

Cloud Storage Guides (OneDrive, Google Drive, ETC)

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

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- [Microsoft OneDrive](#)
 - [Help Catalog](#)

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®	Switching to Drive from Microsoft OneDrive
Box®	Switching to Drive from Box
Dropbox®	Switching to Drive from Dropbox
C:\ Drive	Switching to Drive from C:\ Drive

Source: [Google Drive Learning Center](#)

Uploading files to Google Drive

https://www.youtube.com/embed/VtgPnHZjrUY?feature=emb_logo

Google Drive Cheat Sheet	A quick guide on the features of Google Drive in an easy to understand format.
Shared Drive Cheat Sheet	A quick guide on the features of shared Google Drives for groups in an easy to understand format.
Google Drive Best Practices	Best practices to follow to improve workflow and keep files secure.
Google Drive Learning Center	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
	Get started with OneDrive (business)
	Manage your files
	Share and sync

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](#)