

# Using The Cloud To Help Your Business

Presented by  
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# Agenda:

- Dropbox
- Google drive
- Evernote
- G-mail
- Local business listing on google
- 1Password
- Calendar synchronization
- Q&A

# Why Use A Cloud?

Cloud provides an online storage, for all your documents, videos and other files; which means you can access them from anywhere.

- Accessibility - can be used on multiple devices, once saved it can be accessed from laptop, smart phone, tablet
- No need to bring USB flash drive
- Very easy to share your files or folders with others
- Your files are always safe even if your computer crashes
- Secure



**Dropbox**



**Google Drive**

Keep everything. Share anything.



# Dropbox & Google Drive- What are they?

- Internet-based storage and back up tools
- Free storage space
- Create & upload documents
- Access files/documents on any device
- Collaborate & share documents
- Can be used off line
- Has 2 steps authentication process



2 GB of free storage (up to 18GB) earn more storage:

- 125 MB Connect account to Facebook & Twitter
- 500 MB per referral

Desktop client - access files on computer.

Synchronization across multiple devices

Easy sharing.

Secure two-step verification feature.



15 GB of free storage across all google accounts

Desktop client - access files on computer.

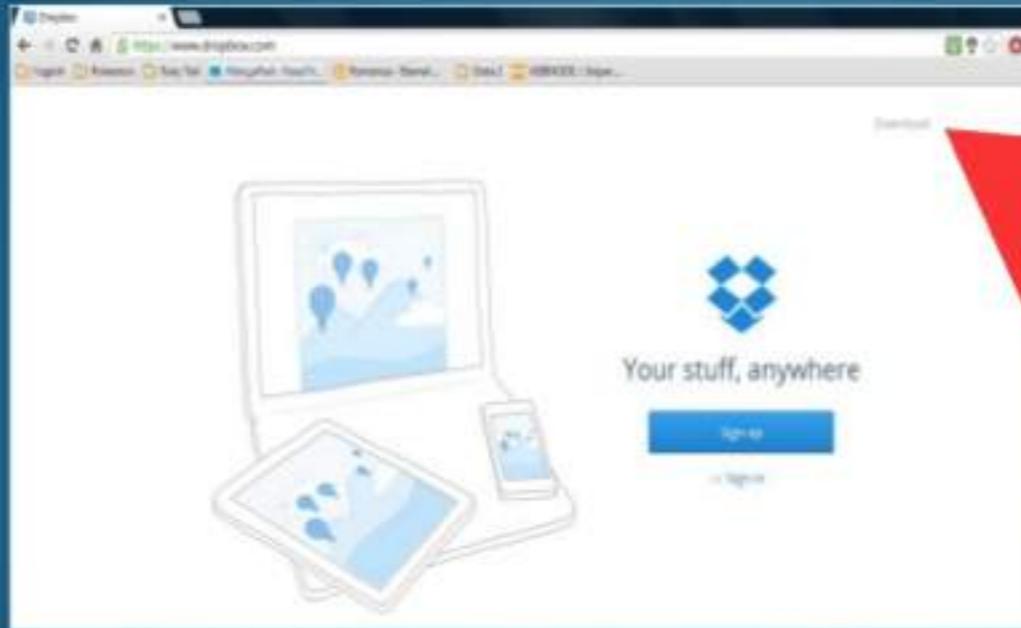
Synchronization across multiple devices

Easy sharing.

Secure two-step verification feature.

Free access to Google docs: Excel, Power Point, Forms, Word.

Click download if you don't have dropbox software in your computer yet.



When you click the exe file in the lower left corner of your browser window, this window appears. Click "Run".



Click "Sign up".



Your stuff, anywhere

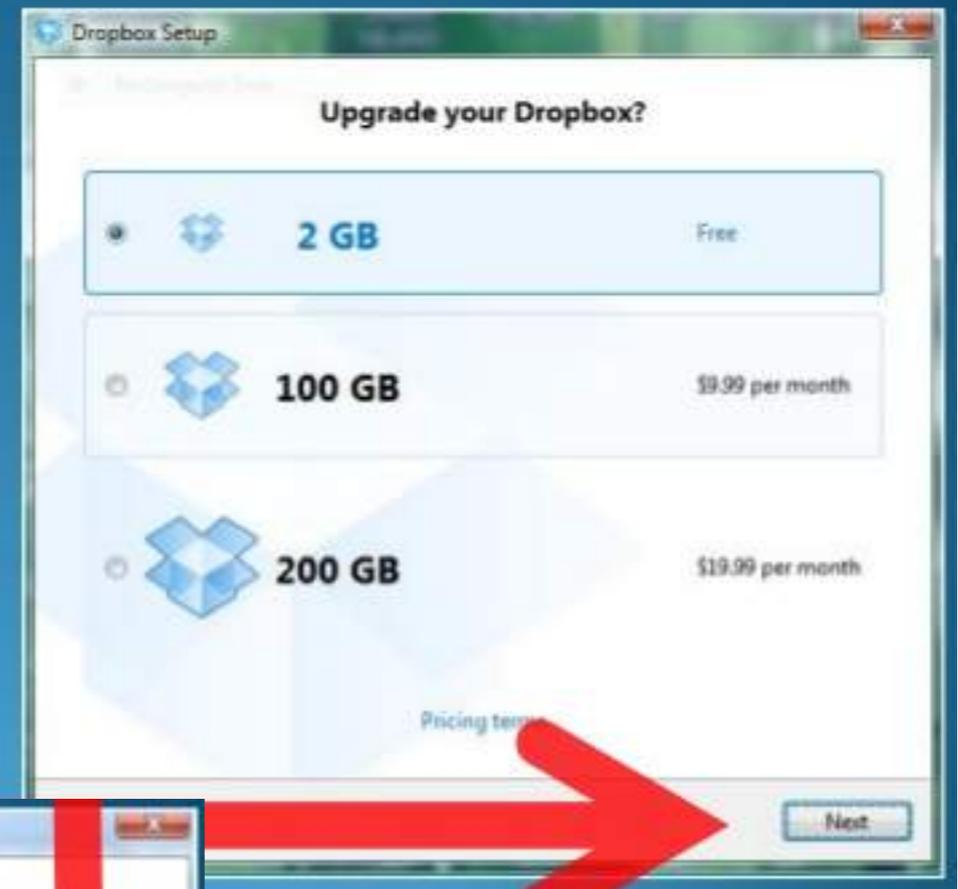
I agree to [Dropbox Terms](#)

Sign up

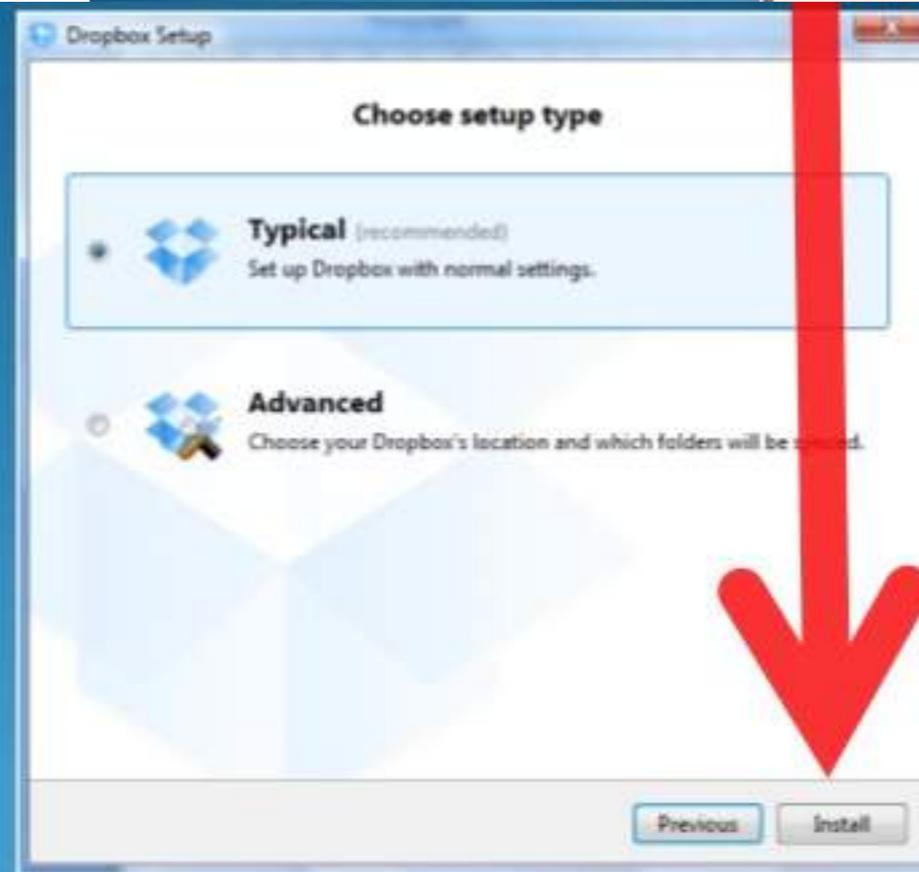
or [Sign in](#)



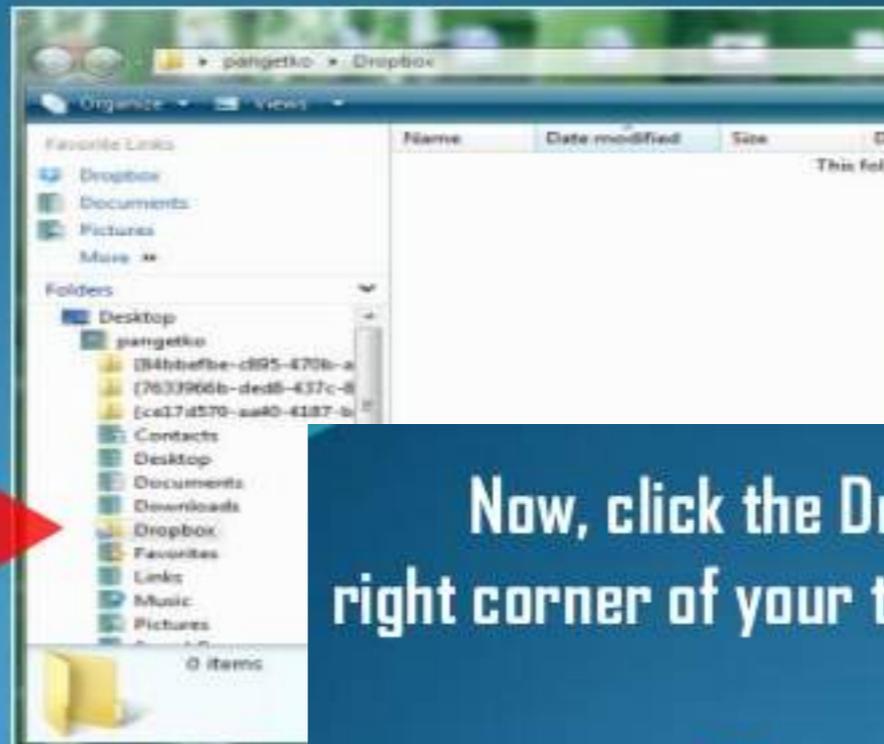
Keep the 2GB selected then click "Next".



Select "Typical" which is the recommended one. Click "Install".



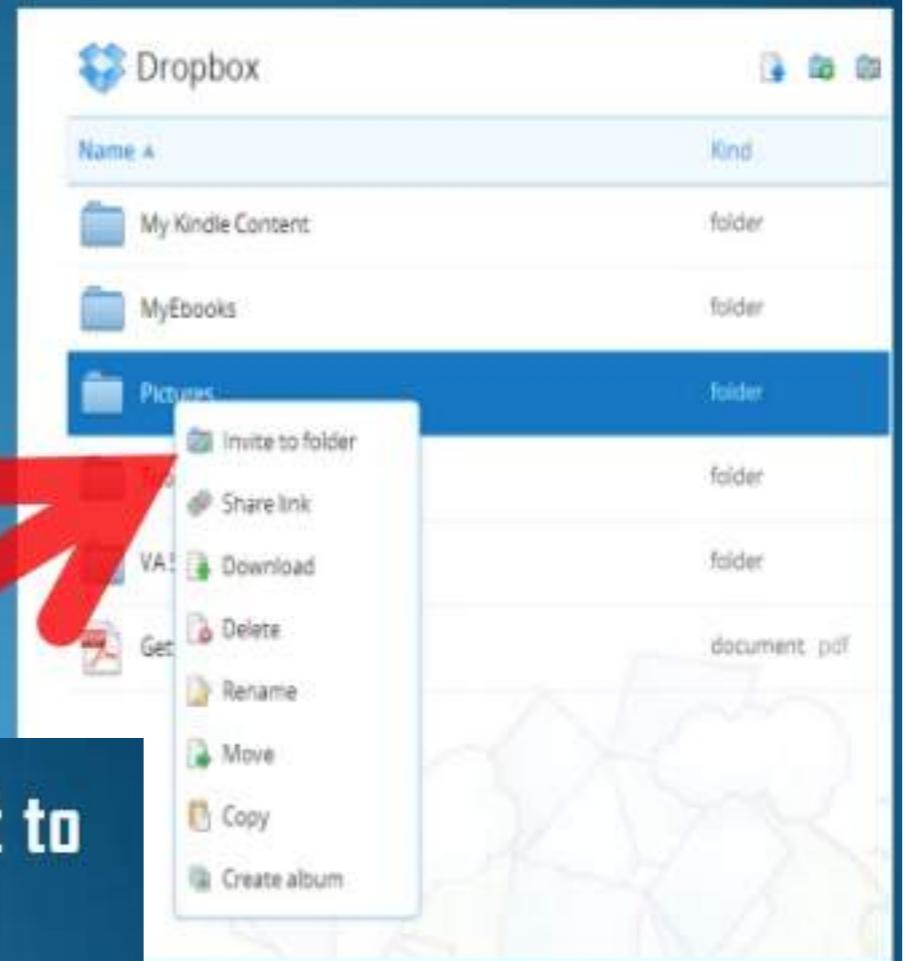
A new folder is also created in your computer called "Dropbox".



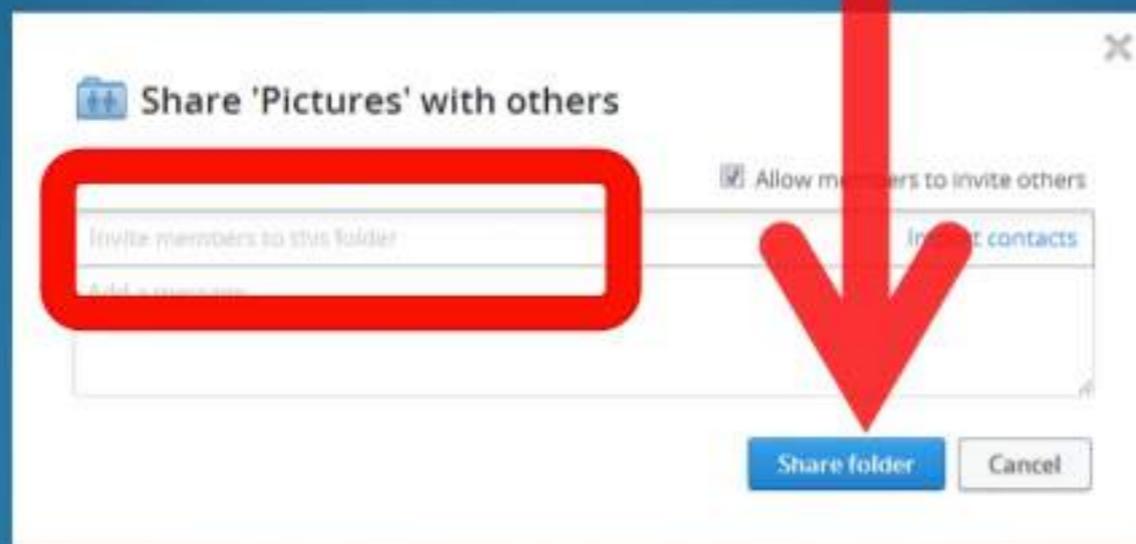
Now, click the Dropbox icon found in the bottom right corner of your toolbar. This should appear out after installation.



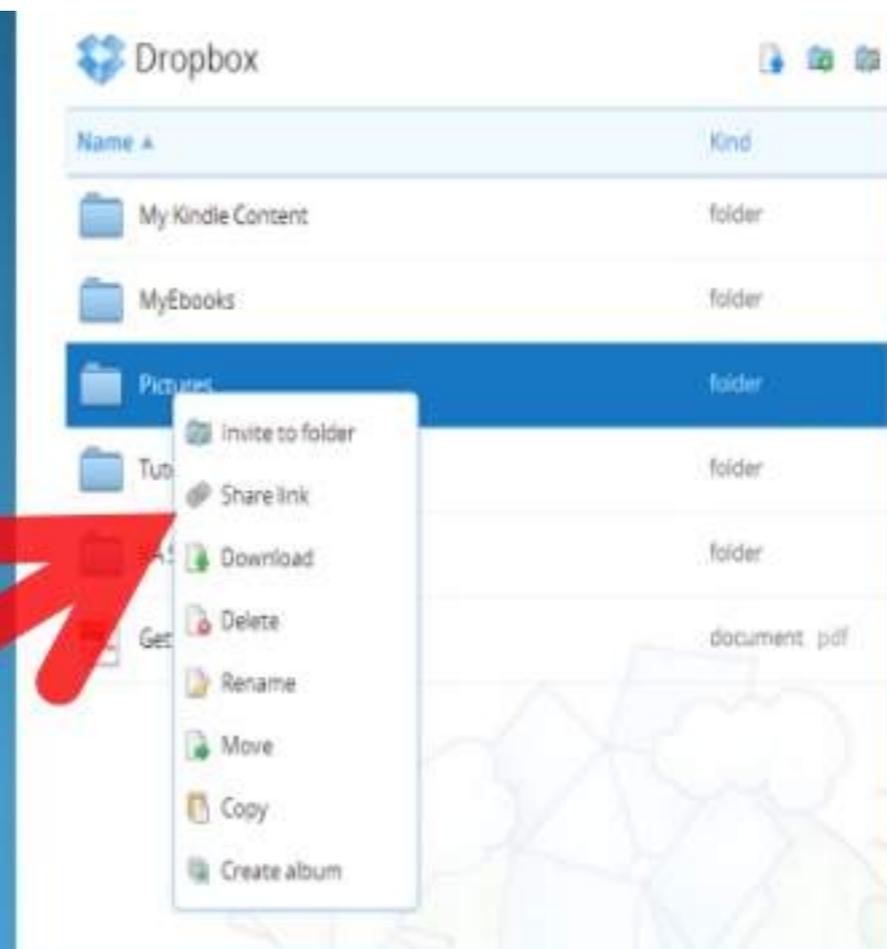
Select the folder or file you want to share. Right click and choose "Invite to folder".



Enter the email address of the person/s you want to share the folder with. Click "Share folder".



Select the folder  
or file you want to  
share.  
Right click and  
choose  
"Share link".





One account. All of Google.

Sign in to continue to Gmail

Email

Password

Sign in

Stay signed in [Need help?](#)

[Create an account](#)

One Google Account for everything Google



## Create your Google Account

One account is all you need

A single username and password gets you into everything Google.



Take it all with you

Switch between devices, and pick up wherever you left off.



Name

First

Last

Choose your username

@gmail.com

Create a password

Confirm your password

Birthday

Month

Day

Year

Gender

I am...

Mobile phone

+

Your current email address

Prove you're not a robot

Skip this verification (phone verification may be required)

# Drive Looks Like....

My Drive – holds items you upload or create.

Shared with me – holds items others have created and shared with you.

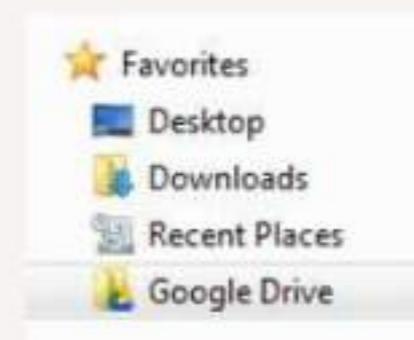
Take advantage of Drive by downloading Google Drive to your hard drive. You can then access all your docs offline.

TITLE	OWNER	LAST OPENED BY ME
TILT (Teachers Integrating & Learning Technology) Staff Development Program Application	me	10:40 am
IT=EC Schedule Information	me	10:14 am
IT=EC Training Options	me	10:14 am
Foundation	me	Sep 24
Cadre	Desiree Caskey	Sep 24
High School	me	Sep 20
Flipped Classroom	me	Sep 20
2011 BPSTILT	me	Sep 20
TIL	me	Sep 19

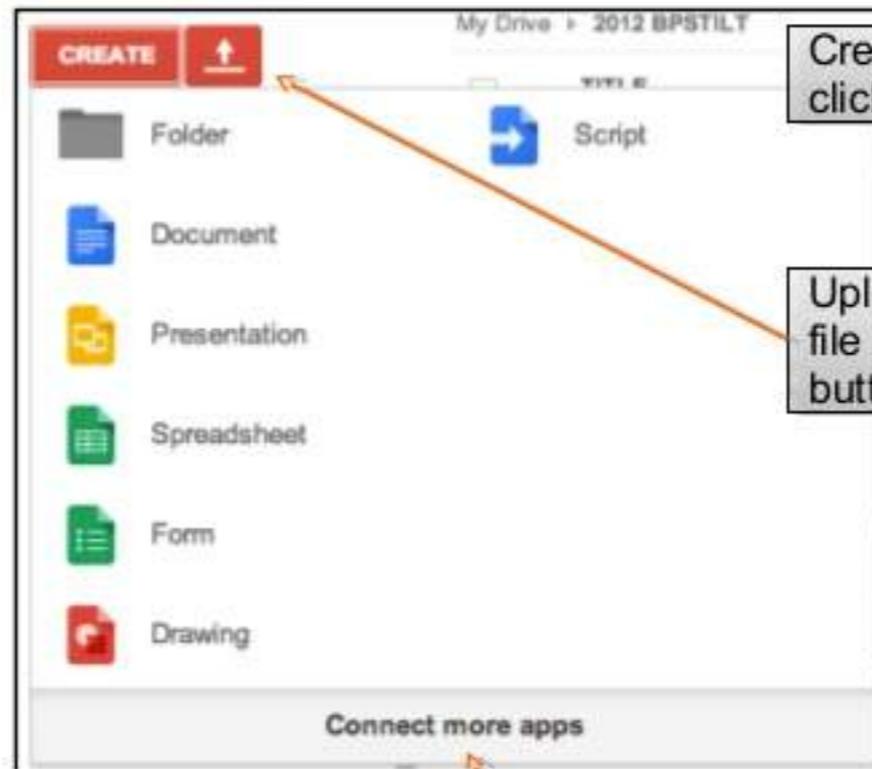
# Accessing Google Docs Offline



Once you have downloaded Google Drive for your computer there will be a folder where you can drag and drop items you wish to put on your drive. This way you don't have to open your web browser to Google Drive and log in every time you want to put something on your Drive.



## CREATING A NEW DOCUMENT

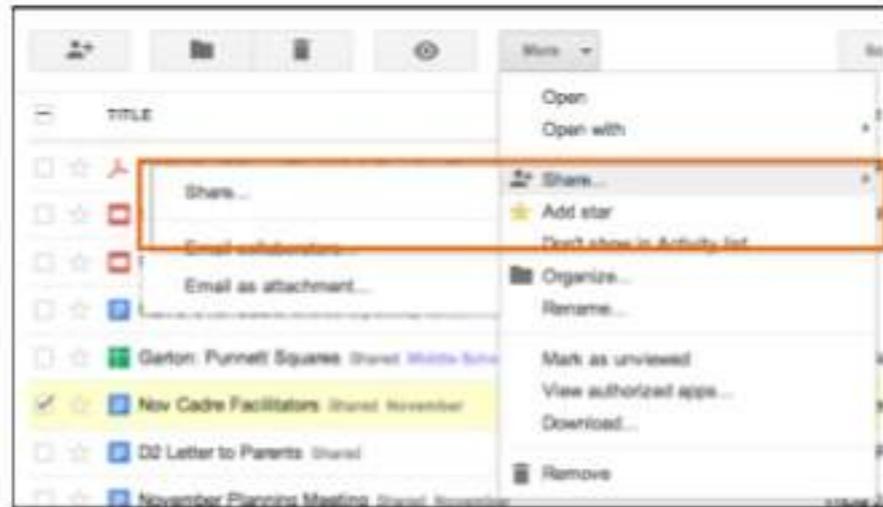


Create content from scratch by clicking the **Create** button.

Upload content from an existing file by clicking on the **Upload** button – looks like an up arrow.

**Connect more apps** – allows you to add other tools to your Drive account, such as mind mapping tools or graphing calculators

# SHARING A DOCUMENT



## From the Drive Home:

1. Click on the doc you want to share
2. Choose the **Share** option from the **More** menu

## From Inside a Document:

- Click on the **Share** button
- Choose an option

# INVITE PEOPLE

Share web link with those who have access

A screenshot of the Google Docs sharing settings page. The page is titled 'Sharing settings' and includes a 'Link to share' field with a URL. Below this is a 'Who has access' section with a table showing the current access level and the user. Annotations with arrows point to specific elements: 'See who already has access Allow invitees permissions' points to the top right; 'Share web link with those who have access' points to the link field; 'Choose access level' points to the 'Change...' link; and 'Add by email address' points to the 'Add people' input field.

Access level	Who has access	Permissions
Private - Only the people listed below can access		Change...
	Desiree Caskey (you) caskeyd@billingsc...	is owner

Add people:  
Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [Change]

Add by email address

# GOOGLE DRIVE ENVIRONMENT

The screenshot shows the Google Drive web interface. On the left is a sidebar with a navigation menu. The main area displays a list of files and folders. Annotations with arrows point to specific features: 'Create new content or upload existing content' points to the top-left toolbar; 'Change Settings & Views' points to the top-right settings and view icons; 'Folders to help organize' points to the left sidebar; and 'Docs you have created or that are shared with you' points to the main file list.

**Annotations:**

- Create new content or upload existing content
- Change Settings & Views
- Folders to help organize
- Docs you have created or that are shared with you

TITLE	OWNER	LAST MODIFIED BY ME
TILT (Teachers Integrating & Learning Technology) Staff Development Program Ap	me	Sep 14 am
IT-EC Schedule Information (shared)	me	Sep 14 am
IT-EC Training Options	me	Sep 14 am
Foundation	me	Sep 14
Cable (shared)	Devinne Caskey	Sep 14
High School (shared)	me	Sep 20
Flipped Classroom	me	Sep 20
2011 BPSTILT (shared)	me	Sep 20
TILT	me	Sep 19
2012 - 2013 Technology Staff Development Sign up	me	Sep 18
Course Attendance Sheet	me	Sep 18
MOCE	me	Sep 14
Blogger: The New Look (shared) (Tutorials)	me	Sep 12
Google (shared)	me	Sep 12
Google Apps Tools (shared)	me	Sep 11
PLNs.ppt	me	Sep 11



EVERNOTE

# Poll Question

How familiar are you with Evernote?

1. Never Heard of it
2. Heard of it, never used it before
3. Use it, but want to learn more about its capabilities
4. Use it! Love it!

# What is Evernote?

Remember everything.



The advertisement features a green background with three main sections. The first section, 'Capture anything', shows a laptop with various icons (document, audio, video, image) and a sticky note being added to it. The second section, 'Access anywhere', shows a tablet and a smartphone connected to a cloud icon. The third section, 'Find things fast', shows a search bar with a hand cursor pointing to it, and a sticky note with a photo of a temple and handwritten text.

**Capture anything.**  
Save your ideas, things you like, things you hear, and things you see.

**Access anywhere.**  
Evernote works with nearly every computer, phone and mobile device out there.

**Find things fast.**  
Search by keyword, tag or even printed and handwritten text inside images.

# What you can do with EVERNOTE



## Take notes anywhere.

You're always moving, your notes should be too. With Evernote, your memories are on every computer, phone and device you use.



## Remember things you like.

Save everything cool and exciting you see online and in the real world. Snap a photo, record some audio and save it.



## Plan your next trip.

Keep all of your itineraries, confirmations, scanned travel documents, maps, and plans in Evernote, so you'll have them when you need them.



## Save favorite webpages.

Save entire webpages to your Evernote account with our nifty browser extensions. You get the whole page: text, images and links.



## Work with friends and colleagues.

Share your notes and collaborate on projects with friends, colleagues and classmates.



## Keep everything in sync.

With Evernote, all of your notes, web clips, files and images are made available on every device and computer you use.

# What can Evernote do?

- Clips of webpages
- Photos of whiteboards and blackboards
- Business card snapshots
- Tweets
- Photo of handwritten notes
- Emails
- Audio
- Files

# Some Ways I use Evernote

Laptop, On the Web, On My Smartphone:

- When I have a thought or an idea I use Evernote to capture it

As my task list:

- Anything & everything I need to get done goes into Evernote

Notebooks & Tags:

- Get organized. Tags allow me to tag content and make it easier to find

Gmail™

by Google™

# Getting the Basics

- **Gmail Environment**

You will notice the Gmail environment looks pretty similar a traditional email account. There are a few unique features that simplify it's use. You can choose to view the environment in icons or text.

- **Conversation view**

Gmail groups emails and the replies together in your inbox so you can always see the entire conversation. Related messages are stacked neatly on top of each other.

- **Labels instead of folders**

Labels do the work of folders with an extra bonus: a conversation can have several labels, so you're not forced to choose just one particular folder.

- **Archive instead of delete**

You should never have to delete an email. With the archive feature, you get the messages out of your inbox and into "All Mail." The mail will no longer clutter your inbox, but remains searchable in the case you need to reference it in the future.

- **Chat and Video chat**

No need to use another chat program when it's built right in. Use your contact list to chat live with colleagues or through video if you have access to a webcam.

# What your Inbox looks like

The image shows a screenshot of a Gmail inbox interface with several orange callout boxes and arrows pointing to specific features:

- Search labels/folders:** Points to the search bar at the top of the inbox.
- Change Settings:** Points to the gear icon in the top right corner.
- Turn your inbox tabs off with the +:** Points to the plus sign icon next to the inbox tabs (Primary, Social, Promotions).
- Compose a new email:** Points to the red 'COMPOSE' button in the top left.
- Navigate to other Google Apps:** Points to the navigation bar at the top (Mail, Drive, Calendar, Sites, Groups, Contacts, More).
- Mail Boxes:** Points to the left sidebar showing folders like 'Inbox (10)', 'Starred', 'Important', 'Sent Mail', 'Drafts (20)', and 'Circles'.
- Organize emails with labels:** Points to the central area where email labels are applied.
- Chat via text or video with your contacts:** Points to the contact list on the left sidebar.
- Inbox tabs organize your inbox with up to five different categories:** Points to the tabs 'Primary', 'Social', and 'Promotions' at the top of the email list.
- New email will appear in your inbox. Unread emails appear in bold:** Points to the top of an email in the list, which is bolded.

The email list shows various messages, including a 'Welcome to the new Gmail inbox' message, a 'Fwd: DisneyWorld rooms' message, and several 'eSchool News' messages. The interface includes a search bar, a navigation bar, and a left sidebar with folders and contacts.

# Your G-Mail box

- **Inbox:** a display of your recent emails. The unread messages appear in **bold** and the most recent will be at the top. Your messages are automatically categorized into inbox tabs.
- **Starred:** if you receive a message that you want to mark as important, click and change the star to yellow.
- **Sent Mail:** messages you have sent will appear here.
- **Chats:** All chats that you have taken part in will be archived here.
- **Drafts:** if you start an email, but don't send it, Gmail will store it here.
- **All Mail:** your archive, a storage place for all the mail you've ever sent or received but have not deleted (no spam).
- **Spam:** when an email looks suspicious to Google, it will put it here. The more spam you mark, the better Google will get at weeding it out.
- **Trash:** messages you delete will be moved here. It will be stored for 30 days before being permanently deleted.

# Contacts

## Contacts

From the **Mail** screen select the red arrow and select **Contacts** from the list



Click the **New Contact** button to add a new contact



Fill out the information and save when complete

Add your new contact to a group for easy group messages

# Google Local Business Listing



Your Company - [www.yourwebsite.com](http://www.yourwebsite.com)

Your Address and Phone Number

# Topics

- Want your Business Listing on Google Maps?
- Why Would Shoppers find your business on Google Maps?
- Create an Free Local Business Listing for your Business.
  - Find your business
  - Add your business information
  - Verify Your Business
  - Verify PIN
  - Enjoy a verified business!

# Benefits

- ✓ Having your business listed on Google Maps is an important asset that can help local shoppers find your business online.
- ✓ It is a free and easy process to get your business listed in Google Local.
- ✓ Those who have a local business, it needs to be noticeable on Google Maps because a great number of shoppers depend on Google Maps when searching for local businesses like food services, fitness centers, retail stores, and others.

# Did you know?

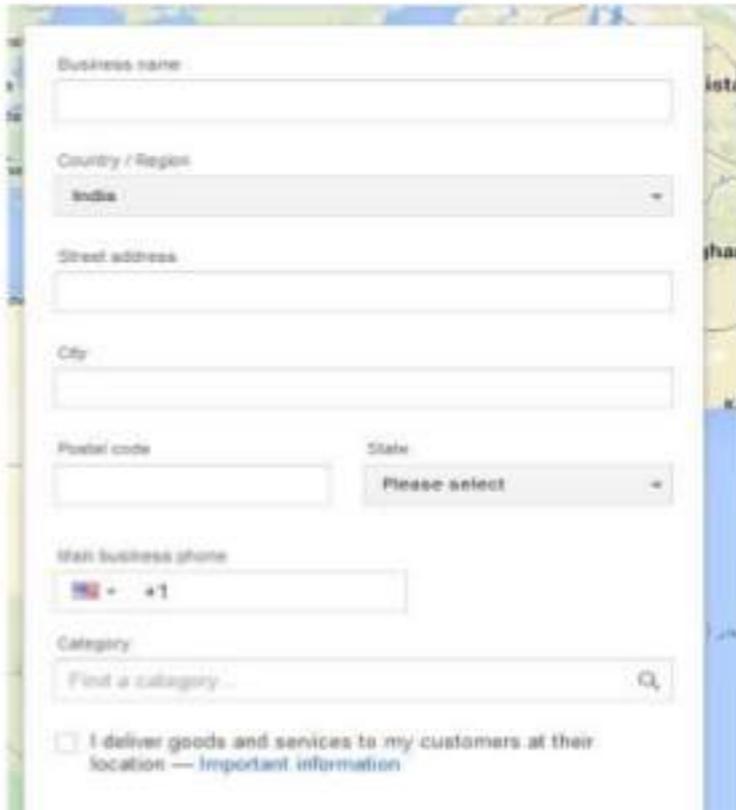
Most individuals use Google Maps when they are on the move. When individuals look for something on Google Maps, 80% of the time they're on mobile phones or tablets. There's a great chance that they are seeking a business to visit straight away. For instance, a person who is hungry might find on Google Maps the nearest food services. Most likely they will finish up selecting one of the food services listed and turn into a customer.

# Step one

- To create a free Local Business Listing for your business, visit [Google Places](http://www.google.com/local/add) - <http://www.google.com/local/add> and sign in with your Google account.
- For those who don't currently have a Google account, hit Sign up now to make a new [Google account](#). You can also apply an AdWords login and password, for those who have one.

# Step two

**Add your business**



The form contains the following fields and options:

- Business name:** A text input field.
- Country / Region:** A dropdown menu with "India" selected.
- Street address:** A text input field.
- City:** A text input field.
- Postal code:** A text input field.
- State:** A dropdown menu with "Please select" as the current option.
- Main business phone:** A text input field with a country code dropdown set to "+1".
- Category:** A search input field with the placeholder text "Find a category..." and a search icon.
- Checkboxes:** A checkbox labeled "I deliver goods and services to my customers at their location — Important information".

**Business Name:** Entering an accurate business name helps customers find your business when they search for it.

**Main Business Phone:** Add your phone number (optional) so that customers can contact you. Example: 011 2345 6789.

**Category:** Categories let customers know what kind of business you have.  
Examples: Dentist, Cosmetic surgeon, restaurant.

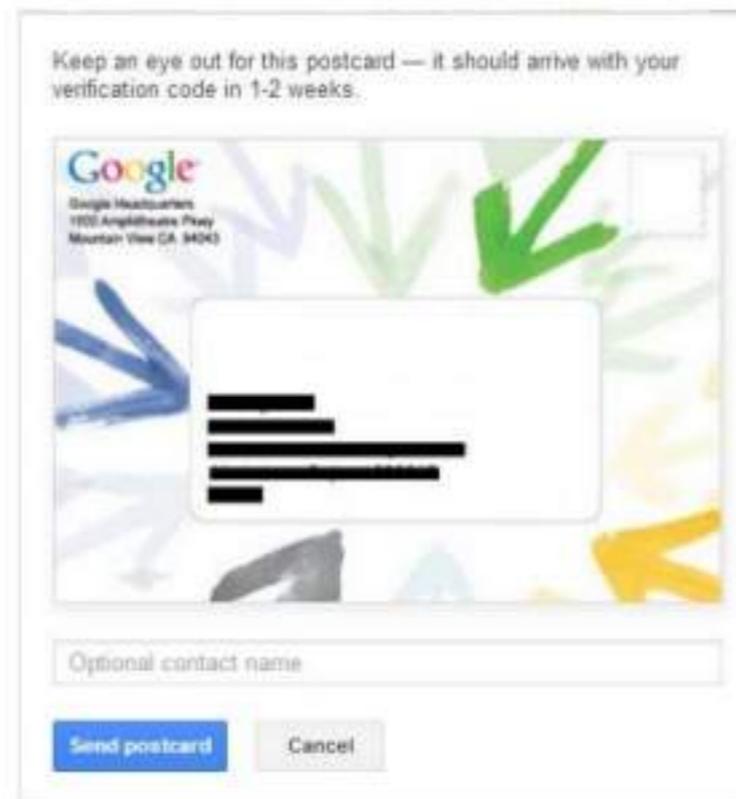
**Add all the important information and click submit button.**

# Step three



If you choose verify option, you will be asked to accept the terms and are given the choice of entering a contact name and modifying your listing data at that point:

# Step four



1. On the postcard request screen, confirm that your address is presented accurately on your postcard. You can also add an Optional contact name to help your postcard reach you. Then click Send postcard.
2. When you receive your postcard, enter your PIN number from your dashboard to verify your business.

# Step five

You will get an actual envelope from Google to verify PIN number.

## Enter your PIN

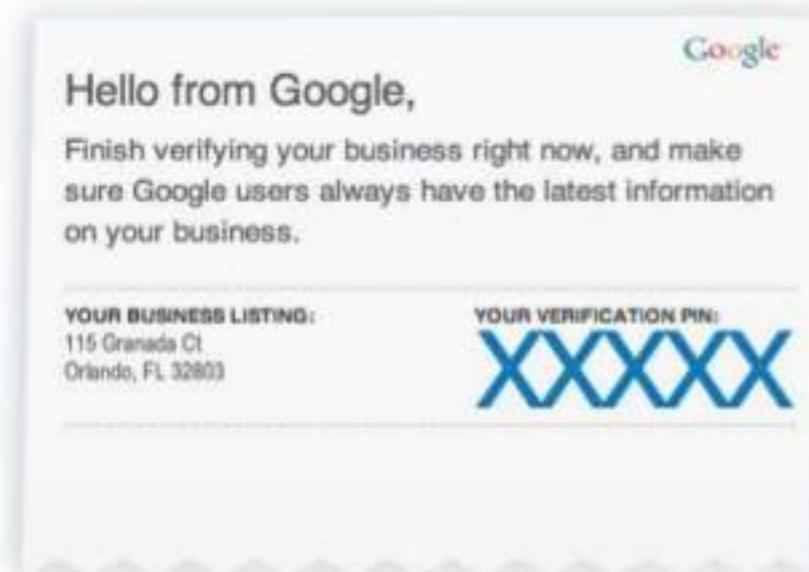
A postcard has been sent to your business address.

Enter the PIN from the postcard you received to complete verification for **Moses and Rooth Attorneys at Law**.

PIN

After you verify, changes you make to your page may be subject to review before being published. [Learn more](#)

Submit



*This is a sample image. Your actual PIN is on your postcard.*



# What is 1Password?

## **Simple, Convenient Security**

1Password gives you the security you need in today's online world without slowing you down. 1Password makes you more productive while simultaneously increasing your security with strong, unique passwords for all your accounts and keeps all of your important information encrypted and secure.



# Features of 1Password

- Strong password generator - Every password is unique
- Browser's extensions - Launch your favorite sites and automatically sign in with a single click
- Very secure
  - Amper-proof Authenticated Encryption
  - AES-256 using Encrypt-then-MAC
  - Decrypted data is never written to disk
  - GPU resistant PBKDF2-HMAC-SHA512
- Securely share with your team members
- Your data on all your devices

# Calendar Sync



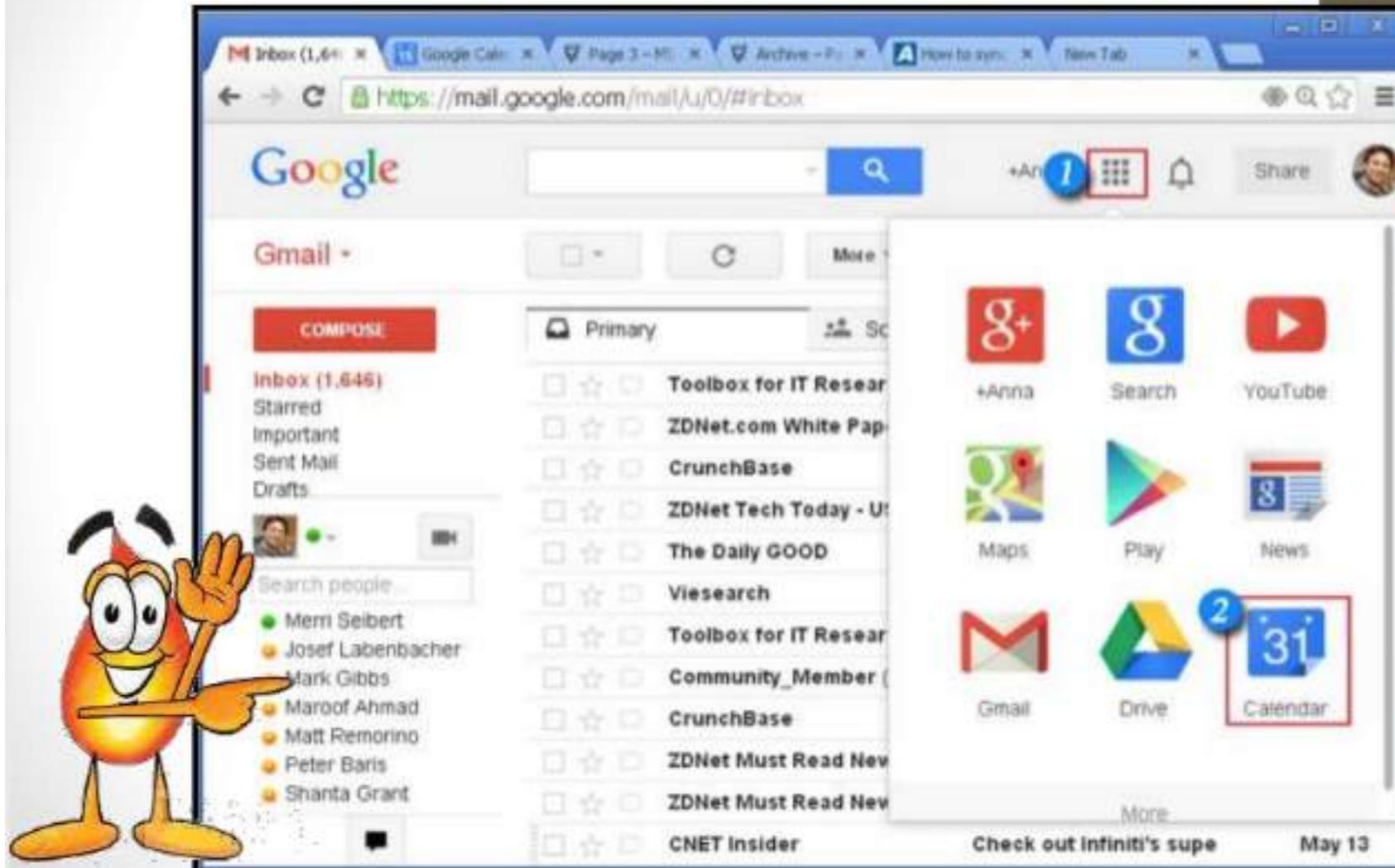
**SYNC**

# Part 1 Syncing Outlook with Google & Smart phone



## Open Gmail Account

- Click on Apps Icon >> Click on Calendar



The image shows a screenshot of a Gmail inbox in a web browser. The browser's address bar displays the URL <https://mail.google.com/mail/u/0/#inbox>. The Gmail interface includes a search bar, a 'Compose' button, and a list of emails in the 'Primary' tab. On the left, there is a 'Search people' section with a list of contacts including Merri Seibert, Josef Labenbacher, Mark Gibbs, Maroof Ahmad, Matt Remorino, Peter Baris, and Shanta Grant. A cartoon character, a smiling orange figure with a white hat and a long stick, is pointing towards the 'Calendar' app icon in the Google Apps menu. The Google Apps menu is open, showing icons for +Anna, Search, YouTube, Maps, Play, News, Gmail, Drive, and Calendar. The 'Calendar' icon is highlighted with a red box and a blue notification badge with the number '2'. The date 'May 13' is visible at the bottom right of the page.

➤ Click on My Calendars >> Calendar settings

The screenshot shows the Google Calendar settings page. A cartoon character on the left points to three numbered steps: 1. 'My calendars' dropdown menu, 2. 'Anna Brown' calendar selection, and 3. 'Calendar settings' link. The page includes a search bar, a 'CREATE' button, a calendar for May 2014, and a color selection grid.

Google

Search Calendar

Calendar

CREATE

May 2014

S	M	T	W	T	F
27	28	29	30	1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30
1	2	3	4	5	6

My calendars

Anna Brown

Tasks

12pm

Display only this Calendar

Calendar settings

Create event on this calendar

Share this Calendar

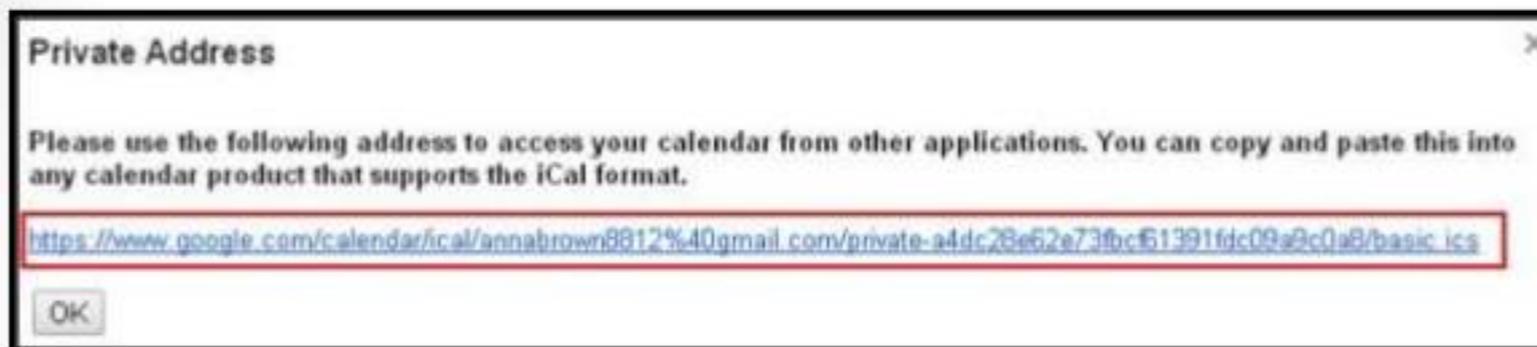
Reminders and notifications

Choose custom color

➤ Click on My Calendars >> Calendar settings

<b>Calendar Time Zone:</b>	This calendar uses your current time zone
<b>Embed This Calendar</b> Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link	
<b>Calendar Address:</b> <a href="#">Learn more</a> <a href="#">Change sharing settings</a>	<a href="#">XML</a> <a href="#">ICAL</a> <a href="#">HTML</a> (Calendar ID: This is the address for your calendar
<b>Private Address:</b> <a href="#">Learn more</a>	<a href="#">XML</a> <a href="#">ICAL</a> <a href="#">Reset Private URLs</a> This is the private address for this calendar
<b>Delete calendar:</b> <a href="#">Learn more</a>	<a href="#">Delete all events in this calendar</a> <b>Delete:</b> All events in this calendar will

➤ You will get the URL, Copy the URL.



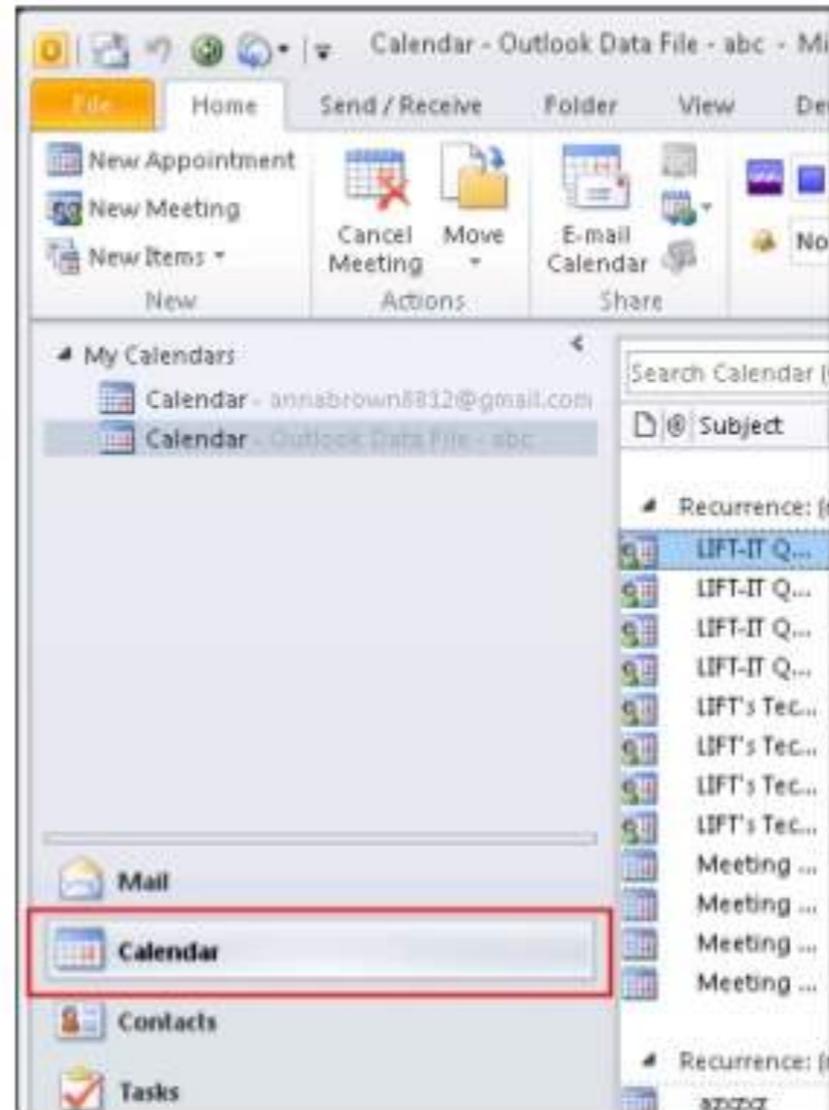


**SYNC**

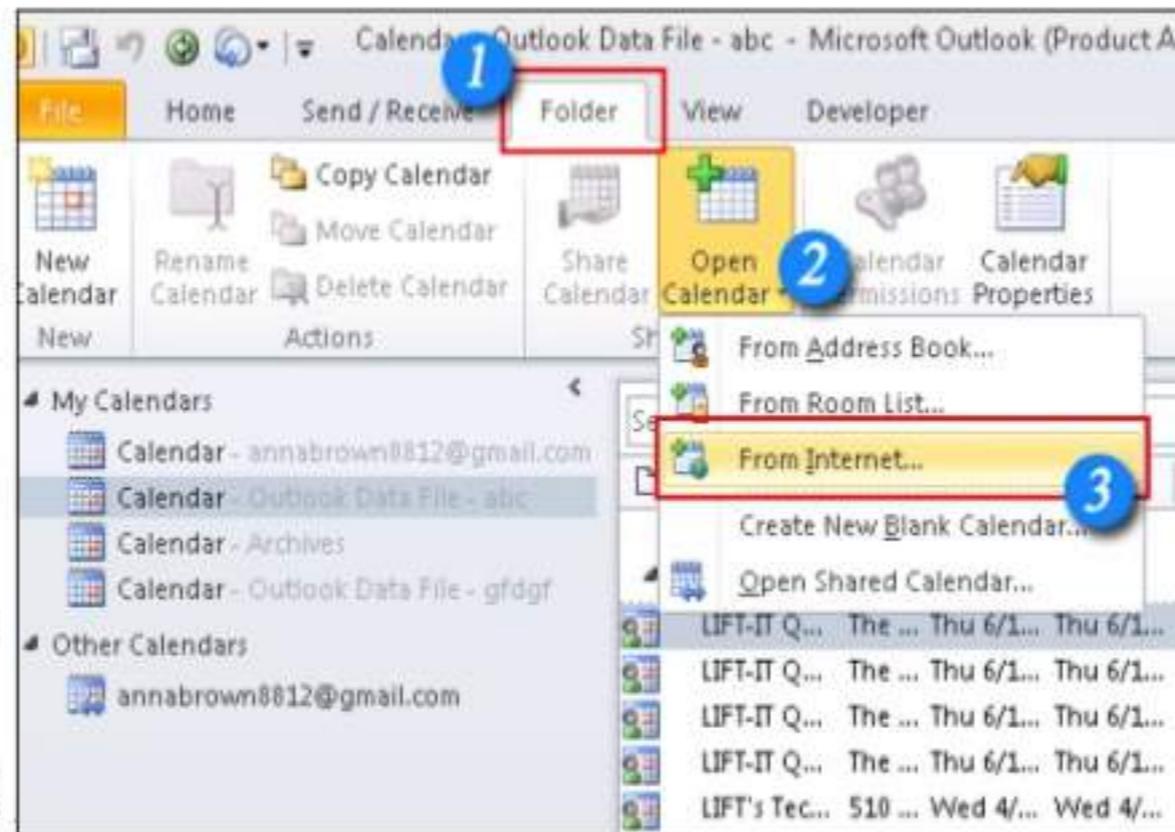
# Synchronizing with Outlook

# Open Outlook

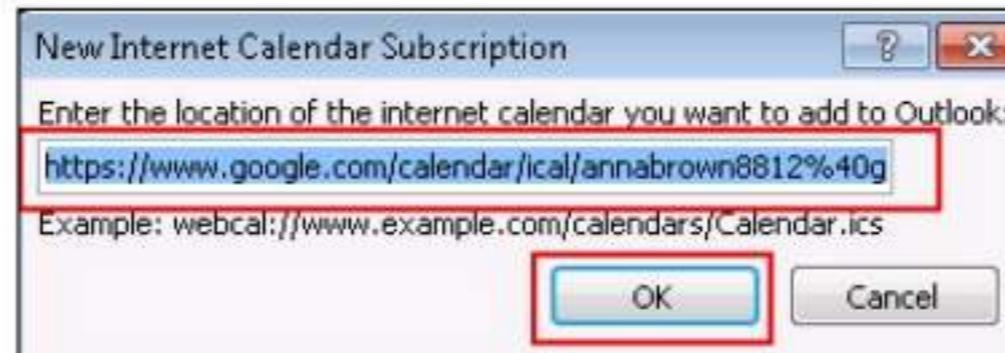
➤ Click on **Calendar**



- Click on Folder >>Then Click on **Open Calendar** >> From Internet



- Paste your **Google calendar's URL** and click **OK**.



# Syncing With Microsoft Exchange or Other Enterprise Message Server

iPhone syncs with Exchange through the ActiveSync protocol.

- 1 Set up your Outlook account using Exchange.
- 2 On your iPhone screen, click “Settings”.
- 3 Click on “Mail, contacts, calendars”.
- 4 Next, click on “Add account” and select “Exchange”.
- 5 On the next screen, fill out your Email, Domain, Username, Password, and Description.
- 6 If auto-discovery is enabled in Exchange, the next screen will be automatically prepopulated. If not, you need to fill out the server information, then click “Next”.
- 7 Now iPhone displays a list of data types you want to sync – mail, contacts and calendars. Click on “save” to complete the process.

# Reference

- <http://www.companionlink.com>

# Sync Google with iPhone

1. Settings
2. Mail, Contacts, Calendars
3. Add Account
4. Select "Google"
5. Enter your log in Information, then select Calendar to Sync
6. You are Done!

# Synch Google with Galaxy

1. Settings
2. User & Back up, select Accounts
3. Choose Google
4. Log in to your account
5. Select Synch calendar
6. You are Done!

