My iPhone®

SEVENTH EDITION

COVERS
iPhone 4/4S, 5, 5C, and 5S running iOS 7

que

Brad Miser

FREE SAMPLE CHAPTER

SHARE WITH OTHERS

My iPhone

SEVENTH EDITION

Brad Miser

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800 East 96th Street,
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My iPhone®, Seventh Edition

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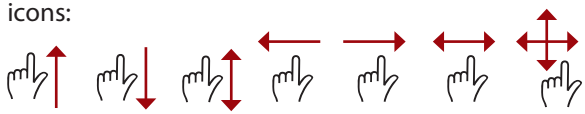
Using This Book

This book has been designed to help you transform an iPhone into *your* iPhone by helping you learn to use it easily and quickly. As you can tell, the book relies heavily on pictures to show you how an iPhone works. It is also task-focused so that you can quickly learn the specific steps to follow to do all the cool things you can do with your iPhone.

Using an iPhone involves lots of touching its screen with your fingers. When you need to tap part of the screen, such as a button or keyboard, you see a callout with the step number pointing to where you need to tap. When you need to swipe your finger along the screen, such as to browse lists, you see the following icons:

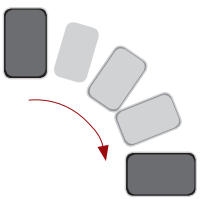


The directions in which you should slide your finger on the screen are indicated with arrows. When the arrow points both ways, you can move your finger in either direction. When the arrows point in all four directions, you can move your finger in any direction on the screen.

To zoom in or zoom out on screens, you unpinch or pinch, respectively, your fingers on the screen. These motions are indicated by the following icons:

When you need to tap once or twice, such as to zoom out or in, you see the following icons matching the number of times you need to tap:

When you should rotate your iPhone, you see this icon:



Occasionally, you shake the iPhone to activate a control. When you do, you see this icon:

About the Author

Brad Miser has written extensively about technology, with his favorite topics being the amazing "i" devices, especially the iPhone and iPod touch, that make it possible to take our lives with us while we are on the move. In addition to *My iPhone*, 7th Edition, Brad has written many other books, including *My iPod touch*, 4th Edition; *iTunes and iCloud for iPhone, iPad, & iPod touch Absolute Beginner's Guide*; and *Sams Teach Yourself iCloud in 10 Minutes*, 2nd Edition. He has also been an author, development editor, or technical editor for 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.

In addition to his passion for silicon-based technology, Brad is active in building and flying radio-controlled aircraft.

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

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 that the rest of us can be free.

Acknowledgments

To the following people on the *My iPhone* project team, my sincere appreciation for your hard work on this book:

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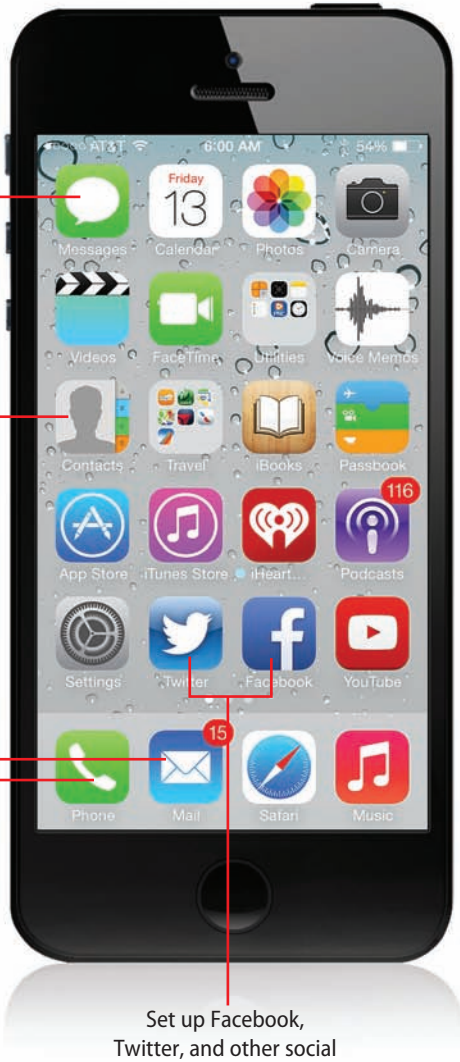

Use iCloud and other accounts to connect your iPhone to the Internet
Set up Facebook, Twitter, and other social networking accounts so you can share information, photos, and more

In this chapter, you learn how to connect your iPhone to various types of accounts, such as iCloud, Exchange, and Google. You also learn how to manage your accounts. The topics include the following:

- Configuring iCloud
- Setting up other types of accounts on your iPhone
- Determining how and when your accounts are updated
- Managing your accounts

3

Setting Up iCloud and Other Online Accounts

No iPhone is an island. Connecting your iPhone to the Internet enables you to share and sync a wide variety of content. Using iCloud, you can put your email, contacts, calendars, and more on the Internet so that multiple devices—most importantly your iPhone—can connect to and use that information. (There's a lot more you can do with iCloud, too, as you learn throughout this book.) There are lots of other accounts you might also want to use, such as Exchange and Google for email, calendars, and contacts as well as Twitter and Facebook for accessing social networks.

You need to configure each of these accounts on your iPhone to be able to use them; you'll see a section for a number of accounts you might want to use. Of course, you only need to refer to the section related to the accounts you actually use. You should also understand how you can determine how and when your information is updated along with tasks you might find valuable as you manage the various accounts on your iPhone.

Configuring iCloud Settings

iCloud is a service provided by Apple that provides with you with your own storage space on the Internet. In general, such Internet storage space is known as the cloud, so Apple's version of this space is called iCloud. You can store your information in your storage space on the cloud, and because it is on the Internet, all your devices are able to access that information at the same time. This means you can easily share your information on your iPhone, a computer, an iPad, and so on, so that the same information and content is available to you no matter which device you are using at any one time.

Although your iPhone can work with many types of online/Internet accounts, iCloud is integrated into the iPhone like no other type of account (not surprising because iCloud is also Apple technology). An iCloud account is really useful in a number of ways. For example, iCloud can be used for the following:

- **Email**—An iCloud account includes an @icloud.com email address. You can configure any device to use your iCloud email account, including an iPhone, an iPad, an iPod, a computer, and so on.
- **Contacts**—You can store contact information in iCloud so that you can access it from lots of different devices.
- **Calendars**—Putting your calendars in iCloud makes it much easier to manage your time.
- **Reminders**—Through iCloud, you can be reminded of things you need to do or anything else you want to make sure you don't forget. Like the other features, you can have the same reminders on any device you've connected to your iCloud account.
- **Safari**—iCloud can store your bookmarks, letting you easily access the same websites from all your devices.
- **Notes**—With the Notes app, you can create text notes for many purposes; iCloud enables you to access these notes on any iCloud-enabled device.
- **Passbook**—The Passbook app stores coupons, tickets, boarding passes, and other documents so you can access them quickly and easily. With iCloud, you can ensure that these documents are available on any iCloud-enabled device.

- **Photos**—iCloud's Photo Stream functionality may be one of its best features. Using Photo Stream, the photos you take on your iPhone, iPad, or iPod touch are immediately uploaded to the cloud and then downloaded to other devices. Configuring a computer to use Photo Stream is especially useful because this automatically provides a backup of your photos. Be aware that the photos stay in the cloud for only 30 days. And you can store up to 1,000 photos at a time; when you reach 1,000, the oldest photos are removed to make room for new photos. For more permanent storage, you should use Photo Stream to automatically download them to a computer or other external storage.

- **Documents**—iCloud enables you to access any of your documents on iOS devices, Macs, and Windows PCs. These documents can be of a number of types, including Pages, Word, PDF, Excel, Numbers, Keynote, and PowerPoint.

You can also use iCloud to help locate and protect your iPhone through the Find My iPhone feature. In addition to locating your iPhone, you can lock it or even remotely wipe its memory if you've lost control of it.

Another useful function of iCloud is the ability to back up your iPhone so you can restore its information if something bad happens.

You'll learn about these features throughout this book (such as Photo Stream, which is covered in Chapter 15, "Working with Photos and Video You Take with Your iPhone"). The tasks in this chapter show you how to set up and configure the iCloud features you'll likely want to use.

Obtaining an iCloud Account

Of course, to use iCloud on your iPhone, you need to have an iCloud account. The good news is that you probably already have one. The other good news is that even if you don't, obtaining one is simple and free.

If you have any of the following accounts, you already have an iCloud account and are ready to start using iCloud and can skip ahead to the next section:

- **iTunes Store**—If you've ever shopped at the iTunes Store, you created an account with an Apple ID and password. You can use that Apple ID and password to access iCloud.

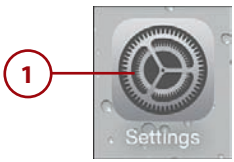
- **Apple Online Store**—As with the iTunes Store, if you made purchases from Apple's online store, you created an account with an Apple ID and password that also enables you to use iCloud.

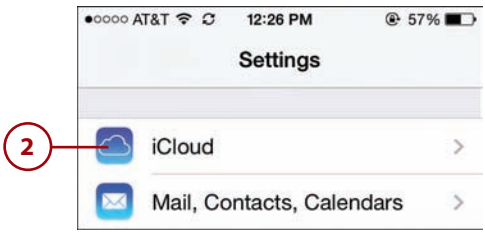
- **MobileMe/.Mac**—If you used these previous iterations of Apple's online services, you can use the same login information to access your iCloud account.
- **Find My iPhone**—If you obtained a free Find My iPhone account, you can log in to iCloud using that Apple ID.

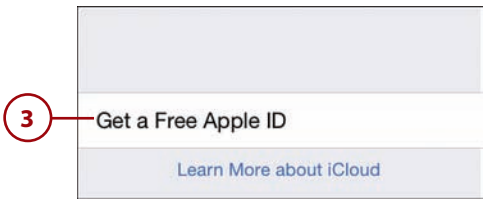
During the initial iPhone startup process, you were prompted to sign into or create an iCloud account. If you created one at that time, you are good to go and can move to the next section.

If you don't have an iCloud account, you can use your iPhone to create one by performing the following steps:

1. On the Home screen, tap Settings.
2. Swipe up the screen and tap iCloud.
3. Tap Get a Free Apple ID.







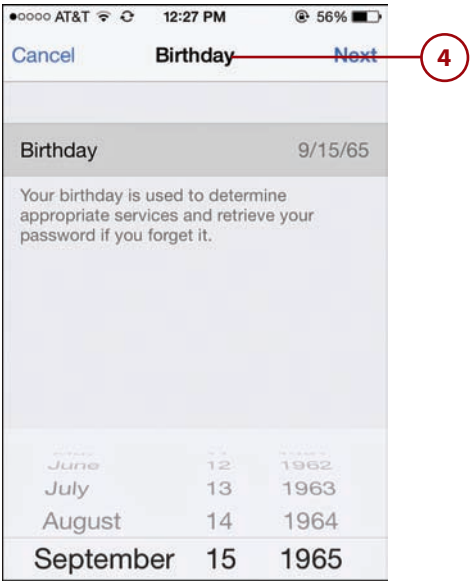
4. Provide the information required on the following screens; tap Next to move to the next screen after you've entered the required information. You start by entering your birthdate.

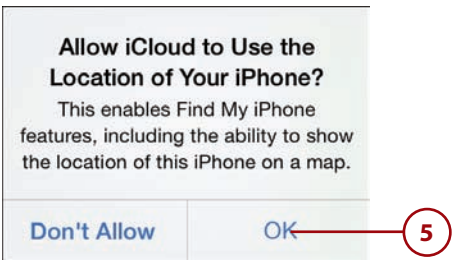
   During the process, you'll be prompted to use an existing email address or to create a free iCloud email account. You can choose either option. The email address you use will become your iCloud username. If you create a new email account, you can use that account from any email app on any device, just like other email accounts you have.

   You'll also create a password, enter a rescue email address (optional), set up security questions, and agree to license terms. When your account has been created, you're prompted to enter your password.

   When you've provided all of the required information, you're prompted to allow iCloud to track the location of your iPhone.

5. Tap OK to activate Find My iPhone. You are ready to complete the configuration of your iCloud account, which is covered in the next section.





Multiple iCloud Accounts

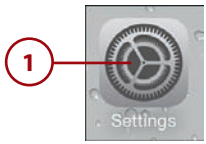
You can have more than one iCloud account. However, you can have only one iCloud account active on your iPhone at the same time.

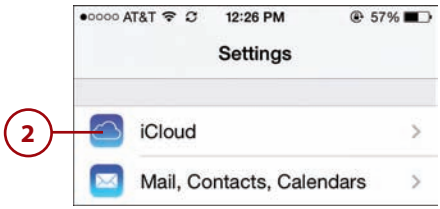
Setting Up and Logging In to Your iCloud Account

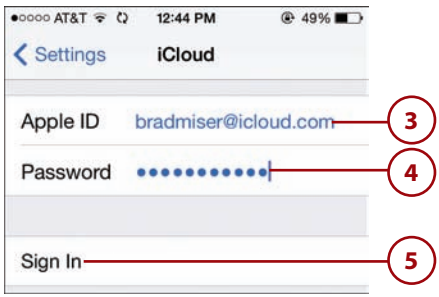
To be able to use an iCloud account on your iPhone, you need to first sign into your account and then enable the services you want to use and disable those that you don't want to use. After iCloud is set up on your iPhone, you rarely need to change your account settings. If you restore your iPhone at some point, you might need to revisit these steps to ensure iCloud remains set up as you want it.

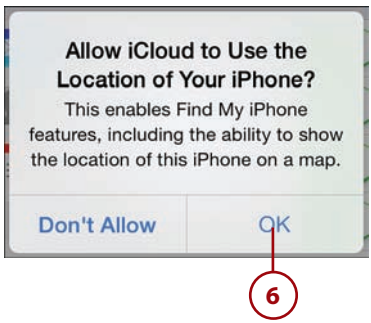
To get started, sign into your iCloud account—if you created your iCloud account on your iPhone, you don't need to perform these steps and can skip to the next task.

1. On the Home screen, tap Settings.
2. Tap iCloud.
3. Enter your Apple ID. If you see an account field instead of the Apple ID field, an iCloud account is already enabled on the iPhone. If it is your account, skip to the next section. If it isn't your account, swipe up the screen and tap Delete Account; tap Delete and continue with these steps.
4. Enter your Apple ID password.
5. Tap Sign In. You are logged in to your iCloud account.
6. At the prompt, tap either OK to allow iCloud to access your iPhone's location or Don't Allow if you don't want this to happen. You need to allow this for Find My iPhone, which enables you to locate your phone, to work. You're ready to configure the rest of iCloud's services.







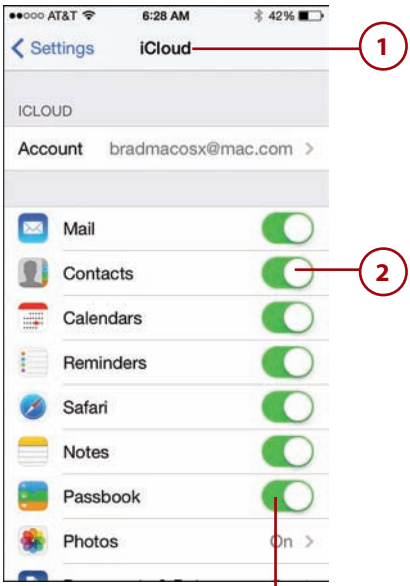


Enabling iCloud to Keep Your Information in Sync

One of the best things about iCloud is that it helps you have the same email, contacts, calendars, reminders, bookmarks, notes, and passbook data on all your iCloud-enabled devices. You can choose to use iCloud syncing for any or all of these types of information by performing the following steps:

1. Move to the iCloud screen by tapping Settings, iCloud. Just below the account currently signed in are the iCloud data-syncing options. Each of these has a two-position switch. When green shows on a switch, it means that switch is turned on and the related data is synced to your iCloud account. For example, if Contacts shows green, your contact information is being stored on the cloud so you can have the same contacts and all your iCloud-enabled devices. By default, all these switches are in the on position.
2. If you don't want a specific type of data to be synced, tap its switch so that it moves to the left and is no longer green. The related data-syncing is disabled on your iPhone. When you disable syncing, you might be prompted as to whether to keep the information on your iPhone or delete it.

   If you choose Keep on My iPhone, the information remains on your iPhone but is no longer connected to the cloud; this means any changes you make will exist only on the iPhone. If you choose Delete from My iPhone, the information is erased (it is still available on the cloud, however).



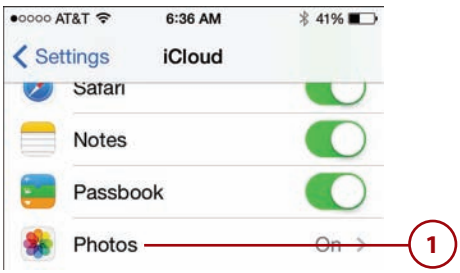
Syncing Your Keychain

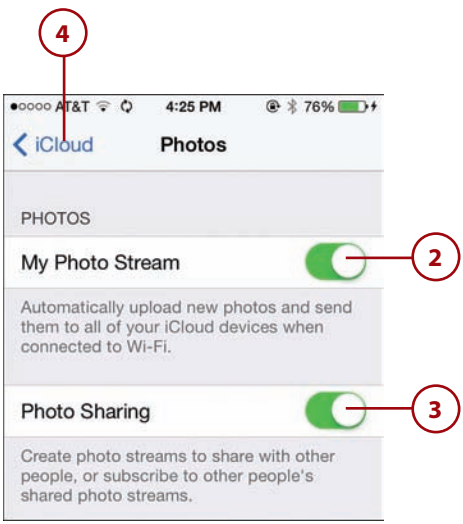
Apple was expected to add the ability to use iCloud to sync your keychain information, which is where passwords and other sensitive information is stored, shortly after this book was published. When this feature is added, you'll see a Keychain switch on the iCloud screen. A detailed explanation of how this feature works will be posted on this book's page at quepublishing.com as soon as it is available. Be sure to visit the site and register your book so you can access this and other additional information.

Configuring Photo Stream

Photo Stream is a really nice feature because it enables you to store your photos in your personal Internet storage space so they can be automatically available or downloaded to other devices. You can also share photos with others and access photos being shared with you. To configure Photo Stream, do the following:

1. On the iCloud Settings screen, tap Photos.
2. Ensure that the My Photo Stream switch is on (green). Any photos you take with the iPhone's camera are copied onto iCloud, and from there they are copied to your other devices on which the Photo Stream is enabled.
3. To be able to share your Photo Stream and to subscribe to other people's Photo Streams, set the Photo Sharing switch to on (green).
4. Tap iCloud.

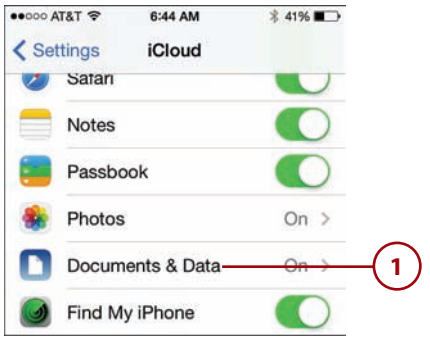


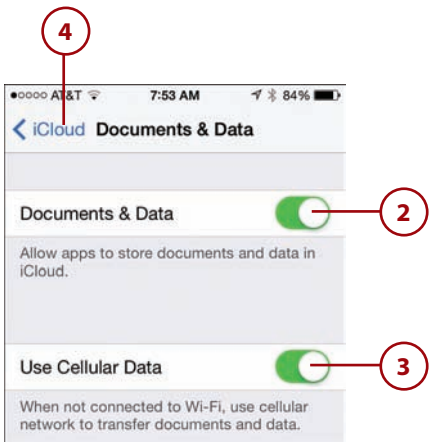


Configuring Documents and Data

You can store documents and other data in your iCloud storage space, which is useful for many things. For example, you can store a Pages document in the cloud and seamlessly work on the same document on your iPhone, an iPad, and a computer. To configure this function, do the following:

1. On the iCloud screen, tap Documents & Data.
2. Ensure the Documents & Data switch is in the on position (green) so that your documents and data are stored in the cloud.
3. If your cellular data plan has a limit on how much data you can use per month, you might want to set the Use Cellular Data to off (white). This prevents documents and data from being synced through your cellular network, which can use up a significant amount of your monthly data plan. If you have unlimited data or you don't use that many documents, leave this on (green).
4. Tap iCloud.

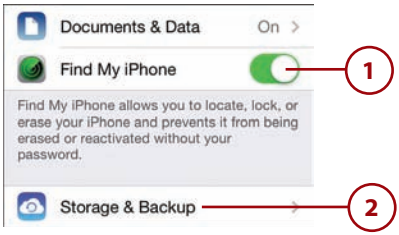


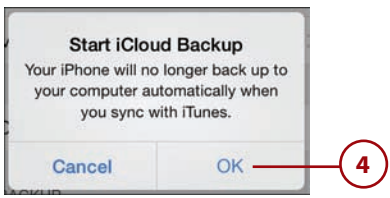


Enabling Find My iPhone and Choosing Where to Back Up

Find My iPhone enables you to locate and secure your iPhone if needed. And you can choose where you want to back up the information stored on your iPhone. To set up these areas, do the following:

1. If you didn't enable Find My iPhone when you logged in to your iCloud account, set the Find My iPhone switch to on (green); you'll need to touch the Touch ID button on an iPhone 5S or type your Apple ID password on other iPhone models to be able to activate this feature.
2. Tap Storage & Backup.
3. To have your iPhone's settings and other information backed up to your iCloud account, slide the switch next to iCloud Backup to on (green).
4. Tap OK. Be aware that when you use iCloud to back up your information, it is not backed up to your computer automatically (however, you can use iTunes to back it up on your computer manually).
5. Tap iCloud. Your iCloud account configuration is complete.





>>>Go Further

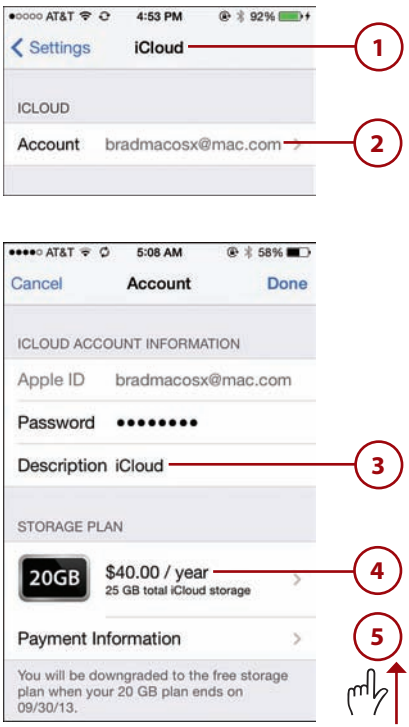
MORE ON ICLOUD BACK UP

In most cases, you'll want to back up your iPhone to your iCloud account. This is convenient because your content is backed up automatically whenever your iPhone can connect to the Internet via a Wi-Fi network (which is much of the time). The downside of this is that your iCloud account has limited space available (5GB by default), and if you use your iCloud to store lots of documents and other information, you can quickly reach this limit. You can buy more disk space by tapping Buy More Storage (this is labeled Change Storage Plan if you have already upgraded) and choosing to upgrade 20GB (25 total) or 50GB (55total). Fortunately, music and other content you obtain from the iTunes Store doesn't count against this limit, nor does your iTunes Match or Photo Stream content. You can start the backup process manually by moving to the Storage & Backup screen and tapping Back Up Now. The backup process starts and its status appears at the bottom of the screen.

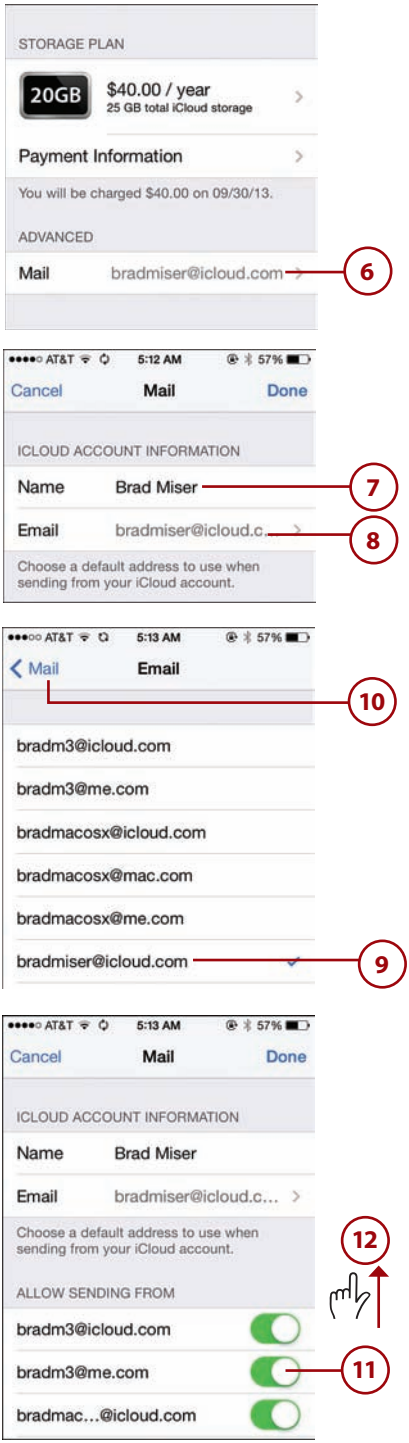
Advanced Configuration of Your iCloud Account

Most of the time, you can use your iCloud account just fine if you only configure it as described in the previous section. However, there are a number of other configuration options that you might want to use at some point, and those are explained in this task.

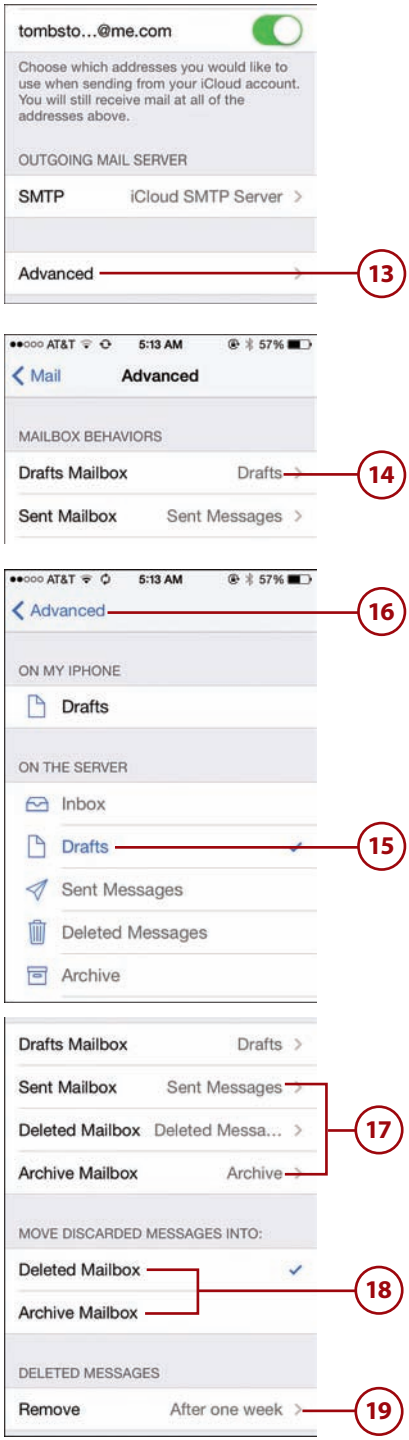
1. Move to the iCloud Settings screen.
2. Tap your account.
3. If desired, change the description of the account to make it more distinctive in lists of accounts on your phone, such as in the Mail app.
4. Use the controls in the STORAGE PLAN section to increase the amount of storage your account has (or decrease it, if you have previously increased it).
5. Swipe up the screen.



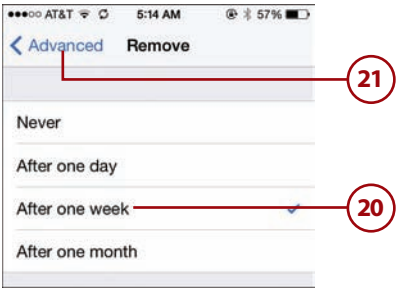
6. Tap the account shown next to Mail.
7. If you want to change the name shown in the From field on messages you send, tap your name and edit it.
8. Tap Email.
9. Tap the email address that you want to be the default when you use your iCloud email. The addresses you see depend on how your account is configured. For example, if you have created email aliases (see the Go Further section at the end of these steps), you can choose an alias as your default email address.
10. Tap Mail.
11. On the ALLOW SENDING FROM list, set the switch to on (green) for any addresses that you want to allow sending email from, or turn it off if you want to prevent email from being sent from that address.
12. Swipe up the screen. You see the OUTGOING MAIL SERVER section. Here, you see and can configure information about the Simple Mail Transfer Protocol (SMTP) server your account uses to send email. In almost all cases, you leave this configured as it is by default (see the Go Further sidebar at the end of these steps for more information on SMTP).

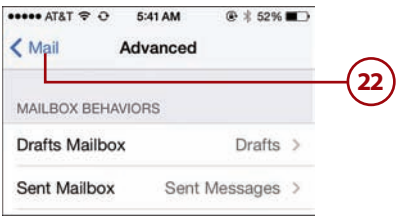


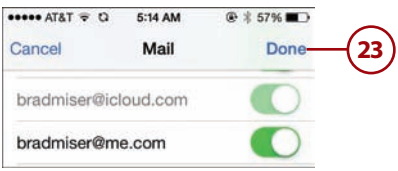
13. Tap Advanced. On this screen, you can configure where various types of email messages are stored.
14. Tap Drafts Mailbox.
15. To have drafts of your emails stored on the iPhone, tap Drafts in the ON MY IPHONE section, or to have them stored on the server, tap Inbox or one of the other folders in the ON THE SERVER section. The advantage of storing drafts on the server is that you can work on them from any locations that can access your account, such as an email app on a computer. If you save them on your iPhone, you can work on them only using the iPhone.
16. Tap Advanced.
17. Using the same process as in steps 15 and 16, set the location where you want send, deleted, and archived messages sent. Like drafts, you can have them stored on your iPhone or on the iCloud server.
18. Tap Deleted Mailbox if you want messages to move into that folder when you delete them or Archive mailbox if you prefer to have them moved there instead. The difference between these folders is that messages stay in the Archive folder whereas they are removed from the Deleted mailbox periodically.
19. Tap Remove.

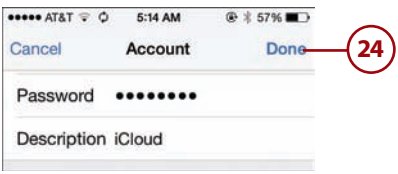


20. Choose when you want deleted email to be removed from the server. The longer the timeframe, the more storage space on the server is used for deleted messages, but the longer you can recover those messages. If you choose to archive your messages, this doesn't really matter because you can always move back to your archive folder to retrieve deleted messages.
21. Tap Advanced.
22. Tap Mail.
23. Tap Done on the Mail screen.
24. Tap Done on the Account screen.









>>>Go Further

TWEAKING YOUR ICLOUD ACCOUNT

Here are some other things you might want to know about your iCloud account settings:

- The SMTP server is the one that sends email. In most cases, you just use the SMTP server configured for you automatically when you set up your iCloud account. However, if you have problems sending email, you might need to adjust the server's configuration—or you can even add another SMTP server, such as one available with one of your other accounts, so you can use that server when the iCloud SMTP is not available. To configure the SMTP servers, tap SMTP on the Mail screen. The Primary Server section displays the main SMTP server that is

used to send messages. You should leave the primary server set to what it is. In the OTHER SMTP SERVERS section is the list of SMTP servers from the other email accounts on your iPhone (that use SMTP to send email). You can enable or disable these servers. To add a new SMTP server, tap Add Server and then enter the information for the server you want to add.

- One of the great features of iCloud is using email aliases. You can create alias addresses for specific purposes, such as avoiding spam or just to use an email address you prefer. Email sent to one of your aliases comes into your normal inbox, yet when you send email from an alias, it appears to be from that other address, even though all your aliases still relate to the same account. You can create email aliases for your iCloud account using the iCloud website. For more information on using your iCloud website and creating aliases, see my book *Sams Teach Yourself iCloud in 10 Minutes,* 2nd Edition.
- Secure/Multipurpose Internet Mail Extensions (S/MIME), which are at the bottom of the Advanced screen when you are configuring iCloud Mail, are a means to encrypt emails so that a key is required to be able to decrypt the information contained in them. To use S/MIME, you must install a certificate on your iPhone for any account that uses these extensions. Accounts that are generally available, such as iCloud, Gmail, and so on, are very unlikely to support these extensions. If you do have access to an account that supports S/MIME, you'll need the certificate, key, and configuration information from the account provider to be able to configure it on your iPhone.

>>>Go Further

ICLOUD IS EVERYWHERE

One of the great things about iCloud is that you can use it to sync content to many devices, including other iOS devices (iPod touches and iPads), Macs, and Windows PCs. Setting up iCloud on other iOS devices is just like setting it up on an iPhone (because they all run the same operating system). To set up iCloud on a Mac, open the iCloud pane of the System Preferences app, and then enter your iCloud account info; after you are logged in, you can set the type of information you want to sync between your Mac and the cloud. To set up iCloud on a Windows PC, you need to download and install the iCloud control panel, use it to log in to your account, and then configure the information you want to sync. For more information on using iCloud on iOS and other devices, see my book *Sams Teach Yourself iCloud in 10 Minutes*, 2nd Edition.

Setting Up Other Types of Accounts on Your iPhone

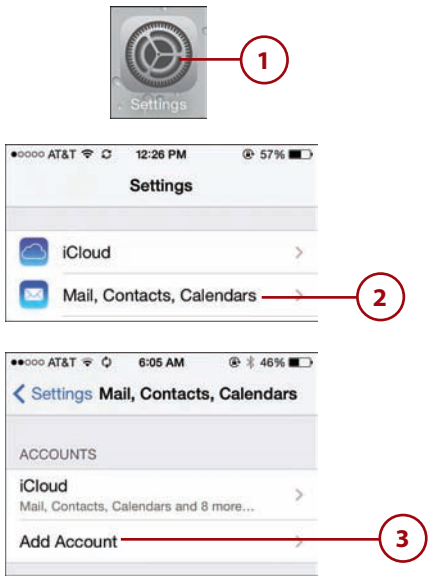
Many types of online accounts provide different services, including email, calendars, contacts, social networking, and so on. To use these accounts, you need to configure them on your iPhone. The process you use for most types of accounts is similar to the steps you used to set up your iCloud account. In this section, you'll learn how to configure Exchange, Google, Twitter, and Facebook accounts.

Configuring an Exchange Account

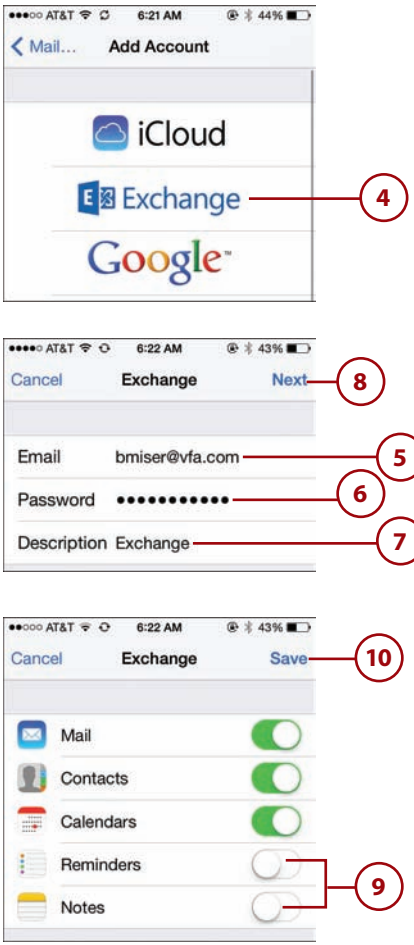
Microsoft Exchange is the most widely used system for corporate email. Your iPhone is compatible with Exchange, which is good news indeed. (You can even configure multiple Exchange accounts on your iPhone if you can't get by with just one.) You can sync Exchange email, contact, calendar, reminder, and notes information on your iPhone; this works similarly to synchronizing with your iPhone using an iCloud account.

Before you can use Exchange on your iPhone, the Exchange server for your account must be configured to support iOS devices. Almost all are these days, but if the following steps don't work, you'll need to contact the department that supports the Exchange system you use to verify that iOS devices are supported. If they are supported but the following steps don't work for you, ask for help from that department to get the account set up on your iPhone.

1. On the Home screen, tap Settings.
2. Tap Mail, Contacts, Calendars.
3. Tap Add Account.



4. Tap Exchange.
5. Enter your email address.
6. Enter your password.
7. Change the description of the account if you want to use something more specific than Exchange.
8. Tap Next. The information you've entered is verified. If it can't be, you see a dialog box saying so and you'll need to correct it. If it is, you see the types of information that you can sync via Exchange.
9. Slide the switch to off (white) for any of the information you don't want to be moved onto the iPhone. (If a switch is green, that type of information will be synced onto your iPhone.)
10. Tap Save. The account configuration is saved, and you move back to the Mail, Contacts, Calendars screen where your Exchange account is displayed. Under the account description is the information that is synced with the account, such as Mail, Contacts, Calendars.



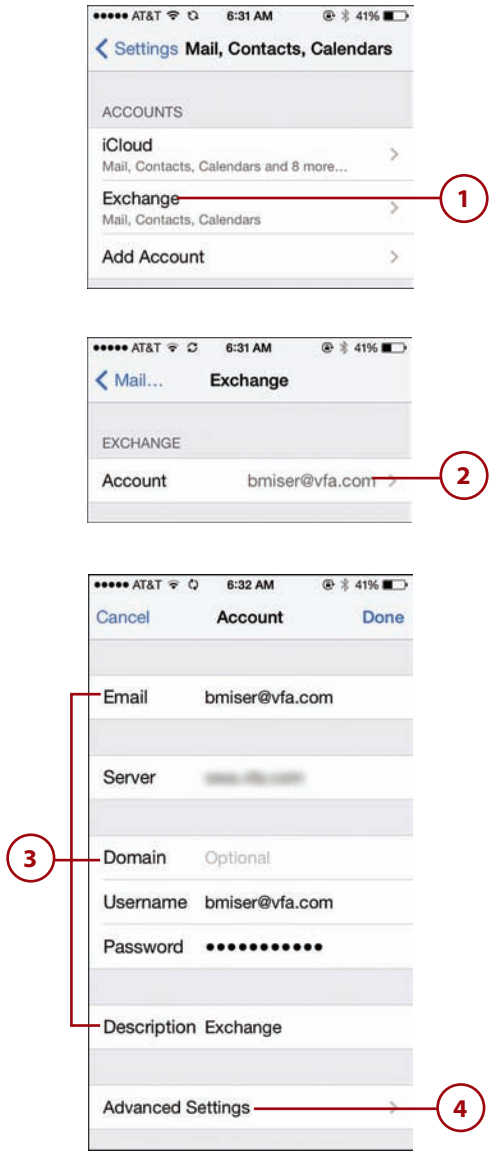
Annoying Warnings

Sometimes, you might need to change your account's password if it gets reset. Because your iPhone won't be able to connect your account with the current password, you will see messages telling you the iPhone can't access your account. These can be quite annoying as you have to keep clearing them and they keep reappearing immediately. They might even get your Exchange account locked if the iPhone tries and fails to connect a certain number of times. If this happens, you can disable the account by turning off all the data options so your phone won't try to connect to the account. After you get a new password, update it on the account screen and then turn on the data options again. Or, use the technique my great acquisitions editor employs; when she encounters a password issue, she puts the iPhone in Airplane mode so it won't present annoying warnings while she updates the password.

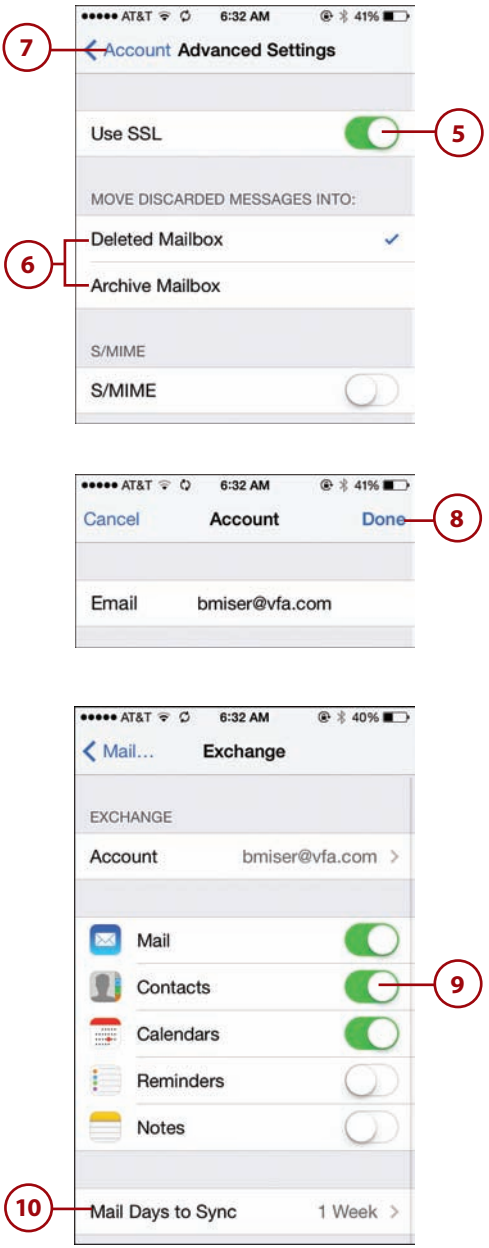
Performing Advanced Configuration of an Exchange Account

Like other types of accounts, you can do some additional, but optional, configuration:

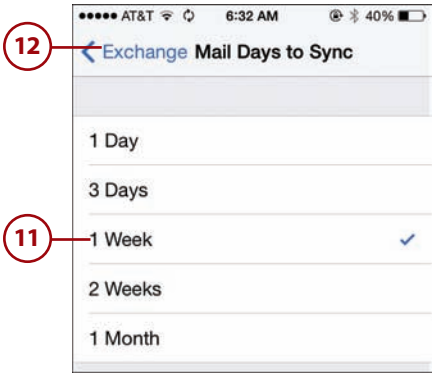
1. On the Mail, Contacts, Calendars screen, tap the Exchange account you want to configure.
2. Tap the account.
3. Use the Email, Server, Domain, Username, Password, and Description fields to make any changes needed. If the account is configured properly, you shouldn't need to change any of these. But, if you have problems with the account, you can update or verify the settings on this screen. The one field you might need to use regularly is the Password field. If your organization requires your password to be reset periodically, you'll need to enter the updated password in the Password field to be able to access your account. (See the sidebar "Annoying Warnings," on the previous page, for some tips related to this.)
4. Tap Advanced Settings.

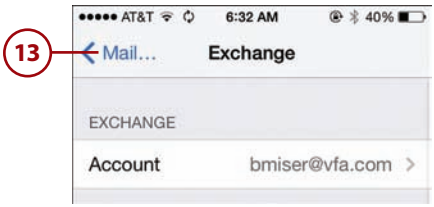


5. If necessary, you can change the status of the Secure Sockets Layer (SSL) setting. SSL is a means of encrypting data; most organizations use it, so this should be on (green).
6. Tap Deleted Mailbox to store messages you delete there or Archive Mailbox if you want to retain deleted messages. (See the sidebar "Tweaking Your iCloud Account" in the previous section for information about S/MIME.)
7. Tap Account.
8. Tap Done.
9. Tap the switch for the types of data to enable (green) or disable (white) syncing for that type.
10. Tap Mail Days to Sync.



11. Tap the amount of time over which Exchange information should be synced. For example, to have one week of Exchange information on your iPhone, tap 1 Week.
12. Tap the return button, which is labeled with your email account's description.
13. Tap Mail. You start receiving information from your Exchange account according to your settings.

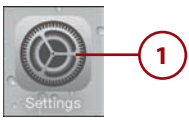


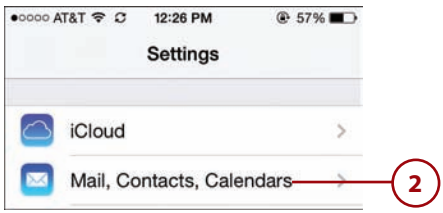


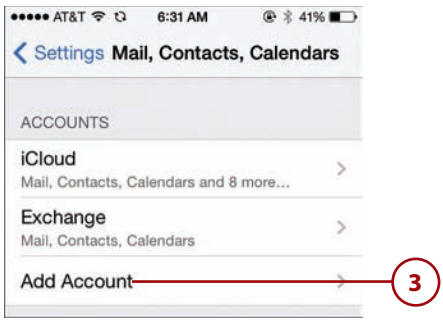
Configuring a Google Account

A Google account provides email, contacts, calendar, and note syncing that is similar to iCloud and Exchange. To set up a Google account on your iPhone, do the following:

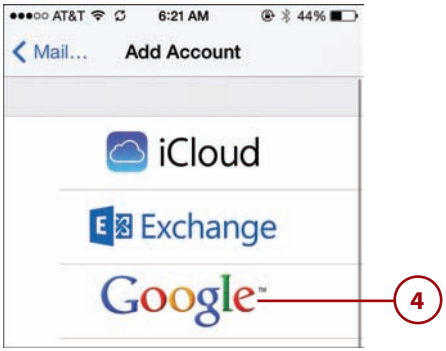
1. On the Home screen, tap Settings.
2. Tap Mail, Contacts, Calendars.
3. Tap Add Account.

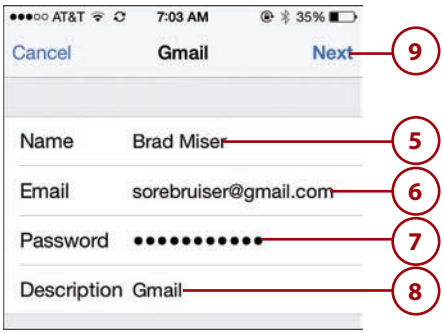


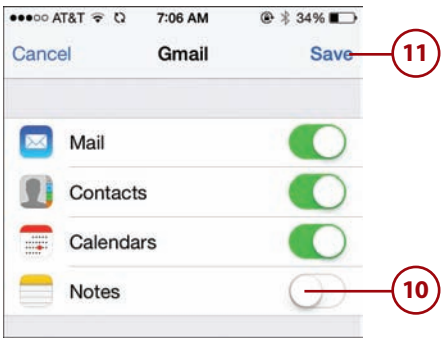




4. Tap Google.
5. Enter your name.
6. Enter your Google email address.
7. Enter your Google account password.
8. Change the default description, if you want to. This description appears on various lists of accounts, so you should use something easily recognizable.
9. Tap Next. If your account information is verified, you briefly see check marks next to each item and move to the account options screen. If there is a problem with the information you entered, you need to correct it before your account can be verified.
10. Enable the features of the account you want to access on the iPhone, which are Mail, Contacts, Calendars, and Notes. Do this by setting the switch for the feature to on (green) to add it to your iPhone or to off (white) if you do not want to include it on your iPhone.
11. Tap Save. The account is saved, and the data you enabled becomes available on your iPhone.







Advanced Google

Similar to iCloud and Exchange, a Google account has some settings you aren't likely to use, but it's good to know how to get to them in case you do. To access these settings, move to the Mail, Contacts, Calendars screen and tap your Google account. On the Gmail screen, you can change the types of data you are syncing. Tap Account, and then tap Advanced to move to those settings. Working with these is similar to iCloud and Exchange. For example, you can determine where messages are stored.

Configuring Other Types of Online Accounts

You can access many types of online accounts on your iPhone. These include accounts that are "built in," which include iCloud, Exchange, Google, Yahoo!, AOL, and Outlook.com. Setting up a Yahoo!, AOL, or Outlook.com account is similar to iCloud, Exchange, and Google. Just select the account type you want to use and provide the information for which you are prompted.

There are lots of other accounts you might want to use. An Email account included with an Internet access account, such as one from a cable Internet provider, is one example. Support for these accounts isn't built in to the iOS; however, you can usually set up such accounts on your iPhone fairly easily.

There are two basic ways to set up other types of accounts.

- Using iTunes Sync
- Manually

If you already have an account set up on your computer, you can use iTunes syncing to configure the account on your iPhone. This is the easiest and best method because you don't have to enter the account's information manually. Just include the account in the sync settings and sync the iPhone. The account becomes available for you to use. See Chapter 5, "Working with iTunes on Your Computer," for information on syncing your iPhone with iTunes.

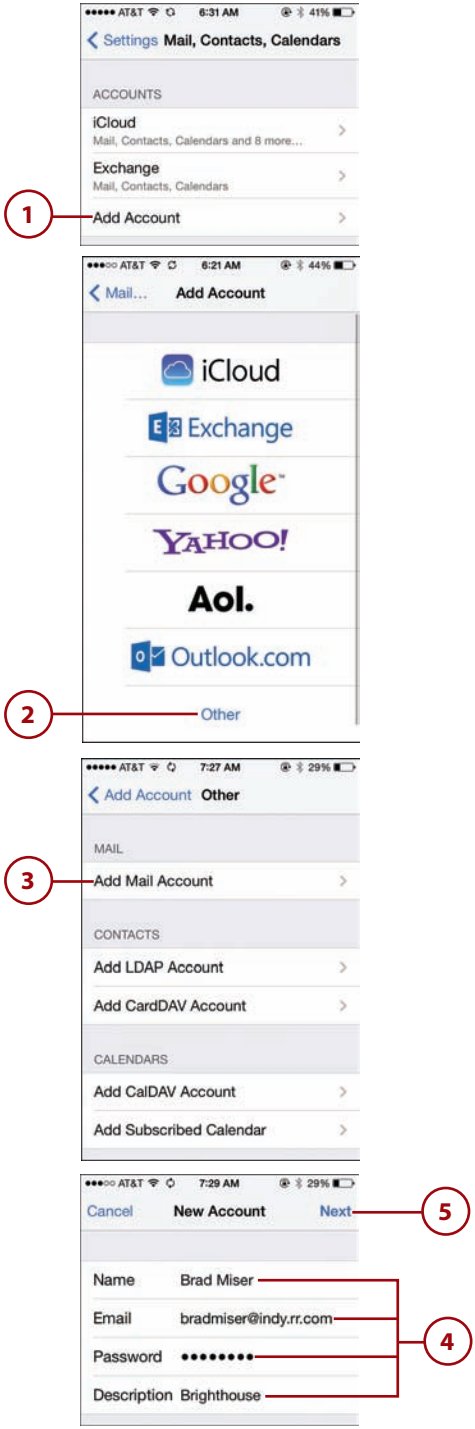
If you don't already have the account configured on a computer or you don't want to use iTunes to sync it onto your iPhone, you can manually configure it with just a bit more work.

When you obtain an account, such as email accounts that are part of your Internet service, you should receive all the information you need to configure those accounts in an application on a computer, which is the same information you need to configure those accounts on your iPhone. If you don't have this information, visit the provider's website and look for information on configuring the account in an email application. You need to have this information to configure the account on the iPhone.

Setting Up an Account Manually

With the configuration information for the account in hand, you're ready to set it up:

1. Move to the Mail, Contacts, Calendars screen and tap Add Account.
2. Tap Other.
3. Tap the type of account you want to add. For example, to set up an email account, tap Add Mail Account.
4. Enter the information by filling in the fields you see. You will see different types of information for various kinds of accounts; you just need to enter the information you received from the account's provider.
5. Tap Next. If the iPhone can set up the account automatically, its information is verified and it is ready for you to use (if the account supports multiple types of information, you can enable or disable the types with which you want to work on your iPhone). If the iPhone can't set up the account automatically, you're prompted to enter additional information to complete the account configuration. When you're done, the account appears on the list of email accounts and is ready for you to use.



Multiple Accounts

There is no limit (that I have found so far) on the number of online accounts (even of the same type, such as Gmail) that you can access on your iPhone.

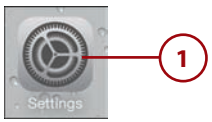
Configuring a Twitter Account

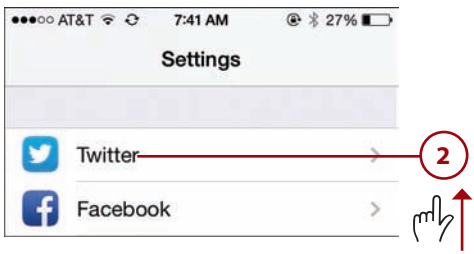
Twitter has become a popular way to communicate with others. Fortunately, your iPhone has Twitter integrated into its software, so you can tweet as a separate activity and can also tweet from within other applications, such as to share a webpage you are browsing with Safari. You can even tweet a great photo you just took with your iPhone.

To start tweeting, you need to install the Twitter application (if necessary—it might be installed by default). Then you must create an account if you don't have one or configure your existing Twitter account. After your Twitter account is configured, you can access it through the Twitter app or from many other apps.

To set up your Twitter account on your iPhone, perform the following steps:

1. Move to the Home screen and tap Settings.
2. Swipe up the screen and tap Twitter. If you see INSTALLED at the top of the screen, the Twitter app is installed on your iPhone and you can get right into your account. If not, tap INSTALL to install the app (downloading and installing apps is covered in Chapter 6, "Downloading Apps, Music, Movies, TV Shows, and More onto Your iPhone"); when the app is done installing, continue with these steps.

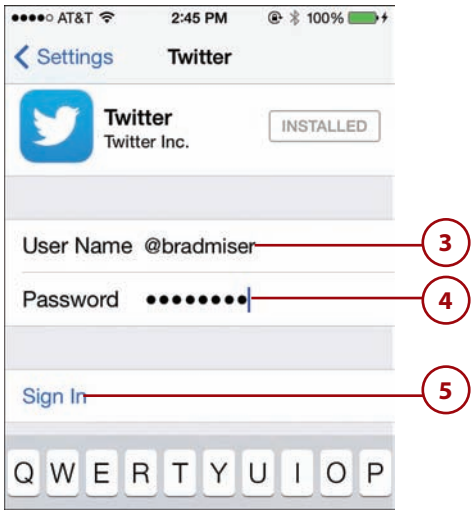


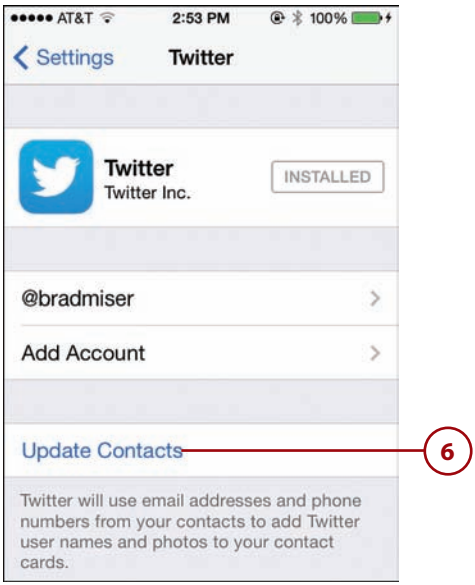


No Twitter Account?

If don't have a Twitter account, tap Create New Account and follow the onscreen instructions to create one. When you are done creating the new account, you're signed into it automatically, or you can follow the rest of these steps to sign into your account.

3. Type your Twitter username (everything after the @).
4. Type your Twitter password.
5. Tap Sign In. Your account information is verified and you sign into your account.
6. Tap Update Contacts. Twitter tries to match email addresses for your contacts with Twitter accounts. When it finds matches, it adds Twitter usernames to those contacts. When that process is complete, you are ready to access your Twitter account in the Twitter app and in many others on your iPhone.





Configuring a Facebook Account

Like Twitter, Facebook is one of the most popular social media channels you can use to keep informed about other people and inform them about you. Also like Twitter, Facebook is integrated into the iOS so you can share photos, messages, and such via your Facebook page, along with using the Facebook app.

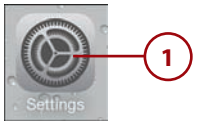
To configure Facebook, perform the following steps:

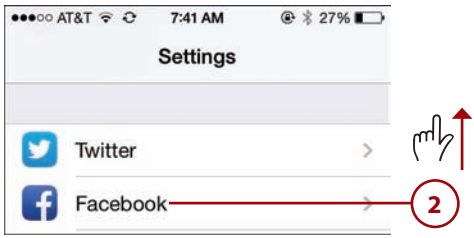
1. Move to the Home screen and tap Settings.
2. If needed, swipe up the screen and tap Facebook. If you see INSTALLED at the top of the screen, the Facebook app is installed on your iPhone and you can get right into your account. If not, tap INSTALL to install the app (download and installing apps is covered in Chapter 6); when the app is done installing, continue with these steps.

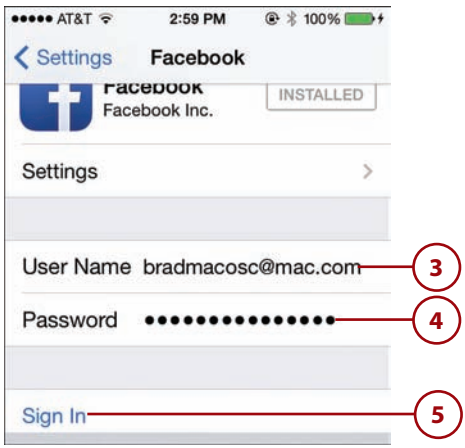
No Facebook Account?

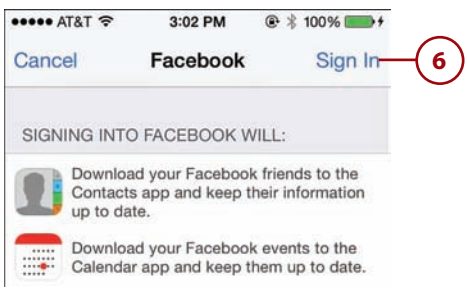
If don't have a Facebook account, tap Create New Account and follow the onscreen instructions to create one. When you are done creating the new account, you're signed into it automatically, or you can follow the rest of these steps to sign into your account.

3. Type your Facebook username.
4. Type your Facebook password.
5. Tap Sign In. Your account information is verified and you are signed into your account.
6. Tap Sign In.

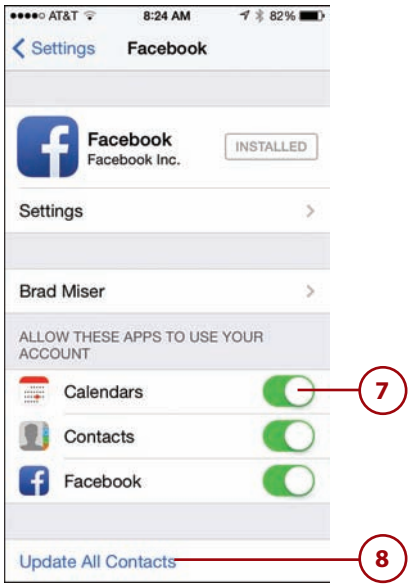








7. To prevent apps from accessing your Facebook information, slide their switches to the off position (white).
8. Tap Update All Contacts. Facebook attempts to match as much of your contact information with your friends as it can. When the process is complete, you are ready to access your Facebook account within the Facebook app or in any number of other apps.



More Facebook Settings

If you tap Settings on the Facebook Settings screen, you can do some additional configuration such as enabling or disabling sound and vibration for Facebook notifications. If you tap your name on that screen, you can change your password (which you might need to do from time to time).

Setting How and When Your Accounts Are Updated

The great thing about online accounts is that their information can be updated any time your iPhone can connect to the Internet. This means you have access to the latest information, such as new emails, changes to your calendars, and so on. There are three basic ways information gets updated:

- **Push**—When information is updated via Push, the server pushes (thus the name) updated information onto your iPhone whenever that information changes. For example, when you receive a new email, that email is immediately sent (or pushed) to your iPhone. Push provides you with the most current information all the time but uses a lot more battery than the other options.

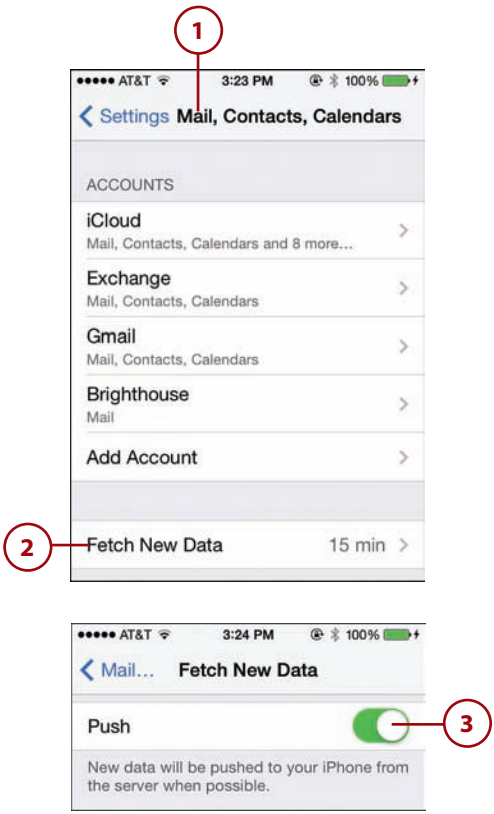
- **Fetch**—When information is updated via fetch, your iPhone connects to the account and retrieves the updated information according to a schedule, such as every 15 minutes. Fetch doesn't keep your information quite as current as push does, but it uses much less battery than Push does.
- **Manual**—You can cause an app's information to be updated manually. This happens whenever you open or move into an app or by a manual refresh. For example, you can get new email by moving onto the Inboxes screen in the Mail app and swiping down from the top of the screen.

You can configure which method is used globally, and you can set the method for specific accounts. Some account types, such as iCloud and Exchange, support all three options while others might support only Fetch and Manual. The global option for updating is used unless you override it for individual accounts. For example, you might want your work account to be updated via Push so your information there is always current, while configuring Fetch on a personal account may frequently enough.

Configuring How New Data is Retrieved for Your Accounts

To configure how your information is updated, perform the following steps:

1. Move to the Mail, Contacts, Calendars screen.
2. Tap Fetch New Data.
3. To enable data to be pushed to your iPhone, slide the Push switch to on (green). To disable push to extend battery life, set it to off (white). This setting is global, meaning that if you disable Push here, it is disabled for all accounts even though you can still configure Push to be used for individual accounts, for example, if an account is set to use Push but Push is globally disabled, the account's setting is ignored and data is fetched instead.



4. To change how an account's information is updated, tap it. The account's screen displays. The options on this screen depend on the kind of account it is. You always have Fetch and Manual; Push is displayed only for accounts that support it.

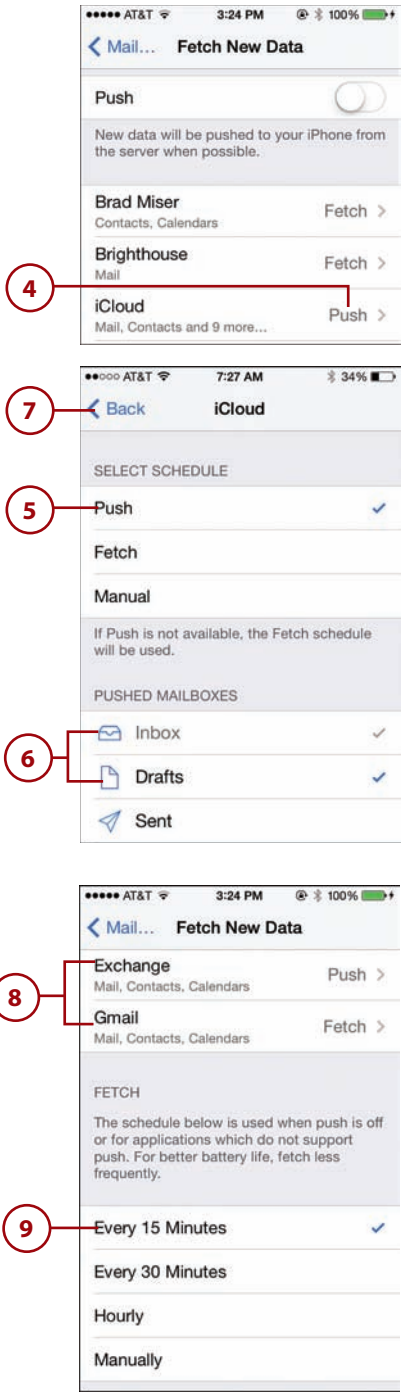
5. Tap the option you want to use for the account: Push, Fetch, or Manual. If you choose Manual, information is retrieved only when you manually start the process by opening the related app (such as Mail to fetch your email) or by using the refresh gesture, regardless of the global setting.

6. If you choose the Push option, choose the mailboxes whose information you want to be pushed by tapping them so they have a check mark; to prevent a mailbox's information from being pushed, tap it so that it doesn't have a check mark.

7. Tap Back.

8. Repeat steps 5-7 until you have set the update option for each account. (The current option is shown to the right of the account's name.)

9. Tap the amount of time when you want the iPhone to fetch data when Push is turned off and for those accounts that don't support Push; tap Manually if you want to manually check for information for fetch accounts or when Push is off. Information for your accounts is updated according to your settings.



It's Not All Good

WARNING: Editorial comment coming…I find Push, especially for email and other data that changes frequently, distracting and intrusive. One of the benefits of email is that you can use it when you choose to use it. With Push enabled for email and your iPhone configured to notify you each time you receive an email, you might find it distracting as emails come pouring in—and, worse, you might be tempted to pay attention to email when you should be paying attention to something else. (If you've ever been in a meeting where people are constantly checking and reading email on their mobile devices instead of paying attention to what's happening around them, you know what I mean.) I find setting most accounts to Fetch or Manual is best for me because I control when I deal with updates (such as new email) and don't have the distraction of new information coming in so frequently. Or you can set Fetch at a reasonable time, such as every 30 minutes. Email and other information are retrieved automatically but won't be so distracting. Do we really need a constant stream of email and other updates? Perhaps more importantly, not using Push makes your battery last much longer, as does a longer Fetch time.

>>>Go Further

TIPS FOR MANAGING YOUR ACCOUNTS

As you add and use accounts on your iPhone, keep the following points in mind:

- You can temporarily disable any data for any account by moving to the Mail, Contacts, Calendars screen and tapping that account. Set the switch for the data you don't want to use to off (white). You might be prompted to keep or delete that information; if you choose to keep it, the data remains on your iPhone but is disconnected from the account and is no longer be updated. If you delete it, you can always recover it again by simply turning that data back on. For example, suppose you are going on vacation and don't want to deal with work email, meeting notifications, and so on. Move to your work account and disable all its data. That data disappears from the related apps, meaning the account's mailboxes no longer appear in the Mail app. When you want to start using the account again, simply re-enable its data.
- If you want to completely remove an account from your iPhone, move to its configuration screen, swipe up the screen, and tap Delete Account. Tap Delete in the confirmation dialog box and the account is removed from your iPhone. (You can always sign into the account to start using it again.)
- You can have different notifications for certain aspects of an account, such as email. See Chapter 4, "Configuring an iPhone to Suit Your Preferences," for the details of configuring and using notifications.
- You can change how information is updated at any time, too. If your iPhone is running low on battery, disable Push and set Fetch to Manually so you can control when the updates happen. When your battery is charged again, you can re-enable Push or set a fetch schedule.

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