

Windows laptop: Sharing photos and location with the cloud

How the cloud helps you share files, find people and your devices.

Your Google Account cloud service lets you share files, photos and videos between your Windows computer and your Android phone. You can also use your Google Account on your computer to help locate your Android phone if it becomes lost or stolen.

What you will need

Before you begin the course, your computer must have a minimum of Windows 10 operating software. If you are not sure of your current software version, or how to update it to the latest available, please refer to the *Windows desktop: Security and privacy* guide.

You should also check that your computer is connected to mains power, switched on and showing the latest version of the Chrome browser on the desktop. You should be connected to the internet and have an email account set up on your computer. If you are using a mouse, make sure it's connected properly.

Also, your Android phone needs to be switched on, have the latest version of its operating software installed, and be connected to the internet, either via Wi-Fi or mobile data.

You'll need to be signed in to your Google Account on your computer, and on your phone. To sign in to your Google Account, type **google.com** into the **Search bar** of your web browser and follow the steps.

To get the most from this course, you should also back up the photos and videos on your Android phone to your Google Account cloud service, ready for viewing on your computer. You can learn how to do this in the *Cloud back up and photo sharing* courses.

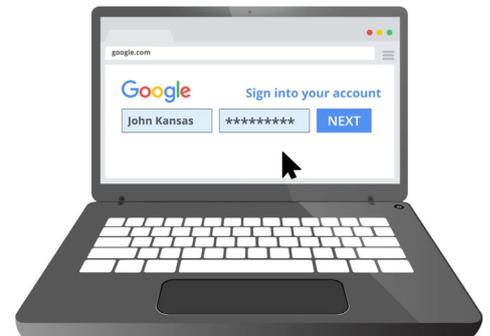


Your free Google cloud service lets you share files, locate friends and find missing devices

Check that you are signed in

Before you begin, use the web browser on your computer to check that you're signed in to your Google Account. This example uses Chrome.

1. Click on the **profile icon** in the top right.
2. A pop-up will appear. If you see your name and email address here, you're signed in. Well done! If not, follow to step to sign in.
3. To close the pop up, click anywhere in Chrome except on the pop up. You're now ready to view photos and videos that you've backed up.



Sign in to your Google Account to view photos and files backed up to the cloud

Viewing your backed-up photos

To view photos that you've captured using your Android phone and saved to your Google Account cloud service, first type **<https://photos.google.com>** in the Chrome Search bar, and press **Enter** on your keyboard.

The **Google Photos** web page will appear, along with your photos. They are arranged by date, with the newest photos and videos at the top of the page. You can scroll the page to see older photos and videos.

If you've set your Android phone or tablet to automatically back up to your Google Account, whenever you take a photo or video, you'll be able to see it on the **Google Photos** web page.

Selecting photos to share

You can share photos and videos saved to Google Photos by creating a link. A link lets you share files that are too large to send as attachments. Here's how to select a few photos so they are ready to share via a link:

1. To select a photo for sharing, put your mouse in the top left corner of a photo's thumbnail.
2. A small grey circle with a tick in it will appear.
3. Click the grey circle to turn it blue. This photo is now selected.
4. All the other photos now have an empty grey circle in the top left corner.

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5. Click the circles on the photos you want to share, to add the photos to your selection.
6. In the top left of the page, you can see how many photos you have selected. For instance, if you have three photos, it will say **3 selected**.

Sharing photos with friends or family

After selecting the photos, look in the top right of the page, for the **Share icon**.

1. Click the **Share icon**, and a pop up will appear, titled **Send in Google Photos**.
2. At the bottom of this pop up, click **Create link**.
3. The pop up shows some text explaining that you are about to create a link that anyone can use to view your selected photos.
4. Click **Create link**.
5. A blue link will appear at the bottom of the pop up. Click **Copy**.
6. Open your computer's email program. This course uses the free **gmail.com** email service from Google as the example, but you can use other programs.
7. To open **Gmail**, type **https://gmail.com** in the Chrome Search bar and press Enter on your keyboard.
8. Once the Gmail web page opens, click on **Compose** to create a new email.
9. In the **To** box, type the email of a friend or family member.
10. Click on the **Subject** box and type a short description of your email.
11. Now use your mouse to right-click in the main body of the message.
12. In the pop-up menu, click **Paste**. The link you just copied will appear in the body of your email.

<http://photos.2135/JA>



Share multiple photos or large files, such as videos, as a link

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13. You can type a personal message after the link you've just copied, if you like. Just make sure to hit the **Space key** first so you don't mess up the link!

14. Click **Send**.

When your friend or family member receives your email, they can click the link to view the photos on their own computer, phone, or tablet.

Using your Google Account to find your phone

To help find your Android phone if it goes missing, type **<https://google.com/android/find>** in the Chrome Search bar on your computer, and press **Enter** on your keyboard.

- 1.** The **Google Find My Device** web page opens.
- 2.** You might see a pop-up box explaining how it works. Read the information and click **Accept**.
- 3.** A map will appear. Your Android phone will show in the top left of the page, with information about its battery charge, and if it is connected to a Wi-Fi network.
- 4.** After a moment, the map will centre on the location of your phone.
- 5.** Under the name of your phone, it should say **Last seen just now**.
- 6.** If it says **Last seen 30 minutes ago**, or similar, click the **circular arrow** to refresh the map.



Your Google Account cloud service can help find your missing mobile device by showing its location on a map

Using Google Maps to check the location of others

To see a person's location on your computer, they need to have **Google Maps** on their phone, and be signed in with their Google Account. They must also have already shared their location with you from their phone or tablet.

You can learn more about how to do this in the Android phone and tablet *Cloud location services* courses.

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Remember, it's not possible to invite someone to see your location from a Windows computer. You must invite them using your mobile device.

1. On your computer, type **<https://maps.google.com>** into the Chrome browser's Search bar, and press **Enter** on your keyboard.
2. The **Google Maps** web page will appear.
3. To see people who are sharing their location with you, click the **Menu** button in the top left of the page. It looks like three horizontal lines.
4. Once the menu opens, find **Location sharing** from the list of options and click on it.
5. The map changes to show a list of people who are sharing their location with you.
6. Click on a person's name to make the map zoom in on their location and to see some more information about them in the panel.



Google Maps

Google cloud services work with Google Maps to exchange location information with others

How to stop sharing your location

When you no longer want to share your location with others, follow these steps:

1. Click on **Manage your location** to begin turning off your location sharing.
2. The **Location Sharing** page from your Google Account website appears.
3. You can stop sharing your location with someone by clicking the **X** next to their name.