

### What is cloud storage?

Files and folders are stored remotely rather than on a PC or device.

The files are stored on **servers** so they can be accessed via the internet.

When you want to access the media, the data is **downloaded** or streamed to the device you wish to use it on.

It remains in the file in the cloud unless you delete it.

Data on your device can also be **uploaded** to the cloud.

### Benefits of collaboration tools

Collaboration tools allow users to:

Add comments to documents

Track changes made to the document

Use services such as live editing

Use chat facilities to discuss proposed changes to documents, plans or drawings before these changes are made in the file.

### Connecting to the internet:

Most laptops connect to the internet using Wi-Fi. If no Wi-Fi connection is available, it may be possible to **tether** laptops to smartphones.

In this way the phone is being used as a **personal hotspot**, which allows the laptop to connect to the internet via the phone.

If no internet connection is possible, the user will work offline and upload or synchronise the content with the relevant systems when an internet connection



What do you store on the cloud?



Organisations have become reliant on digital systems to hold data and perform vital business functions.

Many organisations have their digital systems attacked daily. The reasons these attacks may occur are varied