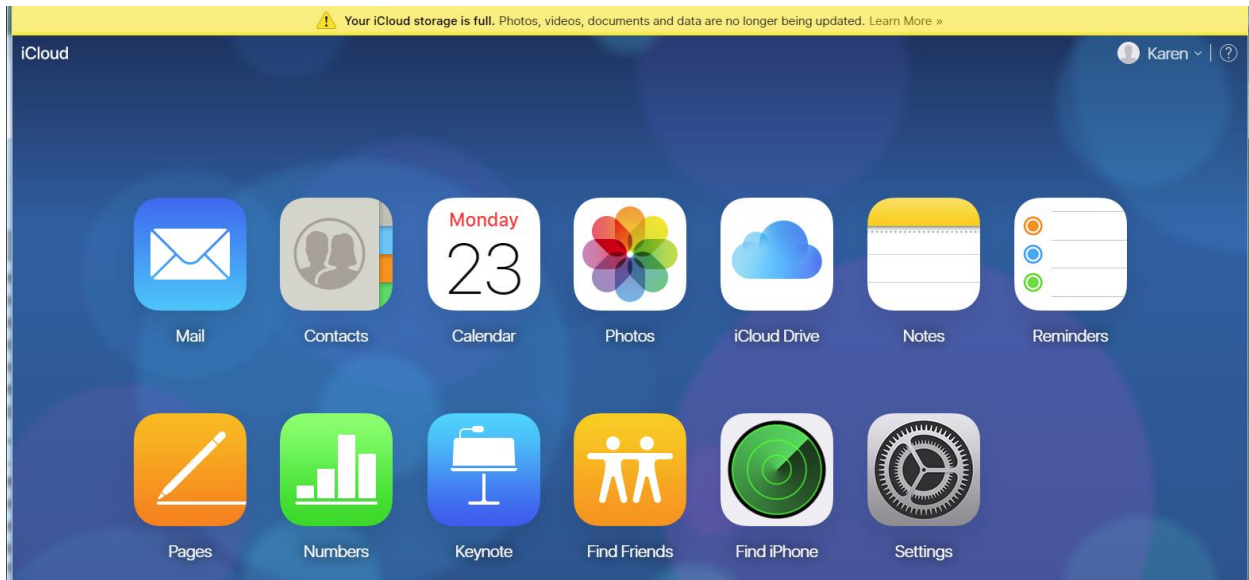


PLEASE SILENCE CELL PHONES

iCloud

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Overview



iCloud is the name Apple gives to its range of cloud-based services, covering areas as diverse as email, contact and calendar syncing, the location of lost devices (Find My iPhone/iPad) and the storage of music in the cloud (iTunes Match).

The point of cloud services in general, and iCloud in particular, is the ability they give you to store information on a remote computer, known as a cloud server, rather than locally. This means you're not taking up storage space on any particular device, and also means you can access the information from any internet-connected device.

In essence, iCloud lets you store information online, and then access this information from all of your devices - iPhone, iPad, Apple TV, Mac, even Windows PCs. But if you visit [iCloud.com](https://www.icloud.com) and log into your account (we'll explain how to set one of these up in a moment) you can see this simple concept's wide range of applications.

Let's pick out a few highlights:

Contacts: If you let it, iCloud will sync Contacts across your iOS and macOS devices. This means you need to maintain only one list of contacts, because any changes to address, phone numbers etc that you make on your iPhone will apply to Contacts on your Mac.

Calendar: Likewise, iCloud (if allowed) syncs events across all of your devices.

iCloud Drive: A simple way of storing files in the cloud. See [How to use iCloud Drive](#).

Notes: You can choose to save Notes locally, but syncing them across devices is brilliantly convenient. This is how we prepare notes for our weekly podcast: type them into Notes on Mac, then take an iPhone into the studio.

iWork: You can use Pages, Numbers and Keynote as web apps, thanks to iCloud.

iCloud also allows you to easily save TextEdit documents to the cloud, and access them from other devices.

How to set up iCloud

Your iCloud account is based on your Apple ID. So if you haven't got an Apple ID already, you'll need to create one. You may also have to update the OS on your device (some iCloud features are only available on more recent OS versions). Your next step depends on what device you're using.

On iPad or iPhone: Partway through the setup process for an iPhone or iPad, iOS will ask if you want to use iCloud. If you didn't activate it during setup, you can go to Settings > iCloud later on, and then enter your Apple ID and password.

On Mac: Open System Preferences (as before, click the gears icon in the Dock, or use the Apple icon at the top-left of the screen) and click iCloud. Now sign in with your Apple ID and tick the services you want to use.

On Apple TV (fourth-gen): If you didn't choose to activate iCloud (by entering your Apple ID) when you first set up, go to Settings > Accounts > iCloud, then selecting Sign In.

On PC: Download and install iCloud for Windows. Open it and sign in with your Apple ID, then put a tick next to the iCloud services you want to use.

MORE DETAILS!! If the simple setup didn't work for you try these extra steps:

Create an Apple ID

There's two ways to sign up for an Apple ID: on your iPad or iPhone, as part of the device's setup process, or in a browser on any device at any time.

If you're setting up a new iPad or setting up a new iPhone, the simplest option is to create an Apple ID then and there. At the appropriate moment during setup, tap 'Don't have an Apple ID or forgot it', and 'Create A Free Apple ID'. Then enter your details.

But you don't need to be on an Apple device, or even own an Apple device, to create an Apple ID: anybody, even curious Windows or Linux users, can create an account. You simply have to visit the ID section of Apple's website and click Create Your Apple ID at the top right.

Update your device to the latest OS

Apple advises you to make sure that the device you'll be using iCloud services on is running the most recent version of its respective OS. (Newer versions of iOS, Mac OS X and tvOS may add extra iCloud

features, fix bugs or tweak the way it works.) If your device is brand-new you shouldn't need to update its OS, although it's still worth checking in case some bug fixes have been released since it was boxed up.

For iPads and iPhones, go to Settings > General > Software Update. iOS will either tell you that the operating system is up to date, or give you details of a newer version and let you download and install it. Read more about upgrading iOS on your iPad or iPhone.

On Apple TV, open the Settings app, scroll down and select 'System' and then, under the Maintenance submenu, click on 'Software updates'. Select 'Update Software' and the new update will be downloaded to the Apple TV. After a while you'll see a tvOS update prompt: select 'Download and Install'. Read more about updating the tvOS software on your Apple TV.

To update Mac OS X, click the apple icon at the top-left corner of the screen, and select About This Mac. Click Software Update. You'll see any software updates that are available for your Mac: you can either select them all or choose to only update Mac OS X itself. Read more about updating Mac OS X.

Turn on iCloud on iPad, iPhone or iPod touch

It's easy to switch on iCloud. As with signing up for an Apple ID, this can be done during the setup process for your Apple device, or later on if you declined the option initially.

Partway through the setup process for an iPhone or iPad, iOS will ask if you want to use iCloud. (You'll be given the self-explanatory options 'Use iCloud' and 'Don't use iCloud'.) You'll just need to tap Use iCloud, enter your Apple ID and password, and proceed from there.

How to set up iCloud on iPad

If you didn't activate it during setup, you can go to Settings > iCloud later on, and then enter your Apple ID and password.

Turn on iCloud on fourth-gen Apple TV

Setting up iCloud on the fourth-gen Apple TV is easy. When you first turn on the Apple TV you'll be asked for your Apple ID and password. Fill in your details and you'll be able to use iCloud for photo sharing, iTunes Match and various other features.

If you didn't enter your Apple ID when you first set up, you can do so by going to Settings > Accounts > iCloud, then selecting Sign In.

Turn on iCloud on Mac

Start the System Preferences app and click iCloud. On the next screen you'll be able to sign in with your Apple ID (or sign out), and tick the iCloud services you want to use on your Mac.

Turn on iCloud on PC

It's a bit trickier, but even Windows PC users can benefit from iCloud services.

You need to download iCloud for Windows and install it. Open the program, and sign in with your Apple ID. As with iCloud on the Mac, you can then decide which iCloud services you want to use: iCloud Drive,

photo sharing, Mail/Contacts/Calendars, and internet bookmarks. Put a tick next to the ones that appeal.

How to use iCloud

A lot of the time, iCloud works quietly in the background; if you've allowed iCloud to do its thing (which in many cases is the default setting) you'll simply find that documents you created on one device are available on another, calendar events and contact details sync seamlessly and so on.

If you'd like to test out iCloud's capabilities in an app, make sure it's activated.

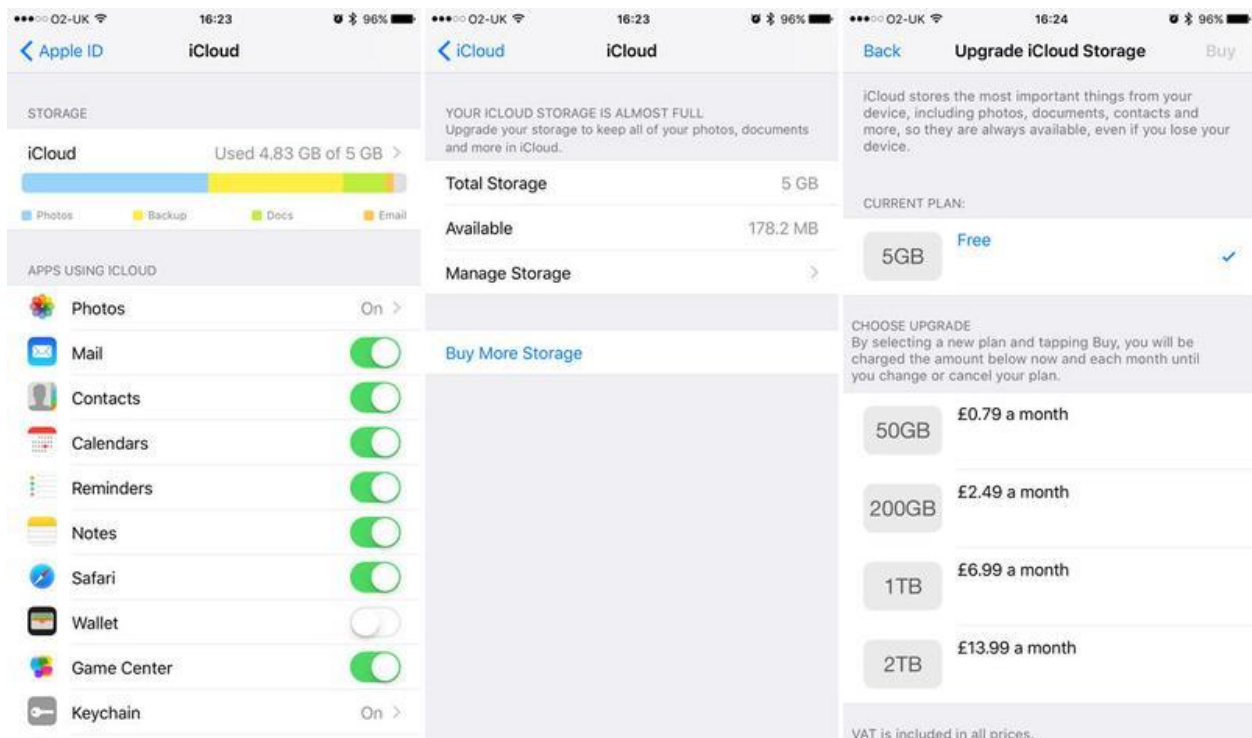
In iOS, open Settings and tap your ID at the top of the screen; you'll see all the apps and services that can use iCloud. Tap your chosen app so the slider turns green. (A few apps, such as Photos, are more complex - tap to see a list of permissions.)

On Mac, open System Preferences and click iCloud, and do likewise - except this time you're placing ticks instead of tapping sliders.

Upgrade Your Account?

Upgrading your iCloud plan is easy. You can do it from an iPhone or iPad, from a Mac, or even from a Windows PC.

On iPhone or iPad: Go to Settings, and tap your name at the top of the screen (or tap to sign in). In the second group of options, tap iCloud; at the top of the next screen, under the heading STORAGE, you'll see a little graph showing what your storage is being used on. Tap this graph, then select Buy More Storage or Change Storage Plan and follow the instructions.



On Mac: Open System Preferences (click its icon in the Dock, or use the Apple icon at the top-left of the screen), click iCloud (in the third row) and hit Manage at the bottom right of the next screen - just next to a graph showing how your storage is being used. Now click Buy More Storage or Change Storage Plan (at the top right) and follow the instructions.

On PC: Open iCloud for Windows, click Storage and select Buy More Storage or Change Storage Plan, and follow the instructions.

Details to watch for

1. Deleting photos from your phone also deletes them from iCloud (and vice versa)
 - a. Turn off iCloud Photo Library is a possible solution but not practical for daily use
 - b. Using iCloud web browser to download pictures desired to be saved then delete from cloud account is tedious but effective
2. If iCloud is not syncing:
 - a. Restart device and wait
 - b. Make sure you're logged into the correct account
 - c. Make sure Apple's servers are working by checking the system status page:
<https://www.apple.com/support/systemstatus/>
3. App is not saving to iCloud
 - a. Go to settings > [username] > iCloud
 - b. Scroll through list of apps and make sure that the toggle is green for the ones you want saving to iCloud