

Hilton Head Island Computer Club



Members Helping Members Learn Technology Since 1989

**Thank you for joining our Zoom meeting
Please mute yourself when the presentation starts.**

**At the bottom of your screen
(or top on an iDevice or Android)
Look for the Reactions icon.**

Please click “Raise your hand” to ask a question.

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Cloud Productivity

A series of three discussions on using
Internet Services Productivity
 iCloud ~ Google Drive ~ OneDrive

Jolyn Bowler ~ Monday, April 25th, 2022

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OFFICE 365 ~ ONE DRIVE

Zoom Protocols

- **Please keep muted during the beginning session and slide presentation.**
- **Please be sure to let us know who you are if your name isn't listed. We like to check everyone in.**
- **Please type any questions you have in the Chat window by clicking on the Chat icon at the bottom of your screen or on a tablet or phone, tap the screen first to get the menu to pop-up.**

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Cloud Productivity

I began thinking about how often I use a word processor or spreadsheet online when I am away from home. That lead to my exploring Cloud Productivity or working in an online instead of a program on my computer.

I will be discussing iCloud, Google Drive and Microsoft's OneDrive over the next month or so.

You may find the need some time to be able to write a letter or access your documents when away from home. So here goes...

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Cloud Productivity

iCloud	Google Drive	OneDrive
Pages	Docs	Word
Numbers	Sheets	Excel
Keynote	Slides	PowerPoint

Cloud Productivity Platforms

Regardless of your device, you can access the cloud service of your choice.

iMac

Mac book

Windows Desktop

Laptop

Chromebook

You can access any cloud service from any device.

I worked on my Windows 10 HP Laptop, my Asus Chromebook, and the Windows 11 AIO at our Resource Center.

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OFFICE 365 & ONE DRIVE

If you use a Windows system (10 or 11), you have a Microsoft Account. Your MS Account allows you to use your Windows system to its fullest extent and you get 5 GB of free space in OneDrive to help you back up your files.

If you also subscribe to Microsoft 365 (Office 365) you get additional One Drive storage based on the type of subscription you pay for.

You do not need to subscribe to MS 365 to be able to use Office 365 for free as long as you have a Microsoft Account.

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OFFICE 365 & ONE DRIVE

As with any of our accounts whether iCloud, Google Drive or Office 365-OneDrive, it is a good idea to use Two-Factor Authentication.

In your Microsoft Account, in order to turn two-step verification on or off: Go to Security settings and sign in with your Microsoft account. Under the Two-step verification section, choose Set up two-step verification to turn it on, or choose Turn off two-step verification to turn it off.

Follow the instructions.

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OFFICE 365 & ONE DRIVE

How do I get there?

Open any browser of choice and go to either
office.com

<https://office.com>

or

onedrive.com

<https://onedrive.com>

Also, you can get the **MS Office 365** app from
The App store for Apple and iOS
The Play store for Android and Chromebook

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- Jolyn Bowler
- My files
- Recent
- Photos
- Shared
- Recycle bin

+ New Upload

Sort

My files

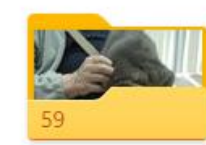
ONE DRIVE



0-HHIC
2 hours ago



404 Sleepy Hollow Road...
2/12/2019



2012-11-09 - MieuMieu...
7/8/2020



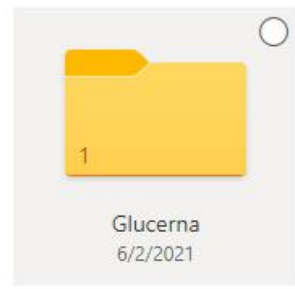
2012-12-14 - high tide ...
10/13/2019



Desktop
2 days ago



Documents
2 hours ago



Glucerna
6/2/2021



HHIC 3x5 Index Cards
2/12/2019



HHIC-2018
2/12/2019



Personal Vault
7 hours ago



Pictures
29 days ago



Screenshots from Surface
7/20/2020



Transcribed Files
2/2/2021



ZOOM
9/8/2021



3 Ways to tell if my Win...
2/4/2020



2012-03-15_16-51-30_3...
8/16/2021



2018 HHIC Photo Boo...
11/26/2018



2018 hhic PP template...
10/21/2019



2018-09-20 ~ HHIC La...
10/1/2018



2018-09-20~27 ~ LastP...
11/13/2019



2018-10-04 - 18 ^F Gm...
10/4/2018



2018-10-04 - 18 ~ Gmai...
10/31/2018



2018-10-22 ~ Windows ...
11/4/2019



2018-11-01-08 ~ Word ...
1/16/2020



2019 - HHIC template ...
9/29/2019



2019 HHIC Member B...
11/4/2019



2019 hhic PP template ...
10/21/2019



2019 Schedule JLB EDIT...
31 days ago

Premium OneDrive

128 GB used of 1 TB

Get the OneDrive apps

- Jolyn Bowler
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Sort Sort

My files

ONE DRIVE

0-HHICC 2 hours ago	404 Sleepy Hollow Road... 2/12/2019	2012-11-09 - MieuMieu... 7/8/2020	2012-12-14 - high tide ... 10/13/2019	Desktop 2 days ago	Documents 2 hours ago	Glucerna 6/2/2021
HHICC 3x5 Index Cards 2/12/2019	HHICC-2018 2/12/2019	Personal Vault 7 hours ago	Pictures 29 days ago	Screenshots from Surface 7/20/2020	Transcribed Files 2/2/2021	ZOOM 9/8/2021
3 Ways to tell if my Win... 2/4/2020	2012-03-15_16-51-30_3... 8/16/2021	2018 HHICC Photo Boo... 11/26/2018	2018 hhicc PP template... 10/21/2019	2018-09-20 ~ HHICC La... 10/1/2018	2018-09-20~27 ~ LastP... 11/13/2019	2018-10-04 - 18 ^F Gm... 10/4/2018
2018-10-04 - 18 ~ Gmai... 10/31/2018	2018-10-22 ~ Windows ... 11/4/2019	2018-11-01-08 ~ Word ... 1/16/2020	2019 - HHICC template ... 9/29/2019	2019 HHICC Member B... 11/4/2019	2019 hhicc PP template ... 10/21/2019	2019 Schedule JLB EDIT... 31 days ago

Premium OneDrive

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Get the OneDrive apps

Microsoft 365

- Outlook
- OneDrive
- Teams
- Word
- Excel
- PowerPoint
- OneNote
- To Do
- Family Safety
- Calendar
- Skype

All apps →

Upload ▾

Search e

uMieu... 2012-12-14 - high tide ... 10/13/2019 Desktop 2 days ago Documents 2 hours ago Glucerna 6/2/2021

0-HHICC minutes ago 404 Sleepy Hollow Road... 2/12/2019 2012 Pictures 29 days ago Screenshots from Surface 7/20/2020 Transcribed Files 2/2/2021 ZOOM 9/8/2021

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Sort Sort

My files

ONE DRIVE



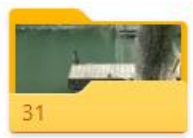
0-HHICC
2 hours ago



404 Sleepy Hollow Road...
2/12/2019



2012-11-09 - MieuMieu...
7/8/2020



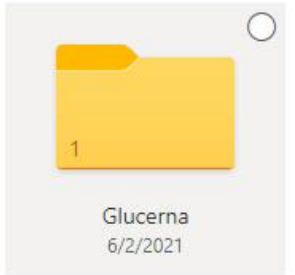
2012-12-14 - high tide ...
10/13/2019



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2 days ago



Documents
2 hours ago



Glucerna
6/2/2021



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HHICC-2018
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7 hours ago



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2019 HHICC Member B...
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2019 hhicc PP template ...
10/21/2019



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My files

ONE DRIVE

info, settings, help, account sort, view, info/activity panel



0-HHICC
2 hours ago



404 Sleepy Hollow Road...
2/12/2019



2012-11-09 - MieuMieu...
7/8/2020



2012-12-14 - high tide ...
10/13/2019



Desktop
2 days ago



Documents
2 hours ago



Glucerna
6/2/2021



HHICC 3x5 Index Cards
2/12/2019



HHICC-2018
2/12/2019



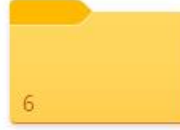
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Screenshots from Surface
7/20/2020



Transcribed Files
2/2/2021



ZOOM
9/8/2021



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10/21/2019



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MICROSOFT 365

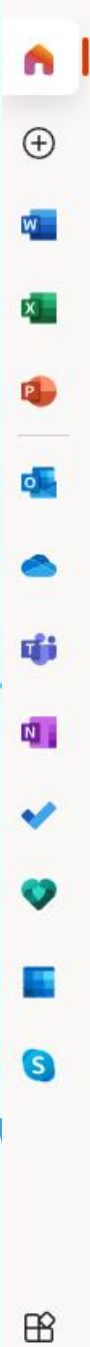
Microsoft 365 is the productivity cloud designed to help you pursue your passion and run your business.

More than just apps like Word, Excel, PowerPoint, Microsoft 365 brings together best-in-class productivity apps with powerful cloud services, device management, and advanced security in one, connected experience.

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OFFICE.COM

Good evening

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	My First Word Document Jolyn Bowler's OneDrive » Documents	Mar 24
	2019 Schedule JLB EDITED Jolyn Bowler's OneDrive	Mar 24
	2022-01-31-HHICC Gmail Basics - Jolyn Bowler Jolyn Bowler's OneDrive » Documents	Jan 31
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	Doc52 Jolyn Bowler's OneDrive » Documents	Dec 10, 2021
	2021-06-28-HHICC Windows 10 Settings Overview Jolyn Bowler's OneDrive	Jun 28, 2021
	2021-06-28-HHICC Windows 10 Settings Overview	

Microsoft 365

- 📧 Outlook
- ☁️ OneDrive
- 🗣️ Teams
- 📄 Word
- 📊 Excel
- 📽️ PowerPoint
- 📓 OneNote
- ✅ To Do
- 🛡️ Family Safety
- 📅 Calendar
- 💬 Skype

All apps →



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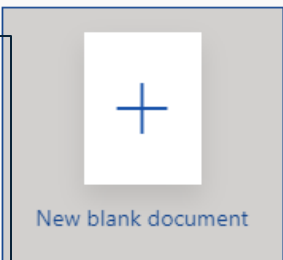
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021-06-28-HHICC Windows 10 Settings Ove Jolyn Bowler's OneDrive		Jun 28, 2021



WORD
and easy
access to
the other
tools.

New

New documents saved to: OneDrive Hide templates ^



General notes



APA style paper



MLA style paper



Geometric resume



Birthday gift certificate (Bri...

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	Doc52 Jolyn Bowler's OneDrive » Documents	Dec 10, 2021
	Document (1) Jolyn Bowler's OneDrive » Documents	Jun 13, 2021
	2021 HHIC Answering message NEW Jolyn Bowler's OneDrive » Documents	Feb 28, 2021
	2021-02-07-GOT-Button Show chat Jolyn Bowler's OneDrive » Documents	Feb 7, 2021
	Mary Pinkel-Mom Transcription Jolyn Bowler's OneDrive	Feb 2, 2021
	Mary Pinkel-Dad Transcription 1 Jolyn Bowler's OneDrive	Feb 2, 2021
	Document 2 Jolyn Bowler's OneDrive » Documents	Feb 2, 2021

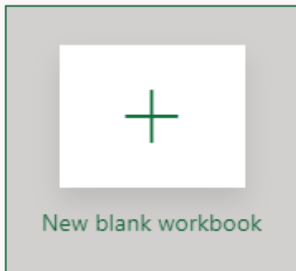


EXCEL

And easy access to the other tools.

New

New workbooks saved to: OneDrive Hide templates ^



Welcome to Excel



Evergreen calendar



Simple service invoice



Periodic table



Nutrition tracker

More templates ->

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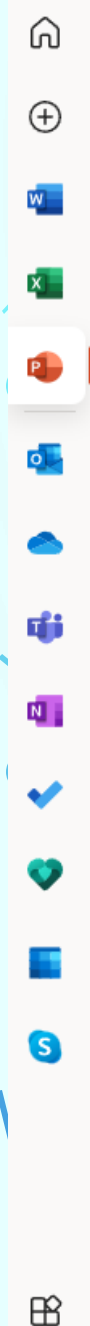
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2019 Schedule JLB EDITED
Jolyn Bowler's OneDrive

Mar 24

Drag a file here to upload and open

More in OneDrive ->



New

New presentations saved to: OneDrive Hide themes ^



New blank presentation



Botanical pitch deck



Madison



Atlas



Snowscape presentation



Memo design

POWERPOINT
And easy access
to the other tools.

More themes ->

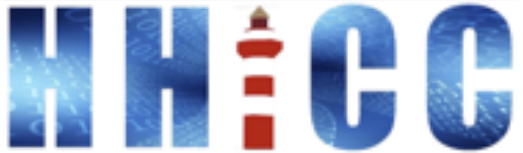
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	2022 HHIC PP template NEW LOGO Jolyn Bowler's OneDrive » Documents	6h ago
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LET'S TAKE A LOOK

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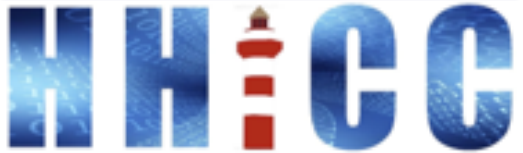
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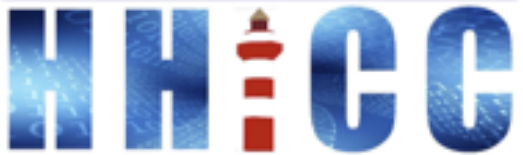
Q & A

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