Sams Teach Yourself

iCloud®
in 10 Minutes

Second Edition

800 East 96th Street, Indianapolis, Indiana 46240
# Table of Contents

## Introduction

1. **Getting Started with Your iCloud Account and Website**
   - Understanding iCloud .............................................................. 5
   - Obtaining an iCloud Account .................................................... 9
   - Using Your iCloud Website ..................................................... 16
   - Summary .............................................................................. 22

2. **Configuring iCloud on an iPhone, iPod touch, or iPad**
   - Configuring iCloud on an iOS Device ...................................... 23
   - Performing Basic iCloud Configuration on an iOS Device .......... 24
   - Configuring Information Updates on an iOS Device ................. 28
   - Performing Advanced iCloud Account Configurations ............. 31
   - Summary .............................................................................. 35

3. **Configuring iCloud on Macintosh Computers**
   - Logging In to Your iCloud Account ......................................... 37
   - Configuring and Managing Your iCloud Services ...................... 39
   - Using the Back to My Mac Feature ........................................... 43
   - Summary .............................................................................. 44

4. **Configuring iCloud on Windows Computers**
   - Downloading and Installing the iCloud Control Panel ............. 45
   - Logging In to Your iCloud Account ......................................... 46
   - Configuring and Managing Your iCloud Services ...................... 47
   - Summary .............................................................................. 52
5 Using iCloud with iTunes Music, Apps, and Books 53
Understanding Automatic iTunes Store Purchase Downloading ........................................ 53
Using iCloud to Download iTunes Store Purchases on an iOS Device ................................ 54
Using iCloud to Automatically Download iTunes Store Purchases on a Mac ....................... 68
Using iCloud to Automatically Download iTunes Store Purchases on a Windows PC .......... 70
Summary ................................................................................................................. 71

6 Using iTunes Match with Your Music 73
Understanding iTunes Match ....................................................................................... 73
Configuring and Managing iTunes Match in iTunes ......................................................... 75
Listening to Your iTunes Match Music on an iOS Device ................................................. 78
Listening to Your iTunes Match Music on a Computer .................................................... 82
Summary ................................................................................................................. 85

7 Using iCloud with Your Photos 87
Understanding Photo Stream ......................................................................................... 87
Using Photo Stream with iOS Devices ........................................................................... 90
Using Photo Stream with a Mac .................................................................................... 102
Using Photo Stream with a Windows PC ...................................................................... 117
Using Photo Stream with an Apple TV .......................................................................... 125
Summary ................................................................................................................. 127

8 Using iCloud with Your Documents 129
Syncing Documents with iCloud .................................................................................... 129
Enabling iCloud Document Syncing .............................................................................. 131
Syncing Documents Using iCloud-Aware Apps ............................................................. 134
Manually Syncing Documents Through iCloud ............................................................... 142
Summary ................................................................................................................. 152
## Contents

### 9 Configuring Your iCloud Email 153
- Working with iCloud Email .................................................. 153
- Setting Up iCloud Email on iOS Devices .............................. 154
- Configuring iCloud Email on a Mac ...................................... 166
- Configuring iCloud Email on Windows PCs ............................ 169
- Using the iCloud Mail Web Application ............................... 173
- Working with Email Aliases .................................................. 175
- Summary ............................................................................. 177

### 10 Using iCloud to Manage Your Contacts 179
- Using iCloud to Manage Contact Information ......................... 179
- Configuring iCloud for Contacts on an iOS Device ................. 180
- Configuring iCloud Contact Syncing on a Mac ....................... 182
- Configuring iCloud Contact Syncing on a Windows PC .......... 183
- Using the iCloud Contacts Web Application ......................... 185
- Summary ............................................................................. 188

### 11 Using iCloud with Your Calendars 189
- Using iCloud to Manage Your Calendars .............................. 189
- Configuring iCloud Calendars on an iOS Device ................... 190
- Configuring iCloud Calendar Syncing on a Mac ..................... 195
- Configuring iCloud Calendar Syncing on a Windows PC ......... 196
- Using the iCloud Calendar Web App ..................................... 198
- Summary ............................................................................. 200

### 12 Using iCloud to Sync Other Information 201
- Understanding Other Sync Options ..................................... 201
- Configuring Other Sync Options on an iOS Device ................. 202
- Configuring Other Sync Options on a Mac ............................ 204
- Configuring Other Sync Options on a Windows PC ............... 205
- Summary ............................................................................. 207
13 **Using iCloud to Locate and Secure Your Devices** 209
   - Using iCloud to Find Devices .............................................. 209
   - Finding iOS Devices .......................................................... 210
   - Finding Macs ...................................................................... 219
   - Summary ........................................................................ 221

14 **Using iCloud to Back Up and Restore Devices** 223
   - Backing Up iOS Devices ...................................................... 223
   - Restoring iOS Devices from a Backup ............................... 229
   - Managing Your iCloud Storage Space ............................... 233
   - Summary ........................................................................ 234

**Index** 235
About the Author

Brad Miser has written extensively about technology, with his favorite topics being Apple’s amazing “i” technology, including iPods, iPhones, and iCloud. In addition to Sams Teach Yourself iCloud, 2nd Edition, books Brad has written include: My iPod touch, 4th Edition; My iPhone, 6th Edition; and iTunes and iCloud for iPhones, iPads, and Pod touches Absolute Beginner’s Guide. He has also been an author, development editor, or technical editor on more than 50 other titles.

Brad is or has been a sales support specialist, the director of product and customer services, and the manager of education and support services for several software development companies. Previously, he was the lead proposal specialist for an aircraft engine manufacturer, a development editor for a computer book publisher, and a civilian aviation test officer/engineer for the U.S. Army. Brad holds a Bachelor of Science degree in mechanical engineering from California Polytechnic State University at San Luis Obispo and has received advanced education in maintainability engineering, business, and other topics.

Originally from California, Brad now lives in Brownsburg, Indiana, with his wife Amy; their three daughters, Jill, Emily, and Grace; a rabbit; and a sometimes-inside cat.

Brad would love to hear about your experiences with this book (the good, the bad, and the ugly). You can write to him at bradmiser@icloud.com.
Dedication

To those who have given the last full measure of devotion so the rest of us can be free.

Acknowledgments

A special thanks to Laura Norman, Acquisitions Editor extraordinaire, for involving me in this project. I appreciate the efforts of Lora Baughey, Development Editor, for ensuring the content of this book is meaningful and does allow you to learn iCloud in 10 minutes. Thanks to Greg Kettell, the Technical Editor, who made sure this book is accurate and “tells it like it is.” Bart Reed deserves special mention for transforming my gibberish into readable text. And Elaine Wiley deserves kudos for the difficult task of coordinating all the many pieces, people, and processes required to make a book happen. Last, but certainly not least, to the rest of the important folks on the team, including Cindy Teeters, Gary Adair, and the rest of the top-notch Sams staff, I offer a sincere thank you for all of your excellent work on this project.
We Want to Hear from You!

As the reader of this book, you are our most important critic and commentator. We value your opinion and want to know what we’re doing right, what we could do better, what areas you’d like to see us publish in, and any other words of wisdom you’re willing to pass our way.

We welcome your comments. You can email or write to let us know what you did or didn’t like about this book—as well as what we can do to make our books better.

*Please note that we cannot help you with technical problems related to the topic of this book.*

When you write, please be sure to include this book’s title and author as well as your name and email address. We will carefully review your comments and share them with the author and editors who worked on the book.

Email:  consumer@samspublishing.com

Mail:  Sams Publishing
       ATTN: Reader Feedback
       800 East 96th Street
       Indianapolis, IN 46240 USA

Reader Services

Visit our website and register this book at informit.com/register for convenient access to any updates, downloads, or errata that might be available for this book.
This page intentionally left blank
Introduction

We all live in a connected world, and most of us use multiple devices, such as iPhones, iPads, Macintosh computers, and Windows PCs. Using multiple devices for similar functions, such as email or working on documents, presents the challenge of keeping all our devices in sync so that we have the same information, such as calendars and emails, available to us no matter which particular device we happen to be using at any point in time.

Enter iCloud.

Apple’s iCloud service provides an Internet “cloud” on which you can store all sorts of information and documents. Each of your devices can then connect to the cloud so they all have access to the same information, photos, music, documents, and other types of data. The flow of information goes both ways, too: Changes you make on a device move to the cloud to update its information (which in turn is communicated to the other devices connected to your area in the cloud).

iCloud enables you to manage and sync all sorts of information and documents. It helps with your music, books, apps, and TV shows, too, because the content you purchase from the iTunes Store is automatically downloaded to all your devices and is retrievable whether you are using an iOS device or a computer. iCloud’s Photo Stream stores your photos on the cloud where your devices can automatically access or store them. And, with the optional iTunes Match service, all the music in your iTunes Library is available to any of your iOS devices from the cloud—no syncing required.

iCloud is a great extension of your digital self onto the Internet. It makes all your devices much more effective, and even more fun, to use.
About This Book

Similar to the other books in the Sams Teach Yourself in 10 Minutes series, the purpose of this book is to enable you to learn how to use iCloud quickly and easily—and, hopefully, you’ll even enjoy yourself along the way! This book is composed of a series of lessons, and each lesson covers a specific topic related to the use of iCloud. For example, Lesson 2, “Configuring iCloud on an iPhone, iPod touch, or iPad,” teaches you how to set up iCloud on iOS devices, whereas Lesson 11, “Using iCloud with Your Calendars,” shows you how to take advantage of iCloud to help you manage your calendars.

The lessons generally build on each other, starting with the more fundamental topics covered in the earlier lessons and moving toward more advanced topics in the later lessons. In general, if you work from the front of the book toward the back, your iCloud education progresses smoothly. You need to start with Lesson 1, “Getting Started with Your iCloud Account and Website,” to establish your iCloud base. From there, move on to the lessons that explain how to set up iCloud on the devices you use. Lesson 3, “Configuring iCloud on Macintosh Computers,” explains how to set up iCloud on a Mac, and Lesson 4, “Configuring iCloud on Windows Computers,” explains how to do the same on a Windows PC. After you have those bases covered, you can jump to the other lessons based on your areas of interest.

The lessons include both information and explanations along with step-by-step tasks. You get more out of the lessons if you perform the steps as you read the lessons. Figures are included to show you what key steps look like on your devices’ screens.

Who This Book Is For

This book is for anyone who wants to get the most out of iCloud. Although iCloud is well designed and relatively easy to use, you’ll learn faster with this guide to help you. If you’ve never used iCloud, this book gets you started and helps you move toward becoming an iCloud guru. If you’ve previously dabbled with iCloud, this book helps you go beyond
basic tasks and prepares you to use all of iCloud’s amazing functionality. If you’ve spent a fair amount of time using iCloud, this book provides lessons to round out your iCloud expertise.

What Do I Need to Use This Book?

To make use of the information in this book, you need an iCloud account. Lesson 1 teaches you to create your own free account. You also need at least one device that can access iCloud; this can be an iOS device (iPhone, iPad, or iPod touch), a Mac, or a Windows PC. Your experience improves if you have more than one device, such as an iPad and a computer. If you are lucky enough to have more than two devices, even better!

In addition to the technical requirements, you just need a sense of adventure and curiosity to explore all this book offers you. iCloud is fun to use and, with this guide to help you, it should be fun to learn as well.

Conventions Used in This Book

Whenever you need to click a particular button or link or make a menu selection, you see the name of that item in bold, such as in “Click the Save button to save your document.” You also find three special elements (Notes, Tips, and Cautions) throughout this book.

NOTE
A note provides information that adds to the knowledge you gain through each lesson’s text and figures.

TIP
Tips offer alternate ways to do something, such as keyboard shortcuts, or they point out additional features of which you can take advantage.
CAUTION
You won’t find many of these in this book, but when you do come across one, you should carefully read it to avoid problems or situations that could cause you grief, time, or money.

Sidebar
Sidebars provide additional information similar to a note, but sidebars are a bit longer and more detailed. Also like notes, you can skip over sidebars, but you’ll benefit from absorbing the information they contain as part of your iCloud education.
This page intentionally left blank
LESSON 13

Using iCloud to Locate and Secure Your Devices

In this lesson, you learn how to use iCloud to locate missing devices and to protect their data.

Using iCloud to Find Devices

iOS devices are mobile; they can easily go anywhere because they are small and lightweight. They are also powerful and can store all kinds of sensitive data, from contacts to personal information you use for financial activity and other sensitive content. These two factors make the devices extremely useful. However, this also means that if you lose control of a device, bad things can happen. At worst, someone could compromise your data to steal your identity or take money from you.

Laptop computers present a similar risk. Although not quite as mobile as an iOS device, laptops can also become separated from their owners in a number of ways, from simply being misplaced to getting stolen.

iCloud includes the Find My Device application, where Device can be an iPad, iPod, iPhone, or Mac. This feature enables you to locate a device remotely. When the device is located, you can lock it, or if you feel you have lost control of it, you can erase its memory.

To use this feature, you must first enable it on each device. After it’s enabled, you can locate and secure devices through your iCloud website.
**Finding iOS Devices**

Finding iOS devices via iCloud requires that you set up each device to use this feature. When that is done, you can use the Find My Device app on your iCloud website to locate a device, and then you can perform several different actions to secure it.

**Enabling Find My iPhone on iOS Devices**

To enable an iOS device to be found, perform the following steps:

1. On the Settings screen, tap **iCloud**.

2. If OFF is displayed next to **Find My Device**, where **Device** is iPad, iPhone, or iPod, tap the switch to set it in the ON position; if ON is displayed, skip the rest of these steps.

3. Tap **Allow** at the prompt.

4. If prompted, enable **Location Services**. The Find My Device feature becomes active, as shown in Figure 13.1, and iCloud starts tracking the location of the device.

**NOTE: Location Services**

Find My Device works through the Location Services feature of iOS devices. A device can be located based on its Internet connection via a Wi-Fi or cellular Internet connection or via GPS. GPS location is most accurate, but not all iOS devices support GPS functionality.
FIGURE 13.1 With Find My iPad enabled, this device can be tracked via the iCloud website.

NOTE: Passcode
A passcode is a four-digit number (simple) or longer string of characters (complex) that must be entered to unlock an iOS device. You should configure and use a passcode on your devices if there is any chance they can get out of your control. Without the correct passcode being entered, the device can’t be unlocked, so it can’t be used. Thus, your data is protected. To configure a passcode, open the Settings app. Tap General and then tap Passcode Lock. From there, you can choose the type of passcode you want and configure it. When you’ve done that, the passcode is required each time you unlock the device.

Using Find My iPhone with iOS Devices
When the Find My Device feature is activated, you can access your device’s location via your iCloud website by doing the following tasks:
1. Log in to your iCloud website (see Lesson 1, “Getting Started with Your iCloud Account and Website” for the details).

2. If you aren’t already on the Home page, click the cloud button located in the upper-left corner of the window to move there.

3. Click Find My iPhone. (This is labeled Find My iPhone no matter which device you are locating.)

4. Enter your Apple ID password.

5. Click Sign In. You see a map showing the location of the device on which you are displaying your iCloud website.

6. Click the Devices button at the top of the window. All the iOS devices and Macs for which you have enabled the Find My Device feature under your iCloud are shown on the My Devices list. If a device is online and has been located, it is marked with a green dot.

7. Click the device you want to locate. If the device can be located, you see it on a map. You also see a dialog that shows you the options you have to find the device, as shown in Figure 13.2 and explained in the following paragraphs.

![Figure 13.2](image-url) This iPad has been found.
When you have located a device, you can perform the following actions:

- **Play a sound**—This does just what it sounds like. A sound is played on the device and an alert appears on its screen. This provides information to whomever has the device—such as if you’ve loaned the device to someone and want it back. The sound can help you locate the device if it is in the same general vicinity as you.

- **Lost Mode**—This does locks the device so it can’t be used. If your device doesn’t already have a passcode, you create one when you lock it. This can protect your device without changing its data. You can also display contact information on the device’s screen to enable someone to get in touch with you.

- **Erase**—This erases the device’s memory as the “last chance” to protect your data. You should only do this in the worst-case scenario because when you erase the device, you lose the ability to find it again.

**NOTE: Keeping You Informed**
Whenever you use one of the Find My iPhone functions, such as playing a sound or using the Lost mode, you receive emails to your iCloud email account showing the action taken along with the device, date, and time on which it was performed. You may also receive messages through the Messages app on iOS devices.

Each of these actions is explained in the following steps.

Here’s how to send a sound or message to an iOS device:

1. Locate the device as described in the previous steps.

2. Click **Play Sound**. The sound plays on the device and an alert message appears on the screen.

**NOTE: The Sound Remains the Same**
When you send a sound to a device you are finding, it plays even if the device is muted.
To stop the sound from playing on the device, unlock it and tap the **OK** button on the message prompt (if it isn’t locked, you can just tap the **OK** button on the alert). (If you don’t require a passcode, anyone who has the phone can do this, which is one reason requiring a passcode is more secure.)

To prevent someone from using a device, you can lock it remotely by doing the following:

1. Locate the device using the earlier steps.

2. Click **Lost Mode**. What happens next depends on whether or not the device has a passcode.

3. If the device currently has a passcode, skip to step 6.

4. If you haven’t entered a passcode on the device (which you should have, per the earlier Note), you’re prompted to create one by entering it (see Figure 13.3).

5. Re-enter it at the prompt.

6. If you want to send a phone number to the device so that someone can call you about it, enter it at the prompt.
7. Click Next.

8. Enter the message you want to appear on the device (see Figure 13.4). This can be your request that whoever has the device call you, instructions for returning the device, and so on.

![Lost Mode](image)

**FIGURE 13.4** This message is displayed on the device’s screen when it enters Lost mode.

9. Tap Done.

When the device enters Lost mode, it is locked and protected with the existing passcode or the new one you created during the Lost mode process. The phone number and message you entered appears on the device’s screen, as shown in Figure 13.5. If the device is an iPhone, the person finding it can tap the Call button to call the number you entered.

The device remains in Lost mode until it is unlocked.

**NOTE: Auto-Lock**

The Auto-Lock feature causes an iOS device to automatically lock after a specific period of inactive time has passed. If you protect your iOS device with a passcode, you should also set the Auto-Lock. After the inactive time passes, the device locks, and the passcode is required to unlock it. This minimizes the time during which the device is vulnerable if you lose control of it. To set the Auto-Lock, open the Settings app. Tap **General** and then tap **Auto-Lock**.
If you decide you’ve lost control of your device and want to protect the information it contains, take the following steps:

1. Locate the device using the earlier steps.

2. Click **Erase Device**, where *Device* is the type of device you’ve found.

   **CAUTION: Wiping a Device**

   When you wipe a device, all its data is deleted, and it is reset to factory conditions. This means you will no longer be able to use Find My iPhone to locate it. Only do this when you’re pretty sure the device is out of your control or that you won’t be getting it back any time soon.
3. Click **Erase**.

4. Enter your Apple ID password, as shown in Figure 13.6.

![Erase iPad](image)

**FIGURE 13.6** When all hope of a quick recovery is lost, erase a device to protect its data.

5. Click **Done**. All the data on your device is erased, and it is restored to factory settings.

Here are a few more tidbits to facilitate finding your devices:

- To update the locations of your devices, refresh the web page and reopen the My Devices list.

- If you lose control of your device, use an escalation of steps to try to regain control. Look at the device’s location on the map. If the device appears to be near your current location, play the sound because it might help you find it again. If the device doesn’t appear to be near your current location or it appears to be but you can’t find it, put it in Lost mode. This will hopefully prevent someone else from using it while you locate it and allow someone who finds it to contact you. If you lose all hope of finding it again, you can erase the device to delete the data it contains. This is a severe action, so you don’t want to do it prematurely.
TIP: **What Message to Send?**

When you send a message to a device that is in Lost mode, you might want to include additional contact information in the message, such as your name and where you are currently located. You could also offer a reward for the return of the device if you wanted to. Include enough information so if someone wants to return the device to you, they will be able to do so.

- Erasing a device is a bit of a two-edged sword. It protects your data by erasing your device, but it also means you can’t use Find My iPhone to locate it anymore. You should only use this if you’re pretty sure someone has your device, because after you erase it, there’s no way to try to track the device’s location. How fast you move to erase a device also depends on if you’ve required a passcode. If you do require a passcode, you know your device’s data can’t be accessed without that code, so it will take some time for a miscreant to crack it, and you might be slower on the erase trigger. If your device doesn’t have a passcode, you might want to pull the trigger faster. If you do recover your device after it has been erased, go through the restore process using iTunes to return your device to its condition as of your most recent backup.

- As you use Find My iPhone, you receive email notifications about various events, such as when a device is locked, when a message you sent is displayed, and so on. These are a good way to know something about what is happening with your device, even though you might not be able to see the device for yourself.

- If Find My iPhone can’t currently find a device, you can still initiate the same actions as when the device is found, although they won’t actually happen until the device becomes visible again. To be notified when this happens, check the **Email me when this device is found** check box. When the device becomes visible to Find My iPhone, you receive an email and then can take appropriate action to locate and secure it.
The circle around a device’s dot indicates how precise its location is. The larger the circle, the less precise the device’s location is.

There’s an app for that. You can download and use the free Find My iPhone app on an iOS device to use this feature. For example, you can use this app on an iPhone to locate an iPad.

**CAUTION: No Security Is Perfect**

Even with passcodes, Auto-Lock, and the Find My iPhone feature, your information stored on an iOS device can be compromised. For example, if you don’t have a passcode, someone can easily disable the device’s network connections, thus eliminating your ability to find it. While it’s disconnected, someone can access the device’s data. However, these features require that someone trying to gain access to your information be much more sophisticated to be able to do so (than if you do not use these features). This will be beyond the technical capabilities of the average hack. However, any sensitive data stored on a device (mobile or otherwise) presents some level of risk to you because no security approach is able to provide perfect protection; the goal is to use some simple and easy techniques to make compromising your data as difficult as possible.

**Finding Macs**

If you use a Mac, you might want to be able to locate it. Although the need for this is more obvious for a Mac laptop, it could potentially be useful if a desktop unexpectedly changes locations.

**Enabling Find My Mac**

To enable Find My Mac, perform the following steps:

1. Open the iCloud pane of the System Preferences application.

2. Check the **Find My Mac** check box.
3. Click **Allow** at the prompt. You can locate your Mac via the Find My iPhone application on your iCloud website or by using the Find My iPhone app on an iOS device.

**Finding a Mac**

To locate a Mac, perform the following steps:

1. Log in to your iCloud website (see Lesson 1 for the details).

2. If you aren’t already at the Home page, click the **cloud** button in the upper-left corner to move there.

3. Click **Find My iPhone**. (This is labeled “Find My iPhone” no matter which device you are locating.)

4. Enter your Apple ID password.

5. Click **Sign In**. You see a map showing the location of the device on which you are displaying your iCloud website.

6. Click the **Devices** button at the top of the window. All the iOS devices and Macs for which you have enabled the Find My Device feature under your iCloud are shown on the My Devices list. If a device is online and has been located, it is marked with a green dot.

7. Click the Mac you want to locate. If it can be located, you see it on a map. You also see a dialog box that shows you the options you have to find the device, as shown in Figure 13.7.

When you locate a Mac, you can play a sound, lock it, or wipe it. These actions work similarly to those for an iOS device. See the section, “Using Find My iPhone with iOS Devices,” for the details.
Summary

In this lesson, you learned how to use iCloud to protect your devices. In the next lesson, you learn how to back up and restore your devices.
This page intentionally left blank
Index

AAC (Advanced Audio Coding) format, 74
accepting shared photos
  on iOS devices, 100-102
  in iPhoto, 111-113
  on Windows PCs, 123-124
Accessibility settings (Mail), 160
Account Detail button, 43
Account dialog box, 19
Account Settings dialog box
  (Outlook), 171
Account window, 164
accounts
  Apple Online Store accounts, 9
  Find My iPhone, 10
  iCloud accounts, 9-10
    creating on iOS devices, 10-13
    creating on Mac, 13
    creating via iTunes Store, 14-15
    logging in to, 37-39, 46
    managing, 21-22
iTunes Store accounts, 9
  .Mac, 10
  MobileMe, 10
Action button, 144
Add This Computer option (iTunes Match), 83
Add to VIP command, 164
addresses (email), creating for use with iCloud, 14
Advanced Audio Coding (AAC) format, 74
advanced iCloud account configuration, 31-35
Advanced window (Mail), 35, 164-165
Alert Style settings (Mail), 162
alerts, setting, 194
aliases (email), 167, 175-177
All Accounts option (Mail), 158
All Contacts button, 186
All Events button, 193
Allow Sending From option (Mail screen), 34
Always Bcc Myself switch (Mail), 157
Aperture
  enabling Photo Stream in, 113-114
  sharing Photo Stream in, 115-116
  viewing Photo Stream in, 114
App Store purchases, downloading to iOS devices, 66-67
Apple IDs, 56
  managing, 21-22
  My Apple ID website, 13
Apple Online Store accounts, 9
Apple TV
  compatibility with iCloud, 9
  Photo Stream
    enabling, 125
    viewing photos, 126-127
appleid.apple.com website, 14
apps
  App Store purchases, downloading to iOS devices, 66-67
  iCloud-aware apps, 130, 134
    apps that store documents on the cloud, 135
    apps that sync documents via the cloud, 141
  document syncing on iOS devices, 135-139
  document syncing on Mac computers, 139-140
  iCloud web apps, 18-20
    Calendar, 198-200
    Contacts, 185-187
    Mail, 173-174
  Notes, 204-205
  Reminders, 203-205
Archive Messages option (Mail screen), 34
Ask Before Deleting switch (Mail), 157
  assigning photos to contacts, 94
  Auto-Lock feature, 215
  automatic backups, configuring, 224-226
  automatic iTunes Store downloads on iOS devices
    configuring, 54-56
    iPad, 61-63
    iPhone or iPod touch, 57-60
  on Mac computers, 68-69
  on Windows PCs, 70-71
  overview, 53
B
  Back to My Mac feature, 43-44
  Back Up Now button, 228
  Back Up Now command, 227
  backups
    automatic backups, 224-226
    backup options, 223-224
    manual backups, 227-228
    restoring data from, 229-232
    restoring software from, 231-232
    viewing date/time of, 233
  Badge App Icon slider (Mail), 162
  bookmarks, syncing, 201
    on iOS devices, 202-204
    on Mac computers, 204-205
    on Windows PCs, 205-207
  books purchased from iBooks Store, downloading, 64-65
  browser compatibility, 16-17
Calendar web app, 198-200
calendars, 189
default calendar, setting, 194-195
iCloud Calendar web app, 198-200
preferences
  configuring, 192-195
  Time Zone Support, 191-192
syncing
  on iOS devices, 190
  on Mac computers, 195
  on Windows PCs, 196-197
capabilities of iCloud, 5-9
cellular connection, downloading music with, 81
Change Account dialog box
  (Outlook), 171
Change button, 43
Change storage plan button, 51, 233
Cloud button, 20
compatible devices, 8-9
computers. See Mac computers; Windows PCs
configuring
  alerts, 194
  automatic downloads of iTunes Store purchases
    on iOS devices, 54-56
    on Mac computers, 68-69
    on Windows PCs, 70-71
backups
  automatic backups, 224-226
  manual backups, 227-228
restoring data from, 229-232
restoring software from, 231-232
calendar preferences, 191-195
calendar syncing
  on iOS devices, 190
  on Mac computers, 195
  on Windows PCs, 196-197
document syncing
  with iCloud-aware apps, 134-141
  on iOS devices, 132
  on Mac computers, 133
email in other email applications, 172
email on iOS devices
  email sync options, 156
  enabling iCloud email, 154-155
  global email settings, 156-164
  iCloud-specific email settings, 164-165
email on Mac computers, 166-169
email on Windows PCs, 169-172
Find My iPhone, 210
Find My Mac, 219-221
Home Sharing, 69
iCloud on iOS devices
  advanced iCloud account configurations, 31-35
  basic step-by-step configuration process, 24-28
  information updates, 28-31
How can we make this index more useful? Email us at indexes@samspublishing.com
merging information, 24, 28
overview, 23-24
sync options, 27
iCloud on Mac computers, 39-43
iCloud on Windows PCs
  downloading iCloud control panel, 45
  logging in to iCloud account, 46
  software requirements, 46
  step-by-step configuration process, 47-52
  sync options, 49
iCloud Contacts web app, 185-187
iCloud on Mac computers, 182-183
  syncing
    on iOS devices, 180
    on Mac computers, 182-183
    on Windows PCs, 183-184
Contacts web app, 185-187
  copying
    documents, 145
    Photo Stream photos, 95
Create an Apple ID button, 13, 21
Create Mail Alias sheet, 175
Create New Vibration command, 161
creating iCloud accounts
  on iOS devices, 10-13
  on Mac, 13
  via iTunes Store, 14-15
  contacts, 179
  designating as VIPs, 164
data, restoring from backups, 229-232
date of most recent backup, viewing, 233
default alert times, setting, 194
Default Account setting, 159, 182
default calendar, setting, 194-195
Default Alert Times button, 194
default email accounts, setting, 159
Delete Alias command, 177
Delete Document command, 145
Deleted Items tab (Outlook), 171
Deleted Mailbox (Mail), 165
deleted message settings (Mail), 165
deleting
  documents, 50, 145
e-mail aliases, 177
devices (iOS). See iOS devices
dialog boxes
  Account, 19
  Account Settings (Outlook), 171
  Change Account (Outlook), 171
  Setup is complete, 184
  Sign In, 14
Digital Rights Management
(DRM), 75
disabling email aliases, 177
disk space, Photo Stream and, 117
Display Order button, 182
display preferences (contacts), 181-182
document syncing
  enabling on iOS devices, 132
  enabling on Mac computers, 133
  manual document syncing, 142-143
  iWork website, 143-146
    on Mac computers, 147-149
    on Windows PCs, 149-151
overview, 129-131
with iCloud-aware apps, 134
  apps that store documents
    on the cloud, 135
  apps that sync documents
    via the cloud, 141
    on iOS devices, 135-139
    on Mac computers, 139-140
documents
  copying, 145
  deleting, 50, 145
  supported documents, 7
Documents & Data settings, 132
domains
  .mac, 154
  .me, 154
Don’t Merge option, 24
Downgrade Options button, 51
Download All option (iTunes), 59-61
Download button
  App Store, 66
  iBooks, 65
Download command, 147, 150
Download Documents command, 145
downloading
  App Store purchases on iOS
devices, 66-67
  iBooks Store purchases on iOS
devices, 64-66
  iCloud control panel, 45
  iTunes Store purchases on iOS
devices
    configuring automatic
      downloads, 54-56
    iPad, 61-63
    iPhone or iPod touch, 57-60
  iTunes Store purchases on Mac
    computers, 68-69
  iTunes Store purchases on
    Windows PCs, 70-71
Downloads option (iTunes), 60
Drafts Mailbox (Mail), 164
drafts settings (Mail), 165
DRM (Digital Rights
Management), 75
Dropbox, 131
Duplicate Document command, 145

How can we make this index more useful? Email us at indexes@sams-publishing.com
E

Edit button, 43
email addresses, creating for use with iCloud, 14
email aliases, 167, 175-177
email configuration
  email aliases, 167, 175-177
  on iOS devices
    email sync options, 156
    enabling iCloud email, 154-155
    global email settings, 156-164
    iCloud-specific email settings, 164-165
  on Mac computers, 166-169
  in other email applications, 172
  on Windows PCs, 169-174
overview, 153
Email option (Mail screen), 34
enabling. See configuring
erasing devices, 213, 216-217

Find My iPhone accounts, 10
Find My Mac
  enabling, 219-221
  finding computers with, 220-221
Find Your Apple ID link, 21
finding
  iOS devices, 209-210
    enabling Find My iPhone, 210
    erasing lost devices, 213, 216-217
    Lost Mode, 213-215
    sound alerts, 213-214
    step-by-step process, 211-219
  Mac computers
    enabling Find My Mac, 219-221
    step-by-step process, 220-221
folders
  creating on iWork website, 145
  My Photo Stream, 118
  opening on iWork website, 145
  Shared, 118
  Uploads, 119
freeing space, 50

G-H
global email settings, changing, 156-164
help, 20
Help button, 20
Home Sharing, 69
iBooks Store purchases, downloading, 64-66
iCloud Account Information screen, 32
iCloud accounts, 9-10
  creating on iOS devices, 10-13
  creating on Mac, 13
  creating via iTunes Store, 14-15
  logging in to, 37-39, 46
  managing, 21-22
iCloud backups
  automatic backups, 224-226
  backup options, 223-224
  manual backups, 227-228
  restoring data from, 229-232
  restoring software from, 231-232
  viewing date/time of, 233
iCloud configuration
  on iOS devices
    advanced iCloud account configurations, 31-35
    basic step-by-step configuration process, 24-28
    information updates, 28-31
    merging information, 24, 28
    overview, 23-24
    sync options, 27
  on Mac computers, 39-43
on Windows PCs
  downloading iCloud control panel, 45
  logging in to iCloud account, 46
  software requirements, 46

step-by-step configuration process, 47-52
sync options, 49
iCloud control panel, downloading and installing, 45
iCloud email configuration. See email configuration
iCloud storage space, managing, 233
iCloud web applications, 18-20
  Calendar, 198-200
  Contacts, 185-187
  Mail, 173-174
iCloud website
  compatible browsers, 16-17
  logging in to, 17
  web applications, 18-20
iCloud-aware apps, 130, 134
  apps that store documents on the cloud, 135
  apps that sync documents via the cloud, 141
  document syncing on iOS devices, 135-139
  document syncing on Mac computers, 139-140
IDs, Apple, 56
Increase Quote Level switch (Mail), 158
information updates, configuring on iOS devices, 28-31
installing iCloud control panel, 45
iOS devices, 5
  backups
    automatic backups, 224-226
    backup options, 223-224
    manual backups, 227-228

How can we make this index more useful? Email us at indexes@samspublishing.com
restoring data from, 229-232
restoring software from, 231-232
viewing date/time of most recent backup, 233
calendars
preferences, 191-195
syncing, 190
compatibility with iCloud, 8
configuring iCloud on
advanced iCloud account configurations, 31-35
basic step-by-step configuration process, 24-28
information updates, 28-31
merging information, 24, 28
overview, 23-24
sync options, 27
contacts
display preferences, 181-182
syncing, 180
creating iCloud accounts on, 10-13
document syncing, enabling, 132
downloading App Store purchases on, 66-67
downloading iBooks Store purchases on, 64-66
downloading iTunes Store purchases on
configuring automatic downloads, 54-56
iPad, 61-63
iPhone or iPod touch, 57-60
email configuration
changing iCloud-specific email settings, 164-165
e-mail sync options, 156
enabling iCloud email, 154-155
global email settings, 156-164
erasing, 213, 216-217
finding, 209-210
enabling Find My iPhone, 210
erasing lost devices, 213, 216-217
Lost Mode, 213-215
sound alerts, 213-214
step-by-step process, 211-219
iCloud-aware apps, 137-139
iTunes Match
configuring, 79-80
listening to music, 80-82
Photo Stream, 90-91
accepting shared photos, 100-102
assigning photos to contacts, 94
copying photos, 95
enabling, 91-92
printing photos, 94
requirements, 90
saving photos, 95-98
sending photos, 94
setting photos as wallpaper, 94
sharing photos, 94, 98-100
viewing photos, 93
sync options, 202-204
iPad. See iOS devices
iPhone. See iOS devices
iPhoto
  enabling Photo Stream in, 104-105
  sharing Photo Stream photos in, 106-111
  viewing Photo Stream photos in, 105-106
iPod touch. See iOS devices
iTunes Match
  adding computers to, 83-84
  Advanced Audio Coding (AAC) format, 74
  configuring
    in iTunes, 75-77
    on iOS devices, 79-80
  listening to music
    on iOS devices, 80-82
    on Mac computers, 84-85
  managing in iTunes, 77-78
  overview, 73-75
iTunes Store accounts, 9
iTunes Store button, 14
iTunes Store purchases, downloading
  on iOS devices
    configuring, 54-56
    iPad, 61-63
    iPhone or iPod touch, 57-60
  on Mac computers, 68-69
  on Windows PCs, 70-71
  overview, 53
iWork website, 143-146

J-K-L

junk mail settings, 168
Keynote, 130, 134
Large Text setting (Mail), 160
libraries, shared, 71
listening to iTunes Match music
  on computers, 84-85
  on iOS devices, 80-82
Load Remote Images switch (Mail), 157
Location Services, 39, 210
logging in
  to iCloud accounts, 37-39, 46
  to iCloud website, 17
lost iOS devices. See finding iOS devices
Lost Mode (Find My iPhone), 213-215

M

.Mac accounts, 10
.mac domain, 154
Mac computers
  adding to iTunes Match, 83-84
  Back to My Mac feature, 43-44
  calendar syncing, 195
  compatibility with iCloud, 8
  configuring iCloud on, 39-43
  contact syncing, 182-183
  creating iCloud accounts on, 13
  document syncing, 133
  downloading iTunes Store purchases on, 68-69

How can we make this index more useful? Email us at indexes@samspublishing.com
email configuration, 166-169
finding
  enabling Find My Mac, 219-221
  step-by-step process, 220-221
Home Sharing, 69
iCloud-aware apps, 139-140
listening to iTunes Match
music, 84-85
manual document syncing,
147-149
Photo Stream
  accepting shared photos,
  111-113
  enabling, 105, 113-114
  sharing photos, 106-111,
  115-116
  viewing photos,
  105-106, 114
  sync options, 204-205
mail configuration. See email configuration
Mail screen, 33-34
Mail web app, 173-174
Mail window, 164
Mailbox Behaviors tab (Mail),
167-168
Make This My Card button, 187
Manage button, 42-43
Manage Storage button, 233
managing
Apple IDs, 21-22
calendars, 189
  default calendar, setting,
  194-195
  iCloud Calendar web app,
  198-200
iCloud accounts, 21-22
iCloud services, 39-43
iCloud storage space, 233
iTunes Match, 77-78
manual backups, configuring,
227-228
manual document syncing, 142-143
  on iOS devices, 29
  iWork website, 143-146
  on Mac computers, 147-149
  on Windows PCs, 149-151
.me domain, 154
Merge option, 24
merging information on iOS devices,
24, 28
MobileMe, 10, 154
More Settings button (Outlook), 171
Most Recent option (iTunes), 60
movies purchased from iTunes Store
downloading to iPad, 61-62
downloading to iPhone or iPod
touch, 57-60
music
downloading with cellular
connection, 81
iTunes Match
adding computers to, 83-84
Advanced Audio Coding (AAC) format, 74
configuring in iTunes, 75-77
configuring on iOS devices, 79-80
listening to music on computers, 84-85
listening to music on iOS devices, 80-82
managing in iTunes, 77-78
overview, 73-75
music purchased from iTunes Store
downloading to iPad, 61-62
downloading to iPhone or iPod touch, 57-60

My Apple ID website, 13
My Info button, 182
My Photo Stream folder, 118
My Photo Stream switch, 91

Notifications
options, 19
setting for email, 161-163
Notifications settings (Mail), 161-163
Numbers, 130, 134

opening folders on iWork website, 145
Options button, 206
Organize by Thread switch (Mail), 157
OS X Mountain Lion, 37
Outgoing Mail Server option (Mail screen), 34
Outlook, configuring iCloud email in, 169-172

Pages, 130, 134
passcodes, 211
passwords, resetting, 21
Pause button (iTunes), 61
Photo Stream
accepting shared photos
on iOS devices, 100-102
in iPhoto, 111-113
on Windows PCs, 123-124
assigning photos to contacts, 94
copying photos, 95
disk space requirements, 117
enabling
in Aperture, 113-114
on Apple TV, 125

How can we make this index more useful? Email us at indexes@samspublishing.com
on iOS devices, 91-92
in iPhoto, 104-105
on Mac computers, 103
on Windows PCs, 117-118
overview, 87-89
printing photos, 94
saving photos, 95-98
sending photos, 94
setting photos as wallpaper, 94
sharing photos
in Aperture, 115-116
on iOS devices, 94, 98-100
in iPhoto, 106-111
on Windows PCs, 120-123
viewing photos
in Aperture, 114
on Apple TV, 126-127
on iOS devices, 93
in iPhoto, 105-106
on Windows PCs, 118-120
photos (Photo Stream)
accepting shared photos
on iOS devices, 100-102
in iPhoto, 111-113
on Windows PCs, 123-124
assigning to contacts, 94
copying, 95
printing, 94
saving, 95-98
sending, 94
setting as wallpaper, 94
sharing
in Aperture, 115-116
on iOS devices, 94, 98-100
in iPhoto, 106-111
on Windows PCs, 120-123
viewing
in Aperture, 114
on Apple TV, 126-127
on iOS devices, 93
in iPhoto, 105-106
on Windows PCs, 118-120
Pictures folder, viewing Photo Stream photos in, 118-120
Play Sound option (Find My iPhone), 213
preferences
calendar preferences
Time Zone Support, 192
configuring, 192-195
Time Zone Support, 191
contact display preferences, 181-182
Preview, 130, 134, 157
preyproject.com, 210
printing Photo Stream photos, 94
Purchased button
App Store, 66
iTunes, 61
push syncing on iOS devices, 28-29
Push syncing (email), 156
Recent Purchases option (iTunes), 58
Refresh Contacts button, 187

Q-R

reminders
explained, 200
syncing, 201
on iOS devices, 202-204
on Mac computers, 204-205
on Windows PCs, 205-207
Reminders app, 203-205
rented movies, downloading, 54
Replace command, 149-151
Reset your password link, 21
resetting passwords, 21
Restore and Update button, 232
Restore Backup button, 230
Restore button, 230-232
restoring
data from backups, 229-232
software from backups,
231-232
Resume button (iTunes), 61-63
Show All Music setting, 79
Show Preview switch (Mail), 163
Show settings (Mail), 157
Show To/Cc Label slider (Mail), 157
Sign In button, 14
Sign In dialog, 14
Sign Out link, 19
Signature switch (Mail), 158
signatures (email), 158
SMTP (Simple Mail Transfer
Protocol), 34
software
restoring from backups,
231-232
versions, 8
Sort by Date command, 145
Sort by menu (iTunes), 61
Sort by Name command, 145
Sort Order button, 181
sounds
for Mail app, 160-161
Play Sound option (Find My
iPhone), 213-214
Sounds settings (Mail), 160-161
Storage Plan screen, 32
storage space, managing, 233
sync options
bookmarks, 201
calendars
on iOS devices, 190
on Mac computers, 195
on Windows PCs, 196-197
contacts
iCloud Contacts web app,
185-187
on iOS devices, 180
S/MIME (Secure/Multipurpose
Internet Mail Extensions), 35
saving Photo Stream photos, 95-98
Secure/Multipurpose Internet Mail
Extensions (S/MIME), 35
security, passcodes, 211
sending Photo Stream photos, 94
Sent Items tab (Outlook), 171
Sent Mailbox (Mail), 165
Sent menu (Mail), 168
sent message settings (Mail), 165
setting. See configuring
Setup is complete dialog box, 184
Shared folder, 118
shared libraries, 71
Shared Photo Streams switch, 92
sharing Photo Stream photos
in Aperture, 115-116
on iOS devices, 94, 98-100
in iPhoto, 106-111
on Windows PCs, 120-123
How can we make this index more useful? Email us at indexes@samspublishing.com
on Mac computers, 182-183
on Windows PCs, 183-184
document syncing
  enabling on iOS devices, 132
  enabling on Mac computers, 133
  with iCloud-aware apps, 134-141
  iWork website, 143-146
  manual document syncing, 142-151
overview, 129-131
iCloud email, 156
iOS devices, 27
  advanced syncing, 31
  configuration, 30-31, 202-204
  fetch syncing, 29
  manual syncing, 29
  push syncing, 28-29
Mac computers, 41, 204-205
notes, 202
reminders, 201
Windows PCs, 49, 205-207

Trash tools (Mail), 168
Turn Off iTunes Match option, 78
Turn On iTunes Match option, 75
TV shows purchased from iTunes Store
  downloading to iPad, 61-62
  downloading to iPhone or iPod touch, 57-60

U
Update iTunes Match option, 78, 83
Upload command, 144
Uploads folder, 119
Use Cellular Data setting, 81, 132-133
Use iCloud setting, 135

V
versions of software, 8
Vibration setting (Mail), 161
View in Lock Screen setting (Mail), 163
viewing
date/time of most recent backup, 233
Photo Stream photos
  in Aperture, 114
  on Apple TV, 126-127
  on iOS devices, 93
  in iPhoto, 105-106
  on Windows PCs, 118-120
VIPs, designating contacts as, 164

tasks, syncing, 201, 205-207
text size, changing in Mail, 160
TextEdit, 130
time of most recent backup, viewing, 233
time zone, setting, 19
Time Zone Support (calendars), 191-192
W-X-Y-Z

wallpaper, setting Photo Stream photos as, 94
web apps, 18-20
  Calendar, 198-200
  iCloud Contacts web app, 185-187
  iCloud Mail web app, 173-174
web browser compatibility, 16-17
websites
  appleid.apple.com, 14
  iCloud website
    compatible browsers, 16-17
    logging in to, 17
    web applications, 18-20
  My Apple ID website, 13
Windows PCs
  adding to iTunes Match, 83-84
  calendar syncing, 196-197
  compatibility with iCloud, 9
  configuring iCloud on, 47-51
  contact syncing, 183-184
  downloading iTunes Store purchases on, 70-71
  iCloud control panel, installing, 45
  iCloud email configuration, 169-172
  listening to iTunes Match music, 84-85
  logging in to iCloud account from, 46
  manual document syncing, 149-151

Photo Stream
  accepting shared photos, 123-124
  enabling, 117-118
  sharing photos, 120-123
  viewing photos, 118-120
  sync options, 205-207
wiping devices, 213

How can we make this index more useful? Email us at indexes@samspublishing.com
This page intentionally left blank
Sams Teach Yourself offers straightforward, practical answers for fast results.

These small books of 250 pages or less offer tips that point out shortcuts and solutions, cautions that help you avoid common pitfalls, and notes that explain additional concepts and provide additional information. By working through the 10-minute lessons, you learn everything you need to know quickly and easily!

When you only have time for the answers, Sams Teach Yourself books are your best solution.

Visit informit.com/samsteachyourself for a complete listing of the products available.

Sams Publishing is a Pearson brand and part of the family of bestselling technology publishers.
InformIT is a brand of Pearson and the online presence for the world’s leading technology publishers. It’s your source for reliable and qualified content and knowledge, providing access to the top brands, authors, and contributors from the tech community.

LearnIT at InformIT

Looking for a book, eBook, or training video on a new technology? Seeking timely and relevant information and tutorials? Looking for expert opinions, advice, and tips? InformIT has the solution.

- Learn about new releases and special promotions by subscribing to a wide variety of newsletters. Visit informit.com/newsletters.
- Access FREE podcasts from experts at informit.com/podcasts.
- Read the latest author articles and sample chapters at informit.com/articles.
- Get tips from expert blogs at informit.com/blogs.

Visit informit.com/learn to discover all the ways you can access the hottest technology content.

Are You Part of the IT Crowd?

Connect with Pearson authors and editors via RSS feeds, Facebook, Twitter, YouTube, and more! Visit informit.com/socialconnect.
Try Safari Books Online FREE for 15 days
Get online access to Thousands of Books and Videos

Feed your brain

See it, believe it
Watch hundreds of expert-led instructional videos on today’s hottest topics.

WAIT, THERE’S MORE!

Gain a competitive edge
Be first to learn about the newest technologies and subjects with Rough Cuts pre-published manuscripts and new technology overviews in Short Cuts.

Accelerate your project
Copy and paste code, create smart searches that let you know when new books about your favorite topics are available, and customize your library with favorites, highlights, tags, notes, mash-ups and more.

* Available to new subscribers only. Discount applies to the Safari Library and is valid for first 12 consecutive monthly billing cycles. Safari Library is not available in all countries.

FREE 15-DAY TRIAL + 15% OFF  informit.com/safaritrial
You love our titles and you love to share them with your colleagues and friends...why not earn some $$ doing it!

If you have a website, blog, or even a Facebook page, you can start earning money by putting InformIT links on your page.

Whenever a visitor clicks on these links and makes a purchase on informit.com, you earn commissions* on all sales!

Every sale you bring to our site will earn you a commission. All you have to do is post the links to the titles you want, as many as you want, and we’ll take care of the rest.

APPLY AND GET STARTED!

It’s quick and easy to apply.
To learn more go to:
http://www.informit.com/affiliates/

*Valid for all books, eBooks and video sales at www.informit.com