

Digital Inclusion Project Guide to:

Cloud Storage

For cloud storage the app Google Drive is a very useful cloud storage option because; it's free, allows you to have 15GB of free storage and you can access/use google drive from various of your devices like; computer, tablet and mobile phone.

 First step towards getting a google drive account is you need to go onto Google (Google chrome is the best web browser for Google drive but isn't essential).



2. Once you are on Google, you will see an icon that is nine squares in a row of three. This icon is located in the middle of a link to images and a 'Sign in' button. Click on this icon for various options to appear including 'Drive'. Click 'Drive'.



3. After clicking on 'Drive', Google will ask you to sign in to your Gmail account, which you will need to be able to have a Google Drive account.

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4. When you have signed in, you have then successfully got a drive account where you can store; photos, files and folders. Google drive will show a 'getting started' pdf to guide you on how to use Google Drive and access your stored documents.