

CloudStor, YouSendIt and Dropbox

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The Cloud

In the past, both software and data had to be stored and processed on your computer or local server. Now these processes and storage can be done or held on the internet or “the Cloud”. Cloud based applications and services may support any type of software application or service in use today and can store any data type or size.



Cloud Computing

Having secure access to all your applications and data from any network device

Here are three Cloud based programs you may want to try.

CloudStor

<https://cloudstor.aarnet.edu.au/filesender>

What is CloudStor?

CloudStor is the Universities version of a Website that allows the user to send files via email. The advantage of CloudStor is that you can send very large files without being rejected by the local server. CloudStor works with Outlook but emails can't be tracked thru the website.

Cost: Free for UWS staff.

The following introduction has been adapted from the CloudStor welcome page.

CloudStor is a web service for AARNet users¹ to easily and securely send and receive large files, both to and from, other AARNet users as well as to and from "external" users.

Users access the service using their UWS account login.

The service is primarily meant to address the use cases of transferring of large files such as data collected in research projects, sharing of multimedia content and cases where traditional file sending methods and software (such as e-mail attachments or FTP) have failed.

Since the service only keeps temporary copies of the file in transit, it is not intended for the exchange of files that should be permanently available; in particular,

Current restrictions on the use of services are:

- Size of individual files: maximum 100GB
- Individual file storage time is limited to a maximum of 20 days
- Maximum number of recipients for a file is 100

To Register

- Open the CloudStor web page
<https://cloudstor.aarnet.edu.au/filesender>
- Click the **Logon** button.



¹ AARNet is the Internet system used by the University of Western Sydney (UWS)

- Read the **Terms and conditions** (for the **Autograph** site),
- Click **Yes**.
- Click **Next**.

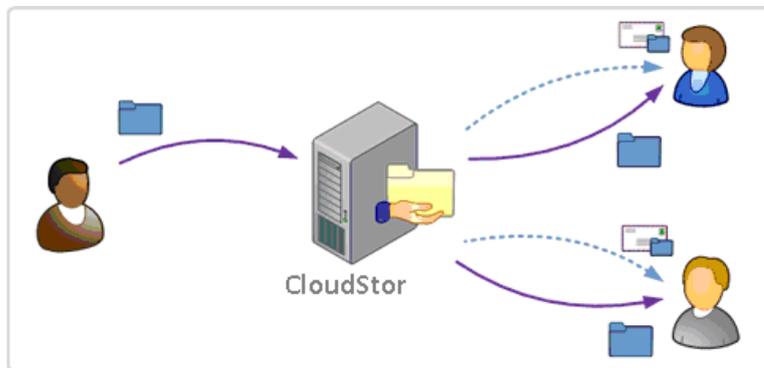


- Login with your current UWS **Login** and **Password** and the Upload page appears.

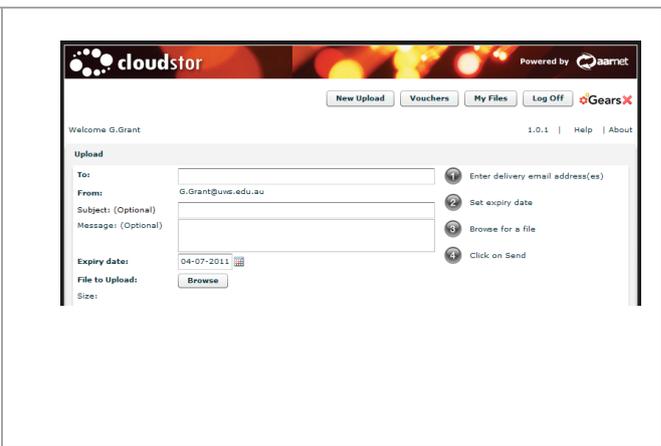


To send a file, using CloudStor.

Again, adapted from the CloudStor welcome page.



- Select "New Upload"
- In the **To:** box, enter the e-mail address of the file recipient | (you can add as many as you wish, separated by a comma)
- Add a **Subject**.
- Add a **Message**.
- Set the file **Validity date** (optional)
- **Browse** and **Select** the file you want to send
- Press **Send**



YouSendIt

www.yousendit.com

What is YouSendIt?

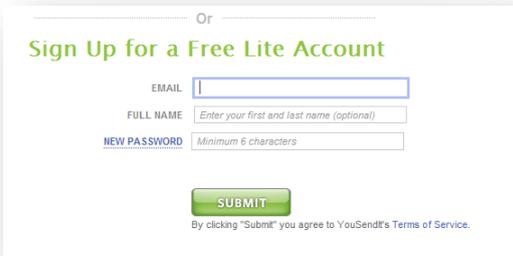
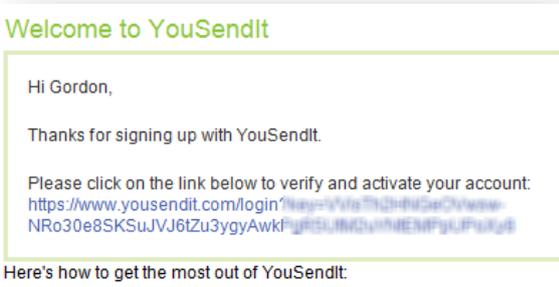
YouSendIt is a Website that allows the user to send files via email.

The advantage of YouSendIt is that you can send very large files without being rejected by the local server.

YouSendIt works with Outlook and emails can be tracked thru the website.

Cost: Free for a single user.

To register:

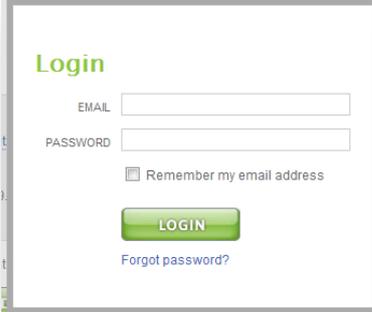
<ul style="list-style-type: none">Go to the website www.yousendit.com	
<ul style="list-style-type: none">Click on the Plans & Sign Up link on the toolbar. You can see the various plans on offer.	
<ul style="list-style-type: none">Click the Sign Up button under the Lite group.	
<ul style="list-style-type: none">Fill in the details and click Submit. An email will be sent to your email account.	
<ul style="list-style-type: none">Go to your email and open the message.Click the link. This will take you back to YouSendIt and verifies your login.	

To use YouSendIt :

- Go to the website www.yousendit.com
- There are two ways to get started the first is to Login, the second is to start from the Homepage.

To use your login.

- Enter your **Email** address and **Password**
 - Click **Login**.
- Notes:
- If you have used the service before you will open in the **Overview** page
 - Click the **Send Now** to open the **Send** page.
See later

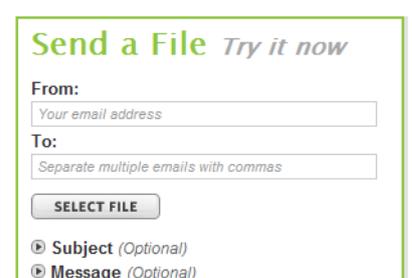


The screenshot shows the 'Login' page with the following elements:

- Header: **Login**
- Form fields: **EMAIL** and **PASSWORD**
- Checkbox: Remember my email address
- Button: **LOGIN**
- Link: [Forgot password?](#)

To use the Homepage;

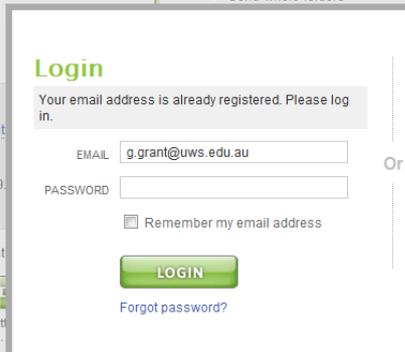
- In the **From:** box, enter you email address.



The screenshot shows the 'Send a File' form with the following elements:

- Header: **Send a File** *Try it now*
- Form fields: **From:** (placeholder: *Your email address*) and **To:** (placeholder: *Separate multiple emails with commas*)
- Button: **SELECT FILE**
- Options: **Subject** (Optional) and **Message** (Optional)

- Click in the **To:** box
If you haven't logged in it will prompt you.
- Enter your **Password** and click **Login**.
You will then go to the **Send** page.
See next

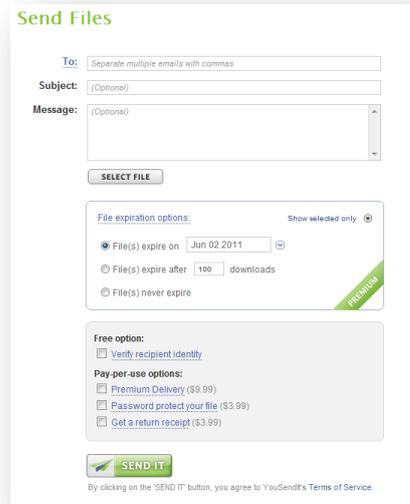


The screenshot shows the 'Login' page with a message: "Your email address is already registered. Please log in." The form fields are:

- Header: **Login**
- Message: Your email address is already registered. Please log in.
- Form fields: **EMAIL** (value: *g.grant@uws.edu.au*) and **PASSWORD**
- Checkbox: Remember my email address
- Button: **LOGIN**
- Link: [Forgot password?](#)

On the Send page;

- In the **To:** box, type the email address of the recipient.
If there are multiple recipients, use a comma to separate them.
- In the **Subject:** box, type a subject for your email.
- In the **Message:** box, type a message for your email.
- Click **Select File** and locate the file you want to attach.
- Click **Send It**.
This could be slow depending on the size of the attachment and you cannot close navigate away until it's completed.
An email will be sent to you, stating what was sent.



Send Files

To:

Subject:

Message:

SELECT FILE

File expiration options: Show selected only

File(s) expire on

File(s) expire after downloads

File(s) never expire

Free option:

Verify recipient identity

Pay-per-use options:

Premium Delivery (\$9.99)

Password protect your file (\$3.99)

Get a return receipt (\$3.99)

SEND IT

By clicking on the "SEND IT" button, you agree to YouSendIt's Terms of Service.

Stop email stalking

If you don't want the inevitable email "sell" go to

www.yousendit.com/preferences and change your preferences.

Dropbox

<http://www.dropbox.com>

What is Dropbox?

Dropbox is a Website that allows the user to store files in the cloud.

This can free up the storage requirements of your computer.

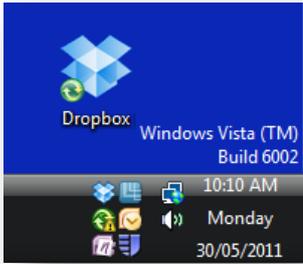
You can install a Dropbox on your computer at work and another at home then you can link them together.

This means when you drop in a file at work it will be available to see and use at home.

You can also access these files from the Website using a browser.

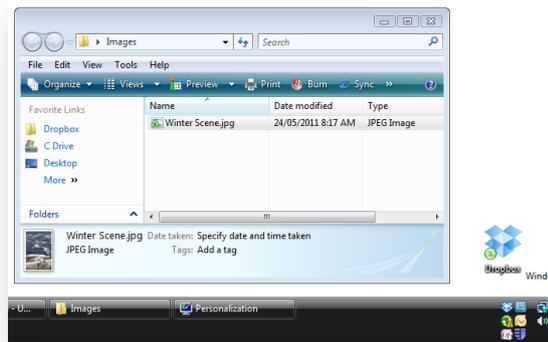
Cost: Free for basic service

To register:

<ul style="list-style-type: none"> Go to the website http://www.dropbox.com 	
<ul style="list-style-type: none"> You can watch an introductory Video here or ... Click the Log in link. Click Create an Account Fill in your details and click the Create Account button. <p>It will start a file download and give instructions on the screen.</p>	
<ul style="list-style-type: none"> If the download does not work, go to the Homepage and click on the Download Dropbox link. 	
<ul style="list-style-type: none"> Follow the instructions to download and then install the Dropbox to connect it to the cloud. There is a Get Started tab that directs you thru the Setup process 	
<ul style="list-style-type: none"> When the program is installed, there are two icons that should appear on your computer; <ul style="list-style-type: none"> On the Desktop In your Quick Launch area 	
<ul style="list-style-type: none"> Each time you login you will be directed to a new home page that contains the Dropbox tabs. 	

To use the Dropbox:

- Locate the file you want to add.
 - Open Dropbox (on the Desktop) and open the folder you want to put the file in.
Note you can use the standard folders you must create sub-folders.
 - Click, Hold and Drag the file to the sub-folder you want to store it in.
- It's just like dragging a file to a normal folder.



Check result in the cloud;

- Go to the website <http://www.dropbox.com>
 - Login
 - Go to the **Files** tab
- Open the folder/s

To Share a folder;

- Go to the website <http://www.dropbox.com>
- Login
- Go to the **Sharing** tab
- Click the **Share a Folder** link.
- Click **I'd like to share an existing folder**
- Click **Next**
- Locate and select the folder. Click **Next**
- In the **Invite collaborators to this folder** enter a registered member's email address.
- Include an optional message.
- Click **Share Folder**

