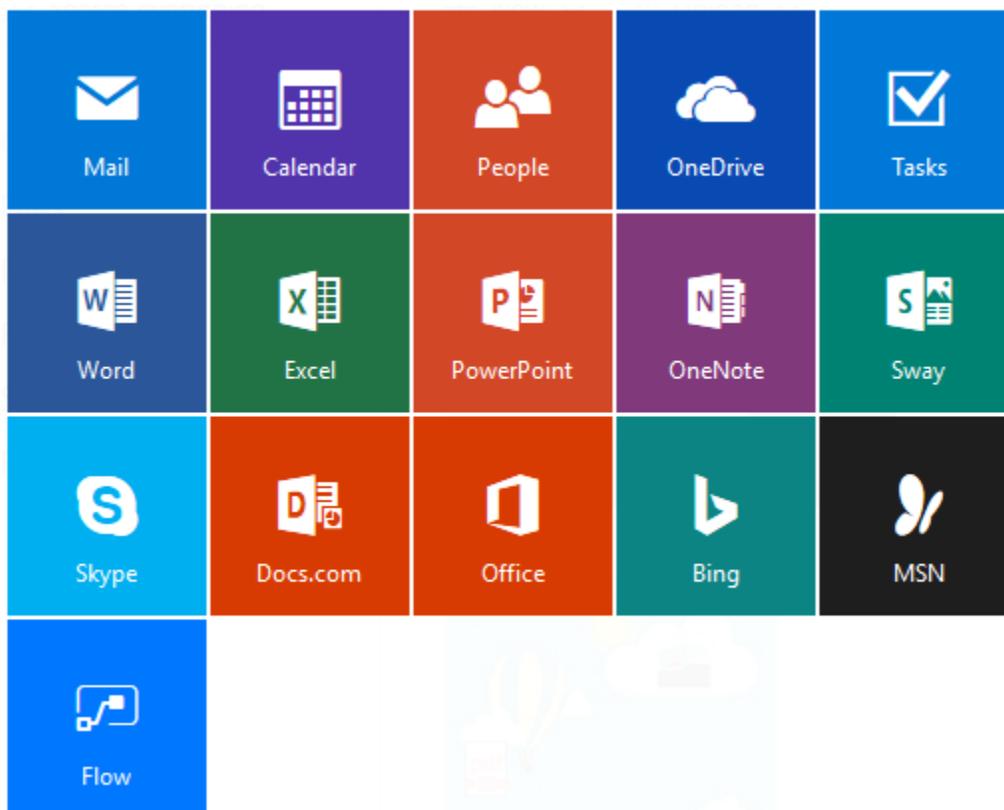


What is the “Cloud” and how do I use it!

For this “hands on” presentation you will need to have a Microsoft e-Mail account. You can use any of the older Microsoft accounts like Hotmail or Live to sign in. We will be using **outlook.com**. I will be using SPCUG’s new class account, you, of course, will have your own account. If you did not sign up for a Microsoft account you can sign up here: <https://goo.gl/ASBsLh> (shortened). I will not have time to help you sign up. This account will give you access to OneDrive (Microsoft Cloud storage) as well as many other Applications.

I suggest you use **Firefox 54.0**¹ for this exercise since it now uses less memory and is faster than the other browsers.



Microsoft’s OneDrive² gives you **5GB** of storage for free. There are many good cloud storage³ sites but we will be using Microsoft OneDrive. Being in “**The Cloud**” just means that you are storing your files on a computer at some other location. These “**Cloud**” storage locations are usually large Data Centers with redundant backup for both power and communications. Here is one such site that Microsoft runs: <https://www.microsoft.com/en-us/cloud-platform/global-datacenters>

OneDrive (previously **SkyDrive (Aug. 2007)**, **Windows Live SkyDrive**, and **Windows Live Folders**) is a [file-hosting service](#) operated by [Microsoft](#) as part of its suite of online services. It allows users to store files as well as other personal data like Windows settings or [BitLocker](#) recovery keys in the cloud. Files can be synced to a PC and accessed from a web browser or a mobile device, as well as shared publicly or with specific people.

Entire folders can be downloaded as a single ZIP file with OneDrive. For a single download, there is a **limit of 4 GB or 65,000 files** (whichever comes first). OneDrive is now **protected with PFS⁴ encryption⁵ support and TLS on login**.

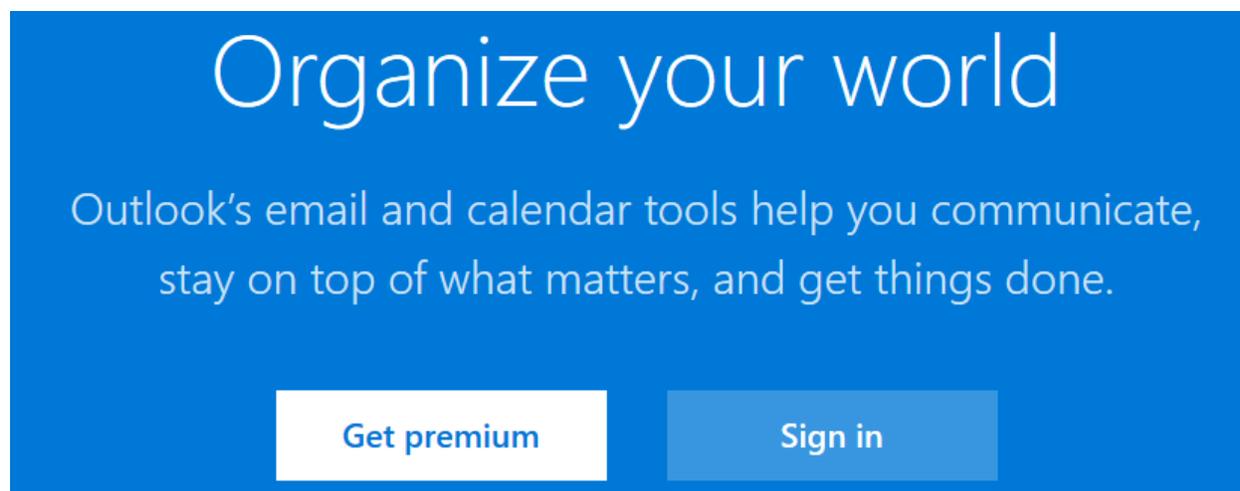
Files On-Demand⁶ (a new feature), which ultimately will be part of the **Windows 10 Fall Creators Update**, expected to roll out this September 2017, will allow users to access their files without having to download them, using up storage on their devices. Even online files will be viewable in File Explorer and work like other files stored locally on users' devices, according to Microsoft.

You will now use your new outlook.com account to **login to your computer**, you can still keep your older local account.

Left click the Start Menu and select “**Settings**” 

Select “**Accounts**”, on the **LH side bar** select “Family and other People”, Select “**Add a Family Member**”, the Microsoft Account window will open. You will now select or left click “**Add an Adult**”. You will now enter your new outlook.com e-Mail address and just follow the directions from here. Win 10 is now building a new “profile or logon” for you.

Open your browser and type in outlook.com in the address bar. You should see this: <https://outlook.live.com/owa/>, now you need to sign in.



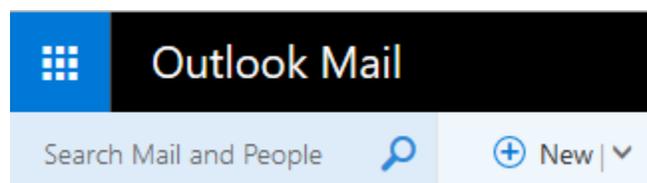
Organize your world

Outlook's email and calendar tools help you communicate, stay on top of what matters, and get things done.

[Get premium](#) [Sign in](#)

Once we are in outlook.com mail we will check the usual features. One nice feature allows you to pull a photo or other file from your OneDrive account and attach it directly to your e-Mail.

Let's try this, we will start a new e-Mail by clicking on “New” below.



 Outlook Mail

Search Mail and People  [+ New](#) | 

We will now send a test message to ourselves. Put your new e-Mail address into the “To” address bar, add a subject (like Test1) in the subject line and the same in the body. Now click on  “Insert Picture Inline”, this will automatically open up some search options, the first being OneDrive-Personal, followed by Bing Image Search and (your) Computer. You can also edit any portion of your e-Mail with the tools provided.

We will now proceed to OneDrive to learn how to properly set up files and folders and share our folders and photos with friends and relatives. Left click on the **9 white dots** in the upper LH corner.



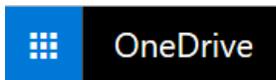
9 White Dots



You should see this, alternately check out the screen shot at the top of this document.

You will now select OneDrive. This will open another **tab** in your browser at the OneDrive website. Do **NOT** close your other tabs.

Microsoft has built a basic folder structure for us.



We will add to this to make it more secure for sharing with family and friends.

 Search everything

OneDrive

Files

Recent

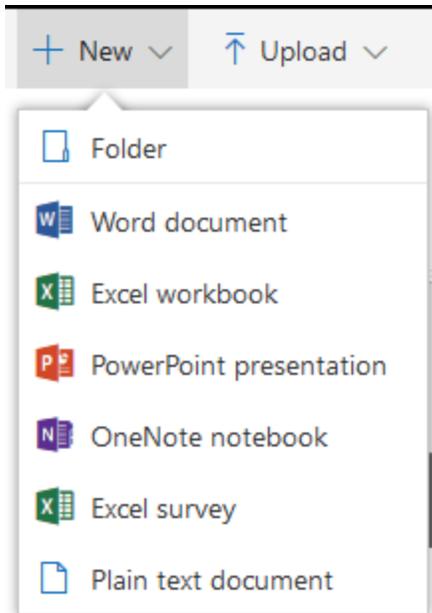
Photos

Shared

Recycle bin

PCs

Let's add a new folder. Left click “**New**” and select “**Folder**”.

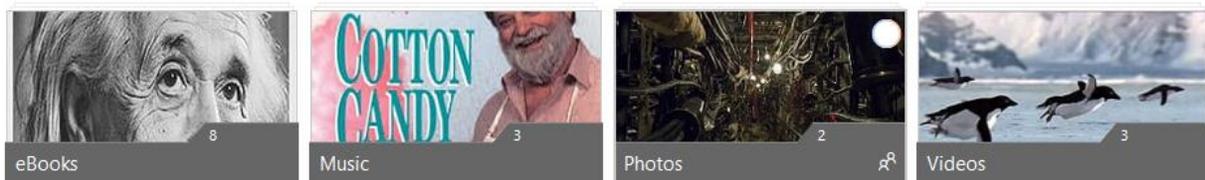


We will make a Folder and call it “**All Shared**”.

Next, we will make some sub-folders inside our **All Shared** folder. Let’s make several and call them “eBooks, Music, Photos and Videos” These sub-folders will be what we share with our friends and relatives.

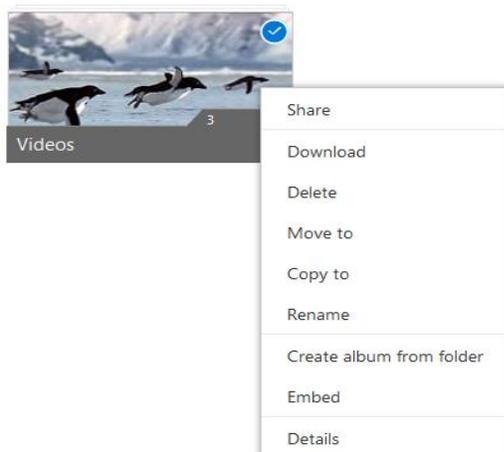
Here is what mine looks like:

Files > All Shared

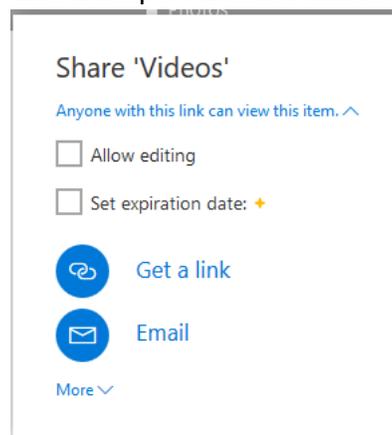


Now we need to “**Upload**” some files to our new folders. I’ve provided some test files to upload. URL’s for these files below, they are not necessarily the files in the photos.

Let’s “**Share**” some of our photos and files. Find the folder you want to share and right click it. This give you some more options. We will select “**Share**” at the top of the bar.



This will open another window:



Uncheck Allow editing

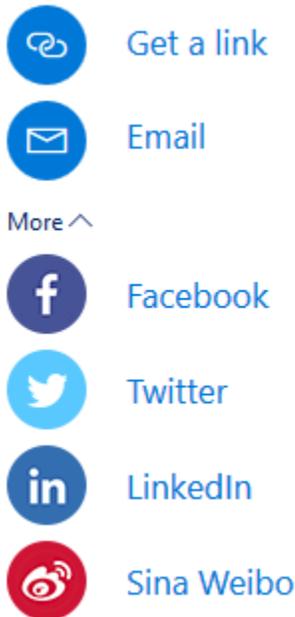
If you want someone to be able to delete your files or edit them then leave “Allow Editing” turned on. The default is ON. I highly recommend you don’t allow it. You will now click on “Get a link”.



When you select “Copy”, this URL will be copied to the clipboard (temporary storage location in your computer) and then you can paste it into any e-Mail you may send. I suggest that if you want to use this URL in the future for other people then you also copy it to Notepad (text editor) and save it, you can find your notepad app in Windows Accessories. This will simplify having to open OneDrive and doing this again.

I have shortened the OneDrive URLs for this presentation using the Google Shortener add-on in FireFox. If you would like this feature added to FireFox ask me after the class.

You will also notice that you can send your Link directly to other Apps from the same window.



If you want to **share a video** and have it **play automatically** when someone clicks on the link, then you need to share the actual file.

If you want to download any file or folder just right click it and select the “**Download**”.

Remember, right clicking in any Windows Application opens more options.

We will now explore some of the other “Apps” Microsoft has “bundled” with your e-Mail account.

Shared Files:

<https://goo.gl/dWTjHo> BBC Flying Penguins in OneDrive cloud storage shortened with Google

<https://goo.gl/5cBHbl> Photos

<https://goo.gl/BX6yLG> Class Music⁷

<https://goo.gl/E42zBv> Class eBooks (The Count of Monte-Cristo)⁸

References:

¹ <https://www.mozilla.org/en-US/firefox/all/>

² <https://en.wikipedia.org/wiki/OneDrive>

³ https://en.wikipedia.org/wiki/Cloud_storage

⁴ https://en.wikipedia.org/wiki/Forward_secretcy (PFS)

⁵ <https://www.perfectforwardsecrecy.com/> (PFS)

⁶ <http://www.zdnet.com/article/microsoft-makes-test-build-of-its-onedrive-placeholders-replacement-available-to-windows-10-insiders/>

⁷ <http://www.bensound.com/> for royalty free music

⁸ <https://www.gutenberg.org/ebooks/1184> free eBooks

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