

Using iCloud

Questions? Email us: info@hamdenlibrary.org
PDF available at hamdenlibrary.org/computerlab

Overview

- What is iCloud?
- Set up iCloud
- Set up and use iCloud Photos
- About iCloud Backup
- Archive/make copies
- Manage iCloud Storage
- Track and find your missing Apple device

What is iCloud?

- iCloud is a cloud storage and cloud computing service from Apple.
- **Cloud storage:** data stored on remote servers (as opposed to stored on your device)
- **Cloud computing:** on-demand computing services (also accessed remotely)
- Your iCloud account is created automatically when you create an Apple ID
- 5 gigabytes (GB) of free storage comes with your iCloud account
- Since you get this for free, it makes sense to take advantage of it!

Set up iCloud on your iPhone, iPad, or iPod touch

For the best iCloud experience, make sure your device meets the minimum system requirements.

1. Use the latest version of iOS
Make sure that your device is running the latest version of iOS. Go to Settings > General > Software Update. See if there's an update available.
2. Sign in
Go to Settings and sign in to your device with your Apple ID. When you sign in, iCloud is turned on automatically.
3. Check your iCloud settings
Go to Settings, tap [your name], then select iCloud. Choose the apps—like Photos, Contacts, Calendars, and third-party apps—that you want to use with iCloud.

Set up iCloud on your other devices to keep your content up to date everywhere.

Set up iCloud on your Mac

1. Use the latest version of macOS

Update to the latest version of macOS. Go to Apple menu and choose App Store. See if there's an update available.

2. Sign in

Go to Apple menu and choose System Preferences > iCloud. Enter your Apple ID. When you sign in, iCloud is turned on automatically.

3. Check your iCloud settings

After you enter your Apple ID, go to System Preferences and click iCloud. Choose the apps—like Notes, Photos, and iCloud Drive—that you want to use with iCloud.

Set up iCloud on your Windows PC

Download iCloud for Windows

iCloud for Windows lets you access your files, photos, contacts, calendars, and more on your Apple devices and your Windows PC

Sign in to iCloud

After you download iCloud for Windows, sign in using the Apple ID that you use on your Apple devices.

Choose the iCloud services that you want to use

After you turn on iCloud, select the services that you want to use and click Apply.

For example, if you turn on iCloud Photos and iCloud Drive, iCloud for Windows creates new folders for those files in File Explorer. Now, the files that you add to the iCloud folders automatically appear on your Apple devices.

iCloud Photos

iCloud Photos works with the Photos app to keep your photos and videos securely stored in iCloud and up to date on your iPhone, iPad, iPod touch, Mac, Apple TV, and [iCloud.com](https://www.icloud.com).

iCloud Photos automatically keeps every photo and video you take in iCloud, so you can access your library from any device, anytime you want. Any changes you make to your collection on one device, change on your other devices too. Your photos and videos stay organized into Moments, Collections, and Years. And all of your Memories and People are updated everywhere. That way you can quickly find the moment, family member, or friend you're looking for.

Your collection uploads to iCloud each time your device connects to Wi-Fi and your battery is charged. When you have iOS 11 or later, your library updates over cellular too. Depending on your Internet speed, the time it takes for you to see your photos and videos on all of your devices and iCloud.com might vary.

iCloud Photos

Before you begin

1. Update your iPhone, iPad, or iPod touch to the latest iOS, your Mac to the latest macOS, and your Apple TV 4K and Apple TV HD to the latest tvOS.
2. Set up iCloud on all of your devices.
3. Make sure that you're signed in to iCloud with the same Apple ID on all of your devices that you want to use with iCloud Photos.
4. If you have a Windows PC, update to Windows 7 or later and download iCloud for Windows.

Turn on iCloud Photos

- On your iPhone, iPad, or iPod touch with iOS 10.3 or later, go to Settings > [your name] > iCloud > Photos, then turn on iCloud Photos.
- On your Mac with OS X 10.10.3 or later, go to System Preferences > iCloud. Click Options next to Photos, then select iCloud Photos.
- On Apple TV 4K and Apple TV HD with tvOS 9.2 or later, go to Settings > Accounts > iCloud > iCloud Photos.

In earlier versions of iOS, macOS, tvOS, and iCloud for Windows, iCloud Photos was called iCloud Photo Library.

See your edits on all of your devices

When you make edits in the Photos app on your iOS device or your Mac, the photo automatically updates across all of your devices. So when you crop or enhance a photo from your iPhone, you see the changes when you access your library from your Mac. If you change your mind and want to revert to the original view, it's no problem. The original photos and videos are stored in iCloud and you can go back to them at any time.

Even the photos and videos you delete on one device, delete everywhere that you use iCloud Photos. And if you want to get a photo back, you can restore it from the Recently Deleted album for 30 days.

You can make edits on your iPhone, iPad, iPod touch, or Mac, and you'll see them on your Apple TV automatically. Your entire collection is available on Apple TV, including your Memories and shared albums.

Backing up Photos & Videos

If you enabled iCloud Photos, your photos and videos are automatically uploaded to iCloud at full resolution. You can make copies of your photos and videos when you follow these steps:

- On your iPhone, iPad, or iPod touch with iOS 10.3 or later, tap Settings > [your name] > iCloud > Photos. Then select Download and Keep Originals and import the photos to your computer.
- On your Mac with OS X Yosemite 10.10.3 or later, open the Photos app. Choose Photos > File > Export.

- On your PC, set up iCloud for Windows and turn on iCloud Photos. (See the following article for more detailed instructions: <https://support.apple.com/en-us/HT205323>)

If you want to download a few photos or videos, use [iCloud.com](https://www.icloud.com) to download the most recent version of photos and videos to your computer. Just go to [iCloud.com](https://www.icloud.com) and open the Photos app. Then select the photos and videos you want to download and click  .

Transfer photos and videos from your iPhone, iPad, or iPod touch

See the following article for information on transferring photos and videos to and from your mobile device to your computer:

<https://support.apple.com/en-us/HT201302>

Reduce the size of your iCloud Photos

You can also choose to save space on your device when you turn on Optimize Device Storage in Settings. With Optimize Storage on, Photos automatically frees up space when you need it by replacing original photos and videos with device-sized versions. All of your original, full-resolution photos and videos are safe in iCloud and you can download them any time.

You can recover photos and videos that you delete from your Recently Deleted album for 30 days. If you want to remove content from Recently Deleted album faster, tap Select, then select the items you want to remove. Tap Delete > Delete. If you exceed your iCloud storage limit, your device immediately removes any photos and videos you delete and they won't be available for recovery in your Recently Deleted album.

Delete photos from iCloud Photos

Use these steps to delete photos and videos from your iCloud Photos.

iPhone, iPad, and iPod touch

1. Open the Photos app, then tap Photos at the bottom of your screen.
2. Tap Select, and choose one or more photos or videos that you want to delete.
3. Tap , and then tap Delete Photo.

Mac

1. Open the Photos app.

2. Select the photos and videos that you want to delete.
3. Choose Image, and then click Delete Photos.

iCloud.com

1. From your computer, sign in to iCloud.com.
2. Click the Photos app.
3. Select the photos or videos that you want to delete.
4. Click , then click Delete.

Reduce the size of your photo library

If you don't use iCloud Photos, your Camera Roll is part of your iCloud Backup. To check the quota being consumed by the photo library in the iCloud Backup, follow these steps.

- If you're using iOS 11 or later, go to Settings > [your name] > iCloud > Manage Storage > Backups > [Device name] This Device.
- If you're using iOS 10.3, go to Settings > [your name] > iCloud > iCloud Storage > Manage Storage > [Device name] This Device.

- If you're using iOS 10.2 or earlier, go to Settings > iCloud > Storage > Manage Storage > [Device name] This Device.

To reduce the size of your Photos backup, save your photos and videos to your computer, then manually back up your iOS device. If you want to keep your photos and videos on your iOS device, you can turn off Photos in Backup or buy more storage. If there are any photos that you don't want to keep, you can delete them. Open Photos and select the item that you want to delete. Then tap  and tap Delete Photo.

iCloud Backup

iCloud Backup makes a copy of the information on your iPhone, iPad, and iPod touch. When your device is backed up in iCloud, you can easily set up a new device or restore information on one you already have. To let iCloud automatically back up your device each day, here's what you need to do:

1. Make sure that iCloud Backup is turned on in Settings > [your name] > iCloud > iCloud Backup. If you're using iOS 10.2 or earlier, go to Settings > iCloud > Backup.
2. Connect your device to a power source.

3. Connect your device to a Wi-Fi network.
4. Make sure that your device's screen is locked.
5. Check that you have enough available space in iCloud for the backup.

When you set up iCloud, you automatically get 5GB of storage. You can use that storage space for your iCloud backups, to keep your photos and videos stored in iCloud Photos, and your documents up to date in iCloud Drive. Depending on the size of your backup and amount of content you keep in iCloud, you might run out of free space. You can buy more iCloud storage or delete content.

iCloud Backup

Here's what iCloud Backup includes:

- App data
- Apple Watch backups
- Device settings
- HomeKit configuration
- Home screen and app organization
- iMessage, text (SMS), and MMS messages (When you use Messages in iCloud, your content is automatically stored in iCloud. That means they're not included in your iCloud Backup.)
- Photos and videos on your iPhone, iPad, and iPod touch (When you turn on iCloud Photos, your content is automatically stored in iCloud. That means they're not included in your iCloud Backup.)
- Purchase history from Apple services, like your music, movies, TV shows, apps, and books
- Ringtones
- Visual Voicemail password (requires the SIM card that was in use during backup)

Your iPhone, iPad, and iPod touch backup only include information and settings stored on your device. It doesn't include information already stored in iCloud, like Contacts, Calendars, Bookmarks, Mail, Notes, Voice Memos, shared photos, iCloud Photos, Health data, call history, and files you store in iCloud Drive.

Manage your iCloud backup

- When you back up your iPhone, iPad, or iPod touch to iCloud, the most important information on your device is backed up automatically. Backups include your documents, photos, and videos.
- You can decrease the size of your iCloud Backup and free up space in iCloud when you turn off backups for apps that you're not using or delete old iCloud backups.

Choose which apps to back up

Many iOS apps automatically back up to iCloud after you install them. You can change which apps back up and remove existing backups from your storage. Use these steps on your iPhone, iPad, or iPod touch:

iOS 10.3 or later:

1. Go to Settings > [your name] > iCloud.
2. If you use iOS 11 or later, tap Manage Storage > Backups. If you use iOS 10.3, tap iCloud Storage > Manage Storage.
3. Tap the name of the device that you're using.
4. Under Choose Data to Back Up, turn off any apps that you don't want to back up.
5. Choose Turn Off & Delete.

iOS 10.2 or earlier:

1. Go to Settings > iCloud > Storage > Manage Storage.
2. Tap the name of the device that you're using.
3. Under Backup Options, turn off any apps that you don't want to back up.
4. Choose Turn Off & Delete.

When you confirm that you want to Turn Off & Delete an app, it turns off iCloud Backup for that app and removes all of its information from iCloud.

Some apps are always backed up and you can't turn them off.

Delete backups and turn off iCloud Backup for your device

iPhone, iPad, and iPod touch

iOS 10.3 or later:

1. Go to Settings > [your name] > iCloud.
2. If you use iOS 11, tap Manage Storage > Backups. If you use iOS 10.3, tap iCloud Storage > Manage Storage.
3. Tap the name of the device you're using.
4. Tap Delete Backup > Turn Off & Delete.

iOS 10.2 or earlier:

1. Go to Settings > General > Storage & iCloud Usage.
2. Under iCloud, tap Manage Storage.
3. Tap the name of the device you are using [i.e. (Device-name) This (device type)].
4. Tap Delete Backup > Turn Off & Delete.

When you delete a backup, it also turns off iCloud Backup of your iPhone, iPad, or iPod touch.

Delete backups and turn off iCloud Backup for your device

Mac

1. Go to  > System Preferences, then click iCloud.
2. Click Manage and select Backups.
3. Select one of the device backups, then click Delete. If you want to turn off Backup and remove all backups for that device from iCloud, choose Delete when you're asked to confirm.
4. When you delete a backup, it also turns off backup of your device.

Delete backups and turn off iCloud Backup for your device

Windows PC

1. Open iCloud for Windows.
2. Click Storage.
3. Select Backup from the items listed.
4. Select one of the device backups, then click Delete. If you want to turn off Backup and remove all backups for that device from iCloud, choose Delete when you're asked to confirm. When you delete a backup, it also turns off backup of your device.

iCloud backups are available for 180 days after you disable or stop using iCloud Backup.

Archive or make copies of the information you store in iCloud

You might want to make a copy of the information you keep in iCloud. If you accidentally delete an important contact, email, or document, you can restore it from iCloud or from another copy that you have.

Copy files on your Mac:

1. Open the app that you used to create the document, then choose File > Open.
2. Click iCloud in the top-left corner of the Open dialog.

3. Open the document you want to copy, then hold down the Option key and choose File > Save As.
4. Choose where you want to save the document, then click Save.

(If you use OS X Yosemite or later, you can copy your files from the iCloud Drive folder in Finder.)

(If you use OS X Mountain Lion or later, open Preview and TextEdit files stored in iCloud from the iCloud list in the Open dialog.)

Archive or make copies of the information you store in iCloud

Copy files from the Files app on your iPhone, iPad, or iPod touch:

Use these steps to send copies of files stored in iCloud Drive:

1. Open the Files app and tap iCloud Drive.

2. Tap the folder that you want to open, then tap the file to open it.

3. Tap  in the lower-left corner.

4. Choose how you want to send a copy of the file.

If you have iOS 9 or iOS 10, follow the same steps in the iCloud Drive app instead.

Archive or make copies of the information you store in iCloud

Copy files from iCloud.com

Use these steps to download files stored in iCloud Drive, or files that are accessible from iWork apps on iCloud.com:

1. Sign in to iCloud.com on a Mac or PC.
2. Open the iCloud Drive app.
3. Find and select the file.

4. Click  or choose Download Document from the Action  menu. The document downloads to your default downloads location.

Copy files from Windows

If you enabled iCloud Drive using iCloud for Windows on a PC, you can copy your files from the iCloud Drive folder in File Explorer. You can also copy your files from iCloud.com.

Manage your iCloud storage

Need more iCloud storage? You can easily make space or buy more storage.

When you set up iCloud, you automatically get 5GB of storage. You can use that space for your iCloud backups, to keep your photos and videos stored in iCloud Photos, and your documents up to date in iCloud Drive. You can also make more space or buy more iCloud storage any time. Plans start at 50GB for \$0.99 (USD) a month. If you choose 200GB or 2TB plans, you can share your storage with family.

See how much iCloud storage you have

On your iPhone, iPad, or iPod touch:

- If you're using iOS 10.3 or later, go to Settings > [your name] > iCloud. Tap iCloud Storage or Manage Storage.
- If you're using iOS 10.2 or earlier, go to Settings > iCloud > Storage.

On your Mac: Go to  > System Preferences, click iCloud, then click Manage.

On your PC: open iCloud for Windows.

Make more space available in iCloud

If you run out of iCloud storage, your device won't back up to iCloud, new photos and videos won't upload to iCloud Photos, and iCloud Drive, other iCloud apps, and text messages won't stay up to date across your devices. And you can't send or receive emails with your iCloud email address.

You can free up storage in iCloud by deleting content that you're not using. Before you delete anything, you might want to archive or make copies of the information you store in iCloud.

Delete files in iCloud Drive

You can manage and delete files you store in iCloud Drive from your iPhone, iPad, iPod touch, Mac, or PC.

With iOS 11 or later, files that you delete from iCloud Drive remain in Recently Deleted for 30 days before they're removed from your device.

Delete files in iCloud Drive

iPhone, iPad, or iPod touch:

iOS 11 or later:

1. Go to the Files app and tap Browse.
2. Under Locations, tap iCloud Drive > Select.
3. Choose the files that you want to delete, then tap .
4. Go to Locations > Recently Deleted > Select.

5. Choose the files that you want to delete.

6. Tap Delete.

iOS 10.3 or earlier:

1. Go to the iCloud Drive app.
2. Tap Select.
3. Choose the files that you want to delete.
4. Tap Delete > Delete from iCloud Drive.

Delete files in iCloud Drive

Mac

On macOS High Sierra or later, you can manage your iCloud Drive files from the iCloud Drive folder in Finder:

1. If you need to, turn on iCloud Drive on your Mac:
 - Go to Apple menu (🍏) > System Preferences and click iCloud.
 - Sign in with your Apple ID.

- Turn on iCloud Drive. In Options, make sure that you select the apps or folders for the files you want to manage.

1. Open Finder and go to the iCloud Drive folder.
2. Drag an item to the Trash, or move it to a different folder on your Mac.
3. Open Trash, then right-click the files that you want to delete.
4. Choose Delete Immediately.

Delete files in iCloud Drive

Windows

On a PC with Windows 7 or later, you can manage your iCloud Drive files using Windows Explorer. Use these steps to add an iCloud Drive folder to Windows Explorer:

1. Download and install iCloud for Windows.
2. Sign in with your Apple ID.
3. Turn on iCloud Drive.
4. Go to the iCloud Drive folder.
5. Select the files that you want to delete.
6. Click Delete.

Delete files in iCloud Drive

iCloud.com

1. From your computer, sign in to iCloud.com.
2. Click the iCloud Drive app.
3. Select the files that you want to delete, then click  .
4. Open the iCloud Drive folder and click Recently Deleted.
5. Select the files that you want to delete.
6. Click Delete.

Track and find your missing Apple device

When you turn on Find My iPhone, iCloud can help you get your missing device back. And if your device is ever lost or stolen, Activation Lock keeps your information safe and makes it hard for anyone to use or sell it.

How to set up Find My iPhone, iPad, iPod touch, Apple Watch, AirPods:

1. Start at your Home screen.
2. Tap Settings > [your name] > iCloud. If you're using iOS 10.2 or earlier, go to Settings > iCloud.

3. Scroll to the bottom and tap Find My iPhone.
4. Slide to turn on Find My iPhone and Send Last Location.

If you're asked to sign in, enter your Apple ID. If you forgot your Apple ID, see this article for some helpful tips on locating it: <https://support.apple.com/en-us/HT201354>.

When you set up Find My iPhone, your paired Apple Watch and AirPods are automatically set up too.

Track and find your missing Apple device

How to set up Find My Mac

1. Go to the Apple (🍏) menu.
2. Click System Preferences > iCloud.
3. Check the box to turn on Find My Mac.

Track and find your missing Apple device

If Find My iPhone is enabled on your missing device

You can use Find My iPhone to find your device, take additional actions to help you recover it, and keep your information safe.

1. Sign in to icloud.com/find on a Mac or PC, or use the Find My iPhone app on another iPhone, iPad, or iPod touch.
2. Find your device. Open Find My iPhone, and select a device to view its location on a map. If the device is nearby, you can have it play a sound to help you or someone nearby find it.
3. Turn on Lost Mode. Using Lost Mode, you can remotely lock your device with a passcode, display a custom message with your phone number on your missing device's Lock screen, and keep track of your device's location. *If you added credit, debit, or prepaid cards to Apple Pay, the ability to make payments using Apple Pay on the device is suspended when you put your device in Lost Mode.*

Track and find your missing Apple device

4. Report your lost or stolen device to local law enforcement. Law enforcement might request the serial number of your device. See this article for tips on finding your device's serial number: <https://support.apple.com/en-us/HT204308>
5. Erase your device. To prevent anyone else from accessing the data on your missing device, you can erase it remotely. When you erase your device, all of your information (including credit, debit, or prepaid cards for Apple Pay) is deleted from the device, and you won't be able to find it using Find My iPhone. After you erase a device, you can't track it. If you remove the device from your account after you erase it, Activation Lock will be turned off. This allows another person to turn on and use your device.
6. Report your lost or stolen device to your wireless carrier, so they can disable your account to prevent calls, texts, and data use. Your device might be covered under your wireless carrier plan.

If you use Family Sharing, any family member can help locate another member's missing device. Just have your family member sign in to iCloud with their Apple ID, and you can find any device associated with that Family Sharing account.

If your missing device is covered by AppleCare+ with Theft and Loss, you can file a claim for your lost or stolen iPhone.

Track and find your missing Apple device

What if your device is off or offline?

If your missing device is off or offline, you can still put it in Lost Mode, lock it, or remotely erase it. The next time your device is online, these actions will take effect. If you remove the device from your account while it's offline, any pending actions for the device are canceled.

How do you turn off or cancel Lost Mode?

You can turn off Lost Mode by entering the passcode on your device. You can also turn off Lost Mode on [iCloud.com](https://www.icloud.com) or from the Find My iPhone app.

Track and find your missing Apple device

If Find My iPhone isn't enabled on your missing device

If you didn't turn on Find My iPhone before your device was lost or stolen, you can't use it to locate your device. But you can use these steps to help protect your data:

1. Change your Apple ID password. By changing your Apple ID password, you can prevent anyone from accessing your iCloud data or using other services (such as iMessage or iTunes) from your missing device.
2. Change the passwords for other internet accounts on your device. This can include email accounts, Facebook, or Twitter.

3. Report your lost or stolen device to local law enforcement. Law enforcement might request the serial number of your device. (<https://support.apple.com/en-us/HT204308>)

4. Report your lost or stolen device to your wireless carrier. Your carrier can disable the account, preventing phone calls, texts, and data use.

Find My iPhone is the only way that you can track or locate a lost or missing device. If Find My iPhone isn't enabled on your device before it goes missing, there's no other Apple service that can find, track, or flag your device for you.