

## What is iCloud?

iCloud is an online-based service that is owned and operated by Apple. It operates in cyberspace “in the cloud” and is run from many powerful Internet servers that are housed within Apple’s massive data centers located around the world.

What this means basically, is that when you have iCloud turned on – all of the stuff you do on your device is saved at Apple’s servers. That way, if you accidentally lose it or break it, you can contact Apple and they can bring back your data.



# iCloud

### *Can Apple look at my stuff? No!*

Your data is encrypted so only YOUR device can read it. When the data is stored in Apple’s servers, it is made up of computer code that the people on the other end cannot put in a readable format. The “key” used to crack that code to put it in a readable format is only available on YOUR END. Apple promises to NEVER give out the key to their staff or third parties (technically the government can ask for it though).

## How Does iCloud Work?

### Step 1) Turn on iCloud

Go through your device Settings to select what type of data you want iCloud to back up such as photos, notes, documents, contacts, and more. Your device will send a copy of the data to Apple’s servers to safely store.

### Your Device



### Apple’s Servers



## Step 2) Turmoil!

You break your device, lose your device, or decide your device is outdated and you want to replace it. Perhaps you go to the Apple Store to get a new device, or have your old device receive a “factory reset,” restoring it back to the way it was the day it was new. But none of your stuff is on the new/reset device!



Oh no! My stuff is gone!

## Step 3) Data Restore

You set up your iCloud on your new device. This means that your device contacts Apple’s servers to request all of your data, which is then transferred and loaded to your new device.

### Apple’s Servers



### Your Device



Yay! I got my pictures back!

## What data can iCloud back up?

Here is a list of all the things you can configure iCloud to back up for you. If you have already set up iCloud but not changed any settings, many of these items may already be being backed up. It does not hurt to double-check to make sure these things are being backed up. If your iCloud storage is almost full, you may want to turn off some of these items if you do not need them, or if you can live with losing them in the case that your device breaks.

Photos	Apps	iTunes Music
Videos	News settings	iTunes Movies/TV Shows
Notes	Device settings	iBooks books
Reminders	Health data	Passwords
Calendars	Wallet App Info	Email (if you have an iCloud email address)
Contacts	Website History	
Messages	Bookmarked websites	
Documents	Data from other apps	
Saved games		

## iCloud is used for:

Making backups of all your info in case you accidently delete it, your device breaks, you lose your device, or you get a new device

Accessing documents, photos, and videos stored on your device onto other devices

Finding your lost phone

Share purchased items with other people (books, apps, movies, tv shows, music, etc.)

Make your own icloud email

## Account Info – **VERY IMPORTANT!!**

Your Apple ID and password are used to access iCloud. Make sure you always keep track of your Apple ID and password because if you lose those items, you may lose all of your information found on your device.

*Note: Your Apple ID is an email address, but your password used for iCloud may or may not be the same password you use to access your emails*

If you do not enter your password or Apple ID correctly there will be an option presented to change your password or figure out your Apple ID by answering security questions. If you do not answer the security questions correctly you will have to contact Apple by going to [www.apple/contact/](http://www.apple/contact/) to see the latest phone numbers.

## Change what is stored in iCloud

- 1) From the home screen tap the Settings app 
- 2) Scroll down the left-hand side menu and tap iCloud
- 3) Look at the long list of items, starting with “iCloud Drive” and ending in “Find My iPad”
- 4) To the right of each item it either says “On” or “Off,” or it has a small oval with a circle in it (a “switch”) that is green indicating “On”  or it is white indicating “Off” .
- 5) Consider keeping all items “On” even if you do not use them now because even if you do not use them now, you could end up using them in the future and forget to turn on the feature in iCloud.
- 6) If you start getting messages on your device saying that your iCloud storage is full, look through this list of items and turn off the features you do not use much, or would not care if you lost the data in the app. For example if you only have one little note in the “Notes” app, consider turning that feature off.
- 7) Tap the circle in the oval (the switch) to turn an item on or off.

Whenever you use your device to add anything listed on this list – such as taking a picture, writing a note, or adding a calendar event – as long as you are connected to Wifi or using cell phone data, your device should save the information in the cloud almost instantly. If you do not have internet access your device will wait until it is connected to the internet to upload your new data to iCloud.

## Set up backup settings

Notice one of the options you can turn on or off in iCloud is “Backup”  Backup .

If you tap  Backup you will have the option of turning “iCloud Backup” on or off. You should keep this on unless you start getting notices on your device that your iCloud account is getting full because it is a great way to have Apple keep track of a lot of options on your device so that if you lose, break, or upgrade your device, you do not have to reset your settings or risk losing your data.

Having Backup on will have Apple keep track of your purchase history, device settings, app data, the layout of your home screen, messages, ringtones, health data, and HomeKit configuration so that if you get a new device, all of these settings will automatically be uploaded into your new device. Note that this is also a good feature to have in because if you break your device and have to get a new one, if Backup is turned on Apple will automatically put all of your data and settings onto your new device.

Backups can take several minutes to an hour, so Apple has it set up to only perform backups when you are not using your device. Note that you must be connected to Wifi for it to work.

Your device will only perform a full back up when your device is:

- 1) **Locked** (the screen is black but the device is still on)
- 2) **Plugged in** to an outlet and charging (you see a lightning bolt in the top right-hand corner)
- 3) **Connected to wifi** (there must be a  symbol in the top left-hand corner)

When you are done using your device for the day, first make sure your device is connected to wifi. Then plug it in. Once the screen turns off by itself it is considered “locked.” Sometime after this or before you wake up the next day, your device should perform a backup. Your screen will not necessarily turn on when this happens.

### What if I don't have enough storage on iCloud to perform iCloud backups?

You should turn off  Backup in iCloud (see the earlier section “Change what is stored in iCloud”).

Next, you may want to consider doing a manual backup. This means plugging your device into your computer and telling the device to do a backup that will be stored on your computer. It is not hard but it takes a few minutes to set up. Also you would want to repeat the process on a weekly or monthly basis to be sure all of your data is backed up.

### Do I really need to do a manual backup?

If you do not do manual backups you still can have some of your data saved if you have the option turned on in iCloud. Read the “Change what is stored in iCloud” section above to see what type of data is currently being backed up in iCloud. For example, if “Photos” is enabled, you do not need to worry about losing your pictures if you device breaks because they will all be backed up into iCloud. The things that cannot be backed up any way other than a backup would include things like your settings, data stored in apps that are not listed in iCloud, messages, ringtones, Homekit data, wallet app data, and health info. You would also need to re-setup your email on your device. If you are not worried about losing any of this info, you may not want to do manual backups.

If you use a lot of apps that are not Apple apps (apps that came with the device), then you should do a manual backup every week or month. To do so you need to download a program called iTunes if you do not already have it. To

download it go to [itunes.com](https://itunes.com) and click  in the top right-hand corner. Open the file downloaded and follow the install instructions on the screen.

Steps to perform a manual backup:

- 1) Plug your device into your computer
- 2) Open the iTunes program
- 3) Click the picture of an iPad or iPhone in the top left-hand corner here (to the right of the 3 dots):



- 4) Scroll down to the “Backups” section and click the circle next to “This Computer”
- 5) Click the “Back Up Now” button
  - a. Note that there is a “Restore Backup...” button to the right of this button. This is what you would click if you have a new device and want to import an old backup you made of an old device.
  - b. When you perform a manual backup you essentially make a copy of your entire device – even the tiniest of settings. When you get a new device that is blank and has none of your data on it, you can restore one of the backups you made of an older device to make your new device act exactly as your old device and have all the same data on it.

## Find My iPhone/Find My Friends

One great feature is that when using iCloud, you can enable Find My iPhone. Never worry about losing your phone again! If you lose your phone, with this feature you can go to your computer or other device, go to [www.icloud.com](http://www.icloud.com), go to Find My iPhone, and your computer will show you where your phone is on a map (down to the location of a building/house). iCloud can also make your phone make a loud sound for you, as long as it is connected via data or Wifi. Even if it dies, it will send its location immediately before it dies, so as long as someone else doesn't move it, you will know exactly where it is even if it is dead.

Another cool feature is that you can send a special message with your home phone number (or another number you give it) on it so that if someone finds your phone, they will read the message asking them to call you to let you know they found it. It also locks your phone so that the person cannot access anything on the phone.

Also, if Find My Friends is enabled, you can use the Find My Friends app on your device or use a computer to go to [www.icloud.com](http://www.icloud.com) to see where your friends are that have iOS devices and are also using Find My Friends.

To turn this feature on or off, see the section above called “Change what is stored in iCloud.”

## Family Sharing

Have you ever purchased an app, movie, book, or song, and wanted to share it with another person? Or maybe you wanted to share a calendar with a family member. You can list up to 5 other Apple users and list what items you want to share with them. This includes apps, books, music albums, movies, TV shows, pictures/videos you have taken, and calendars. Please note that some apps do not allow you to share them with Family Sharing.

To set up Family Sharing follow the “Change what is stored in iCloud” section above and click “Set up Family Sharing.”



## iCloud Program

You can download the iCloud program to your home computer to have access to some of the content found on your iPad/iPhone. You can set it up to automatically download your pictures, videos, and documents to your computer, or manually do it when you are ready to do so. You can even sync bookmarks from Safari to Internet Explorer, and sync mail, contacts, calendar, and tasks via Outlook. This means that, for example, when you add/edit/delete a contact in Outlook, the changes are seen on your Apple device as well. To download the program go to

<https://support.apple.com/en-us/HT204283>



## iCloud.com

You can visit [www.icloud.com](http://www.icloud.com) to have access to some of your content found on your iPad/iPhone via the internet from your home computer or any other computer with internet access. You can access mail if you use iCloud mail, your photos, documents, contacts, calendar, notes, reminders, Find My iPhone, Find Friends, and settings.



## Photos/Videos

There are 3 ways to share photos using iCloud. Anytime you make a change to a photo/video on one device, it will automatically make the changes to that item on your other devices. For photos, there are many editing options available. After you click on a picture in the **Photos** app, click the Edit button in the top right-hand corner to have access to these editing features. You can crop a picture, rotate a picture, change the color of a picture, change the lighting, and change the dimensions.

To choose how you want your photos stored, follow the steps in the above section "Change what is stored in iCloud," and then tap "Photos." See the various options you have below.

- 1) iCloud Photo Library – Enable this to automatically have iCloud put a copy of all of your photos and videos to all of your devices, such as other mobile devices or your home computer. Note that if you take hundreds of pictures and many videos, you could reach your storage limit quickly. You may want to choose a different option if this is the case (unless you want to pay for more storage), or turn all iCloud photo options off and manually transfer your videos and pictures. To do this, plug your phone into your home computer and wait for a window to pop up asking if you want to transfer your pictures/videos. Follow the steps onscreen to move all of the photos/videos off of your device. Keep an eye out for a feature you can check to have it automatically delete the photos/videos off of your device once they are transferred if you do not need them on your device, so that next time you go to transfer photos/videos, it does not re-copy the ones you already copied in the past. But if you still want to keep some of the photos/videos on your device, do not check this option. If this is the case, then after your transfer the items to your computer, you can go back to your Photos app and select the specific items you want to delete.

- 2) Upload to My Photo Stream – Automatically have iCloud provide a copy of all of your photos and videos to all of your devices ONLY for your MOST RECENT photos/videos. If you only care about seeing the most recent photos on your other devices, you may want to choose this option, especially if you have thousands of photos/videos that would take up too much space on other devices.
- 3) iCloud Photo Sharing – Use this option if you are wanting to share photos with OTHER PEOPLE besides yourself. You need to turn this option on also if someone else is trying to share photos with you. This option lets you choose specially which photos/videos you want to share with specifically which people.

Note that if you have a lot of pictures or videos on your device and are getting notices that your storage is almost full, you should manually transfer your photos and videos to your computer and remove them from your Apple device. To do this, plug in your device to your computer. If it is a Windows computer something should pop up on the screen asking you if you want to transfer your photos and videos.

## iCloud Drive



This app can be used to save files from certain apps. Pages, Keynote, and Numbers (similar to Microsoft Office’s Word, PowerPoint, and Excel programs) cost \$9.99 each (unless you downloaded them when they used to be free) and can save their files to iCloud Drive. You can then use a different computer and have access to those files if you visit the iCloud Drive website. Because there are cloud services that save a lot more file types – Google Drive and Dropbox – we are not going to cover iCloud Drive.

## iCloud Mail



If you do not have an email address, when you create your Apple ID you must create an iCloud email.

If you already have an email address but want to make a new email, you may be interested in creating an iCloud email. Your email address will be [example@icloud.com](mailto:example@icloud.com) except the word “example” will be any words/numbers of your choice (that is not already in use by someone else). In this situation, to create a new iCloud email, go to your **Settings** app, click **iCloud** on the left-hand menu, and then turn on Mail. Then follow the on-screen instructions on setting up your email account.

Anytime you want to read your iCloud email or send an email, use the Mail app on your device. Or, from a computer, you may go to [icloud.com](https://icloud.com) and click **Mail**.

If you have additional questions please call Kara Prielipp at the Way  
Public Library at 419-874-3135 ext. 106 or setup a 30-minute  
appointment called Mondays with Kara by calling 419-874-3135 ext. 119.