

# Cloud Storage Guides (OneDrive, Google Drive, ETC)

Guides on using and managing permissions for various cloud storage providers.

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# Google Drive

Guides on logging in, uploading files, and managing permissions for Google Drive

# Help Catalog

## List of Google Drive Resources:

### Switching to Google Drive from other platforms

Source: [Google Support](#)

If you previously used...	Read this guide...
Microsoft® OneDrive®	<a href="#">Switching to Drive from Microsoft OneDrive</a>
Box®	<a href="#">Switching to Drive from Box</a>
Dropbox®	<a href="#">Switching to Drive from Dropbox</a>
C:\ Drive	<a href="#">Switching to Drive from C:\ Drive</a>

Source: [Google Drive Learning Center](#)

## Uploading files to Google Drive

[https://www.youtube.com/embed/VtgPnHZjrUY?feature=emb\\_logo](https://www.youtube.com/embed/VtgPnHZjrUY?feature=emb_logo)

<a href="#">Google Drive Cheat Sheet</a>	A quick guide on the features of Google Drive in an easy to understand format.
<a href="#">Shared Drive Cheat Sheet</a>	A quick guide on the features of shared Google Drives for groups in an easy to understand format.
<a href="#">Google Drive Best Practices</a>	Best practices to follow to improve workflow and keep files secure.
<a href="#">Google Drive Learning Center</a>	For tips on how to work on different files, manage permissions, and anything not covered in the other resources.

## Level 1—Beginner

1. [Send & save large attachments in Drive](#)
2. [Access stored Drive files offline](#)
3. [Create document templates](#)
4. [See changes in Drive files & folders](#)
5. [Switch to a different version of your file](#)
6. [Share links to PDF versions of your files](#)
7. [Work with Microsoft Office files](#)
8. [See who's editing an Office file](#)
9. [Complete PDF forms using a mobile device](#)
10. [Find files and folders with shortcuts](#)
11. [Find and act on unresolved comments](#)

## Level 2—Intermediate

1. [Email collaborators](#)
2. [Get notified if a file is shared with you](#)
3. [Share content with multiple people](#)
4. [Set an expiration date for file access](#)
5. [Mark a shared file as final](#)
6. [Restrict sharing options on Drive files](#)
7. [Transfer ownership of a file](#)

## Level 3—Advanced

1. [Change your shared drive theme](#)
2. [Automatically sync downloads to Drive](#)
3. [Create an out of office document](#)
4. [Scan files as PDFs with your phone](#)
5. [Record a video meeting](#)

6. [Get Drive notifications in Chat](#)
7. [Share a file publicly](#)
8. [Search for image files by description](#)
9. [Find files in a shared drive by owner](#)
10. [Only see the shared drives you want](#)
11. [Translate Docs into other languages](#)

# Microsoft OneDrive

Guides on logging in, uploading files, and managing permissions for Microsoft OneDrive

# Help Catalog

## List of Microsoft OneDrive resources:

### Basics:

Video Training (source: [Microsoft OneDrive Video training](#))

Quick Start	<b><a href="#">Quick start</a></b>
Get started with OneDrive (business)	<b><a href="#">Get started with OneDrive (business)</a></b>
Manage your files	<b><a href="#">Manage your files</a></b>
Share and sync	<b><a href="#">Share and sync</a></b>

Source: [OneDrive Training Website](#)

## Uploading Files

1. [Uploading Files to OneDrive for Business](#)
2. [Create a document from OneDrive for Business](#)
3. [Add and sync shared folders to OneDrive](#)
4. [Save screenshots to OneDrive automatically](#)
5. [Save photos and videos to OneDrive automatically](#)
6. [File types supported for previewing files in OneDrive, SharePoint, and Teams](#)
7. [Files save to OneDrive by default in Windows 10](#)

## Managing Files

1. [Find your SharePoint and Teams files in OneDrive for Business](#)

2. [Move files and folders between OneDrive and SharePoint](#)
3. [Copy files and folders between OneDrive for Business and SharePoint sites](#)
4. [Sort, rename, or move photos and files in OneDrive](#)
5. [Organize and find photos in OneDrive](#)
6. [Download files and folders from OneDrive or SharePoint](#)
7. [Use OneDrive to fetch files on a PC](#)
8. [Delete files or folders in OneDrive](#)

## Securing your Files

1. [Back up your Documents, Pictures, and Desktop folders with OneDrive](#)
2. [Restore deleted files or folders in OneDrive](#)
3. [Restore a previous version of a file in OneDrive](#)
4. [Restore your OneDrive](#)
5. [Ransomware detection and recovering your files](#)
6. [What to do when a malicious file is found in SharePoint Online, OneDrive, or Microsoft Teams](#)
7. [Report abuse in OneDrive](#)
8. [How OneDrive safeguards your data in the cloud](#)