



iCreative

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## ***iCloud MASTERY MADE SIMPLE***



### **OBJECTIVES:**

1. *UNDERSTAND THE BASICS OF iCloud*
2. *BASIC SETTINGS AND WHERE TO FIND THEM*
3. *ALL OF THE INCREDIBLE FEATURES*

## CLASS STRUCTURE

INTRO AND OBJECTIVES.....10 MIN

DEMO ONE.....30 MIN

DEMO TWO.....30 MIN

DEMO THREE.....30 MIN

REVIEW AND QUESTIONS.....10 MIN

TOTAL.....1 HOUR 50 MIN

# DEMO ONE

## Demo 1: *UNDERSTANDING THE BASICS OF iCloud*

### Important Concepts:

1. iCloud automatically updates your information so that all your devices stay current. You don't have to move or copy anything yourself—it happens in the background.
2. Your iCloud Account is made up of a Username and a Password, and it is very important that you memorize this combination!
3. As long as you use the same iCloud Username and Password on all of your Apple devices, your information will be there waiting for you.
4. The concept of “the Cloud” is very important here-this external, “cloud based” computer is responsible for making it all work the way that it does.
5. This external “iCloud Computer” that lives in Cupertino is a physical thing-it has a ‘locker’ dedicated *JUST to YOUR iCloud Account*-and the size of that free locker is 5GB. You can expand it's size with a paid tier account: 50GB (\$.99/mo), 200GB (\$2.99/mo), 2TB (\$9.99/mo), 6TB (\$29.99/mo) and 12TB (\$59.99/mo)
6. Your iCloud Storage is not the same as the storage on your Apple Device-it is the size of your locker up in Cupertino-you can upgrade your iCloud Storage, but you cannot upgrade the storage on your iPhone, iPad or Mac after purchasing it. Important to know!
7. Always make sure that your Mac has a backup drive and that your Mac's internal storage can fit everything that you have up in your iCloud locker!

### My Notes:

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# DEMO TWO

## Demo 2: BASIC SETTINGS AND WHERE TO FIND THEM

Step-by-Step Instructions: Open the Settings app

1. Open the Settings App on your iPhone, iPad or Mac
2. At the very top, you should see your name. **Tap** on your name.
3. On the next screen, under your name, you will see the email address that is your iCloud Account's *Username*. TAKE NOTE!
4. If you scroll down on this screen, you will then see **iCloud**. **Tap** on **iCloud**, and have a look at all of the wonderful services that iCloud provides. It handles your Photos, Contacts, Calendars, Passwords, Notes, Text Messages and more!
5. Make sure that you locate **iCloud Backup** and check that it is turned on. Your iPhone and iPad back themselves up to that locker of yours up in Cupertino, and by clicking on **iCloud Backup**, it will tell you when it last backed itself up. Incredible!
6. Make sure that your iCloud settings are the same for each device-for instance, if Contacts is turned **off** on your iPad but turn **on** on your iPhone, your iPad will not have the same Contacts that your iPhone does. *This is true of ALL of your iCloud services. Whatever is not turned on will not appear on that device! Turning on iCloud Contacts on your iPhone DOES NOT automatically turn it on in the Settings of your Mac or iPad.*
7. Make sure that you always know your iCloud **Username and Password** by heart. Since this account is so important in our lives, its essential that you always know these two vital bits of info!

My Notes:

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# DEMO THREE

## **Demo 3:** *ALL OF THE INCREDIBLE FEATURES*

### Step-by-Step Instructions:

1. Navigate to Settings / Your Name / iCloud and make sure that you're signed in with the correct iCloud Account and that iCloud Photos is turned on. Make sure that this is true on all of your Apple devices, and that is all that it takes to magically push your Photos to every one of your devices!
2. Navigate to Settings / Your Name / Find My and make sure that service is turned on. This ensures that if you lose your Apple device or it is stolen that you can track it, erase it or recover it. If you never see it again, you can wipe it remotely which is a very important feature. Without your iCloud username and Passwords, they cannot use your device!
3. For those of us with Mac computers-an iMac desktop computer, a mac Mini, a MacBook Air or a MacBook Pro laptop, we can easily access ALL of our Desktop and Documents files on ALL of our devices at any time by turning on iCloud Drive and using the Files App on our iPhone or iPad. No more waiting to get back to the office to access our files, they are always at our fingertips!
4. the new Passwords App allows us to seamlessly create, track and autofill all of our Passwords when we use Safari, regardless of which of our Apple devices we are on. Once you get the hang of it, managing your Passwords has never been easier.
5. Text Messages can now finally be the same on all of our devices thanks to Messages in iCloud, as well as the super handy Notes App, whose functionality and value has skyrocketed lately!

### My Notes:

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## OTHER HELPFUL RESOURCES:

*In macOS Tahoe, the Tips App has everything you need, literally manuals for all devices, apps and software. The most incredible resource there is!*

The App icon looks like this:



*Don't forget that there is a website dedicated just to this class, with downloadable versions of these files. I will also post tutorial videos of the class based on your feedback!*

[www.theicreative.com/iCloud](http://www.theicreative.com/iCloud)