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UNDERSTANDING iCLOUD



OBJECTIVES:

1. *CHECK YOUR BACKUP*
2. *FIND YOUR iCLOUD PHOTOS*
3. *SAVE A DOCUMENT IN iCLOUD DRIVE*

Overview

The four foundations

1 Your Apple Account connects your devices

Your Apple Account is the account you use with Apple services. Apple ID is its former name. Use the same account on your own devices to see the same synced information. Each person should use their own account.

1. Open Settings and tap your name at the top.

2. Notice the email address or phone number associated with your account. Compare it privately with your other device, if available.

3. Tap iCloud to see the services connected to your account. On a Mac, open System Settings, click your name, then iCloud.

2 Syncing and backup do different jobs

Syncing keeps selected information current across devices. Edit an iCloud note or delete an iCloud photograph on one device, and that change can appear on the others. iCloud Backup saves iPhone or iPad information and settings that are not already syncing to iCloud so they can be restored to a replacement or erased device.

1. In Settings, tap your name, then iCloud. Tap See All to review apps that use iCloud.

2. Return to iCloud and open iCloud Backup. Notice that backup has its own controls, separate from Photos, Notes, and Drive.

Remember A synced library is not an independent archive. For irreplaceable photographs and documents, keep a separate copy too. iCloud Backup does not back up your Mac; use a Mac backup method such as Time Machine.

Storage and private access

3 Device storage and iCloud storage are separate

Device storage is space inside your iPhone, iPad, or Mac. iCloud storage is space in your account online. A standard iCloud account includes 5 GB free, shared among services such as backups, photos, and files. iCloud+ offers more storage and additional features.

1. Open Settings, tap your name, then iCloud. Read the storage bar. Tap Storage or Manage Account Storage for details.

2. Identify your largest category. Look without deleting anything.

3. To compare, return to Settings, tap General, then iPhone Storage or iPad Storage. This is a different storage total.

Remember Buying more iCloud storage does not increase the physical capacity of your device. Photo optimization can reduce local space use, but it does not reduce the space your originals use in iCloud.

4 Your information is private until you share it

Using the same account on your own devices is different from inviting another person to view an item. Family Sharing can share a storage plan without automatically sharing everyone’s photographs and documents.

1. On your own device, open Safari and type icloud.com directly in the address bar.

2. Sign in to your Apple Account if requested. Complete verification privately. Open an available app, such as Notes or Drive.

3. When finished on a borrowed or shared browser, sign out using the account menu. Do not save your password there.

If web access is unavailable Some account settings restrict access to iCloud data on the web. Use the app on your device for class; you do not need to weaken security settings to complete an exercise.

Demo 1 Check your backup

Know whether your iPhone or iPad has a recent backup, and start a fresh one when appropriate.

1. Connect to Wi-Fi. Connect your device to power if available.

2. Open Settings. Tap your name, then iCloud, then iCloud Backup.

3. Find Back Up This iPhone or Back Up This iPad. If it is off and you want automatic backups, turn it on.

4. Read the date and time of the last successful backup. A switch that is on does not prove a recent backup succeeded.

5. Tap Back Up Now. Stay connected to Wi-Fi while it runs.

6. Return to this screen after it finishes. Confirm that the last successful backup date and time have updated.

Check your result You can locate the backup screen and identify the last successful backup. If the backup is still running, check again later; a large first backup may not finish during class.

Practice on your own

Find your iCloud storage total. Then explain to a partner which screen shows backup status and which shows storage use. Keep personal account details private.

If you need help An insufficient storage message means the backup has not completed. Review storage needs before buying a plan or removing anything. Do not delete an existing backup as a classroom experiment.

At home Automatic daily backups normally occur while the device is connected to power and Wi-Fi and the screen is locked. Photos and other data already syncing to iCloud are not duplicated in this backup.

Mac users iCloud Backup is for iPhone and iPad, not a full Mac backup. Use this exercise on your mobile device.

Demo 2 Find your iCloud photographs

See how a photograph can appear in the same library on more than one device, and learn what happens when you edit or delete it.

1. Open Settings, tap your name, then iCloud, then Photos. Check whether Sync this iPhone or Sync this iPad is on.

2. If it is off, review your available iCloud storage before enabling it. Turning it on uploads your photo library, not just the class photograph. You may observe today if you are not ready.

3. Open Photos. Take a new photograph of a harmless classroom object with Camera, then return to Photos to find it.

4. In Photos, tap your account or profile button to inspect syncing status. Depending on your version, this may be under Collections. Allow time for uploading.

5. If you have a second device signed in to the same account with iCloud Photos enabled, open Photos there and find the photograph. Alternatively, check Photos at icloud.com on your own browser.

6. Return to Settings, your name, iCloud, Photos. Locate Optimize Storage, sometimes under iPhone Storage or iPad Storage. Read the available choices before changing them.

Remember Optimize Storage keeps full resolution originals in iCloud and can keep smaller versions on the device. Originals may need an internet connection to download. Deleting from iCloud Photos deletes across synced devices; Recently Deleted normally allows recovery for 30 days.

Practice on your own

Mark your practice photograph as a favorite. Check whether the favorite appears on your second device after syncing. Do not delete personal photographs to free space during this exercise.

Mac users *Open System Settings, your name, iCloud, then Photos. View the library in Photos on your Mac.*

Demo 3 Save a document in iCloud Drive

Create a small practice folder and put a document where you can find it again. iCloud Drive holds files; iCloud Photos holds your photo library.

1. Open Settings, tap your name, then iCloud. Find Drive or iCloud Drive, using See All if needed, and check that Sync this device is on.

2. Open Files. Tap Browse, then iCloud Drive under Locations. Tap Browse again if necessary to see Locations.

3. Tap the More button, shown as three dots, then New Folder. Name it iCloud Class.

4. Open Photos and select your harmless practice photograph from Demo 2. Tap Share, then Save to Files. Scroll through the sharing actions if needed.

5. Choose iCloud Drive, then iCloud Class. Give the saved file a recognizable name, such as Class Practice, and tap Save.

6. Return to Files, Browse, iCloud Drive, iCloud Class. Tap the saved file to open it.

7. If available, look for the same folder in Finder on your Mac, Files on your iPad, or Drive at icloud.com. Allow time for syncing.

Check your result You can close Files, reopen it, and find Class Practice inside iCloud Drive. On My iPhone or On My iPad is a local location, not iCloud Drive.

Practice on your own

Touch and hold the saved file, choose Rename, and give it a clearer name. Search for that name in Files. Return to its folder to confirm where it lives.

Remember Save to Files creates a separate file copy of the photograph. It does not move the original out of Photos. Deleting this practice file later will not delete the original photograph in Photos.

Mac users In Finder, select iCloud Drive and choose File, then New Folder. Copy a harmless existing file into it. Use a copy so your original stays in place.