

# CLOUD OPTIONS FOR COLLABORATION AND SHARED DOCUMENTATION

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## WHAT'S "CLOUD COMPUTING"?

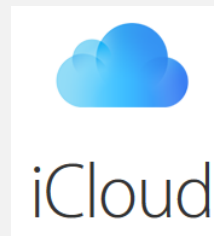
Cloud computing is the practice of using a network of remote servers to store, manage, and process data, rather than a local server or a personal computer. Both applications / services *and* the infrastructure they sit on can be hosted on "the cloud".



vs

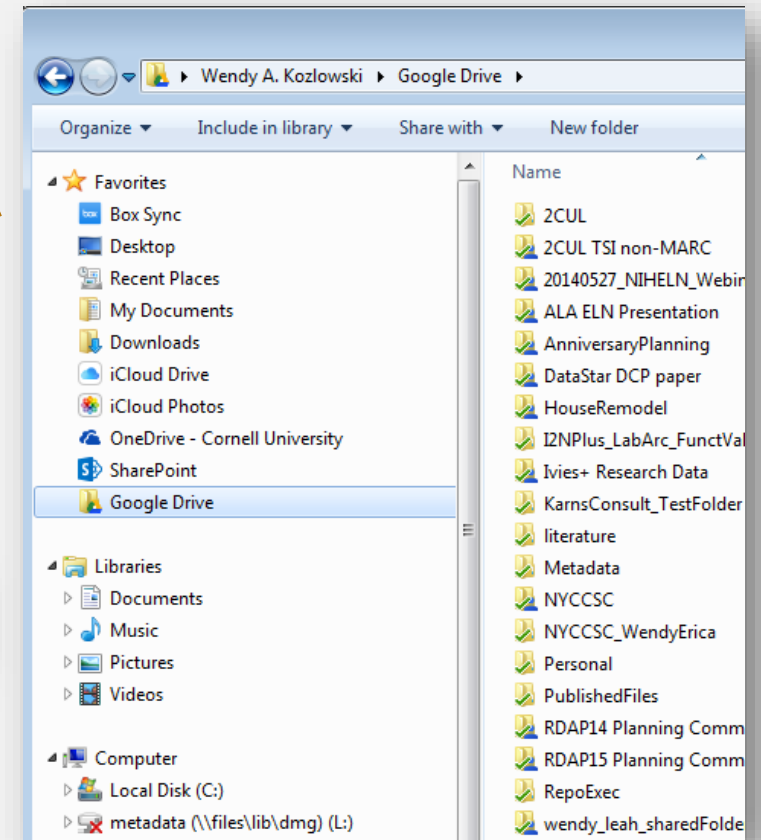
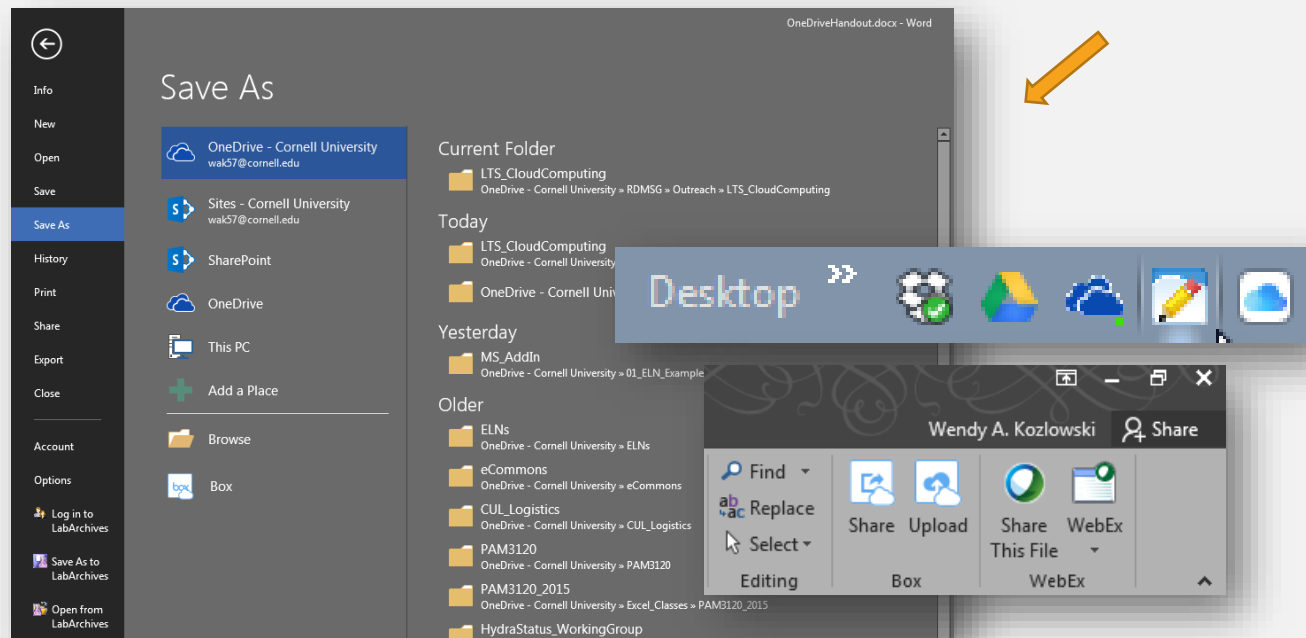


# COMMON CLOUD STORAGE AND COLLABORATION TOOLS



# HOW TO ACCESS CLOUD CONTENT





1. Through a browser
2. Via folders synchronized to your local machine
3. Through applications “linked” to the cloud product



## CONSIDERATIONS FOR ALL CLOUD PRODUCTS

- **Security** – even the best companies get hacked (local systems too...)
- **Content** – especially for work, be sure it's OK to put it on the cloud
  - See Cornell's [Regulated Data Chart](#)
- **Synchronization is NOT the same as a Backup**
- The only product approved for secure file transfer is Cornell DropBox service
  - <http://dropbox.cornell.edu>

# CORNELL ENTERPRISE PRODUCT

			
YES	YES	NO	NO

## CORNELL ENTERPRISE PRODUCT

Why use a product Cornell licenses?

- Support from IT@Cornell
- Shibboleth integration (Cornell manages your login and password, not the vendor)
- Security vetting
- License protections for things like content indexing and account maintenance

# THE FINE PRINT



## Your Stuff & Your Permissions

When you use our Services, you provide us with things like your files, content, email messages, contacts and so on ("Your Stuff"). Your Stuff is yours. These Terms don't give us any rights to Your Stuff except for the limited rights that enable us to offer the Services.





We need your permission to do things like hosting Your Stuff, backing it up, and sharing it when you ask us to. Our Services also provide you with features like photo thumbnails, document previews, email organization, easy sorting, editing, sharing and searching. ~~These and other features may require our systems to access, store and scan Your Stuff. You give us permission to do those things, and this permission extends to our affiliates and trusted third parties we work with.~~

## Termination



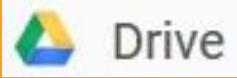

You're free to stop using our Services at any time. We also reserve the right to ~~suspend or end the Services at any time at our discretion and without notice. For example, we may suspend or terminate your use of the Services if you're not complying with these Terms, or use the Services in a manner that would cause us legal liability, disrupt the Services or disrupt others' use of the Services. Except for Paid Accounts, we reserve the right to terminate and delete your account if you haven't accessed our Services for 12 consecutive months. We'll of course provide you with notice via the email address associated with your account before we do so.~~



# TOTAL STORAGE





			
Unlimited	1 TB	15 GB \$ (including Gmail)	2 GB \$

## FILE SIZE LIMITATIONS

			
15 GB	2 GB	<u>5TB</u> * Except Google Doc, Sheet or Slides: 50-100MB	Via Desktop or Mobile App: No limit Via Website: 10GB





\* Confusing – also limited in terms of number of characters for docs and cells used for spreadsheets. See link for details.

# SHARING

			
<ul style="list-style-type: none"><li>• With Link*</li><li>• In company</li><li>• In folder</li><li>• Specific people</li></ul>	<ul style="list-style-type: none"><li>• With link*</li><li>• Specific people</li></ul>	<ul style="list-style-type: none"><li>• Open to public</li><li>• With link*</li><li>• Specific people</li></ul>	<ul style="list-style-type: none"><li>• With link*</li><li>• Specific people</li><li>• Password access<sup>\$</sup></li><li>• Expiration dates<sup>\$</sup></li></ul>

\* Use caution when sharing files with links. If “anyone with link” can access content, files can be shared or found and accessed accidentally. In Drive, for example, this is the default setting when sharing with a link.

# ACCESS CONTROLS





			
<ul style="list-style-type: none"><li>• Editor (default)</li><li>• Co-Owner</li><li>• Viewer Uploader</li><li>• Previewer Uploader</li><li>• Viewer</li><li>• Previewer</li><li>• Uploader</li></ul>	<ul style="list-style-type: none"><li>• Edit</li><li>• View</li></ul>	<ul style="list-style-type: none"><li>• Owner</li><li>• Can Edit</li><li>• Can View</li></ul>	<ul style="list-style-type: none"><li>• Can Edit</li><li>• Read Only \$</li></ul>





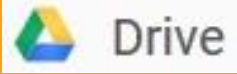

## ACCESS CONTROLS

Access Levels	Upload	Download	Preview	Get Link	Edit	Delete	Owner
Co-owner	•	•	•	•	•	•	•
Editor	•	•	•	•	•	•	
Viewer Uploader	•	•	•	•	•		
Previewer Uploader	•		•				
Viewer		•	•	•			
Previewer			•				
Uploader	•						





# SIMULTANEOUS EDITING

			
<ul style="list-style-type: none"><li>• Via Microsoft Online Word, Excel and Powerpoint</li><li>• On BoxNotes</li><li>• Commenting available on BoxNotes</li></ul>	<ul style="list-style-type: none"><li>• Via online or local Word, Excel and Powerpoint</li><li>• Commenting available</li></ul>	<ul style="list-style-type: none"><li>• On Google Sheets, Docs and Slides</li><li>• Commenting available</li></ul>	<ul style="list-style-type: none"><li>• Via “<a href="#">Dropbox Badge</a>”</li><li>• On Microsoft Word, Excel and Powerpoint files</li><li>• Commenting available</li></ul>

# VERSION CONTROL

			
<ul style="list-style-type: none"><li>• Can restore most recent 100 versions</li><li>• Deleted content can be restored for 30 days</li></ul>	<ul style="list-style-type: none"><li>• “Complete”</li><li>• Deleted content can be restored for 90 days</li></ul>	<ul style="list-style-type: none"><li>• 30 days</li></ul>	<ul style="list-style-type: none"><li>• 30 days \$</li></ul>

## OTHER CONSIDERATIONS

		 OneDrive	 Drive	
Use with portable devices	<ul style="list-style-type: none"> <li>• Very good</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent</li> </ul>
Tools for file creation	<ul style="list-style-type: none"> <li>• Excellent</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Integration with other products/apps	<ul style="list-style-type: none"> <li>• Very good</li> </ul>	<ul style="list-style-type: none"> <li>• Good</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent</li> </ul>
Other features	<ul style="list-style-type: none"> <li>• User notifications</li> <li>• Tags</li> <li>• Box Edit</li> </ul>	<ul style="list-style-type: none"> <li>• Also integrates with OneNote</li> </ul>	<ul style="list-style-type: none"> <li>• Great search capabilities</li> <li>• Easy to organize</li> </ul>	







## YOUR TURN...

1. Log in (you may need to create an account for Drive and/or Dropbox)
2. Create structure to hold content (folders)
3. Create content from within the product (not in Dropbox)
4. Move content from a local drive to the product
5. Share that content with someone else
6. Open content that someone else has shared with you
7. Simultaneously edit that content
8. Restore an old version of content

## RESOURCES

- Lynda.com
  - Search on “Box”, “Google Drive” or “Dropbox” for some great videos
- Box
  - <http://www.it.cornell.edu/services/box/index.cfm>
  - <https://community.box.com/t5/Getting-Started-Guide-for-New/Box-User-Guide/ta-p/6807>
- OneDrive
  - <http://www.it.cornell.edu/services/onedrive/>

				
Licensed Cornell product	Yes	Yes	No	No <small>\$ Additional storage/features available for a cost.</small>
Total storage	Unlimited	1 TB	15 GB <small>\$ (including Gmail and Photos)</small>	2 GB <small>\$</small>
File size limits <small>* Google pricing is confusing. Follow link for more info.</small>	15 GB	2 GB	<u>5TB*</u> Except Google Doc, Sheet or Slides: 50-100MB	Via Desktop or Mobile App: No limit Via Website: 10GB
Sharing / Collaboration <small>** Use caution when sharing files via shared links.</small>	<ul style="list-style-type: none"> <li>• With Link **</li> <li>• In company</li> <li>• In folder</li> <li>• Specific people</li> </ul>	<ul style="list-style-type: none"> <li>• With link **</li> <li>• Specific people</li> </ul>	<ul style="list-style-type: none"> <li>• Open to public</li> <li>• With link **</li> <li>• Specific people</li> </ul>	<ul style="list-style-type: none"> <li>• With link **</li> <li>• Specific people</li> <li>• Password access <small>\$</small></li> <li>• Expiration dates <small>\$</small></li> </ul>
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