



MISSISSIPPI STATE
UNIVERSITY™

EXTENSION

Cloud Applications

MLC–Extension Tech Academy

May 4th, 2016

Today's workshop

- ▶ Cloud fundamentals
- ▶ Dropbox
- ▶ OneDrive



Why the “Cloud” is possible

- ▶ Capacity (storage)
- ▶ Capacity (processing)
- ▶ Internet speeds

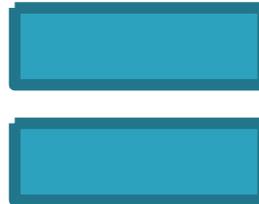
Storage Sizes

1 Kilobyte (KB) = 1,024 Bytes

1 Megabyte (MB) = 1,024 Kilobytes

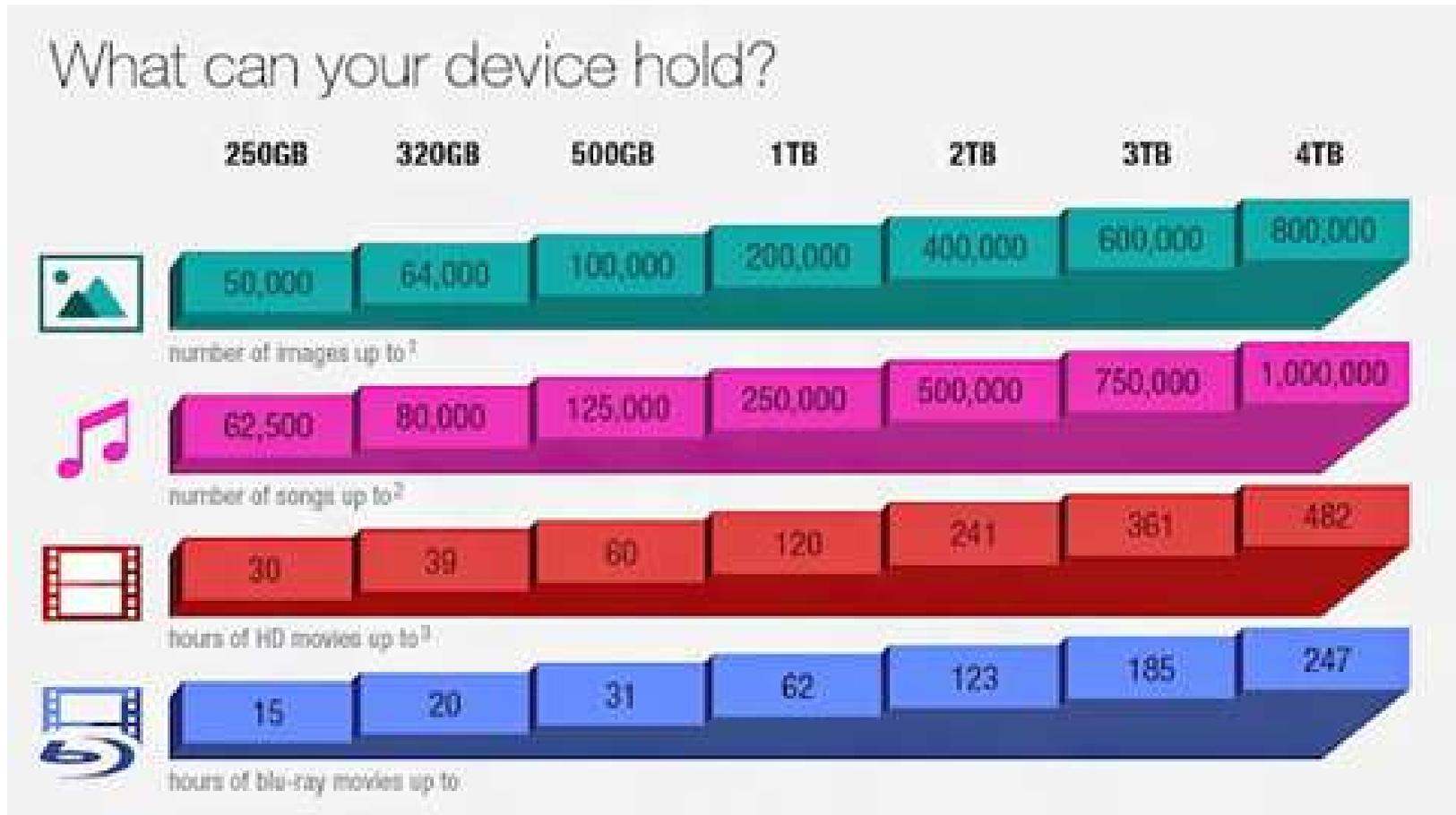
1 Gigabyte (GB) = 1,024 Megabytes

1 Terabyte (TB) = 1,024 Gigabytes



64 KB

Storage Sizes



Source: newegg.com

Storage Sizes

- ▶ In 1981 a **10 megabyte** hard drive cost nearly **\$3,000**. To store **1 gigabyte** (1,024 megabytes) would cost **\$300,000**
- ▶ Cloud services offer **1 gigabyte** for **\$0.99 per month**



Processing capacity

- ▶ Million of instructions per second (MIPS)
- ▶ University super-computer in late 1980's ran at **7 MIPS**
- ▶ Intel Core 2 chip (used in desktops and laptops) unveiled in 2008 ran at **59,000 MIPS**

Did You Know?

- ▶ Smartphone in your pocket has more number-crunching capacity that **ALL** of NASA in 1969?



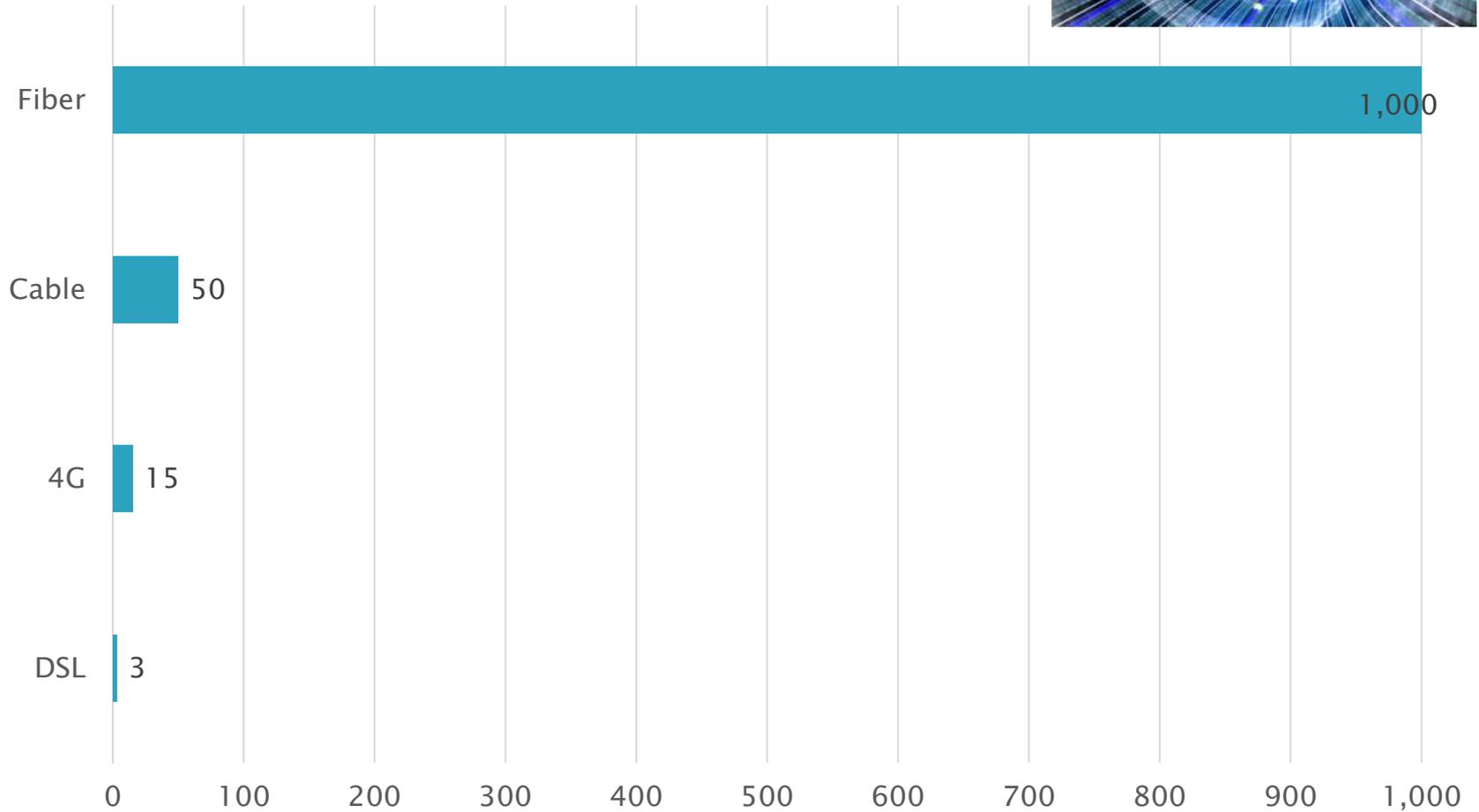
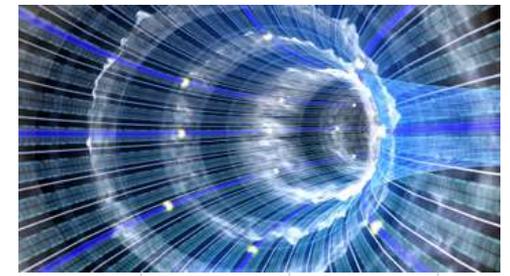
Did You Know?

- ▶ If a 1971 VW beetle improved as did computer chips ...
 - Would reach **300,000** mph
 - Fuel economy of **2 million** mpg
 - Would cost **4 cents**



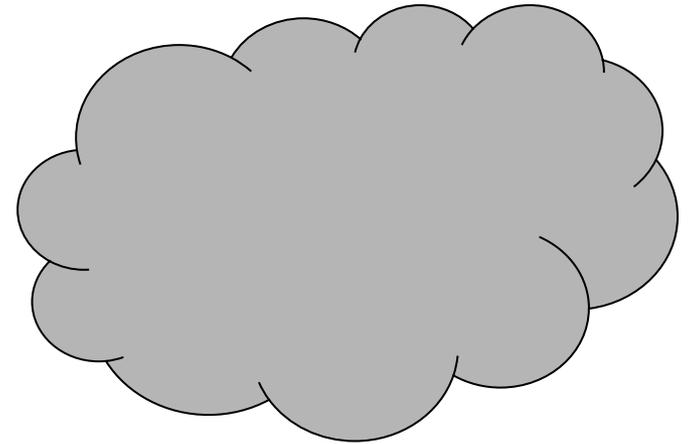
Source: Thomas Friedman, [New York Times](#)

Internet Speeds

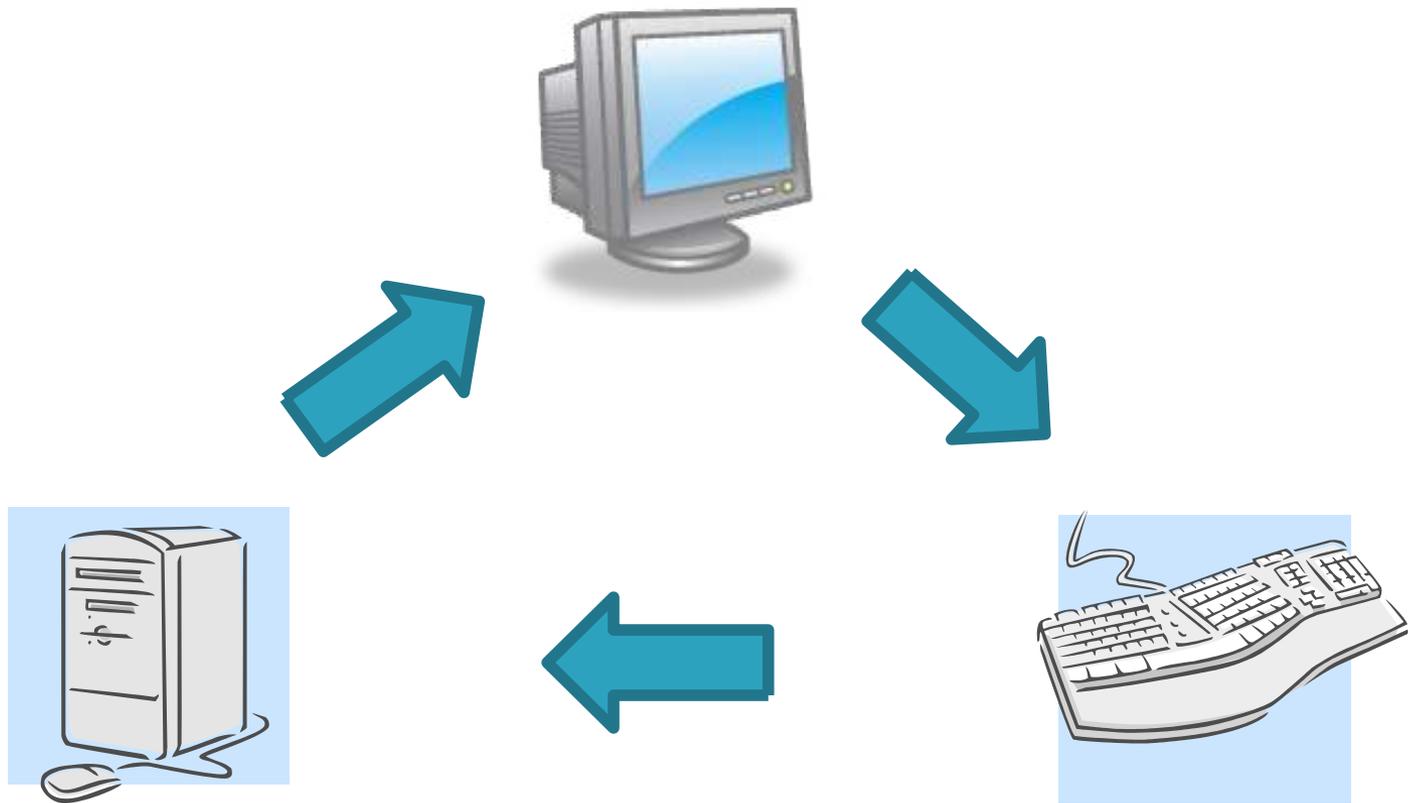


What is the Cloud?

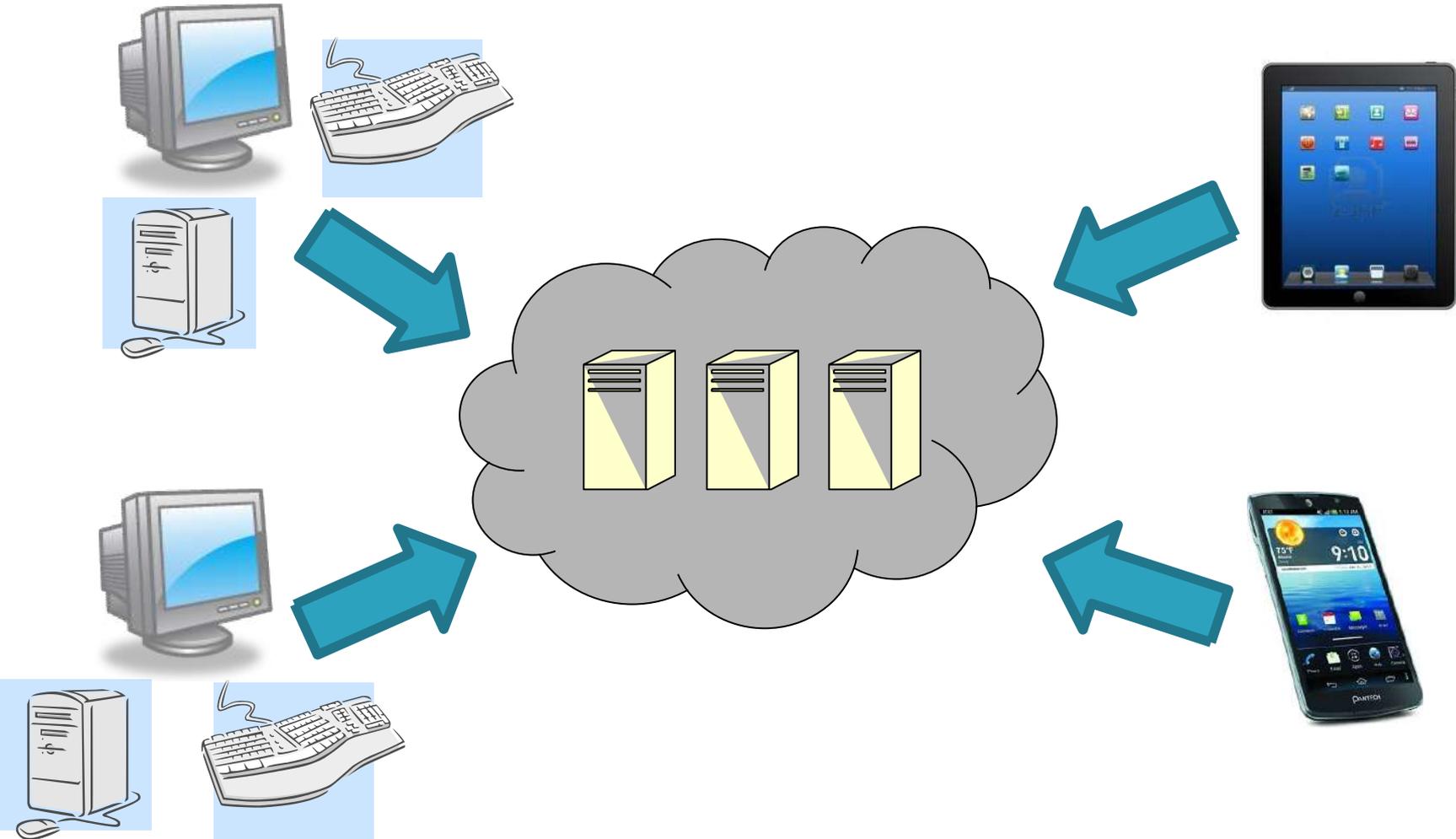
- ▶ Internet = cloud
 - ▶ Web-based service
 - ▶ Increases productivity
 - ▶ Available anywhere*
-
- ▶ Productivity & Collaboration
 - ▶ Storage/Backup



In the past ...



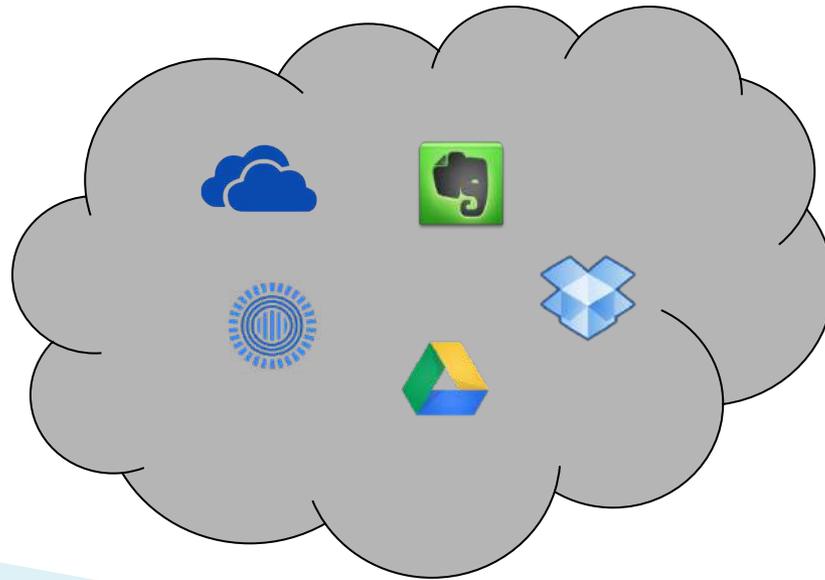
Today ...



Example

Cloud Fundamentals

- ▶ Access anywhere*
- ▶ Link devices to account
- ▶ Sync files
- ▶ Upload/download files; create online
- ▶ Sharing controls



Cloud Services – Examples

▶ Storage / Backup

- Mozy
- Dropbox
- Carbonite

▶ Storage Collaboration

- Evernote
- Google Drive
- OneDrive / Office 365
- Prezi

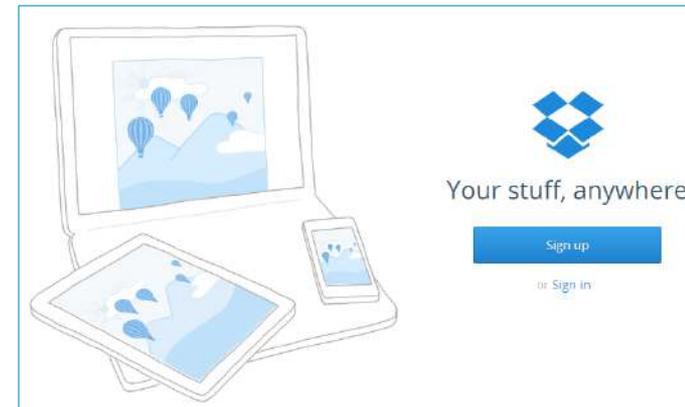
▶ Blogging, Email marketing, other ...



Dropbox



- ▶ Store & share documents (Office, PDF, Pictures, etc.)
- ▶ Requires valid email address
- ▶ Open account at www.dropbox.com
- ▶ Free (2GB), Pro, and Business accounts
- ▶ Web and computer/device interface



Dropbox Content



- ▶ Web interface
- ▶ Upload/Download files
- ▶ Sharing/Unsharing files
- ▶ Editing Microsoft Office files
- ▶ Download & install desktop app
- ▶ Manage linked devices (web)
- ▶ Unlink device (app)



Web Interface



Upgrade account



Search



Dropbox

- Files
- Photos
- Sharing
- Links
- Events

| Name ▲ | Kind | Modified |
|--------|------|----------|
|--------|------|----------|

| | | |
|--|---------------|----|
| Camera Uploads | folder | -- |
| Center for Technology Outreach Pro...ts (Roberto | shared folder | -- |
| Cyberbullying | shared folder | -- |
| Fall 2014 ED 727 | shared folder | -- |
| KR_eBaby Sustain Proj_2014 | shared folder | -- |
| Public | folder | -- |

Also from Dropbox

- Carousel
- Mailbox

Web Interface



- ▶ Similar to Internet browsing (click on title to open; on white space beside title to select)
- ▶ Notice additional options when selected

Dropbox



Search

Center for Technolo...berto

Download

Delete...

Rename

Move...

Create album



Camera Uploads

folder



Center for Technology Outreach Pro...ts (Roberto)

shared folder



Share



Cyberbullying

shared folder



Upload/Download Files



- ▶ To upload: click on 
- ▶ To download: select file, click on  [Download](#)

Sharing/Unsharing Files

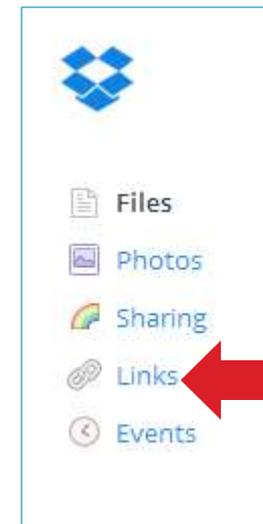
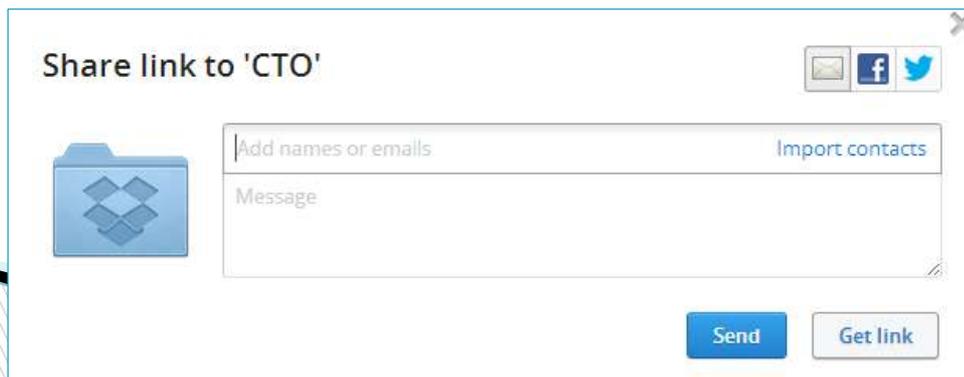


▶ To share

- Via link to email: click on [Share](#) (to the right of modified date)
- Invite to folder (send invitation via email): click on

▶ To unshare

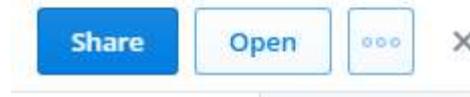
- Click on links (menu on left sidebar)
- Click on X (beside the date) of file you want to unshare



Editing Office Documents



- ▶ First, you need to connect the “Microsoft Office Online” for use in Dropbox
- ▶ Click on title of file to open
- ▶ From web browser, notice the open icon (top-right corner)
- ▶ Click on “Open”



Download Dropbox



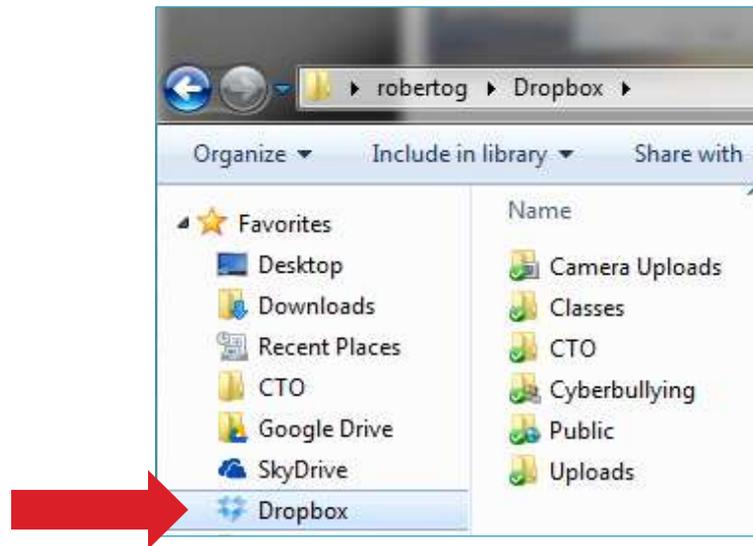
- ▶ Install & configure Dropbox
- ▶ Creates specific folder that syncs with your Dropbox account
- ▶ Make sure Dropbox starts on system startup

A screenshot of the Dropbox website's download page. On the left, the text 'Download Dropbox' is followed by the tagline 'Always have your stuff, wherever you are'. Below this is a blue button that says 'Free download' and '2.4.1 for Windows'. On the right, there is a colorful illustration of a white cloud with a blue Dropbox logo on top. Several yellow folder icons are shown with arrows pointing towards and away from the cloud, representing synchronization. Surrounding the cloud are icons for various devices: a silver laptop, a desktop computer with a monitor and keyboard, a smaller laptop, and a smartphone. At the bottom left of the banner, it says 'Also available for Mac, Linux and Mobile'. At the bottom right, there is a link that says 'View release notes'.

Desktop App



- ▶ Notice Dropbox option under Favorites (file explorer) once installed and logged in



- ▶ Green checkmark shows folder is synced



Manage Apps/Devices



- ▶ Go to dropbox.com → login
- ▶ Account name (upper right hand corner) → settings → security

Devices

You've linked these devices.

| Name | Country | Most recent activity | |
|-------------|---------------|----------------------|---|
| iMac | United States | about 4 hours ago ⓘ | × |
| EXT-1053646 | United States | about 4 hours ago ⓘ | × |
| Android | N/A | N/A ⓘ | × |
| iPad | N/A | N/A ⓘ | × |

Apps linked

You've given these apps access to your personal Dropbox.

| App name | Publisher | Access type | |
|-------------|-------------|----------------|---|
| Quickoffice | Quickoffice | Full Dropbox ⓘ | × |
| GoodReader | Good.iWare | Full Dropbox ⓘ | × |

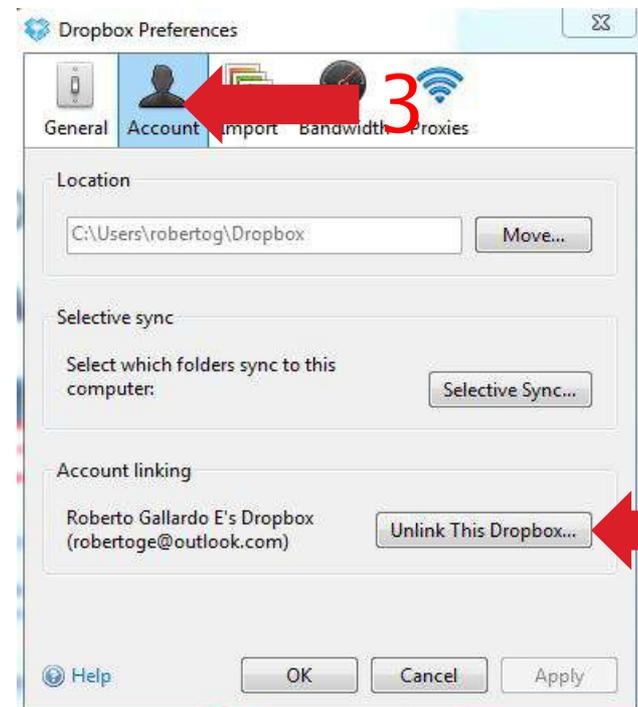
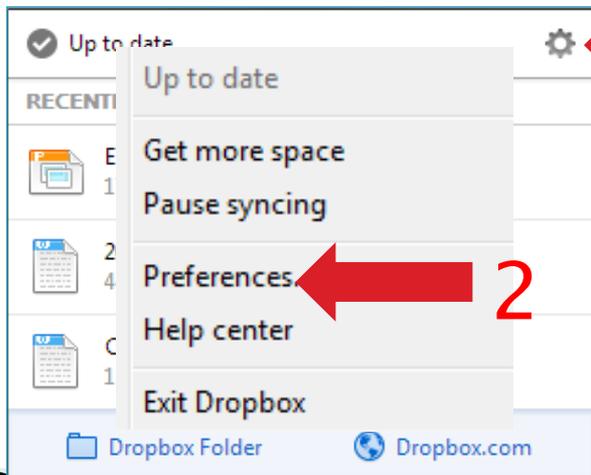


Click on “x”
to unlink or
revoke app
access

Unlink computer using desktop app



- ▶ Right-click on  icon
- ▶ Click on gear icon at the top right → preferences → accounts → “Unlink computer”
- ▶ This will no longer sync your folder with your online account



Keep in mind ...



- ▶ There is a web interface and “synced” folder(s) on your computer; if you delete in one place, it will delete in the other
- ▶ Limited space with free account
- ▶ Shared folders count towards your space (unless you are part of a business account)
- ▶ Multiple users can cause issues (unless you have a business account)
- ▶ Make sure to UNLINK computer/devices from account when no longer in use



OneDrive



- ▶ Storage & collaboration application
- ▶ Requires valid email address (need to open a Microsoft account)
- ▶ Open account at www.onedrive.com
- ▶ Allows access to your PC files as well



Microsoft account [What's this?](#)

someone@example.com *

Password *

Keep me signed in

Sign in

[Can't access your account?](#)

[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)

OneDrive



- ▶ Web Interface
- ▶ Upload/Download files
- ▶ Create files
- ▶ Sharing files
- ▶ Download & install app
- ▶ Unlink devices



Interface



OneDrive | Create Upload

Search

Files Roberto's OneDrive

Sort by: Name

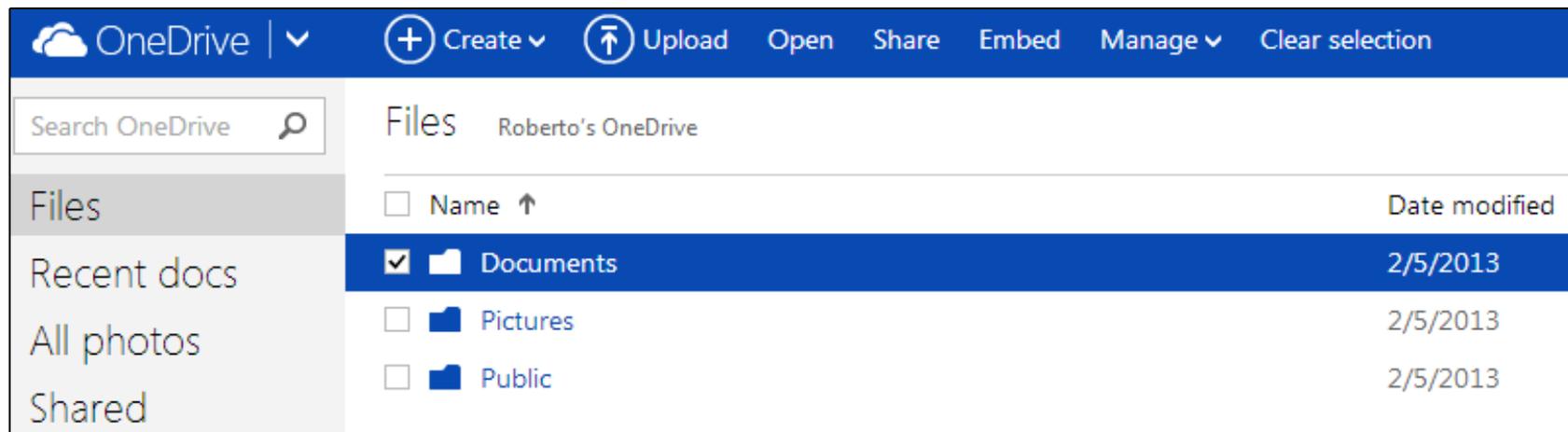
| <input type="checkbox"/> Name ↑ | Date modified | Sharing | Size |
|-------------------------------------|---------------|---------|---------|
| <input type="checkbox"/> Classes | 5/21/2013 | - | 251 MB |
| <input type="checkbox"/> Consulting | 2/1/2014 | - | 121 MB |
| <input type="checkbox"/> CTO | 3/27/2014 | - | 2.78 GB |
| <input type="checkbox"/> CV | 3/27/2014 | - | 83.7 MB |
| <input type="checkbox"/> Data | 4/25/2014 | - | 2.68 GB |
| <input type="checkbox"/> Pictures | 4/6/2014 | - | 1.52 GB |
| <input type="checkbox"/> Public | 2/5/2013 | Public | 1.91 MB |

Files
Recent docs
All photos
Shared
PCs
EXT-1053646

File Explorer



- ▶ Similar to Internet browsing (click on title to open; on white space or checkbox to select)
- ▶ Notice additional options at the top when selected



The screenshot shows the OneDrive File Explorer interface. At the top, there is a blue navigation bar with the OneDrive logo and a dropdown arrow, followed by buttons for '+ Create', 'Upload', 'Open', 'Share', 'Embed', 'Manage', and 'Clear selection'. Below this is a search bar labeled 'Search OneDrive' and a breadcrumb path 'Files Roberto's OneDrive'. A left-hand navigation pane lists 'Files', 'Recent docs', 'All photos', and 'Shared'. The main area displays a table of files and folders:

| <input type="checkbox"/> | Name ↑ | Date modified |
|-------------------------------------|-----------|---------------|
| <input checked="" type="checkbox"/> | Documents | 2/5/2013 |
| <input type="checkbox"/> | Pictures | 2/5/2013 |
| <input type="checkbox"/> | Public | 2/5/2013 |

Upload/Download Files

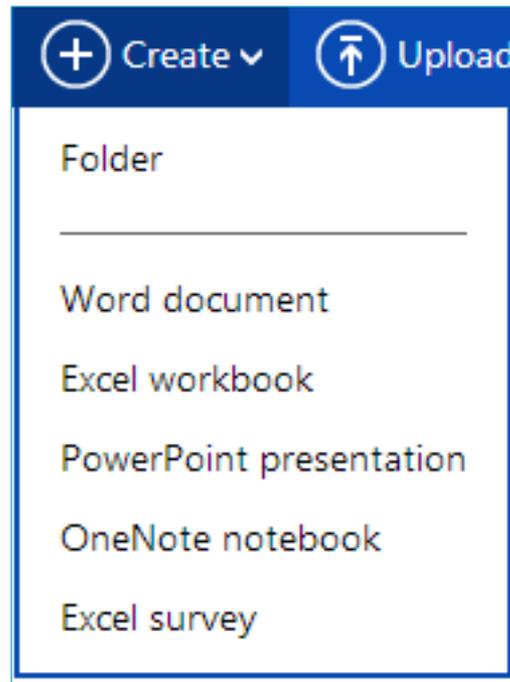


- ▶ To upload: click on  ; follow wizard
- ▶ To download (does not apply to folders): open or select file, click on 
- ▶ Uses browser's download options; downloads as Microsoft Office documents

Create Files



- ▶ Utilizes Office Web Apps (slightly different than the actual Microsoft Office software)
- ▶ Click on  and select file type



File Management



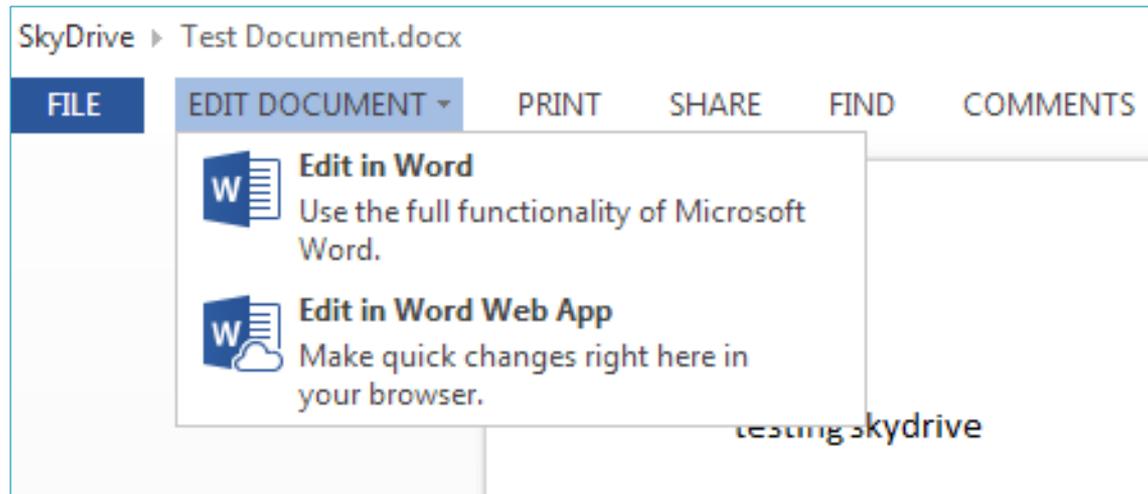
- ▶ Notice formatting menus when file is created

The screenshot displays the Microsoft Word Web App interface. The title bar shows 'SkyDrive > Test Document.docx' and 'Microsoft Word Web App'. The user is identified as 'Roberto Gallardo E' with a 'Sign out' option. The ribbon includes 'FILE', 'HOME', 'INSERT', 'PAGE LAYOUT', and 'VIEW'. The 'HOME' ribbon is active, showing 'Clipboard' (Paste, Copy), 'Font' (Calibri (Body), 11, Bold, Italic, Underline, Text Color, Background Color), 'Paragraph' (List, Indent, Decrease Indent, Increase Indent, Paragraph Spacing, Paragraph Style), 'Styles' (Normal, No Spacing, Heading 1, Heading 2, Heading 3), and 'Spelling' (ABC, Spelling). The main document area contains the text 'testing skydrive' with a red squiggly line under 'skydrive' indicating a spelling correction.

File Management



- ▶ When working with existing files, enable formatting menus using “Edit Document”
- ▶ Select “Word Web App”



File Sharing



- ▶ With document open, click on 
- ▶ From the File explorer, select and click on
- ▶ Invite people via email
 - Allow recipients to edit
 - Require recipients to sign-in
- ▶ Get a link
 - Define settings for those with access to the link to view only, edit, or public

The screenshot shows the sharing options for a document. On the left, there is a sidebar with options: 'Share', 'Invite people' (selected), 'Get a link', 'Shared with', and 'Only me'. The main area is titled 'Invite people to "Gallardo Biosketch.docx"' and contains the following fields and controls:

- Text: 'Enter contacts to send an email with a link to this item.'
- Field: 'To' with an empty input box.
- Field: 'Add a quick note' with an empty text area.
- Dropdown: 'Recipients can edit' with a downward arrow.
- Dropdown: 'Recipients don't need a Microsoft account' with a downward arrow.
- Buttons: 'Share' (blue) and 'Close' (grey) at the bottom right.

Download OneDrive



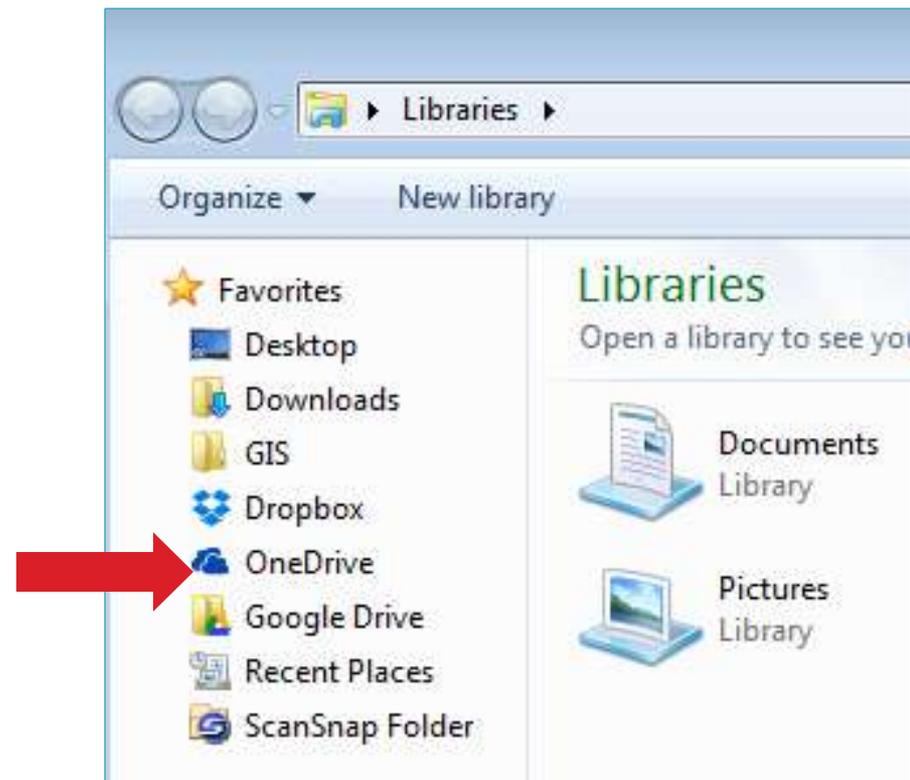
- ▶ Download & install OneDrive
- ▶ Select folders to sync with account
- ▶ Fetch files from computer
- ▶ Make sure OneDrive starts on system startup



Desktop App



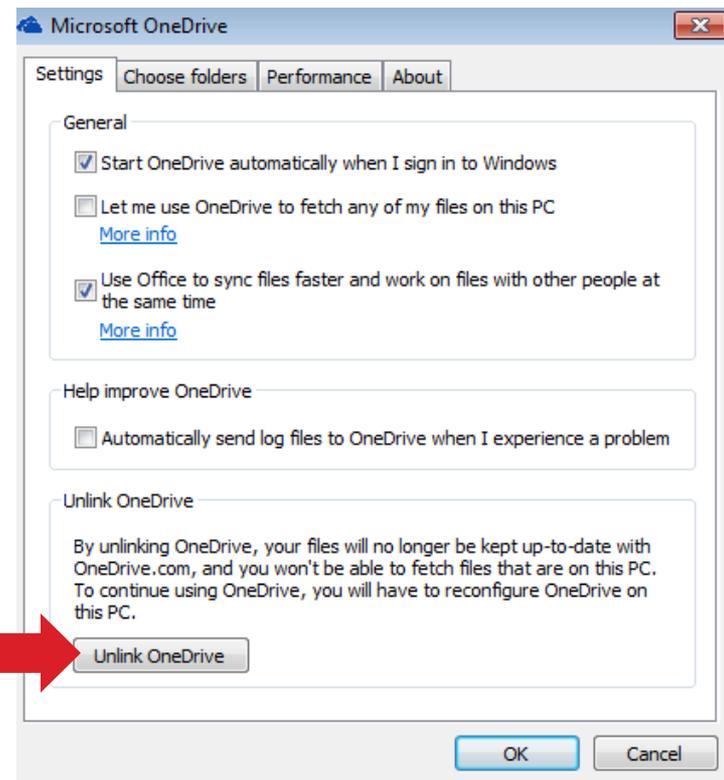
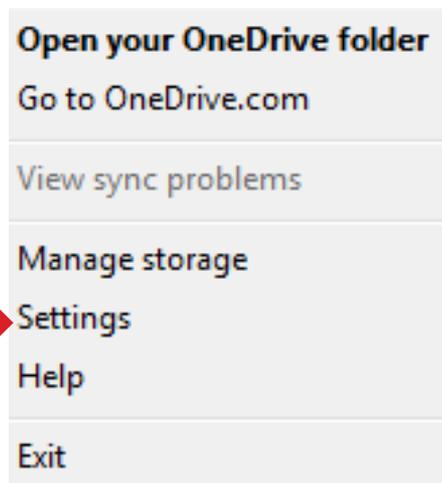
- ▶ Notice OneDrive option under Favorites (file explorer) once installed



Unlink computer/device



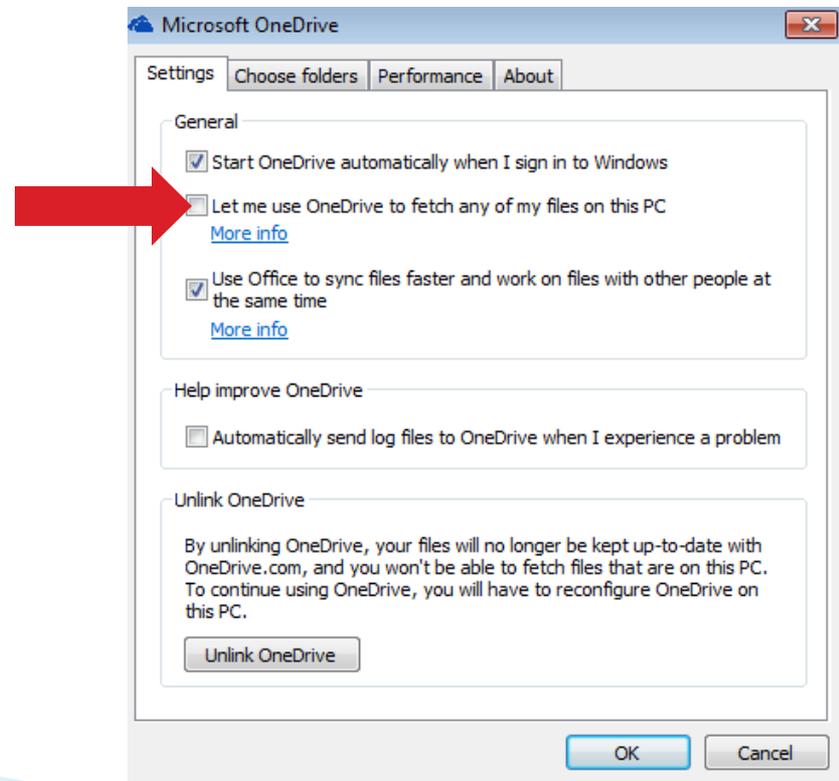
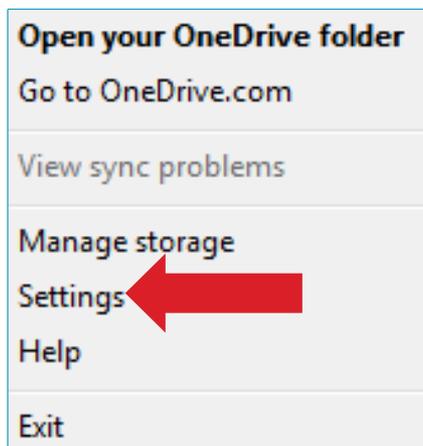
- ▶ Right-click on OneDrive icon on the taskbar
- ▶ Click on settings → unlink OneDrive



Fetch computer files



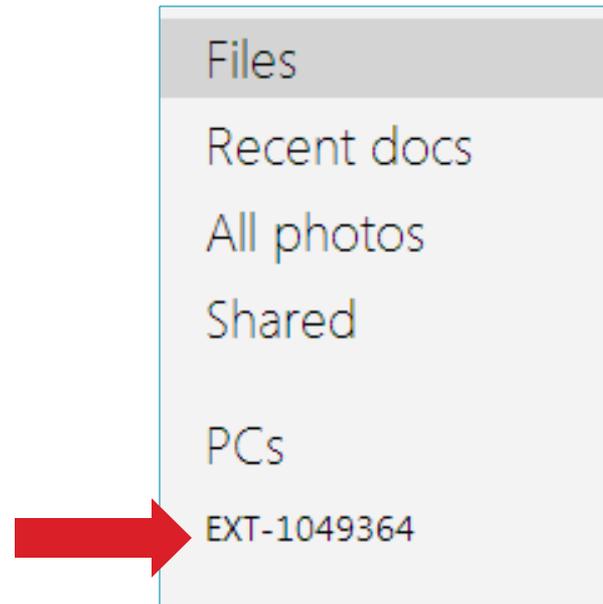
- ▶ Desktop app must be installed and running
- ▶ Right-click on OneDrive icon → settings
- ▶ Check “Let me use OneDrive to fetch any of my files on this PC”



Fetch computer files



- ▶ Using web interface, click on device name under “PCs” to access any file on linked PC



Disable file fetching



- ▶ On web interface, click on computer name under “PCs” (menu on left side) → Remove PC

The screenshot shows the OneDrive web interface. At the top, there is a blue header with the OneDrive logo and a dropdown arrow. Below the header is a search bar labeled "Search OneDrive". To the right of the search bar, the text "EXT-1053646 Roberto Gallardo E's OneDrive" is displayed. Below this, a message states: "OneDrive can't connect to 'EXT-1053646'". Underneath the message, there is a paragraph of text: "Make sure it's turned on, connected to the Internet, and has the 'Fetch files on this PC' setting selected. [Get help with this](#)". Below that, another paragraph says: "Fetching files on a PC running Windows 8.1 isn't supported. If you no longer use the OneDrive desktop app on a PC, you can remove it." On the left side, there is a navigation menu with the following items: "Files", "Recent docs", "All photos", "Shared", "PCs", and "EXT-1053646". A red arrow labeled "1" points to the "EXT-1053646" item in the menu. On the right side, there is a "Remove PC" button. A red arrow labeled "2" points to this button.

Keep in mind ...



- ▶ There is a web interface and “synced” folder(s) on your computer; if you delete in one place, it will delete in the other as well
- ▶ Limited space with free account
- ▶ Multiple users is possible (collaboration)
- ▶ UNLINK computer/devices from account when no longer in use

