Brad Miser

Second Edition

Sams Teach Yourself





FREE SAMPLE CHAPTER



Brad Miser

Sams Teach Yourself

in **10 Minutes**

Second Edition

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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.

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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.

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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 stepby-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.

NOTE: No Find My PC

You might have noticed that I did not mention a Windows PC on the list of devices you can find via iCloud. This feature only supports Apple devices; Windows PCs are not supported. Therefore, you'll need to find some other way to accomplish these tasks for your Windows PCs. If you use a mobile Windows PC, perform a web search to preyproject.com options that may be useful for you (one example is at www.preyproject.com).

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.

Pad 주	6:58 AM	76	
Settings	iCloud		
Airplane Mode 🛛 O	FF) iCloud		
Wi-Fi Bra	No5 Account be	radmacosx@mac.com >	
Bluetooth	On		
Do Not Disturb	FF Mail	ON	
Notifications	Contacts	ON	
General	Calendars	ON	
Sounds	Reminders	ON	
Brightness & Wallpaper	Safari		
Picture Frame	Notes		
Privacy	Desumente * Dete	On >	
- S iCloud	Cind Mulbed		
Mail. Contacts. Calendars	Find My iPad Find My iPad allows you to locate this iPad on a map and n	Find My IPad	
Notes			
Reminders	Storage & Backup	>	
Messages	iCloud Backup is off.		
	Delete Account	Delete Account	

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 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).

Cancel	Lost Mode		
Lock your iPhone by entering a passcode			
1	2 ABC	3 DEF	
4 GHI	5 JKL	6 MNO	
7 PORS	8 TUV	9 _{WXYZ}	
	0	-	

FIGURE 13.3 Ideally, you would have already created a passcode on your device, but if you haven't, you can do so when you put the device into Lost mode.

- **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.





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**.



FIGURE 13.5 Hopefully, someone will return my iPhone!

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.
- 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.

Cancel	Erase iPad	Done
Ent	er your Apple ID passw	vord.
b	radmacosx@mac.com	n
	••	
	Forgot your password?	

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.



FIGURE 13.7 A Mac has been found!

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

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