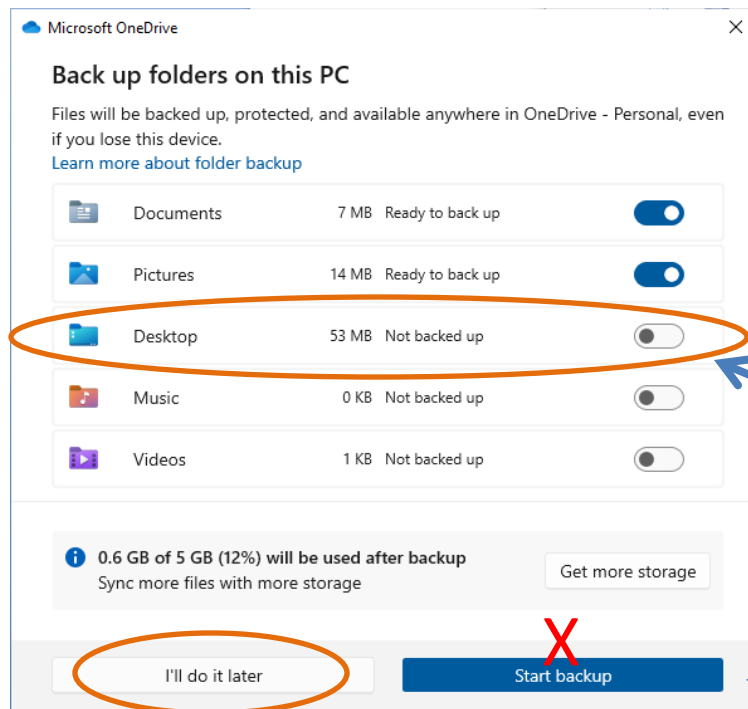
The same association occurs when using the mobile device App but the level of control you have is more limited.



# Microsoft OneDrive Initial Setup



OneDrive links a local folder on your PC to the Cloud Server folder for your account



By default, Microsoft wants to steal your desktop!

Please turn this off!

Don't do it!



The same association occurs when using the mobile device App but the level of control you have is more limited.



# Microsoft 365 / OneDrive

## You Are in the Cloud!



You now have established links between one or more computers and mobile devices. You are now also part of the “Windows 365” megalith.

If you double-click a document in online view, it will try to use the online version to edit it. If in local view, it will try to use the locally installed version (if available).



# Microsoft OneDrive

## Sharing a folder



Click on  and choose 1 of 2 ways to share:

**Sharing settings**  
PPCUG

Share the link with

- Anyone**  
Share with anyone, doesn't require sign-in
- Specific people**

**More settings**

- Can edit
- MM/DD/YYYY
- Set password

**Send link**  
PPCUG

Anyone with the link can edit >

To: Name, group, or email

Message...

**Send**

Anyone with the link can edit >

**Copy link**

Options include “view only”, expiration date and password.

# Microsoft OneDrive

## Sharing a folder



Or ... create a QR code:

The screenshot shows the OneDrive web interface. The breadcrumb path is "My files > PPCUG > Presentations > 2024-03 Presentation". A context menu is open over a folder named "temp". The menu items are: Back (Alt+Left Arrow), Forward (Alt+Right Arrow), Reload (Ctrl+R), Save as... (Ctrl+S), Print..., and "Create QR Code for this page" (highlighted with an orange circle). A blue arrow points from this menu item to a QR code. Below the QR code is a text box containing the URL: "1B64CA4CB8405%21611&cid=24D1B64CA4CB8405". Below the URL are buttons for "Copy" and "Download".



Right Click, click Create QR Code for this page, click Copy button. You can now paste into an e-mail or document.

# Microsoft OneDrive Access Management



Click on ... select Manage access

The screenshot shows the OneDrive 'My files' view. The 'PPCUG' folder is selected, and its context menu is open. The 'Manage access' option is highlighted with a blue arrow pointing to the 'Manage Access' panel on the right. The 'Manage Access' panel shows a list of 19 people with their names, profile pictures, and roles (Owner or Can edit).

Profile Picture	Name	Role
GS	George Sengstock	Owner
GB	Gordon Botting gbotting@comcast.net	Can edit
UN	Unknown name ⓘ	Can edit
RK	Randy Knowles	Can edit
MB	Mary Jane Buxton	Can edit
RF	Richard Del Frate	Can edit



# Microsoft OneDrive Settings



Use the Right+Click options in Windows File Explorer to manage the OneDrive behavior

Right+click

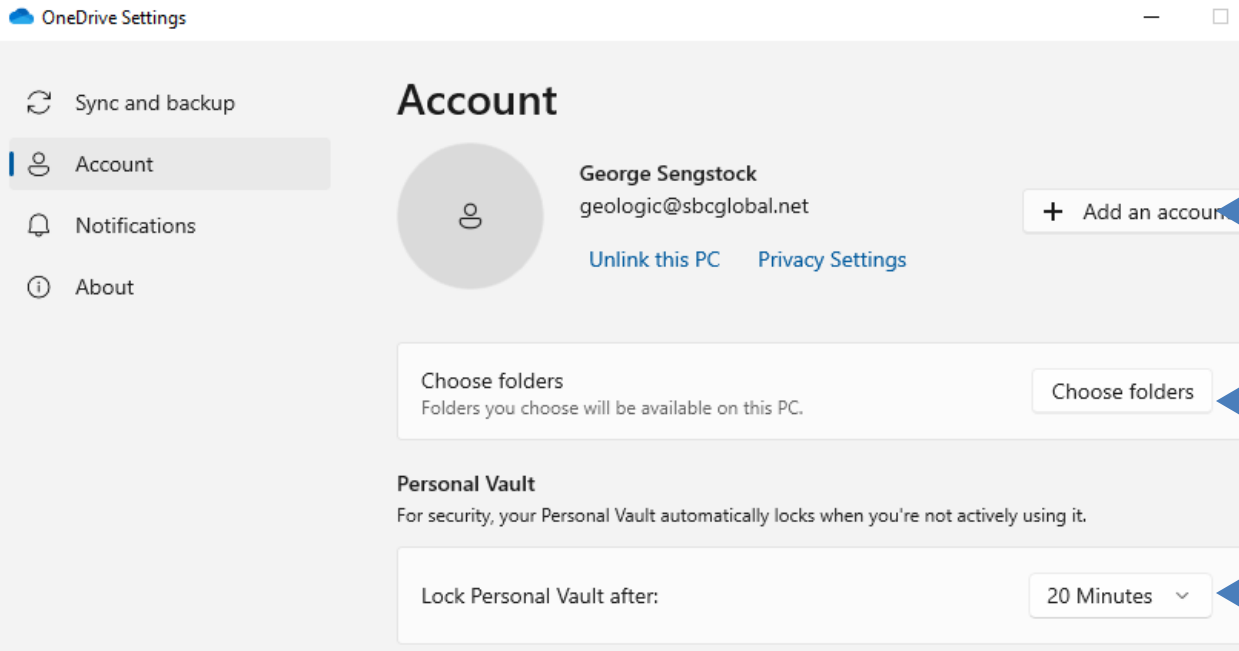
- Opens in Web Browser
- I prefer to disable all, never use.
- See next page.
- See next 2 pages.
- Activate/Deactivate “On Demand” mode.

To keep life simple, it is better to manually manage as much as possible. Backup of any OneDrive files should be done as part of your overall backup strategy!





# Microsoft OneDrive Account Settings



Of dubious value

Exclude certain folders.  
Better to simply be organized in the first place!

OK, why not?

To keep life simple, it is better to manually manage as much as possible. Backup of any OneDrive files should be done as part of your overall backup strategy!



# Microsoft OneDrive Synchronization Settings



OneDrive Settings

- Sync and backup
- Account
- Notifications
- About

## Sync and backup

Back up important PC folders to OneDrive  
Back up your Desktop, Documents, and Pictures folders to OneDrive, so they're protected and available on other devices.  
[Learn more](#) Manage backup

Save photos and videos from devices  
Save photos and videos to OneDrive when I connect a camera, phone, or any other device to my PC. Off

Save screenshots I capture to OneDrive Off

### Preferences

Pause syncing when this device is in battery saver mode Off

Pause syncing when this device is on a metered network On

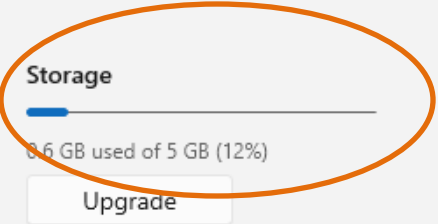
**Storage**  
0.6 GB used of 5 GB (12%)  
Upgrade

← Nope

← Useful for some folks

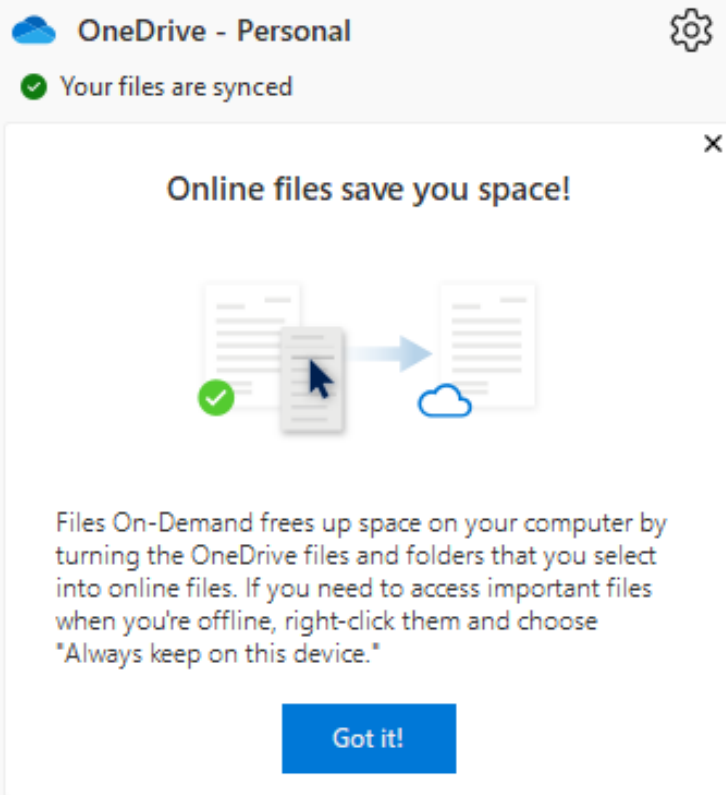
If you like clutter and chaos

Important Info!



# Microsoft OneDrive

## “On Demand Mode”



A relatively new feature meant to save space on your device by deleting the local copy of a file after it has not been used for a while, especially large ones like videos.

Use this option on mobile devices and disable for your primary computer.

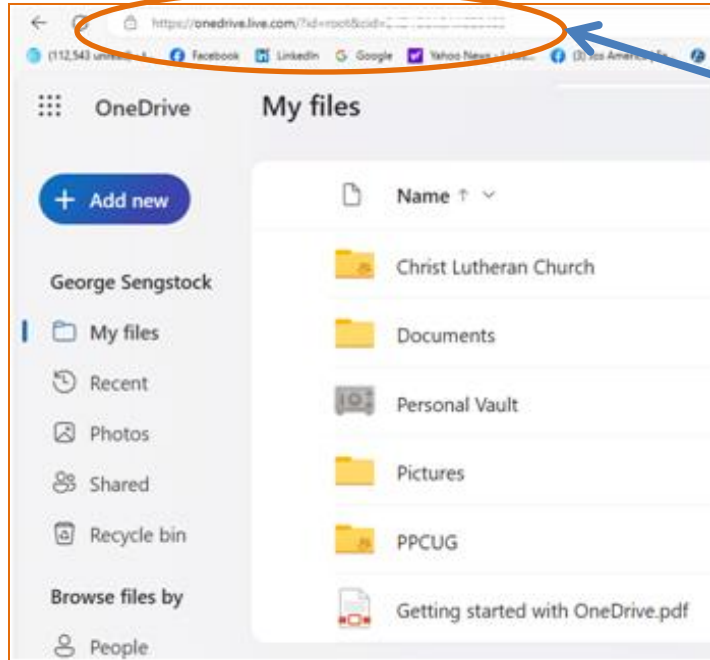
**On your primary computer be sure to select the “Always Keep on this Device” option!**

.mp4 PastorJoeNilsenMemorial.mp4  
Available in [Pastor Joe Nilsen](#)  
1 second ago

.mp4 PastorJoeNilsenMemorial.mp4  
Downloaded to [Pastor Joe Nilsen](#)  
1 second ago

# Beware!

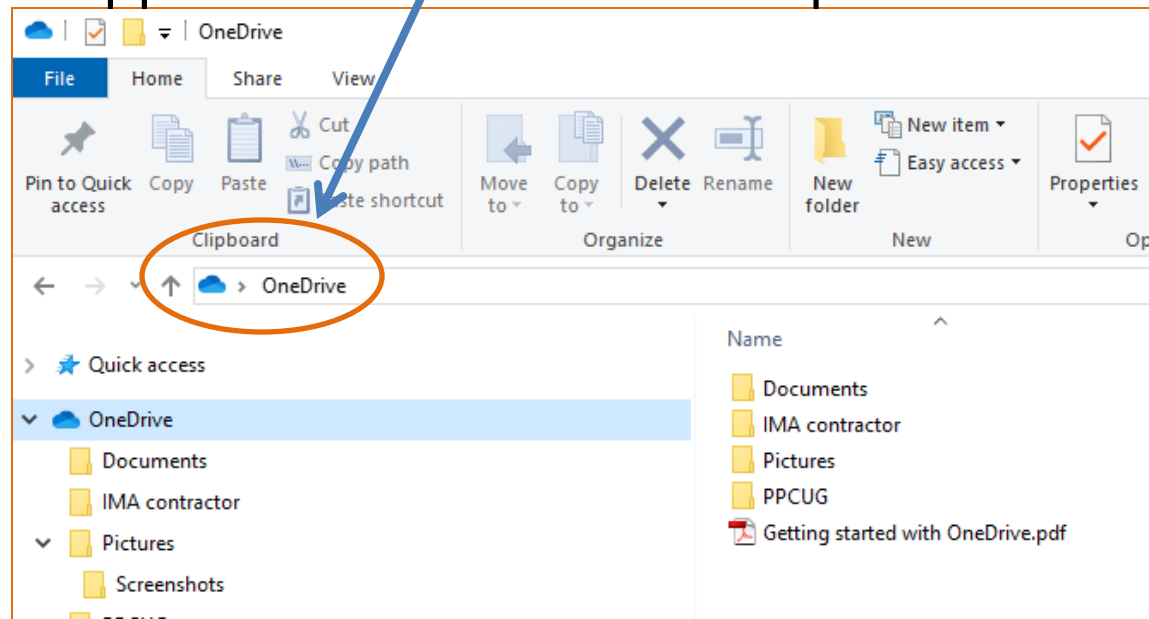
## These two “OneDrives” are not the same



Web Browser access to cloud server. What you see is stored on the server.

Local OneDrive folder, default is `C:\Users\username\OneDrive` Appears like a Drive in file Explorer

In this case, synchronization was turned off 2 years ago and what was left behind is at the right. Running out of storage on any synched device can also break it.



# Google Drive



Google Drive

## Access as website

<https://drive.google.com/drive/my-drive>

Login one time from any browser then access like any other web site. This is also the method used when sharing a link to a shared folder with others. Works on mobile device too. Click this to see all the Google Apps

## App for your mobile devices

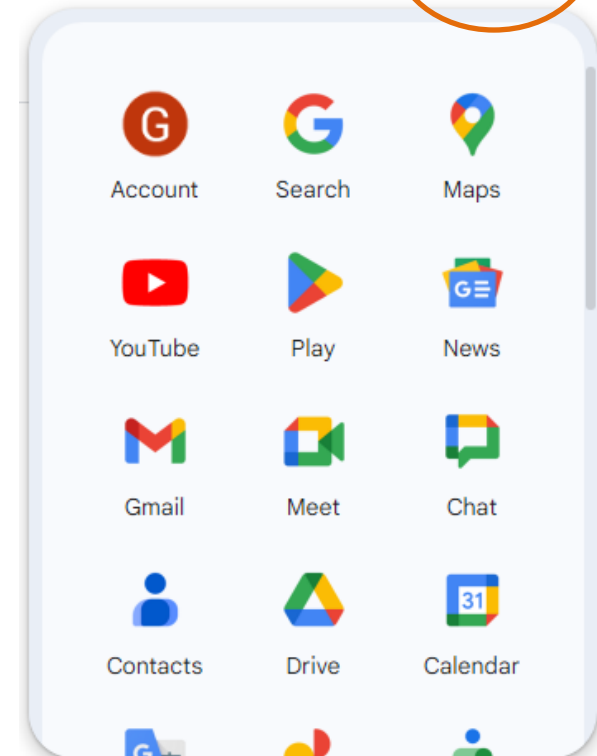
[Install from Google Play](#)

A little bit confusing.

## Windows - Mac

Kind of like Microsoft 365 but better; **Files are shown and handled like any other drive!**

<https://dl.google.com/drive-file-stream/GoogleDriveSetup.exe>



# Google Drive

Access as website



Google Drive



Drive

+ New

Home

My Drive

Shared Project

Computers

Shared with me

Recent

Starred

Spam

Trash

Storage

0 bytes of 15 GB used

Get Drive for desktop

Download

Search in Drive

My Drive

Type

People

Modified

Name

Last modified

Shared Project

1:51PM

Getting started

Aug 17, 2017

New folder

File upload

Folder upload

Right+Click ---->

Download and run GoogleDriveSetup.exe

# Google Drive: Web View

## Share a Folder with Others

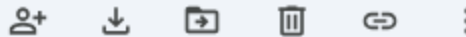


When viewing in Browser, **Right+Click**, Share, Copy link.

My Drive ▾



✕ 1 selected



Name ▾

Last modified ▾

Name	Last modified
Shared Project	3:01PM
PPCUG B...	May 29, 2022
Getting s...	Aug 17, 2017

Context Menu	Sub-menu
Open with	
Download	
Rename	
Share	Share
Organize	
Folder information	
Move to trash	

Sub-menu
Copy link

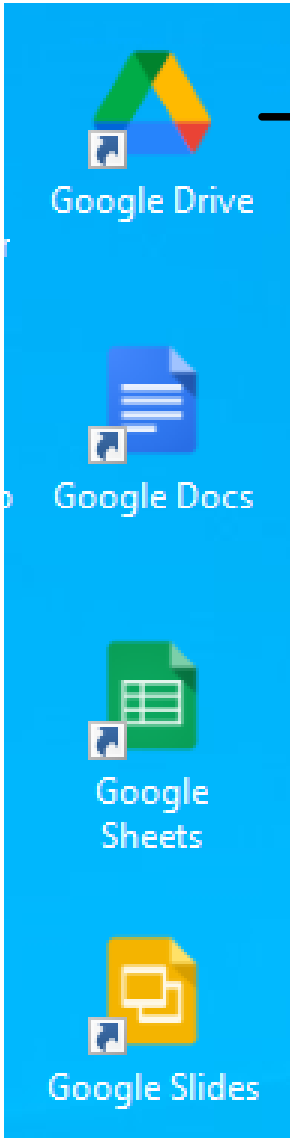


# Google Drive

## Access as Desktop Apps



Google Drive



When the App is running in the background, Google drive now appears like any other removable storage.

Devices and drives (3)

- PPCUG (C:) 249 GB free of 296 GB
- Google Drive (G:) 14.9 GB free of 15.0 GB
- DVD Drive (D:)

This PC > Google Drive (G:) > My Drive

Name	Date modified	Type
Shared Project	3/10/2024 1:51 PM	File folder
Getting started.pdf	8/17/2017 2:45 PM	Adobe Acrobat D...
New Microsoft Word Document.docx	3/10/2024 2:31 PM	Microsoft Word D...
PPCUG Board Election.docx	5/29/2022 4:23 PM	Microsoft Word D...

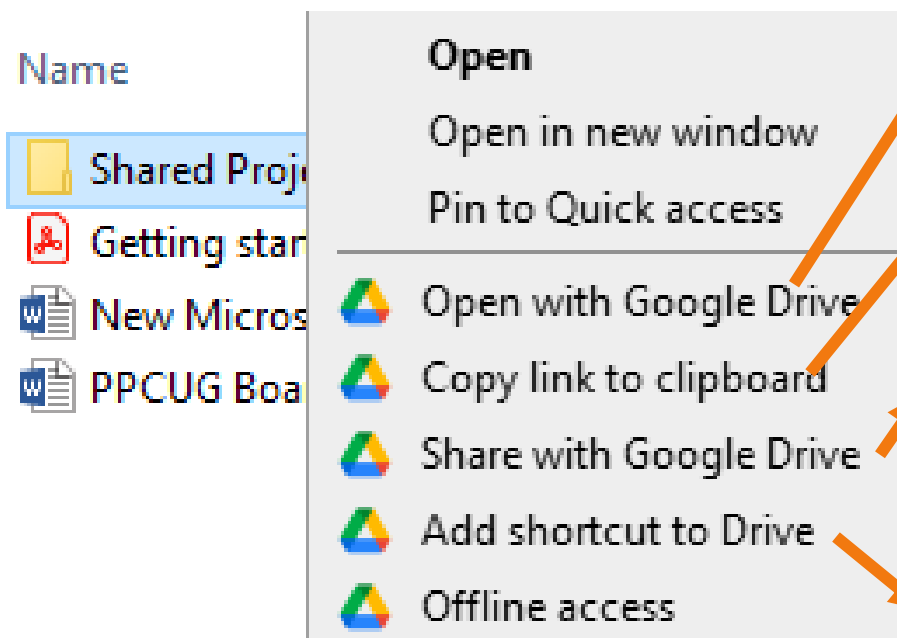


# Google Drive: App View

## Share a Folder and More



In this mode of access, several Right+Click options are available.



The screenshot shows a file explorer window with a list of files and folders. A right-click context menu is open over the 'Shared Project' folder. The menu items are:

- Open
- Open in new window
- Pin to Quick access
- Open with Google Drive
- Copy link to clipboard
- Share with Google Drive
- Add shortcut to Drive
- Offline access

Orange arrows point from the following menu items to explanatory text:

- 'Open with Google Drive' points to 'Open online using default Browser'
- 'Copy link to clipboard' points to 'Share to anyone via a link'
- 'Share with Google Drive' points to 'Share with other users on this computer or create a managed link'
- 'Add shortcut to Drive' points to 'Create shortcut on local computer'
- 'Offline access' points to a sub-menu containing 'Available offline' and 'Online only', with an arrow from 'Available offline' pointing to 'Enable/disable automatic synchronization'.

**Name**

- Shared Project
- Getting started
- New Microsoft
- PPCUG Board

**Open online using default Browser**

**Share to anyone via a link**

**Share with other users on this computer or create a managed link**

**Create shortcut on local computer**

**Available offline**

**Online only**

**Enable/disable automatic synchronization**



# Google Drive

## Online (Browser) View vs. App View



When editing files (double click) online using a Browser, the file will be opened in the most appropriate Google online Application or one can Download it and use a local application to edit it.

When running the Google Drive app in the background and viewing MyDrive, double clicking will use the local application like any other local file.



# iCloud Drive

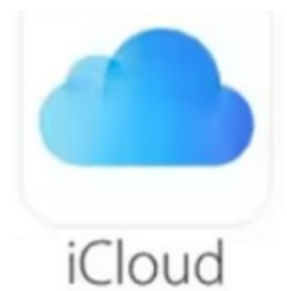


I tried to login to my iCloud account I created a year ago and I ultimately get "iCloud Account Inactive". I cannot create a new one since I want to use the same e-mail.

iCloud is more about synchronizing all your photos, user preferences, e-mail, calendar and contacts across all your Apple devices. Less emphasis is placed on raw file storage but it can be used similar to the other services.

Thank You to Bob Willis who has given us some insight into iCloud.

# iCloud Drive



## Access as website

<https://www.icloud.com/>

Login one time from any browser then access like any other web site. This is also the method used when sharing a link to a shared folder with others. Works on mobile device too.

## Built in on Mac, iPhone and iPad

Because it is integral to Apple platforms, use is more transparent than the other services. You may not realize you've already been using it

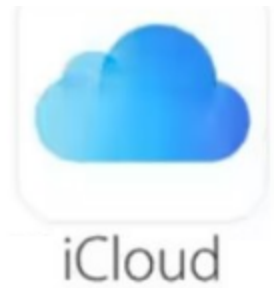
## Windows 10/11/12

As a PC user you will be generally accessing iCloud as a Web site. However, there is an "iCloud for Windows" which I am unable to test for myself at this time.

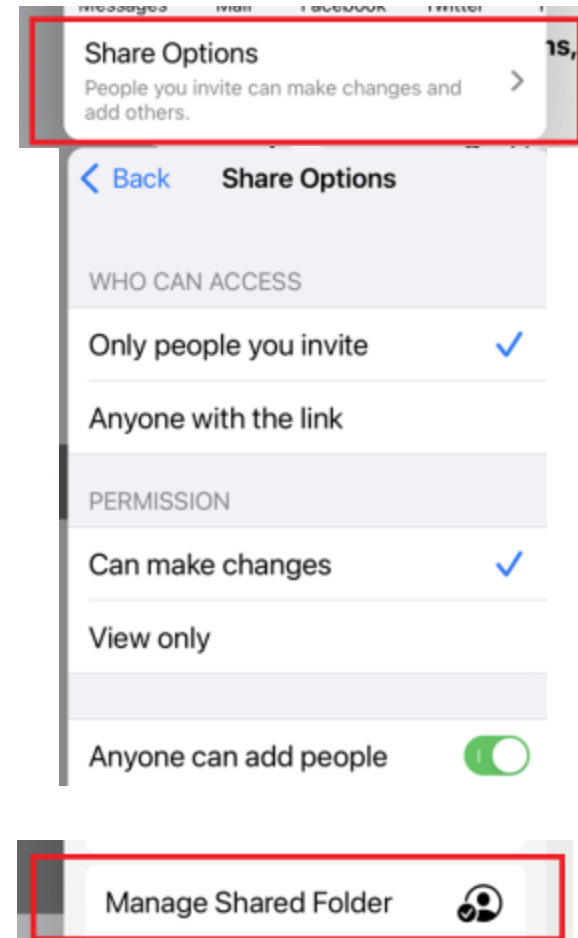
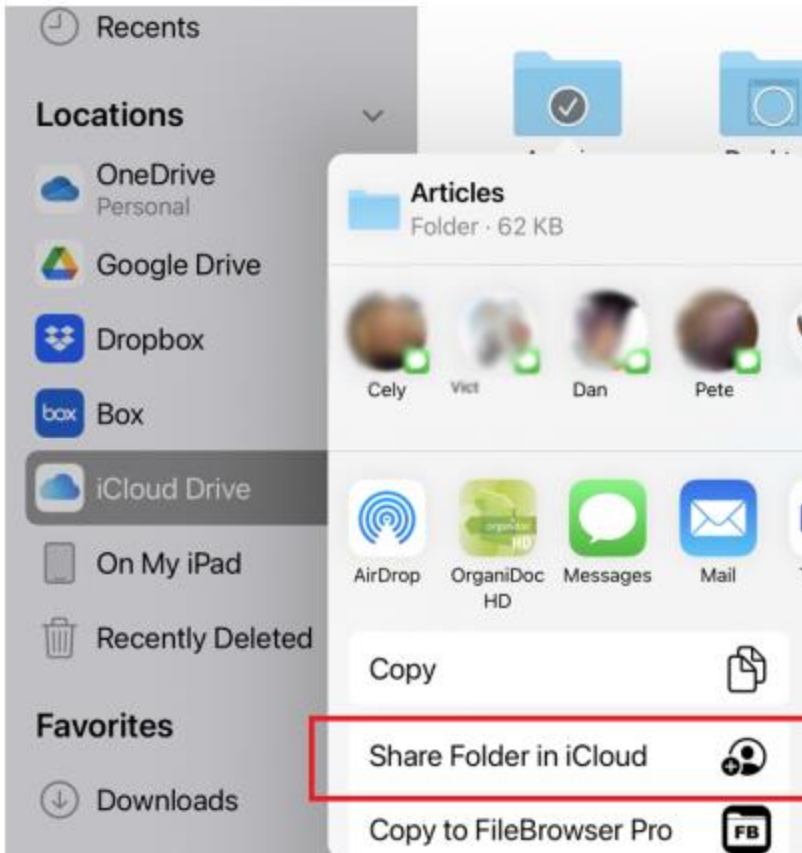


# iCloud Drive

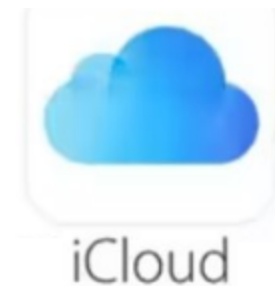
## Share a Folder



Some users get the impression that iCloud is just for sharing photos. Any Folder or Files can be shared similar to the other services.



# iCloud Backups: Mobile Devices



## View and manage iCloud backups on your iPhone, iPad, or iPod touch

1. On your iPhone, iPad, or iPod touch, go to Settings > [your name] > iCloud.
2. Do one of the following:
  - *iOS 16, iPadOS 16, or later:* Tap iCloud Backup.
  - *iOS 15, iPadOS 15, or earlier:* Tap Manage Storage, then tap Backups.



You see the devices with iCloud Backup turned on.

3. To delete a backup, tap the name of a device, then tap Turn Off and Delete from iCloud (or Delete & Turn Off Backup).

# iCloud Backups: Mac



## View and manage iCloud backups on your Mac

1. On your Mac, do one of the following:
  - *macOS 13 or later:* Choose Apple menu  > System Settings, click [your name] at the top of the sidebar, then click iCloud.
  - *macOS 12 or earlier:* Choose Apple menu  > System Preferences, click Apple ID, then click iCloud.
2. Click Manage, then click Backups. A list of devices that have iCloud Backup turned on is shown.
3. To delete a backup, select a device, then click Delete or —.


# iCloud: Mac Settings



## General Settings

 **iCloud Drive**  
Keep your files in sync with iCloud. Access and share them on all your devices and on iCloud.com. [Learn more...](#)

Sync this Mac

 **Desktop & Documents Folders**   
Keep your Desktop & Documents Folders in sync with iCloud and access them from other devices and iCloud.com.  
[Learn more...](#)

**Apps syncing to iCloud Drive** 19 >  
macOS apps that store documents and data in iCloud will appear here.

## Synchronization Settings

**Apps syncing to iCloud Drive**  
macOS apps that store documents and data in iCloud will appear here.

 AdBlock Pro

 Automator

 Books

 Dropbox

 HP Smart

 iMovie

 Mail





# Synchronization between different Clouds?

Manually drag-and-drop between them!

**MultCloud** is a multiple cloud storage manager, aiming to make it easier to manage different cloud services. With this tool, you can upload files to OneDrive, download a file from Dropbox, share a Google Drive folder, and sync files between clouds.



# Beware!

What happens when two people edit a file at the same time?

Office 365 and Google Docs allows multiple users to edit the same document simultaneously. All users must be using the cloud copy of the file. If a user edits a local copy in a synchronized folder then this version will overwrite all others after synchronization takes place which may not be immediate.



# Are We There Yet?



# The Pitfalls: Integrity?

We have no idea where these files are stored, could even be a foreign country. What happens to your files when the company goes bankrupt ... or worse?

These services always boast how “secure” they are then mention SSL, encryption, etc. If you are a celebrity don’t use these services or social media. No one will profit from my childhood photos so I really don’t care.



# Security?

There are no hackers in a van trying to steal your data. The hackers are in cubicles at the company hosting the cloud service!

These people are a threat



This guy, not so much



To see the biggest threat to your security,  
look in the mirror!

# The Bottom Line

(from the author's perspective)

- ❖ Anything you store in the cloud can be considered “exposed” and you do not control the integrity of these files.
- ❖ **Be aware of where files are actually stored and what synchronization options may be active.**
- ❖ Used in a managed and intentional way, cloud storage can be a useful tool especially for collaborating with others.



# Bibliography / Links

Introduction and comparing the big three:

<https://www.multcloud.com/tutorials/icloud-vs-onedrive-vs-google-drive.html>

<https://www.cnet.com/tech/services-and-software/best-cloud-storage-software-options/>

<https://www.softwareadvice.com/cloud-storage/google-one-profile/vs/icloud/>

Synchronization and sharing:

<https://www.multcloud.com/tutorials/sync-icloud-drive-with-onedrive-1207.html>

<https://www.pcmag.com/how-to/common-problems-with-microsoft-onedrive-how-to-fix-them>

<https://www.multcloud.com/tutorials/multiple-onedrive-accounts-windows-10-4348.html>

<https://support.apple.com/guide/icloud/share-files-and-folders-mm708256356b/icloud>

