

Apple Mobile Device Training

Session 2: Apple ID & Backups





Breakdown of Sessions

Mondays (10:00am – 12:00pm) Thursdays (3:30pm – 5:30pm)

- **Session 1: Welcome to your iPhone or iPad**
- **Session 2: Apple ID & Backups**
- **Session 3: Apps & Settings**
- **Session 4: Settings (Continued)**
- **Session 5: Settings (Continued)**
- **Session 6: Settings for Third Party Apps & Voice Activation**
- **Session 7: Passcode, Touch ID & Face ID**
- **Session 8: Communicating on your Device**
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- **Session 10: Mail App & your Email Address**
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- **Session 12: Productivity Apps**
- **Session 13: Productivity Apps (Continued)**
- **Session 14: How to Troubleshoot & Reset your Device if needed**
- **Session 15: Other Useful Apps & Websites**





Download Class Materials

Go to <https://sfcommunityliving.org/learn-skills/computer-training/>, look through our Tech Help Desk class schedules for all online classes hosted by Community Living Campaign.

- Here you can also download printable copies of the class materials used for today's lesson & all other planned lessons on CLC's Tech schedule.



Today's Goals

- **What is an Apple ID?**
- Should I use an Apple email address as my Apple ID?
- What is **iCloud**?
- Learn what can be saved in iCloud.
- What is a **Backup**?
- Restoring from a Backup.
- What is on the iCloud.com Website?





What is an Apple ID?

- **Your Apple ID is the account you use to access all Apple services.**
- **Use the same Apple ID & password every time your device asks you to sign in to an Apple service.**
- You can use your Apple ID to...
 - Automatically set up all of your Apple services & personal content when you set up a new device.
 - Keep your personal content safe & up to date on all of your devices when you sign in to iCloud.
 - Sign in to the iTunes, Books, & App Store to make purchases & access previous purchases.
 - Sign in to iMessage & FaceTime to talk or text with friends & family.
 - Sign in faster to third-party apps & websites with “Sign in with Apple.”



Which Email to Use?

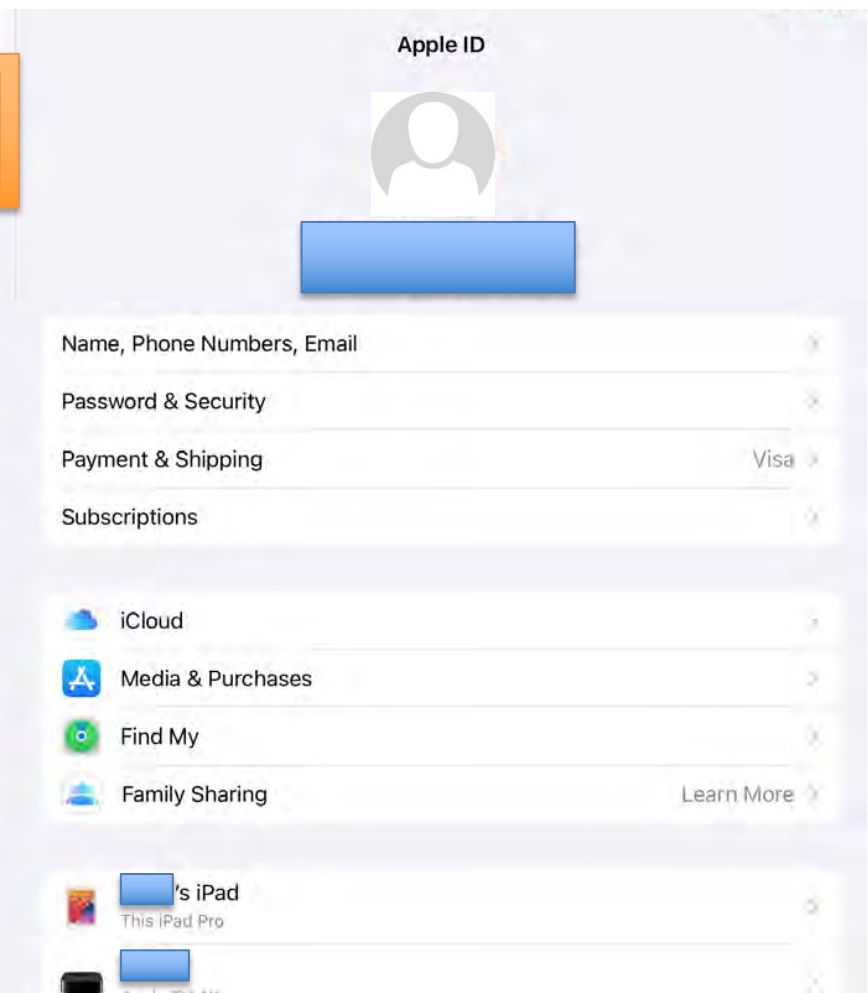
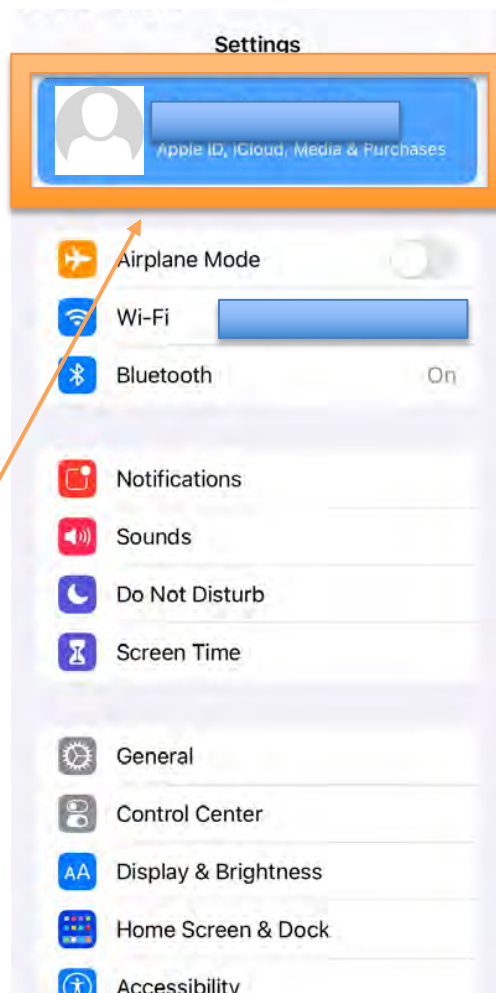
- **If you do not already have one, you will need to create an Email Address to use as your “Apple ID.”** (For security reasons, the password you create for your Apple ID should be different from the one you use for the Email Address itself.)
- There are many popular companies that offer free Email Addresses through their websites (Gmail, Outlook, Hotmail).
- **When signing into iCloud, Apple will also offer you a free Email Address.**
- If you don't already have an Email Address, you can use Apple's Email as your Apple ID. However, if you already have an Email, it is recommended to not use the Apple Email Address for anything until you're more comfortable juggling multiple accounts.



Finding Apple ID Settings



When opening the Settings App (the icon that looks like a large mechanical gear) you'll see the tab for your Apple ID settings at the very top of the list. Tap on it to create/edit your account, manage purchases & subscriptions, manage iCloud, activate "Find My Device," & see all devices registered under your Apple ID.





What is iCloud?

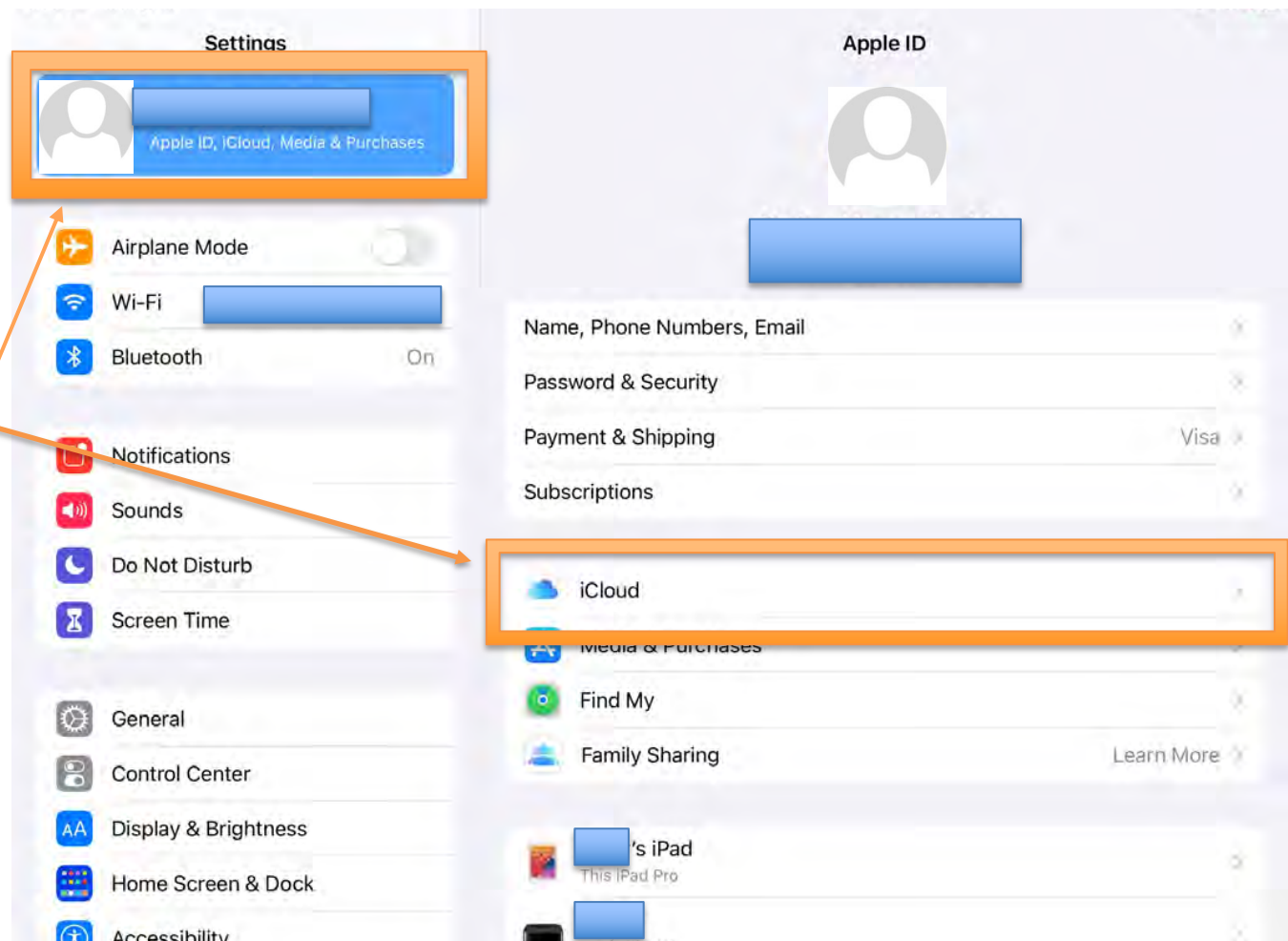
- **iCloud is an Apple service that offers the ability to keep your personal content safe & up-to-date across all your devices.**
- **Your iCloud account can be linked with your Apple ID;** so it is recommended to use your Apple ID for iCloud, even though it is possible to use a different Email Address for your iCloud account.
- **You can turn on & off specific pieces of information to be saved within your iCloud account,** like information with your Contacts, Calendar, Reminders, Notes, Photos & Videos, etc.
- **You can also search for your device through iCloud if you ever misplace it.**



Finding iCloud Settings



First tap Apple ID settings at the very top of the list within the Settings App. Your name, or Email Address, will be displayed there. Then tap “iCloud” on the next screen.





iCloud Settings & Storage

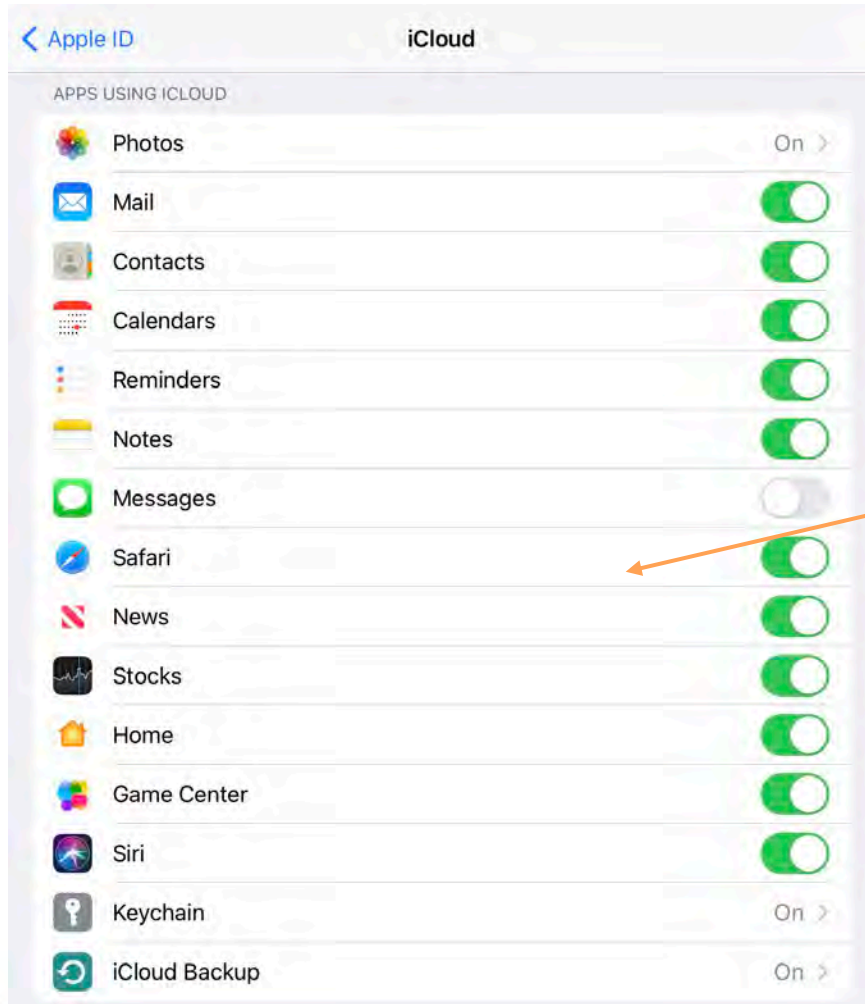
It may take a moment to calculate, but the top bar will tell you how much of your iCloud storage you've used. You receive 5GB for free, but if you need more you have the option to purchase more storage space for a monthly rate. To purchase more storage, tap "Manage Storage."

Here you can turn on/off which pieces of personal information you'd like safe & up-to-date across all your devices by tapping the little switches to the right. Green = On
Grey = Off

The screenshot shows the 'Settings' app on an iPhone. The top section is 'Settings' with a profile card for 'Apple ID, iCloud, Media & Purchases'. Below are toggles for Airplane Mode, Wi-Fi, and Bluetooth. The 'iCloud' section shows 'STORAGE' with a progress bar indicating '195.5 GB of 200 GB Used'. A legend below the bar identifies 'Photos' (yellow), 'Backups' (purple), 'Docs' (orange), and 'Mail' (blue). A 'Manage Storage' link is present. The 'APPS USING ICLOUD' section lists various apps with toggle switches: Photos (On), Mail (On), Contacts (On), Calendars (On), Reminders (On), Notes (On), Messages (Off), Safari (On), News (On), and Stocks (On). Orange arrows point from the text boxes to the 'Manage Storage' link and the 'Notes' toggle switch.



What does iCloud Save?



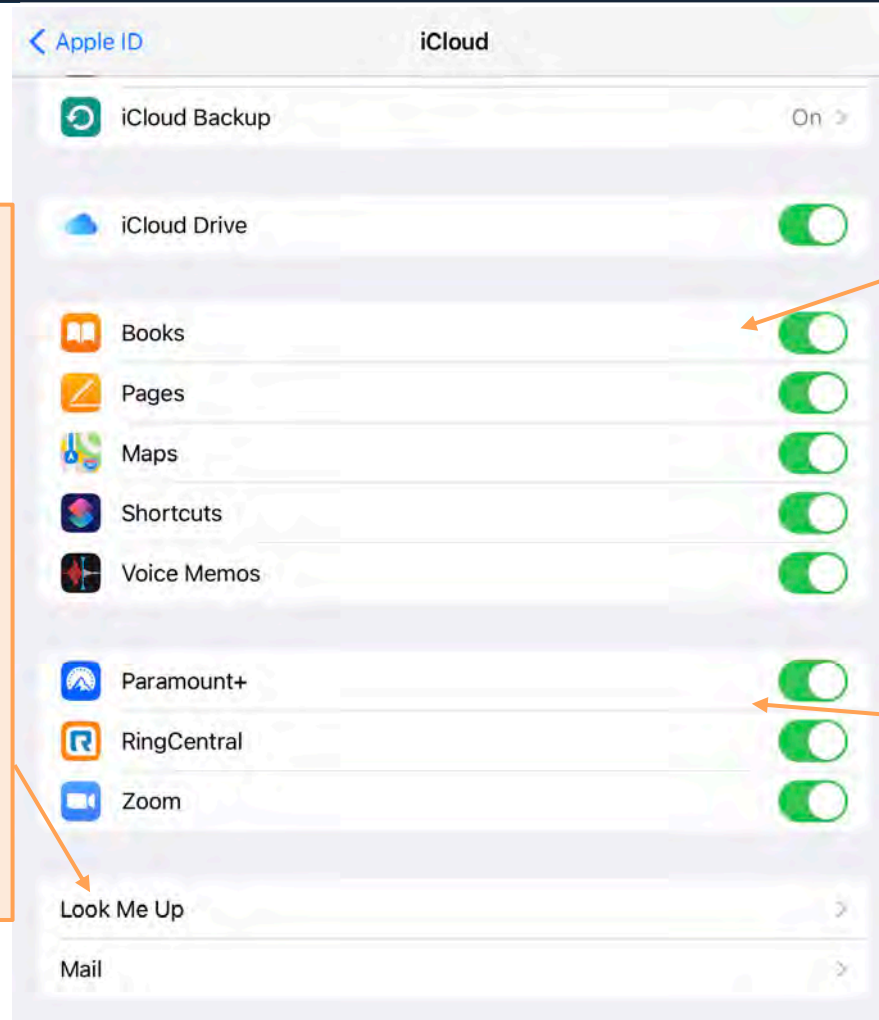
These are the Apple-made Apps that link up with your iCloud account to save & update your personal content across all your devices. As you scroll further down this page, you will find more Apps that can also link with your iCloud account.





What does iCloud Save?

At the very bottom you will see a tab to find any Apps currently requesting access to your iCloud, and where you can adjust the Email settings for your iCloud email address.



These are more Apple-made Apps that link up with your iCloud account to save & update your personal content across all your devices. (These Apps can also link with your iCloud Drive.)

Towards the bottom you will see Third-Party Apps (not made by Apple) that can also link with your iCloud account. (Not all your Apps will be able to link with iCloud.)



iCloud Drive



- **iCloud Drive is an area within your iCloud storage space where you can put documents, files and certain items for easy access across all your devices.**
- **The items saved within iCloud Drive can be found in their corresponding Apps.** (For example; Documents saved as a “pdf” will be found in the Books App, typed Documents will be in the Pages App, Audio files will be in the Voice Memos App, etc.)
- **Information saved within iCloud is usually compressed in order to maximize your storage space; however, iCloud Drive does not compress information in order to give you the full version of your items.** (Be mindful of how much you save within your iCloud Drive.)



iCloud Backup



- **iCloud Backups are another area within your iCloud storage space similar to iCloud Drive, however a "Backup" is a compressed folder filled with all the information contained within your device.** (A good analogy is to think of your iCloud Backup as a time capsule of exactly what your device contained on the day you created the backup.)
- **iCloud Backups are compressed in order to maximize your iCloud Storage space.** (If your device has 50GB of information saved inside it, your Backup will be compressed so it doesn't take up more than 1GB of storage space within your iCloud account.)
- **Due to compressing the information within an iCloud Backup, you cannot open a Backup to pull out pieces of information.** (Backups are used to set up a new or empty device to contain exactly what the device contained on the day the Backup was created.)

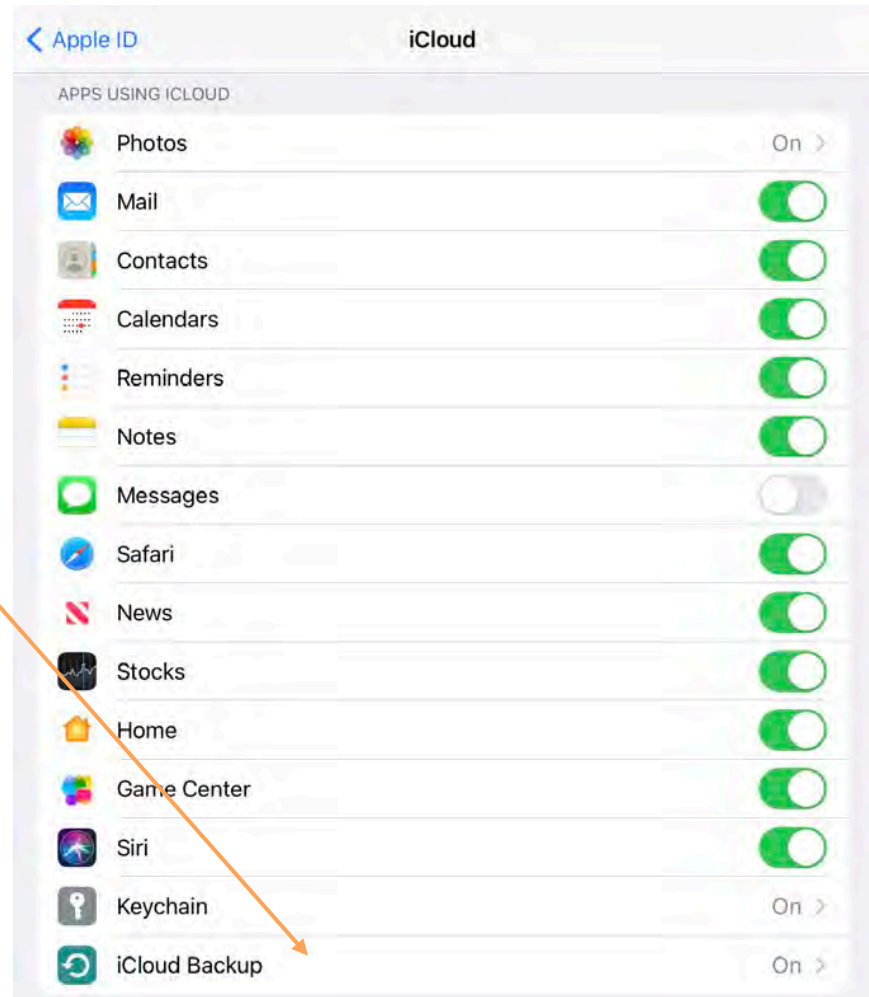




iCloud Backup



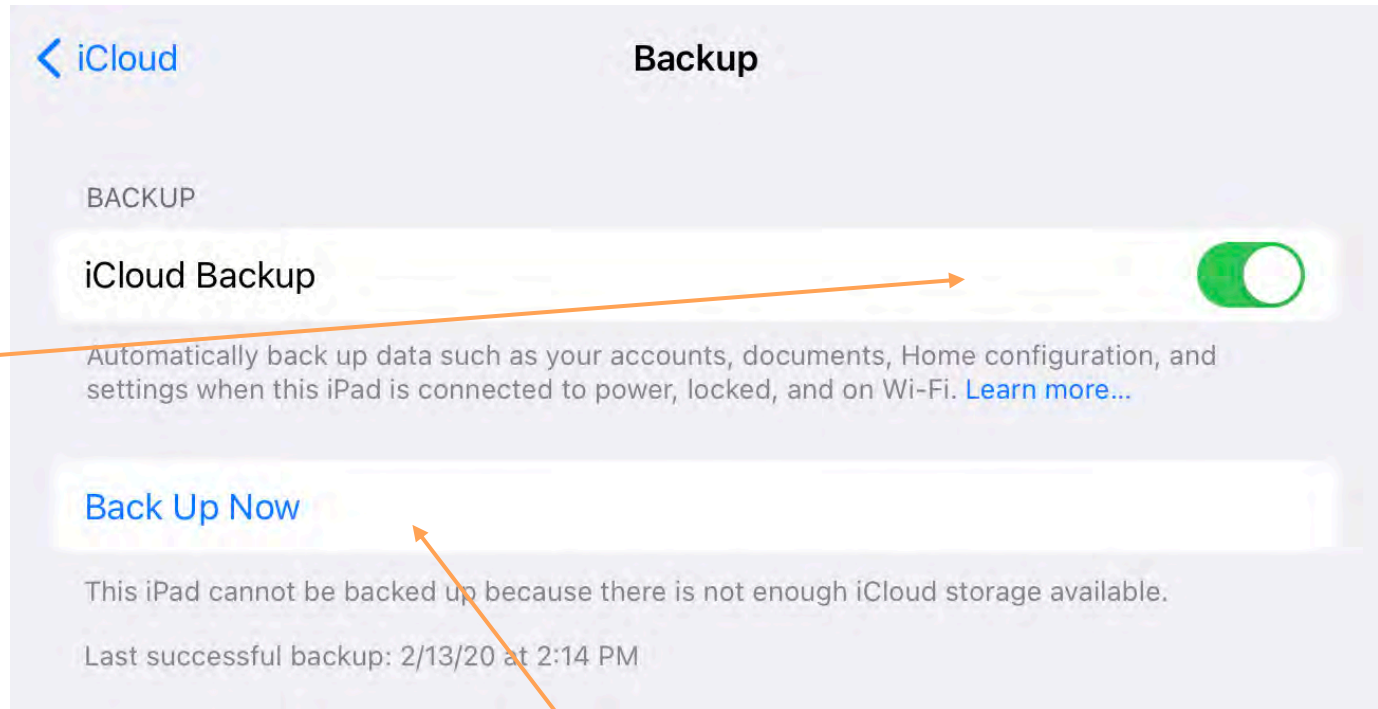
Towards the bottom of the iCloud settings list, you will see a tab for “iCloud Backup.” Tap here in order to create or schedule your iCloud Backups.





Creating a Backup

On the next screen, you'll have the ability to turn on/off automatic iCloud Backups to occur whenever your device is locked (when you put the screen to sleep but the device is still on), connected to its charger and connected to Wi-Fi long enough to complete the Backup.

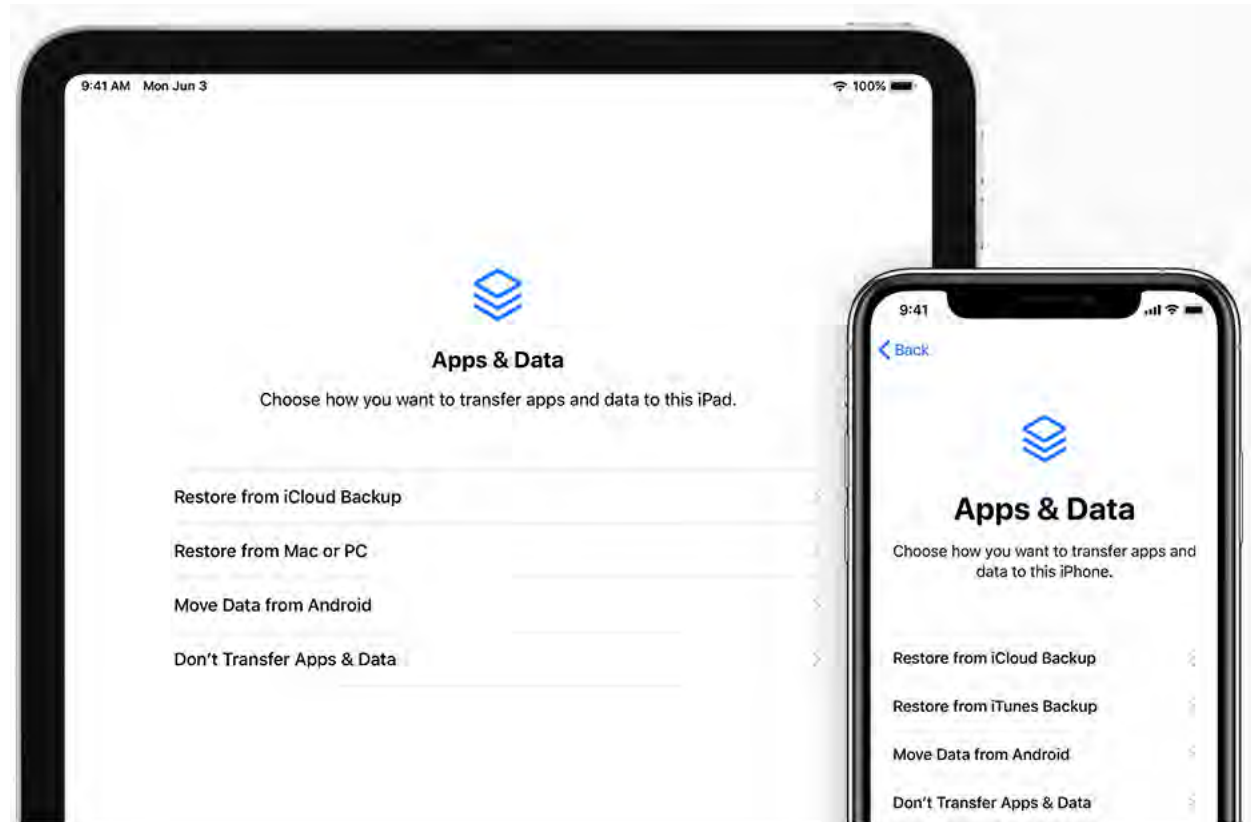


You also have the option to manually create a Backup immediately, just be sure to connect to Wi-Fi & the devices charger while doing so.



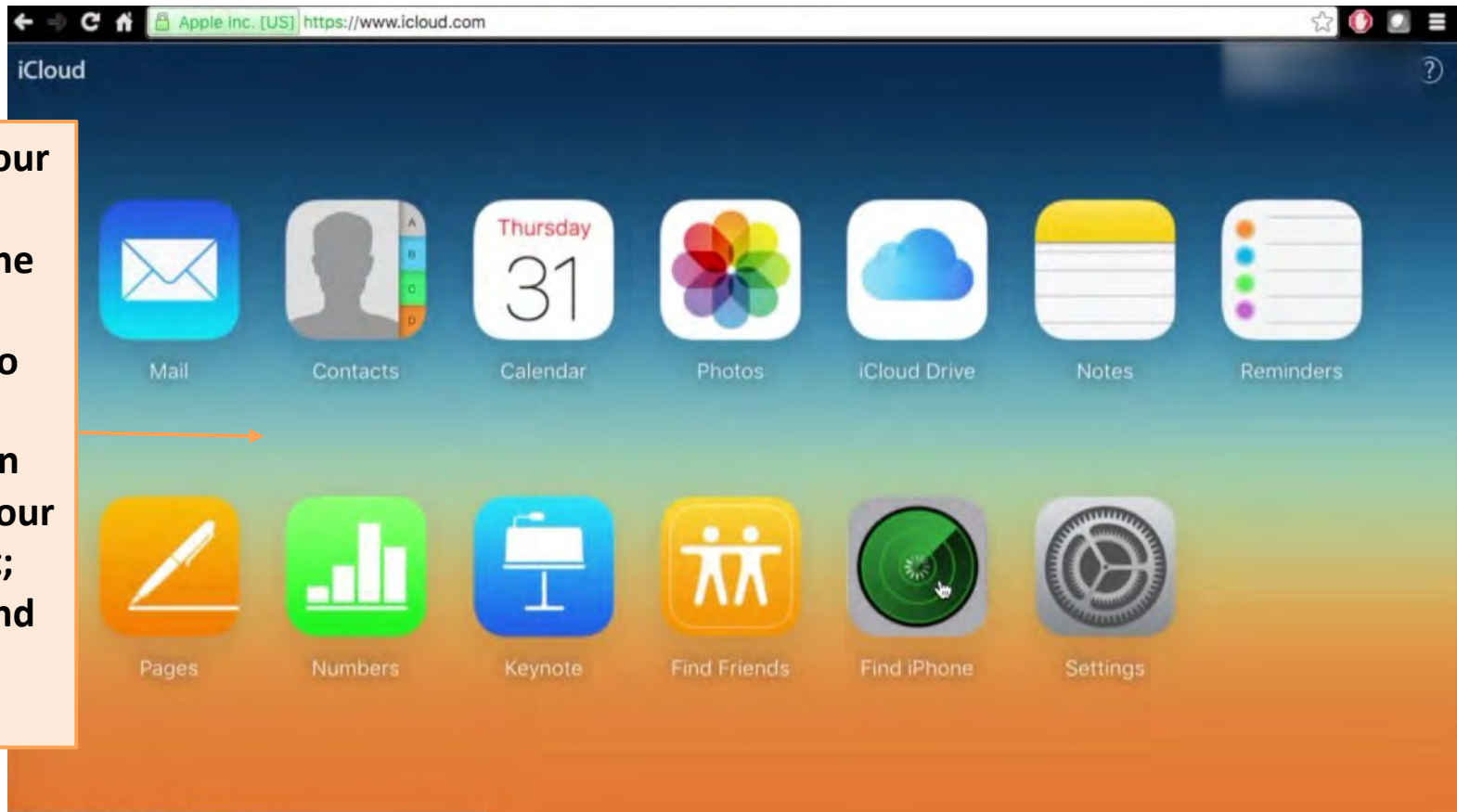
Restoring from a Backup

When you are setting up a new Apple device, or if you ever have to erase your device and set it up again, you will be asked to sign in using your Apple ID & password. When you do, you will be given the option to “Restore from iCloud Backup.” After you tap that, it will give you a list of all your Backups to choose from.





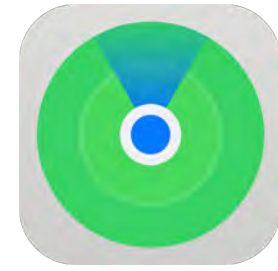
Using iCloud.com



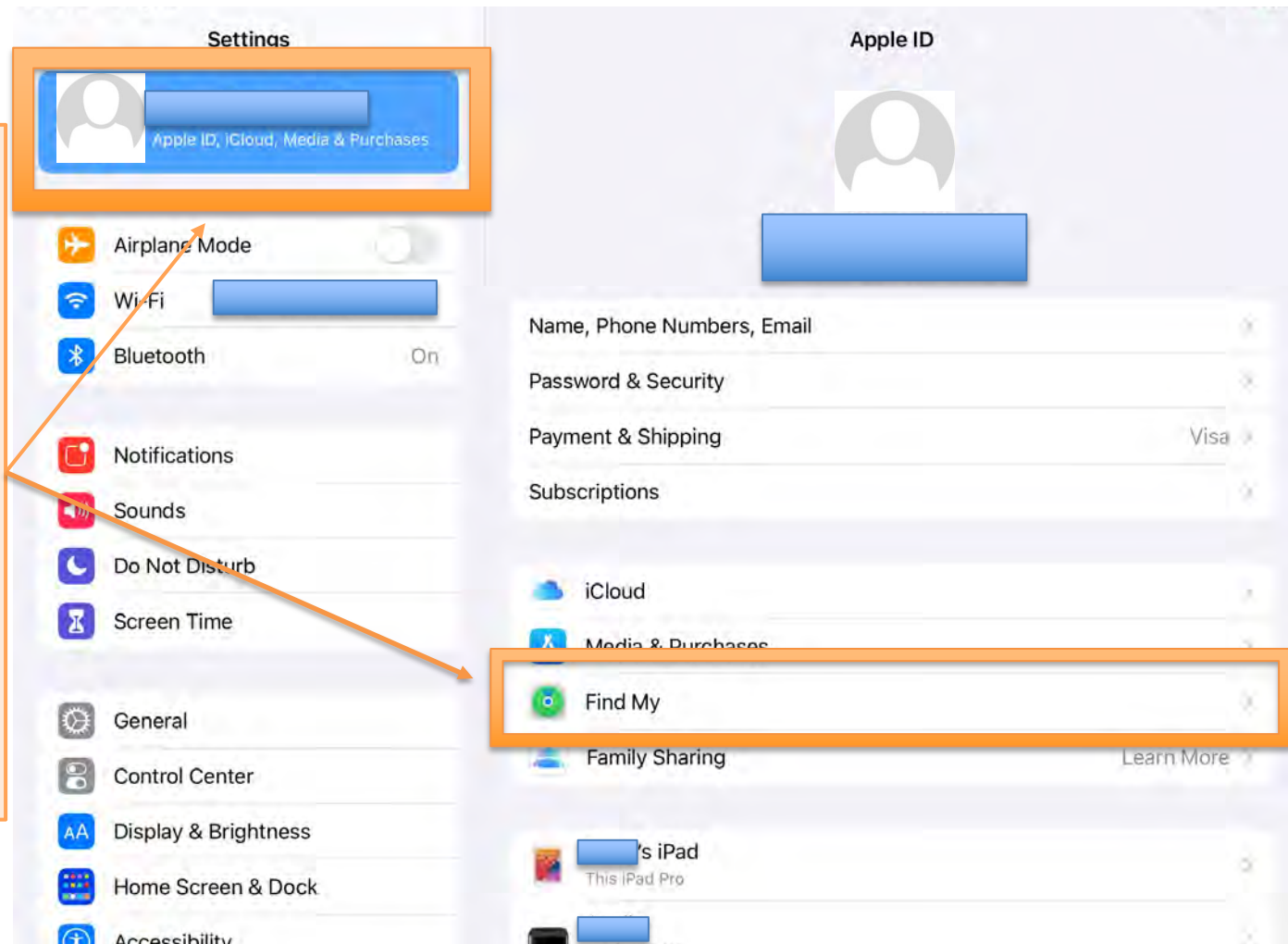
Sign in using your Apple ID & password on the website “icloud.com” to see & manage the information saved within your iCloud account; as well as to find a misplaced Apple device.



Find My Device



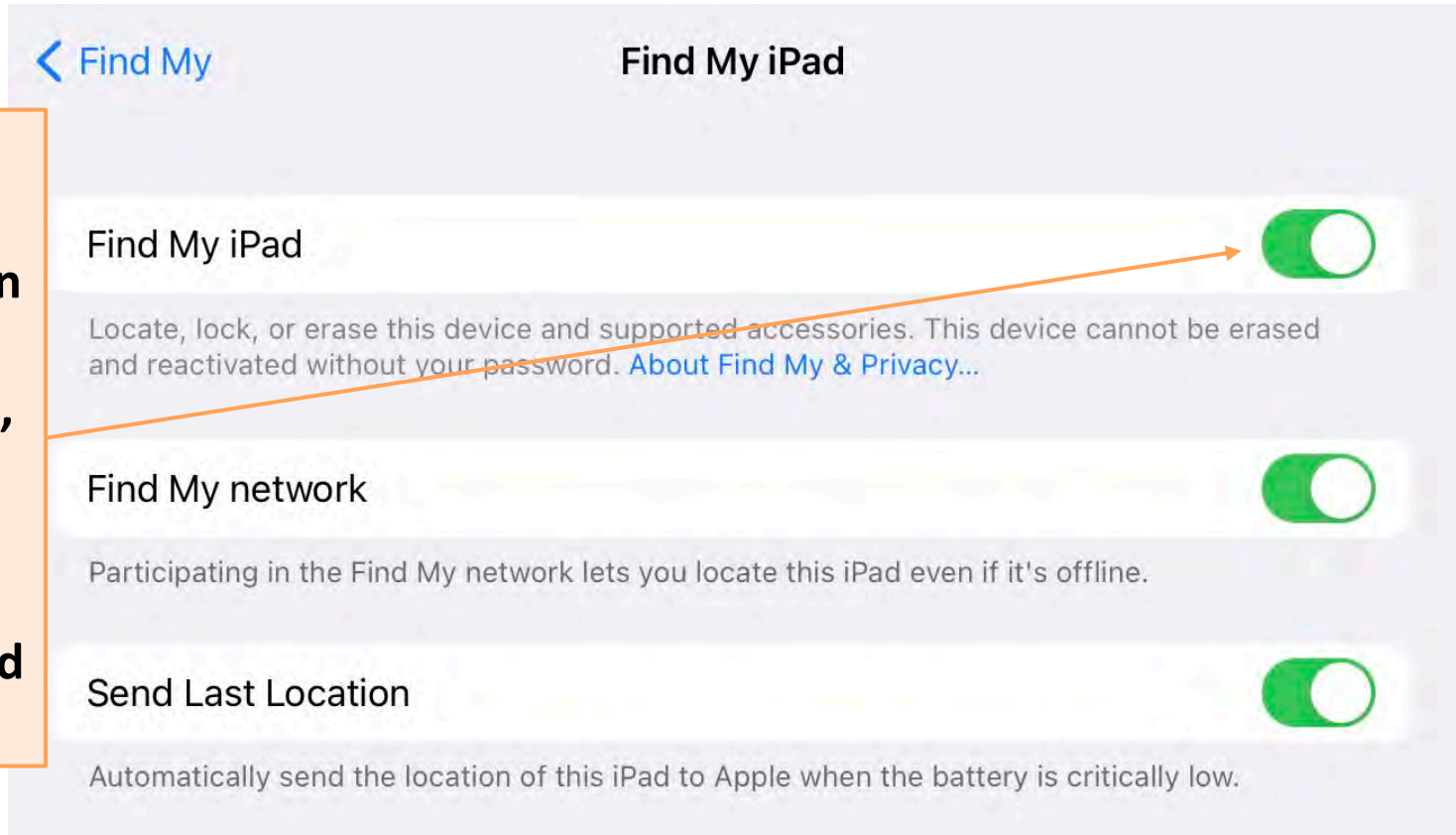
In order to locate your Apple device in the event it is ever misplaced, you must turn on the “Find My Device” setting on each device individually. First tap the Apple ID setting tab at the very top within the Settings App. Then tap “Find My.”





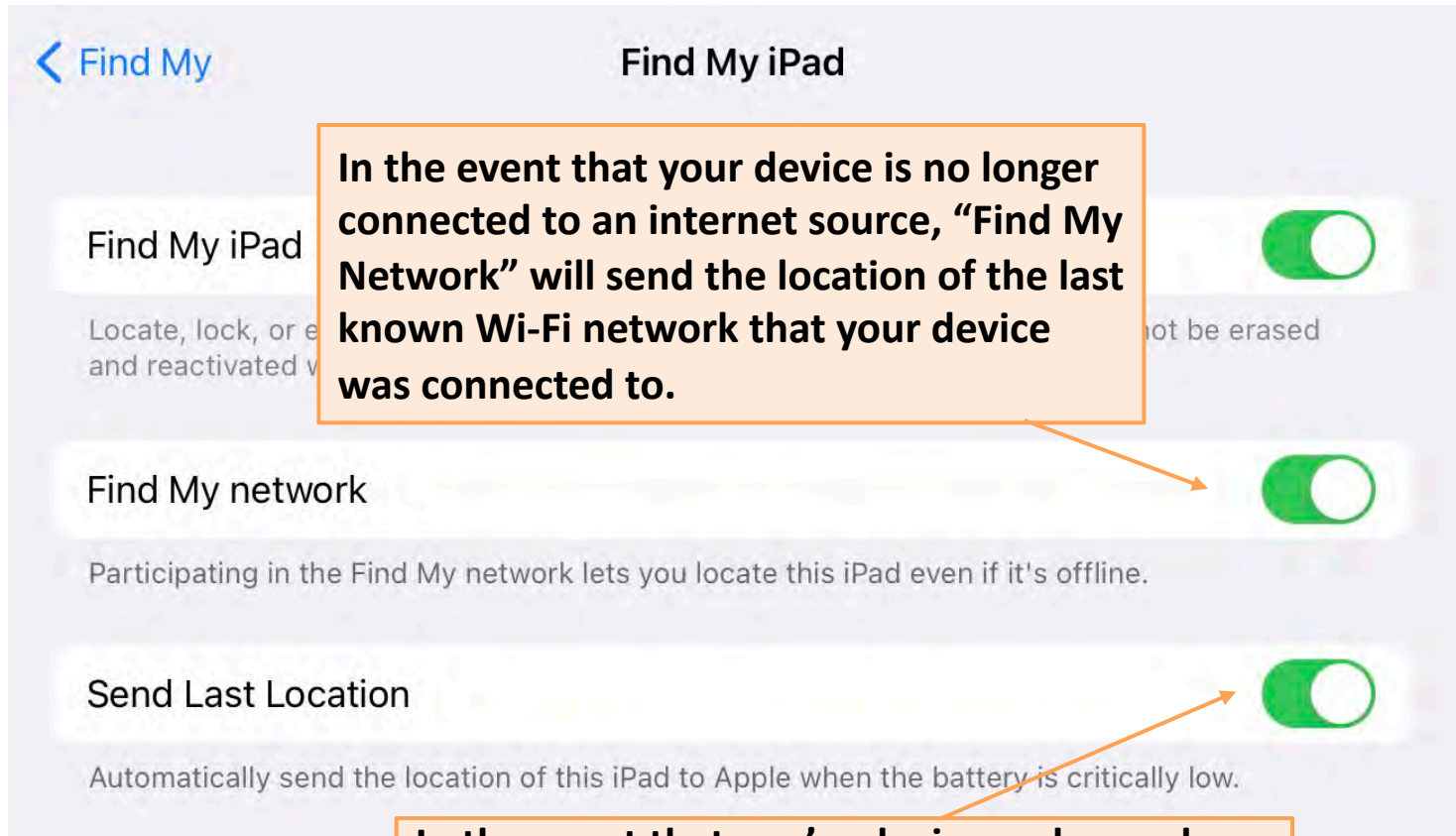
Activate Find My Device

In order to locate your Apple device in the event that it is misplaced, the very first switch on this next screen must be turned on.





Activate Find My Device

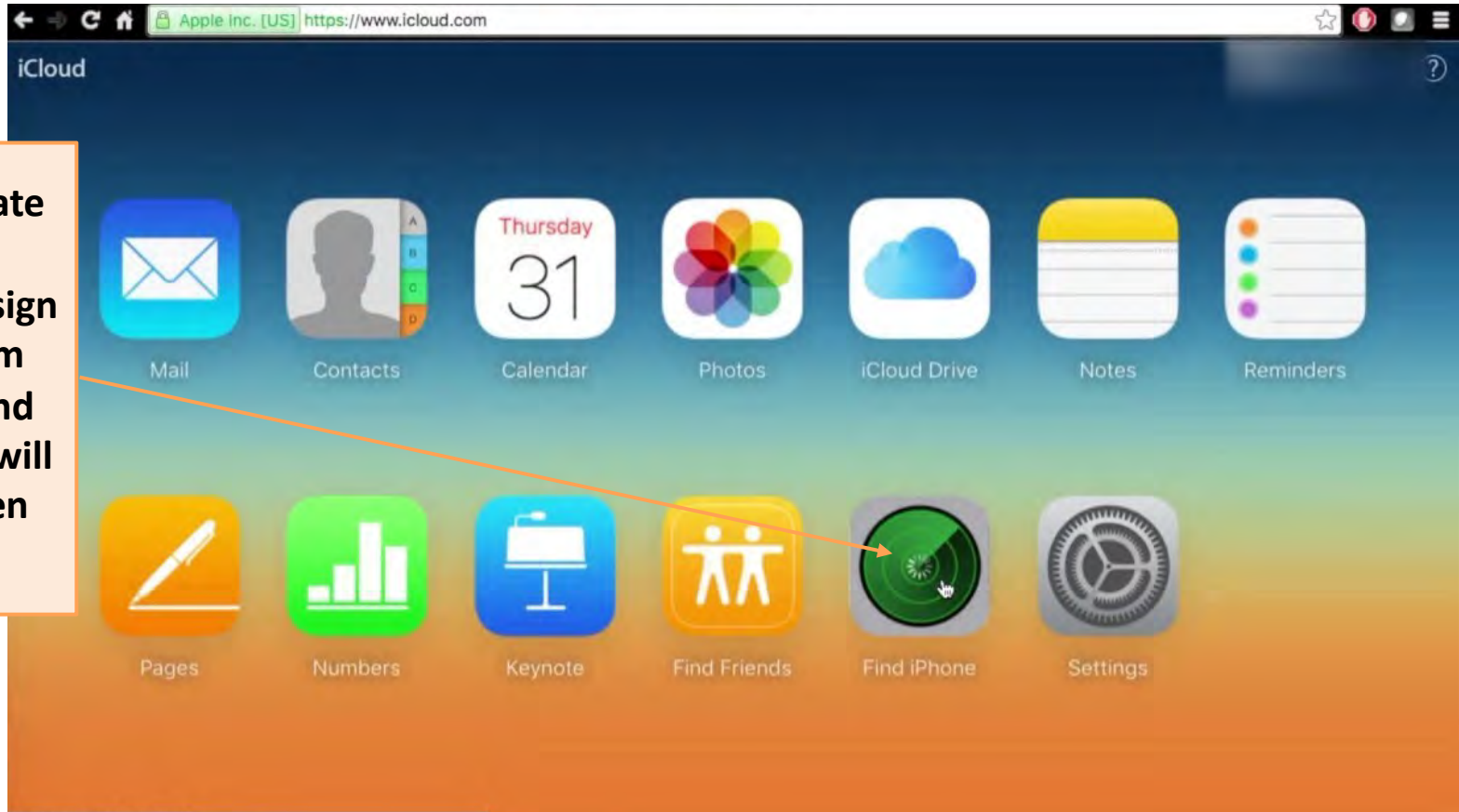
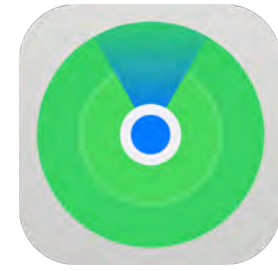


In the event that your device is no longer connected to an internet source, “Find My Network” will send the location of the last known Wi-Fi network that your device was connected to.

In the event that you're device no longer has power, “Send Last Location” will offer the last known GPS location of your device before the battery died.



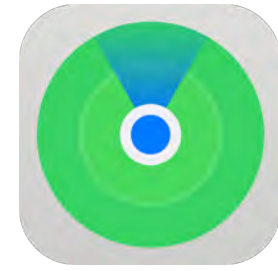
Find My Device



In order to locate a misplaced Apple device, sign in to [icloud.com](https://www.icloud.com) and tap on “Find My.” The icon will look like a green radar screen.



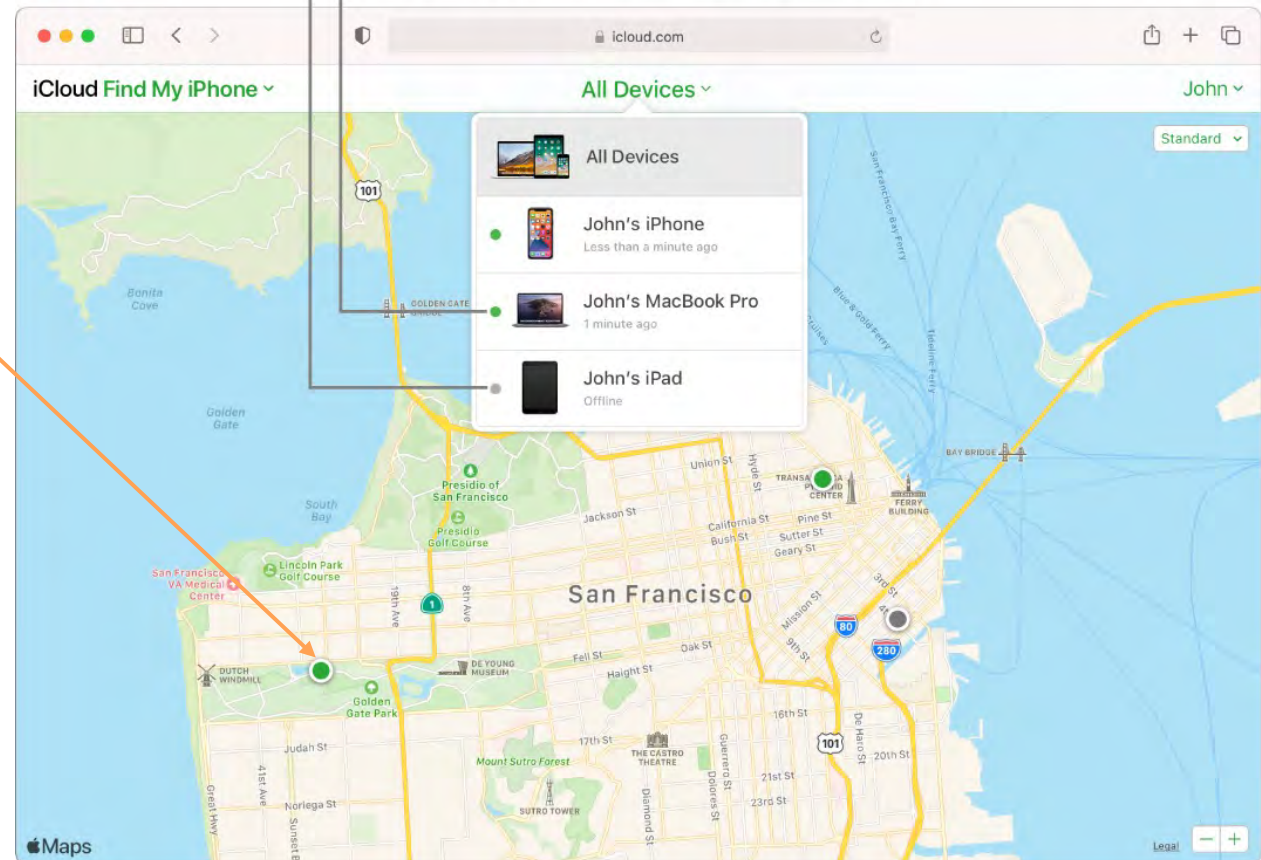
Find My Device



In the next window, any of your Apple devices with the “Find My” setting turned on will show as a pin dropped on the map. You can then select each device on the list individually to locate them, request it make a ping noise, wirelessly lock the device with a phone number displayed on the screen for those who find it, or wirelessly erase the device to protect your personal content.

A gray dot means the device is offline.

A green dot means the device is online.





More Questions?

support.apple.com





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