

## How to save to online “cloud” storage service.

Below we will walk through the steps of creating a free account in Microsoft OneDrive, and Google Drive. We will also look at how to upload a file to the “cloud” using each online storage service.

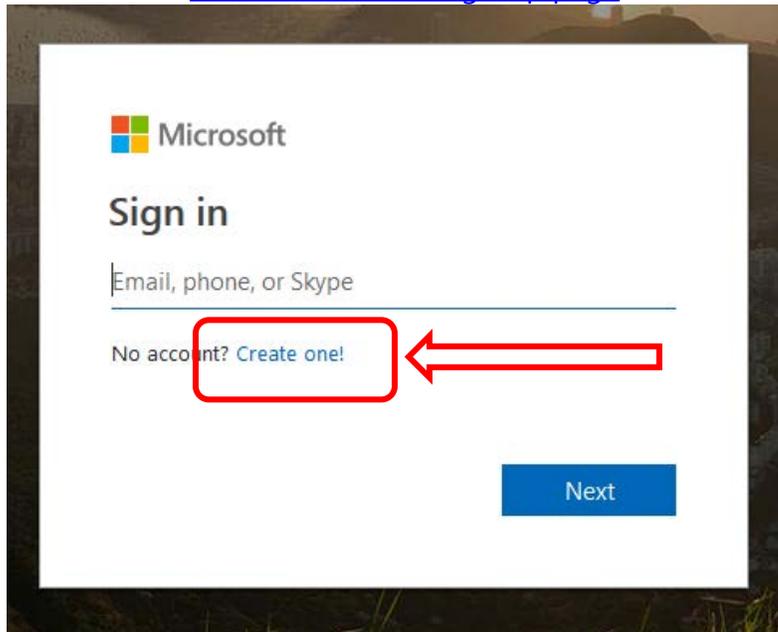
★ If you have a Gmail address, you already have a Google account so you won't need to create an account. You can simply sign in to Google using your Gmail information.

If you have a Microsoft Computer, you likely have to login to your user account. This also will get you into OneDrive.

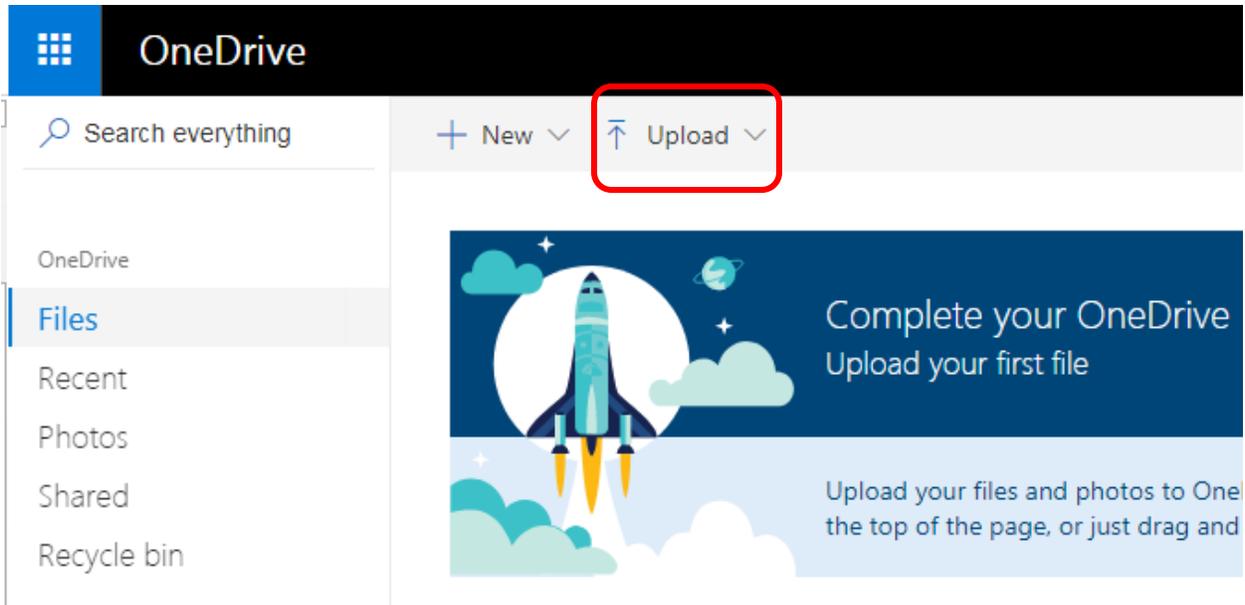
### How to create a new account in:

#### Microsoft OneDrive

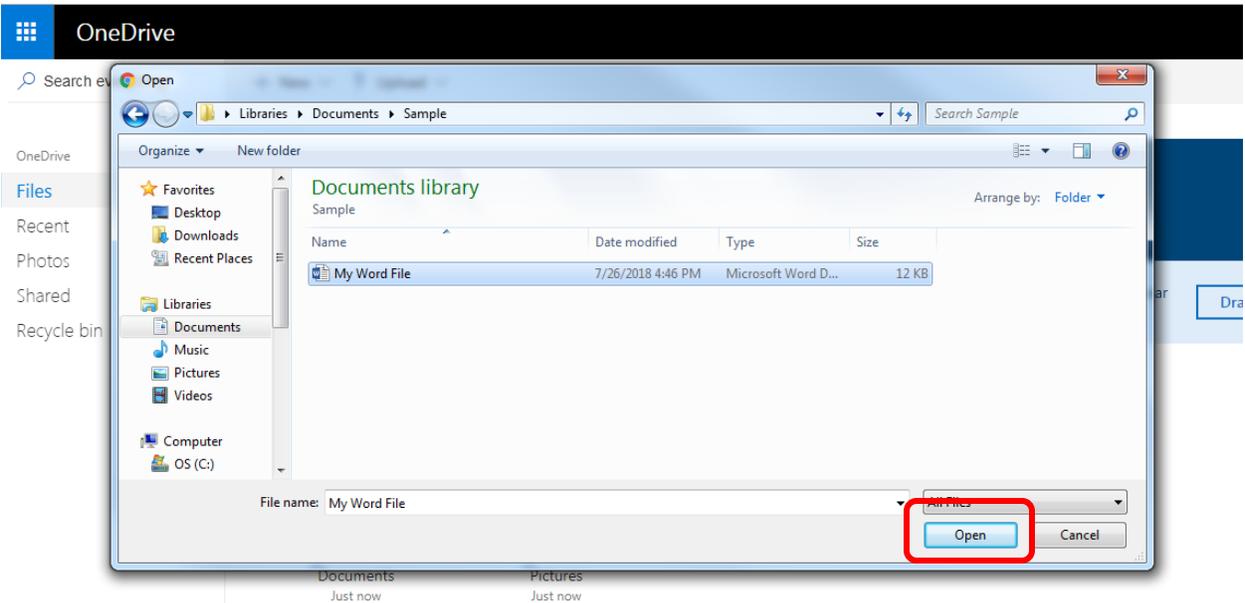
1. Go to the [Microsoft account sign-up page](#) and select **No account? Create one!**



2. Fill out the form with your information and create a password. Use the **Use your email instead**, **Use a phone number instead**, and **Get a new email address** links to change how you sign up.
3. Once your account is created you will have access to the Microsoft OneDrive service.
4. From within your web browser go to [onedrive.live.com](https://onedrive.live.com) and Sign in.
5. Click on Upload.



6. Select Files from the pull down menu.
7. Locate the file you would like to add to the "cloud". Select it and click open.



8. Your file is now saved in the "cloud".

## Google Drive

1. Go to [www.google.com](http://www.google.com). Locate and select the Sign in button in the top-right corner of the page.



2. Click Create an account.

A light gray rectangular box containing a circular profile picture placeholder. Below the placeholder is a white text input field with the placeholder text 'Enter your email'. Underneath the input field is a blue rectangular button with the text 'Next' in white. In the bottom right corner of the box, there is a blue link that says 'Need help?'.

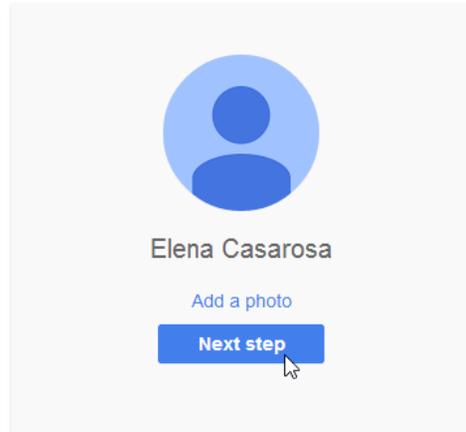
[Create account](#)

3. Create an account
4. The signup form will appear. Follow the directions by entering the required information, such as your name, birth date, and gender.
5. Review Google's Terms of Service and Privacy Policy, click the checkbox, then click Next step.

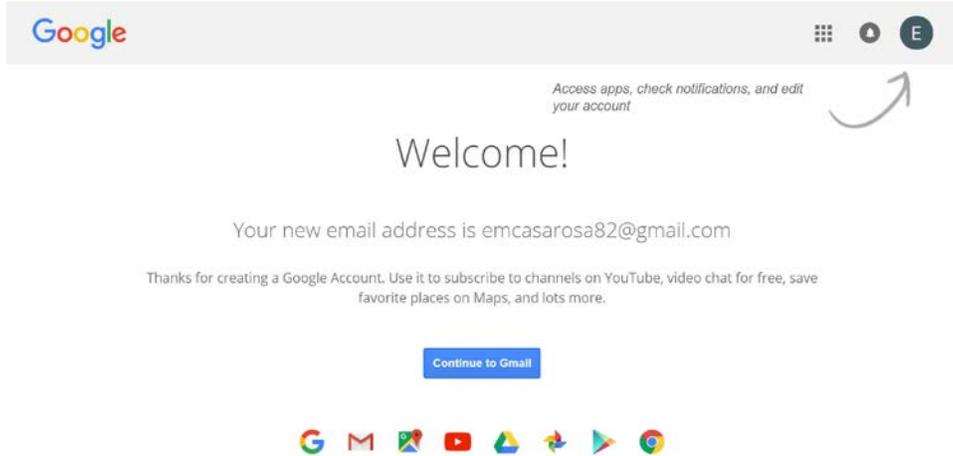
A light gray rectangular box. On the left side, there is a checked checkbox followed by the text 'I agree to the Google Terms of Service and Privacy Policy'. The words 'Terms of Service' and 'Privacy Policy' are in blue. On the right side, there is a blue rectangular button with the text 'Next step' in white. A mouse cursor is pointing at the bottom right corner of the 'Next step' button.

6. The Create your profile page will appear. Click Add a photo if you want to add a photo to your Google+ profile. If you don't want to set a profile photo at this time, click Next step.

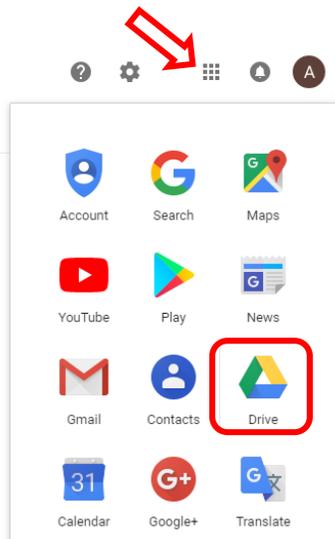
Choose how you appear across Google by creating a public Google+ profile.  
Include a photo - you can update it at any time.



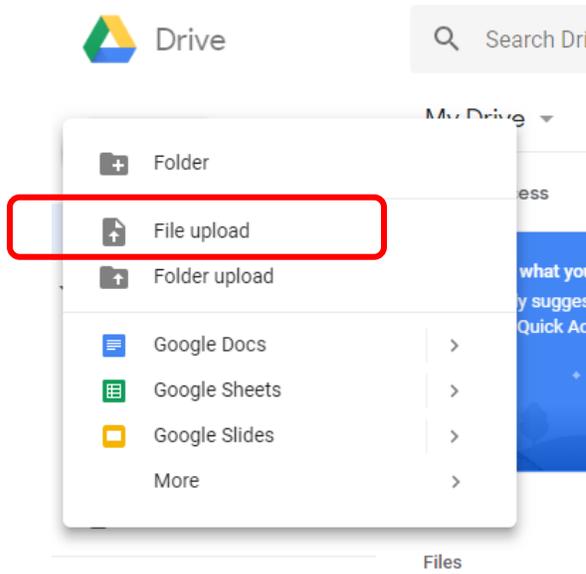
7. Your account will be created, and the Google welcome page will appear.



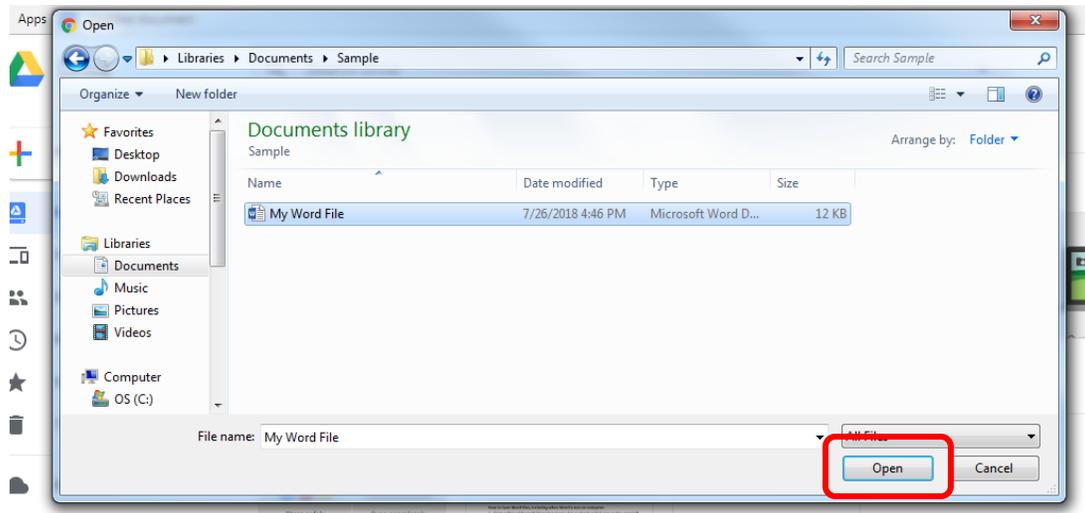
8. From the welcome page you can click on the Google Apps icon and select Drive.



9. Click the New button and select File Upload.



10. Locate the file you want to save to the "cloud", select it and click open.



11. Your uploaded file is now stored to the "cloud", in Google Drive.