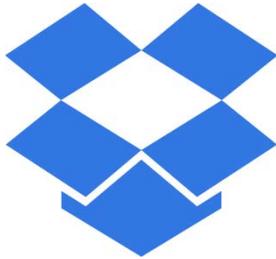


## Free Cloud Storage Options for You!

Cloud storage services are awesome for sharing files with friends and families, keeping documents in sync between all of your devices, and collaborating on projects with your coworkers! There are many options for free cloud storage as well. Nearly all have premium options that provide more space, however, the free cloud storage offered is usually more than enough for most people. Also, many of these free cloud storage providers give you even more free space for referring friends or performing other tasks. Here are just a few of the options available.



Dropbox users are given 2 GB of free space with several simple ways of earning more, up to around 18 GB. You can upload all your Dropbox files from a desktop or mobile app and share whole folders with anyone, even if they don't have a Dropbox account. Also, if you have Microsoft Office files stored in your Dropbox account, you can edit them from inside your browser for free using Microsoft Office Online. Beyond the 2GB of free storage, other plans start at \$9.99 per month or \$99.99 per year for Dropbox Plus, which comes with 1TB of space.



Google Drive is another common free cloud storage option. Each user gets 15 GB of free space. The total storage is shared with other Google services, like Gmail and Google+ Photos. A sync client can be installed for Windows and Mac users, which supports folder and file uploads, as well as a mobile app for Android and iOS users that can send photos and videos to Google Drive. Folders and files can be shared with specific Google users via their email address or anyone with a public link. You can also make a file view-only, which prevents someone from downloading it. If you need more than the 15GB of free cloud storage, for \$1.99 per month customers get 100GB of storage, and for \$9.99 per month customers receive 1TB of storage.



OneDrive is an online storage service from Microsoft, which is also free. However, as an Oklahoma State University employee, you have access to a service called OneDrive for Business. These are actually two different services. The standard free OneDrive space is 5GB, however, you are allowed much more space as an employee. A Windows and Mac desktop program can be installed to easily transfer folders and files of any type to OneDrive, making them accessible from an iOS or Android mobile device. OneDrive for Business is a great tool for sharing files and folders between your co-workers, and just like

Dropbox, you can edit Microsoft Office files you store in the cloud using a web browser without the need for the full app. Microsoft makes it really simple to collaborate with others by allowing comments and letting files be opened and accessed by more than one person at a time. To access your OneDrive for Business account, login to <http://cowboymail.okstate.edu>.

With many options available, and many more becoming available all the time, there has never been a better time for free storage space in the cloud. Please contact your support specialist if you have any questions!