



INFO SHEET N°16

Google Drive & Microsoft OneDrive

Your free digital safe

Store, back up and share your documents and photos safely — from any device.

Google Drive and Microsoft OneDrive are online storage services — like an invisible hard drive in the clouds ("the cloud"). Your photos, documents and files are automatically saved there and accessible from your phone, tablet or computer, anywhere in the world.

Two services, one idea



Google Drive

- ✓ Linked to your Google account (@gmail.com)
- ✓ 15 GB free — shared with Gmail and Photos
- ✓ Ideal if you use Android (Samsung)
- ✓ Access via drive.google.com or the Drive app
- ✓ Includes Google Docs, Sheets, Slides (free)
- ✓ Option 100 GB at CHF 20/year

 15 GB free



Microsoft OneDrive

- ✓ Linked to your Microsoft account (@outlook.com)
- ✓ 5 GB free — or 100 GB at CHF 20/year
- ✓ Ideal if you use a Windows PC
- ✓ Access via onedrive.com or the OneDrive app
- ✓ Includes Word, Excel, PowerPoint online (free)
- ✓ Automatically built into Windows 10/11

 5 GB free



What is it actually used for?



Backing up photos

Your photos are automatically copied to the cloud. If you lose or break your phone — your memories are preserved.



Storing documents

Bills, prescriptions, important documents — keep them safe and find them in seconds from anywhere.



Sharing with family

Share a holiday photo folder with your children or grandchildren via a simple link — without sending dozens of emails.



Working across devices

Start a document on your phone, continue on your computer — everything synchronises automatically.



Replacing a USB stick

No more need for a USB stick to transfer files — share instantly via a Drive or OneDrive link.



Security in case of breakdown

If your phone breaks down or is stolen — your data is safe in the cloud and recoverable on a new phone.



Google Drive vs OneDrive comparison

Feature	 Google Drive	 OneDrive
Free storage	15 Go	5 Go
100 GB storage	~20 CHF/an	~20 CHF/an
Account required	Google (Gmail)	Microsoft (Outlook)
Ideal on	Android (Samsung)	Windows PC
Auto photo backup	✓ Google Photos	✓ OneDrive app
Free online Office	✓ Docs/Sheets/Slides	✓ Word/Excel/PowerPoint
File sharing	✓ Very simple	✓ Very simple
Accessible from	Any device	Any device



Using Google Drive on Samsung

Access and save in 4 steps

1

Open the Google Drive app

It is already installed on your Samsung. Look for the coloured triangular icon (green/yellow/blue). Sign in with your Google account.

2

View your files

The main screen shows your recent files. Tap "My Drive" to see all your folders and documents.

3

Add a file or photo

Tap the + button at the bottom → "Upload" → choose a file or photo from your phone → it saves automatically.

4

Share a file

Press and hold the file → "Share" → enter the recipient's email or copy the sharing link.



Automatic photo backup

Google Photos — your photo album in the cloud

Google Photos (linked to Google Drive) automatically backs up all your photos as soon as they are taken — as long as you have internet (Wi-Fi or mobile data). It is the most useful feature for seniors.



How to enable it

Open Google Photos → your profile photo → "Photos settings" → "Backup" → enable it.



What it does

All your photos are copied to the cloud. If your phone is lost or broken — your photos are saved.



Finding your photos again

On a new phone — sign into Google Photos and all your photos reappear automatically.



On computer

Access photos.google.com from any computer — all your photos are there.



SeniorPhone tips

- If you have a Samsung — **Google Drive and Google Photos** — already installed and perfectly use integrated
- Si vous avez un Windows PC — **OneDrive est déjà actif** — vérifiez simplement qu'il est connecté à votre compte Microsoft
- Enable **automatic photo backup** on Google Photos — it is the most precious protection for your memories
- The 15 GB free on Google Drive are shared between Drive, Gmail and Photos — regularly check your available space
- To share a photo album with the family — create a shared album in Google Photos and send the link via WhatsApp
- Do not store your passwords in Drive or OneDrive — use a physical notebook instead



Important points not to forget

- ⚠ Your files in Drive or OneDrive are accessible to anyone who knows your password — protect your account well
- ⚠ If you share a "public" link, anyone with that link can see the file — prefer sharing by email to a specific person
- ⚠ Automatic backup uses storage space and mobile data — prefer backing up via Wi-Fi at home
- ⚠ If you delete a file in Drive — it goes to the bin and is permanently deleted after 30 days

✓ Key takeaways

- Google Drive = 15 GB free, ideal on Samsung Android.
- OneDrive = 5 Go gratuits, idéal sur Windows PC — déjà intégré.
- Google Photos backs up your photos automatically — enable it!
- If the phone is lost or damaged, your photos and documents can be recovered.
- Sharing a photo album with the family via Google Photos is simple and free.

This month, SeniorPhone is supported by:

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One sponsor per month only — to keep your trust.

🔴 Safety — Essential reminders



Never share your passwords or codes with anyone

Not by phone, not by email, not by SMS. Your bank, the police and operators will never ask for them.



Hidden number — do not answer

A hidden number deliberately conceals its identity. Hang up without hesitation.



Unknown number — avoid answering

Let it ring, wait for a voicemail, call back only if necessary. Never call back a 0900 number.



Fake police or fake banker — hang up and call 117

The real police and your bank will NEVER ask you to hand over money or your PIN by phone.

This banner appears on every SeniorPhone sheet — because your safety is our absolute priority.

