

All About iCloud

1. What is iCloud?

- 1.1. iCloud connects your devices and their data, lets you share information with friends and family, helps you find your devices, and more
- 1.2. Not just a big hard disk in the sky; it does storing, syncing, sharing, and services...and it just works

2. Who is it good for?

- 2.1. Everyone, but especially if you have more than one device

3. What kinds of content?

- 3.1. Contacts, calendars, mail, photos, messages, bookmarks, reminders, notes, documents, passwords, and more
- 3.2. The Truth is in the Cloud...and the devices access and manipulate that data

4. What do you need?

- 4.1. An internet connection via Wi-Fi or cellular data
- 4.2. iPad, iPhone, iPod Touch, Mac, Apple TV, PC (limitedly)
- 4.3. iCloud Control Panel for Windows PC running Windows prior to Windows 10
 - 4.3.1. Download here: <https://support.apple.com/en-us/HT204283>
- 4.4. iCloud Control Panel for Windows PC running Windows 10
 - 4.4.1. Download here: <https://www.microsoft.com/en-us/p/icloud/9pktq5699m62?rtc=1&activetab=pivot:overviewtab>

- 4.4.1.1. Outlook 2016 or later for mail, contacts, and calendars
- 4.4.1.2. Internet Explorer 11 or later, Firefox 57 or later, or Google Chrome 73 or later (for Bookmarks)
- 4.5. Not all features work with all devices and OS. Some require iOS 9 and El Capitan or later. More at: <https://support.apple.com/en-us/HT204230>

Recommended software

iPhone, iPad, iPod touch

- iOS 14 or iPadOS 14
- iWork for iOS (Pages 2.5 or later, Numbers 2.5 or later, Keynote 2.5 or later)

Mac

- macOS Catalina
- Safari 9.1 or later, Firefox 45 or later, or Google Chrome 54 or later, or Opera
- iWork for Mac (Pages 5.5 or later, Numbers 3.5 or later, Keynote 6.5 or later)

Apple Watch

- watchOS 7

PC

- Microsoft Windows 10
- iCloud for Windows 11 or later
- iTunes 12.7
- Outlook 2010 - Outlook 2016
- Microsoft Edge, Firefox 45 or later, or Google Chrome 54 or later (desktop mode only), or Opera

Apple TV

- tvOS 13 or later

5. Set up

5.1. Locate your Apple ID

5.1.1. On the Mac: Apple > System Preferences

5.1.2. On iPad, iPhone, iPod Touch: Settings > *Your Name*

5.1.3. Everyone should have their own Apple ID...and you only really need one

5.1.4. Apple ID should be the same on all devices

5.1.5. If you need an Apple ID, go to appleid.apple.com and create one

5.1.5.1. Mac setup: <https://support.apple.com/en-us/HT208682>

5.1.5.2. iPhone/iPad/iPod Touch set up: <https://support.apple.com/en-us/HT208681>



5.1.6. Select services to enable

5.1.6.1. Usually match what's on your other devices

5.2. On Apple TV

5.2.1. Enter your Apple ID and password

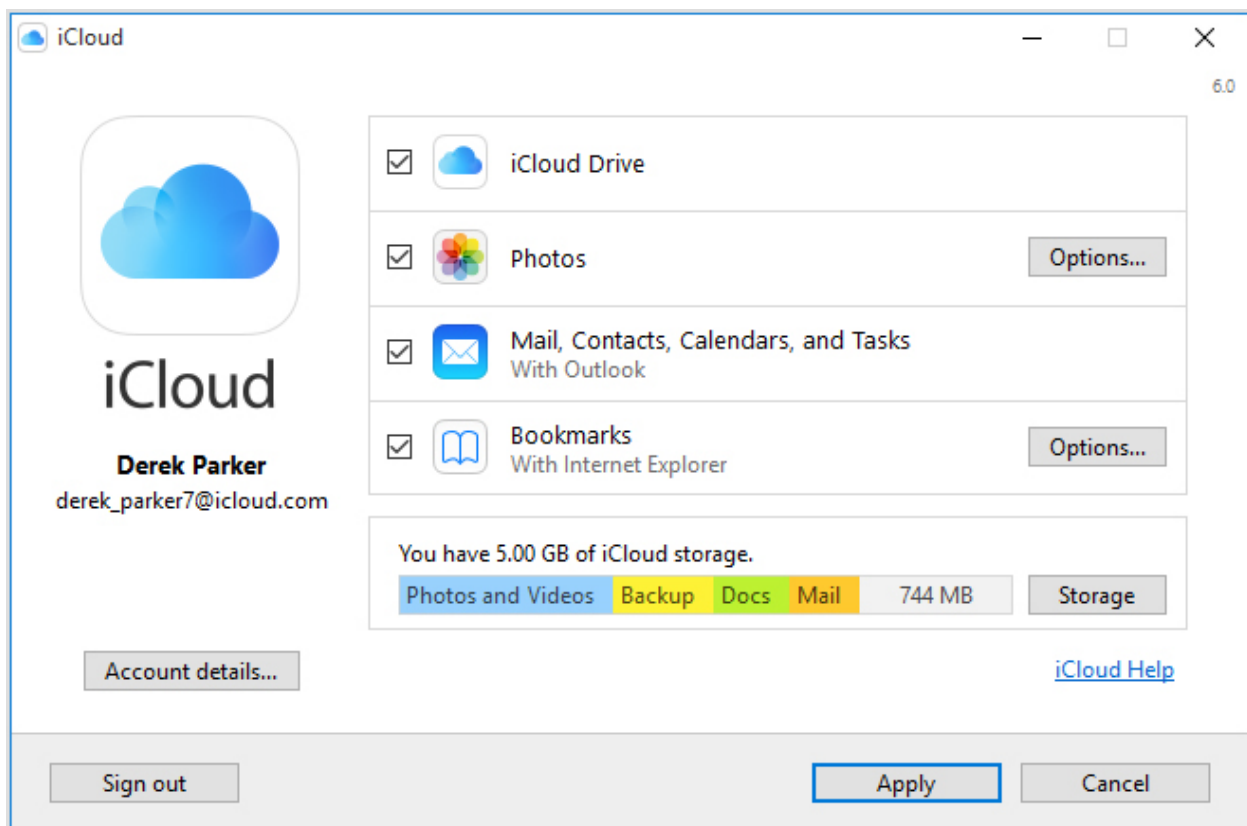
5.2.2. Photo Stream or iCloud Photos on your big screen TV

5.3. On a Windows PC

5.3.1. How to set up: <<http://www.apple.com/icloud/setup/pc.html>>

5.3.2. Setup iCloud on your other devices first

5.3.3. Download, set-up, and use iCloud for Windows: <https://support.apple.com/en-us/HT201391>



6. App Store, Music, Books,

6.1. Sign in with your Apple ID (if necessary)

6.2. Optionally turn on Automatic Downloads

- 6.2.1. On a Mac, in iTunes/Music/TV/Books/App Store apps, turn on automatic downloads for Music, Movies, TV shows, Books, and Apps in the Preferences window

7. Find My

- 7.1. Find My app is automatically installed on all iPhones and iPads
- 7.2. Set up at Settings > *[your name]* > Find My
 - 7.2.1. Turn on all the settings under Find My *device*
 - 7.2.2. Find My network allows an offline device to be found by other Apple devices
- 7.3. Sign in at iCloud.com or use Find My app on an iOS device to locate a lost device
- 7.4. If it's connected to the internet, you can:
 - 7.4.1. Locate your device on a map
 - 7.4.2. Display a message on the screen or lock the screen
 - 7.4.3. Enter Lost Mode to track a device's whereabouts
 - 7.4.4. Remotely erase your device
- 7.5. If the device is not connected to the internet, it can notify you when it comes online

8. Family Sharing

- 8.1. Share iTunes Store, Book Store, and App Store purchases among six people
- 8.2. Subscriptions (Apple Music, Apple Arcade, Apple News+, Apple TV+, Apple Fitness+) can be shared among all family members for no additional cost
- 8.3. Adult is the organizer who invites up to five other people to join and pays for all purchases.
 - 8.3.1. Other family members each have their own Apple ID
 - 8.3.2. Kids under 13 can get an Apple ID managed by the organizer
 - 8.3.3. When others join, set-up is automatic
- 8.4. Organizer approves purchases and free downloads by others
- 8.5. Shared photo album, reminders list, calendar, personal hotspot are set up automatically
- 8.6. Locations can be shared; missing devices can be found
- 8.7. Family Sharing of storage for up to 6 people

200 GB	2 TB
\$2.99/month	\$9.99/month

- 8.8. More at: <http://www.apple.com/icloud/family-sharing/>

9. Storage

- 9.1. 5 GB of storage for free
 - 9.1.1. Purchased music, movies, TV shows, apps, books, and Photo Stream photos don't count
 - 9.1.2. Tap Manage Storage to change the storage plan

5 GB	50 GB	200 GB	2 TB
Free	\$0.99/month One month free!	\$2.99/month	\$9.99/month

10. iCloud Photos

- 10.1. Automatically upload and store your entire photo and video library in full resolution and access them from all your devices
- 10.2. Retains organization, stores and pushes additions, deletions, and edits to all devices
- 10.3. Uses Photos on iOS and Photos on Mac
- 10.4. In iOS: Enable it at Settings > [your name] > iCloud > Photos
- 10.5. On a Mac: Enable it at System Preferences > Apple ID/iCloud > Photos > Options...
- 10.6. Depending on the size of your photo library, it'll take some time to upload and money for storage space
- 10.7. Store optimized versions of photos on your devices to save space
- 10.8. Device will download a full resolution version if needed (say, when editing)

11. iCloud Photo Sharing

- 11.1. Share up to 5000 photos and videos in a shared album with selected people, or with everyone on icloud.com
- 11.2. Does not count against your iCloud storage limit
- 11.3. On iOS: Enable it at Settings > [your name] > iCloud > Photos
 - 11.3.1. To make a shared album in the Photos app

- 11.3.1.1. Tap Albums (or simply tap New Shared Album in iPad sidebar)
- 11.3.1.2. Tap +
- 11.3.1.3. Tap New Shared Album
- 11.3.1.4. Give the album a name and tap Next
- 11.3.1.5. Enter email addresses of friends who use iCloud who you want to share photos with and tap Create
 - 11.3.1.5.1. An email or notification will be sent to all the people you identified with a button or link to tap.
- 11.3.1.6. Tap the new shared album, then tap the + button to add photos to the album
- 11.3.1.7. If you want to share with non-iCloud users, tap People and turn Public Website on
 - 11.3.1.7.1. Share the link to the website with others
- 11.4. On Mac: Enable it in Photos > Preferences > iCloud
 - 11.4.1. To make a shared album:
 - 11.4.1.1. Select an album or some photos and choose File > Share > Shared Albums
 - 11.4.1.2. Click New Shared Album and follow the directions on the screen

12. Mail

12.1. Free IMAP account

12.2. Changes made on one device appear on the others

12.3. Mail and folders are always up to date

12.3.1. iCloud includes an email account: username@icloud.com

12.3.1.1. Ad-free

12.3.1.2. Always up to date

12.3.1.3. Webmail, too, at icloud.com

13. Contacts

13.1. Make a change on one device and it's pushed to all the others

13.2. But...create groups on your computer

14. Calendar

14.1. Make a change on one device and it's pushed to all the others

14.2. Share calendars with other iCloud users

14.2.1. On Mac: Edit > Share Calendar

14.2.2. On iOS in Calendar: Tap Calendars

14.2.2.1. Tap Add Calendar or share an existing calendar

14.2.2.2. Tap i button for the calendar you want to share

14.2.2.3. Tap Add Person

14.2.2.4. Add email address(es) and Tap Add

14.2.2.5. Invitees will receive an email with link to share your calendar or an notification in the inbox of their Calendar app;

14.2.2.6. If the user chooses to subscribe, the calendar will appear to their calendar app

14.2.2.7. Choose read only or editing privileges for the calendar for each user

15. Reminders and Notes

15.1. Additions and changes are synced everywhere

15.2. Notes can be shared with others

15.2.1. Open a note

15.2.2. Tap the People button in the top right-hand corner of the screen

15.2.3. Choose how you want to invite participants to share the note

15.2.3.1. Allow users to make changes or only view the note

15.2.4. Shared notes will appear in each user's Notes app

15.3. Reminders lists can be shared with other iCloud users

15.3.1. Tap a list

15.3.2. Tap the More (...) button

15.3.3. Tap Add People

15.3.4. Choose how to share the invitation and send it out

15.3.5. The shared reminders list will appear in the recipients' Reminders app

15.3.6. Changes will be synced and shared with all users

- 15.3.7. Upgraded features in Reminders require iOS 13, iPadOS 13 or macOS Catalina

16. Messages

- 16.1. Store your messages in iCloud, and manipulate them like email
- 16.2. Turn it on in iCloud settings
- 16.3. Messages and attachments count against iCloud storage...
- 16.4. ...but could reduce the size of your backup
- 16.5. Also works with Macs running macOS 10.13.5 or later; turn it on in Messages
 - > Preferences

17. Safari

- 17.1. Added, deleted, or rearranged Safari bookmarks are pushed to all devices
- 17.2. iCloud tabs shows webpages open on all devices
 - 17.2.1. Tap to open; swipe to delete from the other device

18. Keychain

- 18.1. Up-to-date user name and passwords, credit card info, wi-fi network info
 - 18.1.1. Encrypted in transit and at rest, protected by Face ID, Touch ID, your device password or passcode, and your Apple ID Password
- 18.2. Syncs accounts for Mail, Contacts, Calendar, Messages, Facebook, LinkedIn, Twitter across all your Macs and iOS devices
- 18.3. Keychain can also:

- 18.3.1. Generate and store strong passwords of 16 random characters
- 18.3.2. Point out passwords that are too easy to guess or are used with multiple accounts or may have been involved in a password breach
- 18.4. On iOS: Tap Settings > *[your name]* > iCloud and turn Keychain on. Follow the directions.
- 18.5. On macOS:
 - 18.5.1. Choose Apple > System Preferences and click iCloud
 - 18.5.2. Select Keychain and follow the directions
- 18.6. View the keychains
 - 18.6.1. On iOS and iPadOS tap Settings > Passwords and authenticate
 - 18.6.2. On macOS, choose Safari > Preferences > Passwords and authenticate

19. Backup

- 19.1. Enable backup on iOS device: Settings > *[your name]* > iCloud > iCloud Backup
- 19.2. Automatically back up device once per day when:
 - 19.2.1. Device is plugged in, locked, and connected to wi-fi (such as, when charging overnight)
- 19.3. What gets backed up?
 - 19.3.1. Accounts, documents, health data, HomeKit configuration, settings... stuff not already stored in iCloud
- 19.4. And Restore

19.4.1. If you have an iCloud backup, you can restore just about everything with your Apple ID and password when you get a new iOS device

20. Apps

20.1. Download an App on one iOS device and it appears on the others.

20.2. Re-download deleted apps for free

20.2.1. Tap App Store > tap your picture/initials/icon > tap Purchased

20.2.2. Tap All to see your entire purchase history

20.2.3. Tap Not on this iPhone/iPad/iPod to see what's missing

20.2.4. Tap the iCloud button to re-download

21. Books

21.1. Buy a book on one device, it's automatically downloaded to the other devices

21.2. Set bookmarks, highlight text, add notes—all synced to the other devices

21.3. Re-download books you've read and deleted

21.3.1. Tap Account button (your picture, initials, silhouette)

21.3.2. Tap Books

21.3.3. Tap All to see your entire purchase history

21.3.4. Tap Not on this iPhone/iPad/iPod to see what's missing

21.3.5. Tap the iCloud button to re-download

22. Re-downloading content

22.1. Re-download deleted music, movies, or TV shows for free

22.1.1. Tap iTunes Store > More > Purchased

22.1.2. Tap Music, Movies, or TV Shows

22.1.3. Tap an item, then tap the download button to re-download

23. iCloud Drive

23.1. Save documents in iCloud

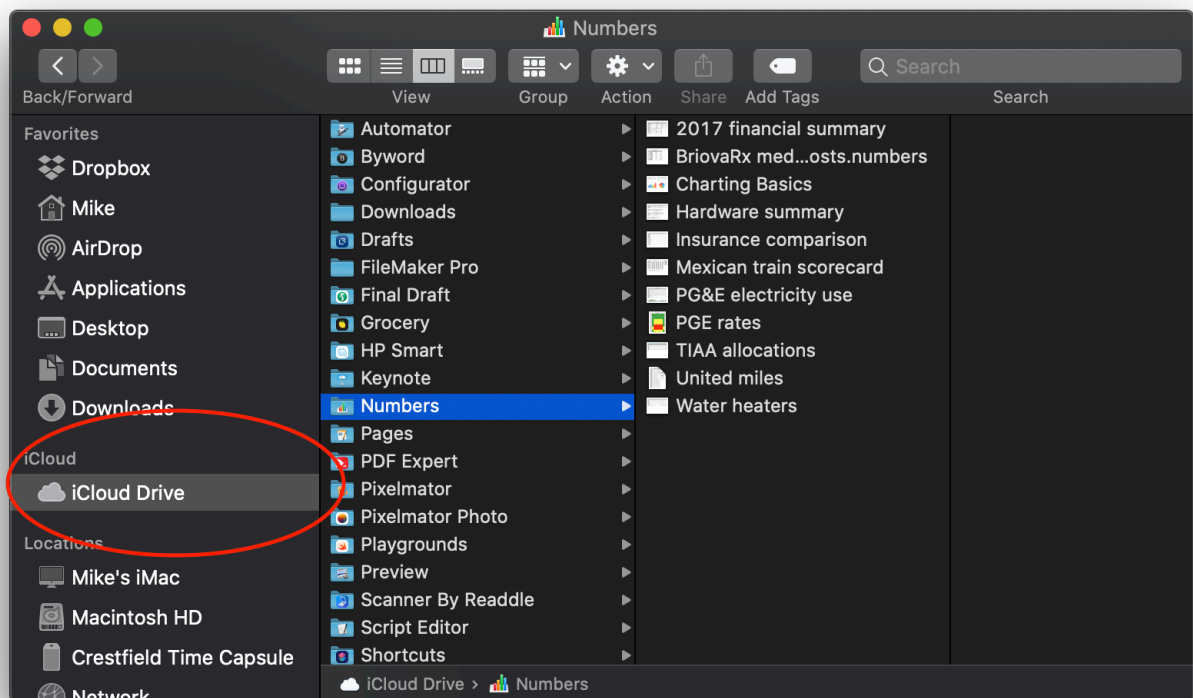
23.2. Changes made on one device are pushed to the others

23.3. Start on one device, finish on another

23.4. Just about any document, up to 15 GB in size

23.4.1. Enable apps to store their content within your iCloud account

23.5. Use Files app on iPad and iPhone, Finder on the Mac



23.6. Folder sharing

- 23.6.1. Create or select a folder within iCloud Drive in the Files app
- 23.6.2. Tap Share
- 23.6.3. Tap Add People
- 23.6.4. Tap a method (e.g., Mail, Messages) to send a sharing invitation
- 23.6.5. Enter email addresses for people you want to share the folder with
- 23.6.6. Choose share options about who can share the folder and their privileges (make changes or view only) for items inside of the folder

24. iCloud.com

- 24.1. Use any modern web browser on a Mac or PC to access Mail, Contacts, Calendar, Photos, iCloud Drive, Notes, Reminders, Pages, Numbers, and Keynote, Find Friends, Find iPhone web apps

25. Help

- 25.1. www.apple.com/support/icloud
- 25.2. Me: Mike Matthews, mamatthews@icloud.com, 925-876-4098.