

Productivity Apps for Mobile Devices

Having the capability of storing files in one location that provides flexibility and can be easily accessible to update, change, or create a document is essential. The following chart provides an overview of the two most commonly used apps for cloud-based storing of files.

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Cloud Storage Apps: Chart Comparison

Technology Tool	Dropbox	One Drive	Google Drive
Description	Web-based storage that allows you to store documents, photos, videos	Web-based storage through Office 365 that allows you store files, photos, and videos. Any Office online file will be automatically stored in One Drive	Gives you access to all of your files stored in Google Apps, such as documents, spreadsheets, forms, presentations and more
Cost	Free for 2GB space. Additional space requires a pro plan	Free for Centre College faculty/staff/students through Office 365	Free for 15GB space.
Platform	iOS, Android, Mac, PC	iOS, Android, Mac, PC	iOS, Android, Mac, PC
Account required	Yes	Yes. Works with your Centre credentials or Google account	Yes. Works with your Centre credentials or Google account
Collaboration	Yes. You can share folders with other individuals	Yes. You can share folders with other individuals	Yes. You can share folders and files with other individuals
Additional Features	Directly editing Microsoft office files with the Microsoft office apps. 30 day version history available where you can restore a previous file	Directly edit a Microsoft office file using the browser and it saves it directly in One Drive	upload photos and videos
Search feature	Yes	Yes	Yes