

Cloud Storage Setup Checklist

Use this checklist to guide you through setting up and using cloud storage safely and confidently. Work through each step at your own pace—there's no rush!

Getting Started

- Decide which cloud storage service is best for me:
 - Google Drive (if I use Gmail)
 - iCloud (if I use iPhone/iPad)
 - Dropbox (if I want the simplest option)

- Access my chosen cloud storage service:
 - On computer: Go to the website and sign in
 - On phone/tablet: Download the app and sign in

- Confirm I can see my cloud storage main screen/dashboard

Setting Up Strong Security

- Review my account password and make sure it's strong and unique

- Enable two-factor authentication for extra security

- Save my login information in a secure place (like a password manager or written down at home)

- Make sure I'm signed out of cloud storage on any public computers I may have used

Uploading and Organizing Files

- Upload my first batch of important photos (start with 5-10 favorites)

- Create my main organizational folders:
 - Family Photos
 - Important Documents

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- Medical Records
- Recipes or Hobbies
- Files to Share

- Move uploaded files into the appropriate folders

- Create subfolders if needed (like "Family Photos 2024," "Family Photos 2025")

- Upload important documents I want to keep safe:
 - Medical records
 - Insurance information copies
 - Important receipts or warranties
 - Other essential documents

Setting Up Automatic Backup

- Enable automatic photo backup on my phone:
 - iPhone: Turn on iCloud Photos in Settings > [My Name] > iCloud > Photos
 - Android: Enable Google Photos backup in the Google Photos app

- Check that new photos are automatically uploading to cloud storage

- Decide if I want to keep photos on my phone or delete them after backup

Accessing Files from Different Devices

- Practice accessing my cloud storage from my computer

- Practice accessing my cloud storage from my phone or tablet

- Try opening a file from my cloud storage on a different device

- Confirm I can download a file from cloud storage if needed

Sharing Files with Family and Friends

- Choose a photo or document to practice sharing

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- Create a shareable link for the file
- Set sharing permissions (view only vs. can edit)
- Send the link to a family member or friend via email or text
- Confirm they were able to access the file

Maintenance and Best Practices

- Review what's stored in my cloud storage once every few months
- Delete files I no longer need to free up space
- Check how much storage space I'm using
- If needed, consider upgrading to a paid plan for more storage
- Make sure important new files are being added to cloud storage regularly

Emergency Preparedness

- Write down my cloud storage login information and store it securely at home
- Share my cloud storage access information with a trusted family member (for emergencies only)
- Create a folder with emergency information that's easily accessible:
 - Medical information
 - Emergency contacts
 - Important phone numbers
 - Insurance information

Testing My Knowledge

- I can explain what cloud storage is to a friend in simple terms
- I know how to upload a file from my phone

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- I know how to upload a file from my computer
- I can access my files from any device with internet
- I know how to share a file with family or friends
- I understand the difference between "view only" and "can edit" sharing
- I feel confident that my files are safe and backed up

Next Steps for Advanced Users

- Explore the mobile app features for my cloud storage service
- Learn about offline access (downloading files to use without internet)
- Set up file sharing with specific family members for ongoing collaboration
- Consider scanning old paper photos to add to cloud storage
- Organize existing files on my computer and upload them to cloud storage
- Create a "Shared with Me" folder to keep track of files others have shared

Remember: Take your time with this checklist! You don't need to complete everything in one day. Cloud storage is meant to make your life easier, not add stress. Start with the basics and gradually add more as you become comfortable.

Need help? Visit [Cyber Smart Seniors](https://www.CyberSmartSeniors.com) for more step-by-step guides, or ask a tech-savvy family member or friend to walk through these steps with you.

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