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Learning Outcomes

- Discuss proper file management techniques for online files

When we talk about file management for online files, we are talking about **cloud technology**.

Cloud file sharing, also called cloud-based file sharing or online file sharing, is a system in which a user is allotted storage space on a server and reads and writes are carried out over the Internet.

Cloud storage involves stashing data on hardware in a remote physical location, which can be accessed from any device via the internet. Clients send files to a data server maintained by a cloud provider instead of (or as well as) storing it on their own hard drives.

To keep data secure, the front line of defense for any cloud system is encryption. Yes, the only way to keep your data safe for certain is to lock it up in a safe beneath the ground. That being said, your cloud-stored data is generally safer than your locally stored data.

There are several very good commercial cloud sharing services. File sharing services provide two key capabilities:

- They allow you to share files between your own devices including Macs, iPhones, iPads and Windows-based PCs. This makes it easy to access your data wherever you are and on whatever device you're using.
- They let you share files or folders with others sometimes with permissions or date-based restrictions. Such capabilities are incredibly effective for workgroup collaboration.

Numerous cloud-based file sharing services exist but the most popular are Box, Dropbox, Google Drive, iCloud Drive, and Microsoft's OneDrive. All offer free plans with limited amounts of storage.

Practice Question

What kind of file management technique is Enrique using if he can access the same work files from his cell phone, laptop, tablet or a computer at the library even while traveling in England?

A solid state hard drive

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- Choosing a Cloud-Based File Sharing Service. **Authored by:** Michelle Charles. **Provided by:** Forget Computers. **Located at:** <https://support.forgetcomputers.com/hc/en-us/articles/360027698932-Choosing-a-Cloud-Based-File-Sharing-Service>. **License:** [CC BY-SA: Attribution-ShareAlike](#)

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