

## Storing Files on the Cloud | Quick Reference Guide | 2014

*More flexible than a hard drive...safer than a thumb drive...able to sync files across all your devices!  
It's free, it's accessible, it's cloud storage!*

Name/site	Dropbox	Box	Google Drive	Microsoft OneDrive <i>(formerly SkyDrive)</i>	Apple iCloud
Free storage	2GB	10GB	15GB (30GB for Business or Education)	7GB	5GB
File size restriction	10GB on web-site; no file size restriction with apps	250MB	10GB	2GB	200MB for a document
More storage?	can earn or buy extra storage	can buy extra storage	can buy extra storage	can find rewards for extra storage	can buy extra storage
Integration	integrated with many apps	integrated with many apps	integrated with Google Docs, Gmail, and Google+	integrated with Windows 8, Office 2013 and Office 365	integrated with Apple devices and iWork
Sharing	sharing with no permissions	many privacy and sharing options (7 roles)	share with permissions	share with permissions	can share link to document
Usability	accessible from a Web browser; install on computer for drag and drop	accessible from a Web browser; install on computer for drag and drop	accessible from a Web browser; install on computer for drag and drop	accessible from a Web browser; integrated into Office 2013 & 365	no drag and drop usability/does not synch videos
Offline access	yes; mark as favorite	yes; enable of-fline access	yes; using Chrome	yes; make offline	
Considerations	supports the most operating systems	great for sharing large files	you probably already have a Google account	scans for objectionable content	scans for objectionable content
Notes	simple sharing, but shared folders count against everyone's quota	best for business; can get embed code	can get embed code (publish to the Web)	works best if all your devices are Windows	Setup > iCloud to pick what you want to back up; need to purchase more storage to make it worth it

Security is of high importance with all these tools: encryption, authentication, and authorization are used. Take advantage of the optional 2-step verification which requires a # in addition to your username and password.

*Note: Spideroak is a cloud service which specializes in high security: <https://spideroak.com/>*