



RGE Tech Tips from the Field – Client Edition

Topic: RGE Tech Tips from the Field – Client Edition
Cloud Basics Handout

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Cloud Basics Handout

Simple, Practical Guide to iCloud, Google Drive & OneDrive

Page 1 — What Is “The Cloud”? (Plain English)

The cloud is simply:

👉 **Storage on the internet instead of just on your device**

Think of it like this:

- **Your phone/computer = your desk**
- **The cloud = your filing cabinet**

Your desk can get lost, broken, or replaced...
But your filing cabinet stays safe.

Why This Matters

- Your photos, contacts, and files are **NOT stuck on one device**
 - You can access them from **anywhere**
 - If your device is lost → **your data is NOT lost**
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Quick Truth

You're probably already using the cloud...
you just didn't know it had a name.

Page 2 — Why You Need It (No-Nonsense Version)

Without the cloud:



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- ✗ Lose your phone = lose everything
- ✗ New device = start from scratch
- ✗ Files stuck on one device

With the cloud:

- ✓ Your data is **backed up automatically**
- ✓ New device = **everything comes back**
- ✓ Access your stuff anywhere

What Gets Saved (Usually)

- ✓ Photos & videos
- ✓ Contacts
- ✓ Documents
- ✓ Settings

⚠ **But not always everything!**

→ You **MUST** check your settings

Golden Rule

- 👉 Don't assume it's backed up
- 👉 **Confirm it is**

Page 3 — The Big 3 (Pick ONE)

🍏 iCloud (Apple)

Best for: iPhone / iPad users

- ✓ Simple
- ✓ Automatic
- ✓ Built into Apple



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- ⚠ Limited free storage
 - ⚠ Not great outside Apple
-

Google Drive

Best for: Mixed devices

- ✓ Works everywhere
 - ✓ Easy sharing (send links)
 - ✓ Strong search
 - ⚠ Can feel cluttered
 - ⚠ Multiple accounts = confusion
-

OneDrive (Microsoft)

Best for: Windows users

- ✓ Built into Windows
 - ✓ Great for Word/Excel
 - ✓ Strong document syncing
 - ⚠ Slight learning curve
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Simple Advice

- 👉 Pick ONE system
 - 👉 Learn it
 - 👉 Stick with it
-

Page 4 — Everyday Use (Where This Helps You)

Photos



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- Automatically saved
- View on any device
- Never lose memories

Documents

- Safe storage
- Access anywhere
- No more “which computer is it on?”

Sharing Files

Old way: Email attachments

→ multiple copies → confusion

Better way: Cloud links

→ one file → always updated

👉 **Links beat attachments every time**

Access Anywhere

- Phone
- Tablet
- Computer
- Web browser

Your stuff follows YOU—not your device.

Page 5 — Safety, Mistakes & Smart Habits

Protect Your Account (Very Important)

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- Use a **strong password**
 - Write it down in a safe place
 - NEVER share it
 - Watch for scam emails or calls
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Common Mistakes

- ✗ “I thought it was backed up”
 - ✗ Using multiple accounts
 - ✗ Ignoring storage warnings
- 👉 These cause 90% of problems
-

Storage Tip

- Free plans are fine to start
 - Photos fill space FAST
 - Upgrading is normal (and worth it)
-

Real-Life Scenario

Lose your phone?

- 👉 Buy a new one
- 👉 Sign in
- 👉 Everything comes back

That’s the cloud doing its job.

Final Takeaway

Keep it simple:



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- ✓ Pick one cloud system
 - ✓ Use the same account everywhere
 - ✓ Check your backup settings
 - ✓ Stay consistent
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Bottom Line

- 👉 The cloud keeps your digital life safe
 - 👉 It makes switching devices easy
 - 👉 It gives you peace of mind
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Remember This

“Your data should work for you—not worry you.”