

My iPod touch®

FOURTH EDITION



COVERS

iPod touch
4th and 5th
Generation
running iOS 6

QUE®

Brad Miser

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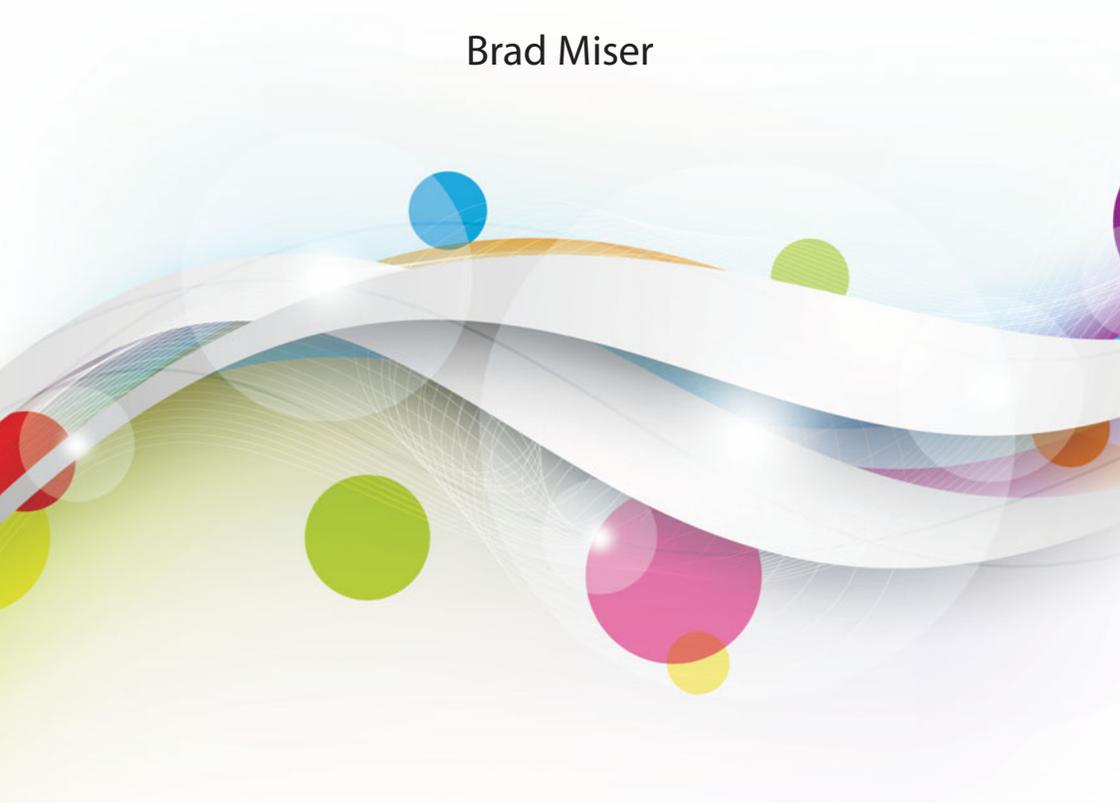


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My iPod touch®

FOURTH EDITION

Brad Miser



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My iPod touch®

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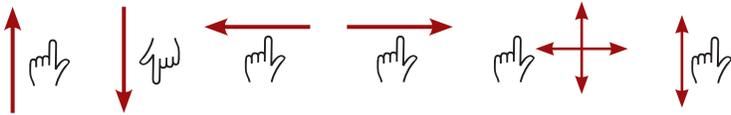
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Using This Book

This book has been designed to help you transform an iPod touch into *your* iPod touch 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 iPod touch 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 iPod touch.

Using an iPod touch 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 you can drag are indicated with arrows. When the arrow points both ways, you can swipe in either direction. When the arrows point in all four directions, you can swipe in any direction on the screen.

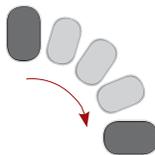
To zoom in or zoom out on screens, you unpinch or pinch, respectively, your fingers on the screen. These motions are indicated by the following icons:



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 need to rotate your iPod touch, you see this icon:



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



Because iTunes and the iPod touch work with both Windows computers and Macs, this book is designed for both platforms. When significant differences exist, such as with apps you use to store photos, you see task sections devoted to each type of computer. You can safely skip over sections focused on a type of computer you don't use.

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 iPod touch*, 4th Edition, Brad has written many other books, including *My iPhone*, 6th Edition; *Sams Teach Yourself Mac OS X Lion*; *Sams Teach Yourself iTunes 10 in 10 Minutes*; and *Sams Teach Yourself iCloud in 10 Minutes*. 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 likes to ride his steel-based technology—aka, a motorcycle—whenever and wherever possible. He is also active 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; 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@me.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 iPod touch* project team, my sincere appreciation for your hard work on this book:

Laura Norman, my acquisitions and development editor, who envisioned the original concept for *My iPod touch* and works very difficult and long hours to ensure the success of each edition. Laura and I have worked on many books together, and I appreciate her professional and effective approach to these projects. Thanks for putting up with me yet one more time!

Laura was also the technical editor on this book, ensuring that the steps work as written and that its information is both accurate and useful.

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Anne Jones, for the interior design and cover of the book.

Que's production and sales team for printing the book and getting it into your hands.

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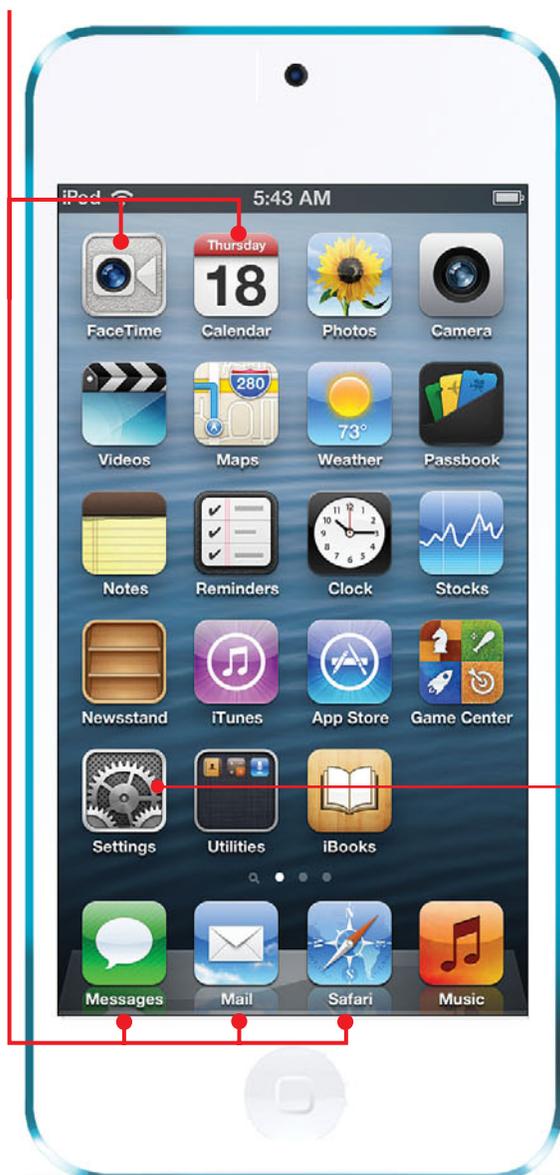
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Tap to use
information that's
been synced



Tap to set
up iCloud
or Exchange
accounts for
syncing

In this chapter, you learn how to get information onto your iPod touch and keep it in sync with computers and other devices. The topics include the following:

- Syncing with iTunes on a computer
- Syncing with iCloud
- Syncing with Exchange

4

Configuring and Synchronizing Information on an iPod touch

In later chapters, you learn how you can use your iPod touch for email, contacts, calendars, and web browsing. All these tasks are easier and better when you sync information among all the devices you use, such as your iPod touch, a computer, an iPad, and so on. If you already have a lot of this information on your computer, or in an Exchange, iCloud, or similar account, which you probably do, it's a good idea to sync it to your iPod touch so that you don't have to manually configure information on the iPod touch. Once you set up the sync process, you always have the same information available to you on your computers, your iPod touch, and other devices.

There are two basic ways you can sync an iPod touch with your other devices. You can sync your information with iTunes, much like you do for music, video, and so on. Or, you can use a “cloud” based account, such as iCloud or Exchange. Using a cloud account is better because you don't have to connect to your computer, or even be

on the same network, to sync your information. As long as your iPod touch is connected to the Internet, it can sync. You can use both of these techniques simultaneously; for example, you may choose not to store some information on the cloud and so can only sync it via iTunes.

Syncing Information with iTunes

In Chapter 3, “Moving Audio, Video, Books, and Photos onto Your iPod touch,” you learned how to move audio, video, and other types of content from your iTunes Library onto your iPod touch. Using a similar process, you can move email accounts, calendars, contacts, and bookmarks from your computer onto your iPod touch. This information also gets synced each time you connect your iPod touch to the computer or sync over Wi-Fi, so any changes you make on the iPod touch move back to the computer, and vice versa.

Cut Ties to iTunes

Using iCloud, Exchange, Google, or similar cloud-based accounts are the better ways to sync information because you don’t have to connect your iPod touch to a computer or even be on the same Wi-Fi network as the computer on which iTunes runs. Your syncs can happen automatically whenever you are connected to the Internet.

If you only use iCloud, Exchange, Google, or similar services for email, calendars, contacts, and so on, you don’t need to sync information with iTunes. You can skip to the section, “Syncing Information with iCloud.” If you have other kinds of email accounts, calendar information, or contacts stored on your computer that you want to sync on your iPod touch, you can use iTunes to sync that information on your iPod touch.

To sync with iTunes, you need to first configure the information you want to sync, which isn’t a big deal. Once the sync is configured, you can sync your iPod touch via Wi-Fi or by connecting it to your computer.

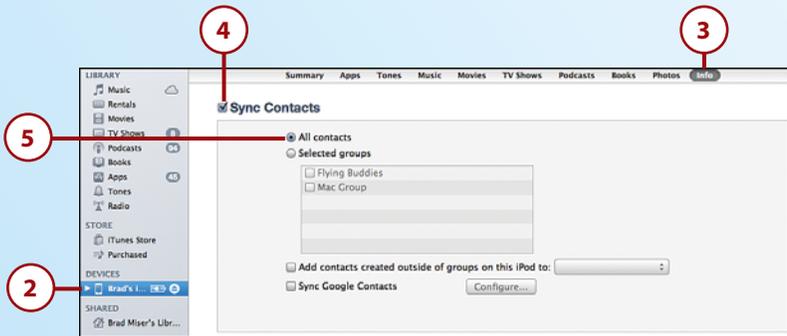
As with some other tasks, the details to use iTunes to sync are slightly different on a Mac than they are on a Windows PC, so read the section that applies to the kind of computer you use.

No Syncing Required

You can use a cloud-based account that provides email, calendars, contacts, and so on, by directly configuring that account on the iPod touch. Configuring most types of accounts is similar to configuring an iCloud or Exchange account that you see explained a little later in this chapter. You'll see examples of configuring other types of accounts in Chapter 9, "Emailing." If you configure a cloud-based account directly on the iPod touch, there's no need to sync it via iTunes.

Using iTunes to Sync Information on Macs

To set up information syncing on a Mac, perform the following steps:



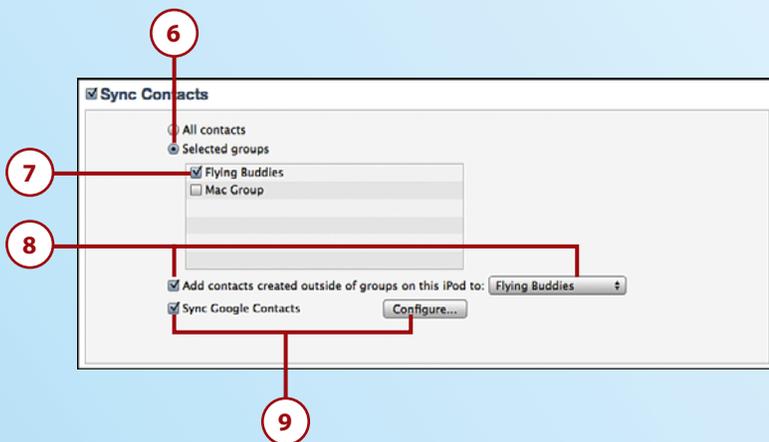
1. Connect the iPod touch to your Mac. (If you set up your iPod touch for Wi-Fi syncing, you can skip this step.)
2. Select the iPod touch on the iTunes Source list.
3. Click the Info tab.
4. To sync the contacts in the Contacts app on your Mac to your iPod touch, check Sync Contacts; if you don't want to sync this information (such as if you use iCloud to sync), skip to step 11 instead.
5. To sync all your contact information, click All contacts and skip to step 8.

On a Mac Only

You can only sync the groups that are stored on your Mac. Groups that are stored on your iCloud or in Exchange sync with those accounts configured on your iPod touch.

No Duplicates Please

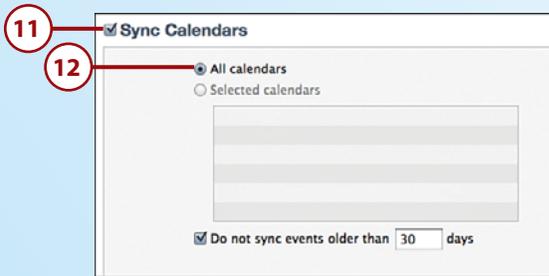
You don't need to set up the same information to sync in more than one way. For example, if you have an iCloud account, use that to sync your email account, contacts, and calendars rather than iTunes. If you sync this information using iCloud and iTunes, you might end up with duplicates. At the bottom of each section, you see the status of iCloud syncing; if this says you are already syncing via iCloud, there's no need to also sync your contacts via iTunes. Likewise for information provided through an Exchange account. Just configure the account on your iPod touch and don't use the iTunes sync process.



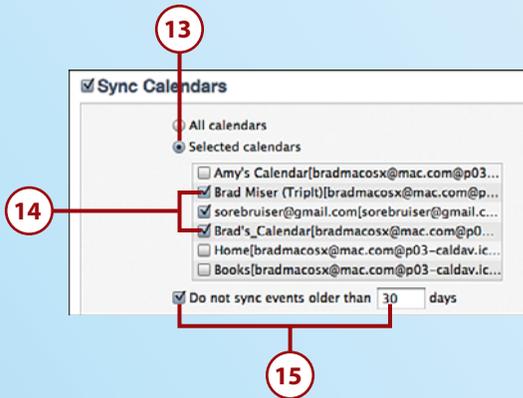
6. If you organize your contact information in groups and want to move only specific ones onto the iPod touch, click Selected groups.
7. Check the check box next to each group you want to move to the iPod touch. If you leave a group's check box unchecked, the contacts it contains are ignored during the sync process.
8. If you want contacts you create on the iPod touch to be stored in a specific Contacts group when you sync, check the Add contacts created outside of groups on this iPod to check box and select the group on the pop-up menu. If you don't want them placed into a specific group, leave the check box unchecked.
9. To sync with your contacts stored in your Google account, check Sync Google Contacts contacts, click Agree, and follow the onscreen prompts to log into your Google account.

Do You Use Entourage?

Calendar for calendars, Mail for email, or Contacts for contact information are the only Mac applications that you can directly sync with the iPod touch via the iTunes sync process. If you use Entourage, see the next tip.



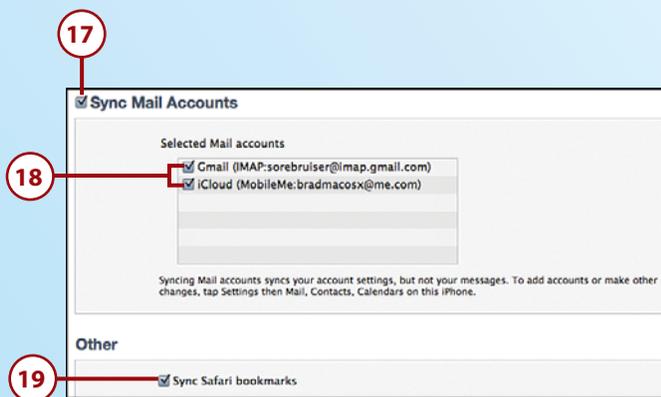
10. Scroll down until you see the Calendars section.
11. Check Sync Calendars to move your Calendar calendars onto the iPod touch; if you don't want to sync calendar information (such as if you use iCloud), skip to step 16.
12. If you want all the calendars you access in Calendar to be synced on the iPod touch, click the All calendars radio button and skip to step 15.



13. If you want only selected calendars to move onto the iPod touch, click the Selected calendars radio button.
14. Check the check box next to each calendar that you want to sync on the iPod touch.
15. If you want to prevent older events from syncing, check the Do not sync events older than check box and enter the number of days after which events should be excluded from the sync in the box.

Syncing Entourage

If you use Entourage, you can sync its information with your iPod touch indirectly by syncing its information with Contacts and Calendar, which in turn are synced with your iPod touch via iTunes. Open Entourage's Preferences and configure the Sync Services preferences to synchronize contacts with Contacts and events with Calendar. Then, configure Contacts and Calendar syncing in iTunes as described in these steps. To sync your Entourage email, simply manually configure your email account on the iPod touch, as described in Chapter 9, "Emailing."

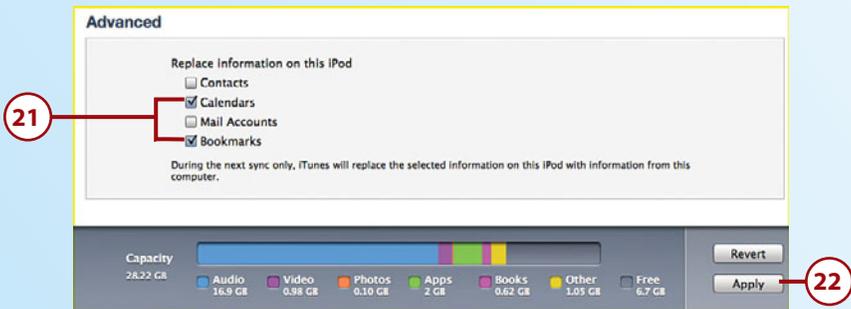


16. Scroll down until you see the Mail Accounts section.
17. Check Sync Mail Accounts if you want to add email accounts configured in Mail to the iPod touch; skip to step 19 if you don't want any of your email accounts synced. (For example, configure iCloud email or Exchange accounts directly on the iPod touch).

Config Only

Syncing email accounts only configures those accounts on the iPod touch. Once configured, the Mail app retrieves email directly from the account.

18. Check the check box for each account you want to move onto the iPod touch.
19. Check the Sync Safari bookmarks check box if you want to sync your Safari bookmarks so you can use them with the iPod touch's web browser; if you don't want this, skip this step.



20. Scroll down to the Advanced section.
21. Check the check boxes next to any information that you want to be replaced on the iPod touch with information from the computer. If you don't check a check box, its information will be merged with that information on the iPod touch instead.
22. Click Apply. A sync is performed, and the information you selected is moved onto the iPod touch.

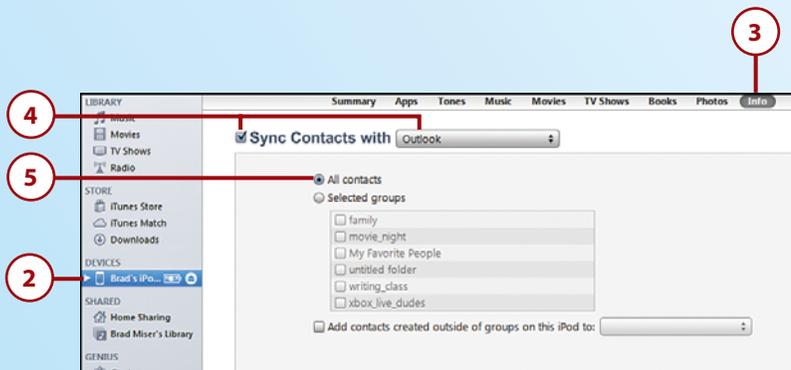
Each time you sync the iPod touch (this happens automatically when you connect the iPod touch to your Mac or when you sync over a Wi-Fi network using the iPod touch's Sync command), any updated information included in the sync settings on the computer is moved to the iPod touch, and updated information on the iPod touch is moved onto the computer.

It's Not All Good

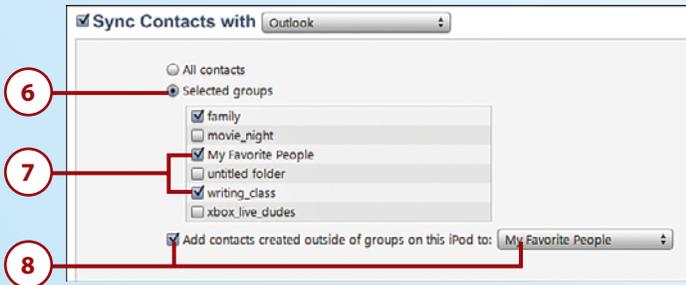
If you prefer Firefox or Chrome as your web browser, you can't sync your bookmarks via iTunes. That's too bad and is quite annoying for people who use other browsers regularly. There's currently just no simple way to move bookmarks to or from an iPod touch from or to Firefox or Chrome. (There are ways to do this, but they are clunky and require more room to explain than I have here.)

Using iTunes to Sync Information on Windows PCs

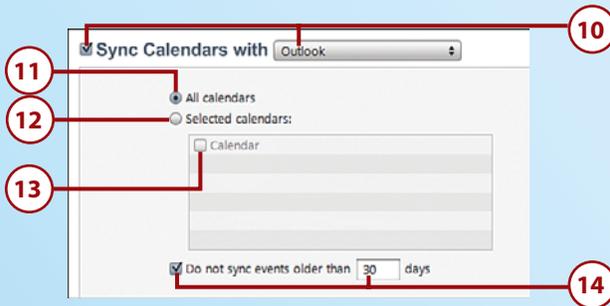
You use iTunes to sync information on a Windows PC with an iPod touch by performing the following steps.



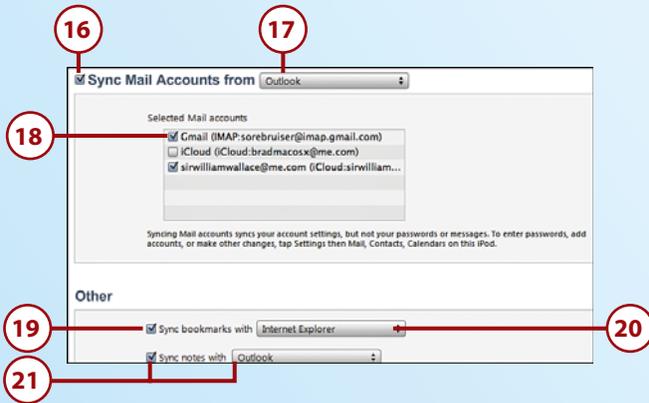
1. Connect the iPod touch to your computer.
2. Select the iPod touch on the Source list.
3. Click the Info tab.
4. To sync your contacts, check Sync Contacts with and choose the source of contact information with which you want to sync on the drop-down list. The options are Outlook, Google Contacts, or Windows Address Book. If you choose Google Contacts, log into your account at the prompt. If you don't want to sync contact information stored on your computer (such as if you use iCloud), skip to step 8.
5. To sync all contact information, click All contacts and skip to step 8.



6. If you organize your contact information in groups and want to move only specific ones onto the iPod touch, click Selected groups.
7. Check the check box next to each group you want to move into the iPod touch. If you leave a group's check box unchecked, it will be ignored during the sync process.
8. If you want contacts you create on the iPod touch to be moved into a specific contact group when you sync, check the Add contacts created outside of groups on this iPod to check box and select the group on the pop-up menu. If you don't want them placed into a specific group, leave the check box unchecked.



9. Scroll down until you see the Calendars section.
10. Check Sync Calendars with and choose the calendar application that contains the calendars you want to sync; if you don't want to sync calendar information (such as if you use iCloud), skip to step 15.
11. If you want all the calendars you access in the application you selected to be synced on the iPod touch, click the All calendars radio button and skip to step 14.
12. If you want only selected calendars to move onto the iPod touch, click the Selected calendars radio button.
13. Check the check box next to each calendar that you want to sync on the iPod touch.
14. If you want to prevent older events from syncing, check the Do not sync events older than check box and enter the number of days after which events should not be included in the sync in the box.



15. Scroll down until you see the Mail Accounts section.
16. Check Sync Mail Accounts from if you want to configure email accounts configured on your computer on the iPod touch; skip to step 19 if you don't want them configured (such as if you use iCloud or Exchange email accounts).
17. Select the email application containing the accounts you want to sync on the drop-down list.
18. Check the check box for each account you want to move onto iPod touch.
19. Check the Sync bookmarks with check box if you want to move your bookmarks so you can use them with the iPod touch's web browser; if you don't want this, skip to step 21.
20. Select Safari or Internet Explorer on the drop-down list to choose the browser containing the bookmarks you want to sync.
21. If you want any notes you create with the iPod touch's Notes app to be moved onto the computer and notes you create on the computer to be moved onto the iPod touch, check the Sync notes with check box and select the application where the synced notes should be stored on the drop-down list; if you don't want to move your notes onto the computer, skip this step.



22. Scroll down to the Advanced section.
23. Check the check boxes next to any information that you want to replace on the iPod touch with information from the computer. If you don't check a check box, that information will be merged with the information on the iPod touch instead.
24. Click Apply. A sync is performed, and the information you selected is moved onto the iPod touch.

Each time you sync the iPod touch (automatically when you connect the iPod touch to your computer) or when you sync over Wi-Fi, any updated information included in the sync settings on the computer is moved to the iPod touch, and updated information on the iPod touch is moved onto the computer.

It's Not All Good

If you prefer Firefox or Chrome as your web browser, you can't sync your bookmarks via iTunes. That's too bad and is quite annoying for people who use other browsers regularly. There's currently just no simple way to move bookmarks to or from an iPod touch from or to Firefox or Chrome. (There are ways to do this, but they are clunky and require more room to explain than I have here.)

Syncing Information with iCloud

One of the great things about an iCloud account is that you can sync your information wirelessly. Whenever your iPod touch can access the Internet, no matter where you are, the sync process can occur.

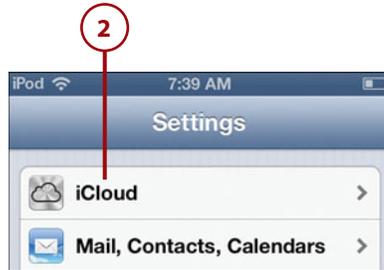
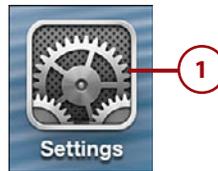
Of course, to sync information with iCloud, you must have an iCloud account. See Chapter 1, "Getting Started with Your iPod touch," for information about obtaining an iCloud account.

If you have an iCloud account, it is simple to access your iCloud information on your iPod touch by configuring your account there and configuring its sync options. Here's how:

1. On the Home screen, tap Settings.
2. Tap iCloud
3. Enter your Apple ID.
4. Enter your Apple ID password.
5. Tap Sign In. Your iCloud account is configured on your iPod touch.
6. If you're prompted about merging information already in your iCloud account, tap Don't Merge if you don't want the information already on your iPod touch to be moved into your iCloud account or Merge if you do.

To Merge or Not to Merge

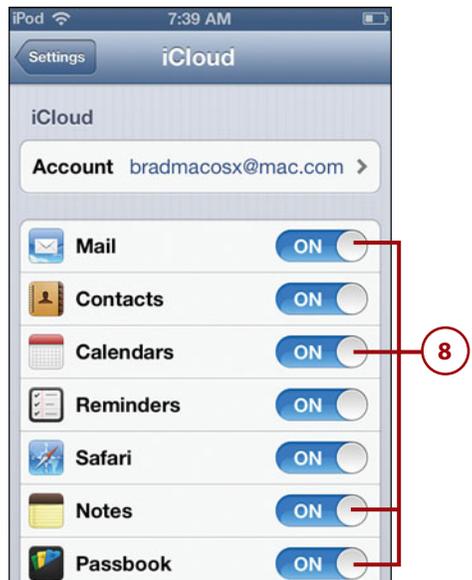
If you previously synced information with a computer, such as calendar information, when you enable syncing for that information, you are prompted to Merge or Do Not Merge. If you tap Merge, the information you previously synced combines with the information on iCloud. If you choose Do Not Merge, you are prompted to Keep on My iPod or Delete. If you tap Keep on My iPod, the information you previously synced is kept on the iPod touch. If you tap Delete and then tap Delete again at the warning prompt, the information you previously synced is deleted from the iPod touch. (The source with which you synced is not affected. For example, if you were syncing calendars with a computer, when you delete the calendars from the iPod touch, they remain on the computer.)



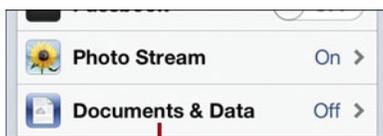
7. If prompted, tap OK to allow iCloud to access your iPod touch's location or Cancel if you don't want this to happen. You need to allow this for some features, such as Find My iPod touch, to work.
8. Slide switches to OFF for any app whose information you don't want to sync on the iPod touch. If you leave an app's status set to ON, that app's information is synced from the iPod touch to iCloud; if set to OFF, that app's information is ignored during the sync process. You can sync email, contacts, calendars, reminders, bookmarks, notes, and passbook.
9. If you want to use your Photo Stream, tap Photo Stream.

Photo Stream

If you have an iCloud account and enable Photo Stream, when you take photos on your iPod touch, they are immediately uploaded to your iCloud account. From there, they are automatically downloaded to every other device you have that has Photo Stream enabled. Likewise, if you capture an image with a different device, it is automatically moved to iCloud and then to your iPod touch. See Chapter 12, "Working with Photos and Video," for more information.



10. Slide the My Photo Stream switch to ON. Any photos you take with the iPod touch's camera are copied onto iCloud from where they are copied to your other devices on which the Photo Stream is enabled.
11. To be able to share your Photo Stream and to subscribe to other people's Photo Streams, set the Shared Photo Streams switch to ON.
12. Tap iCloud.
13. Tap Documents & Data.
14. To prevent apps from storing documents and data in your iCloud account, slide the Documents & Data switch to OFF. After you confirm at the prompt, any documents you work with on your iPod touch won't be available in the cloud or on your other devices unless you turn this feature back on.
15. Tap iCloud.



16. Set the Find My iPod switch to OFF if you want to deactivate this feature, which enables you to access your iPod touch remotely to determine its current location.
17. Tap Storage & Backup.

Where to Back Up?

You can back up the content of your iPod touch to your iCloud account. This is convenient because your content is backed up automatically whenever your iPod touch can connect to the Internet (which is most 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 easily reach this limit. You can buy more disk space by tapping the Buy More Storage and choosing to upgrade 20GB (25 total) or 50GB (55 total). 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. If you connect your iPod touch to your computer regularly (to sync and charge), it's better to back up to your computer because you likely have much more disk space available to you there. If you prefer to back up to your computer, skip steps 18 through 21 and leave iCloud Backup OFF.

18. To have the content of your iPod touch backed up to your iCloud account, slide the switch next to iCloud Backup to ON.
19. Tap OK at the prompt, which explains that when you use iCloud to back up your information, it is not backed up to your computer automatically.



20. To back up your iPod touch manually, tap Back Up Now. The back up process starts and you see its status at the bottom of the screen.
21. Tap iCloud. Your iCloud account configuration is complete. Next determine how and when you connect to your iCloud account.
22. Tap Settings.
23. Tap Mail, Contacts, Calendars.
24. Tap Fetch New Data.



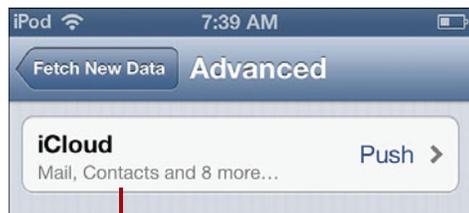
25. To enable information to be synced with your iPod touch whenever there are updates and the iPod touch is connected to the Internet, ensure that Push is ON or to disable push to extend battery life, slide the Push switch to OFF. This setting impacts all your wirelessly synced accounts that support pushing information.
26. Tap the amount of time you want to elapse before the iPod touch syncs information when Push is OFF or when an account doesn't support Push; tap Manually if you want to sync manually only. This setting impacts all your wirelessly synced accounts.
27. If necessary, swipe up the screen until you see Advanced.



Fetch vs. Push

When information is synced via Push, the server pushes (and thus the name) updated information onto the device whenever that information changes. For example, when you receive a new email on your email account's server is immediately sent (or pushed) onto your iPod touch. On the other hand, information synced via Fetch is retrieved (and thus the name, again) by the iPod touch on a schedule or manually. For example, when you open Mail, the app connects to the email account and downloads any new messages since the last time it was fetched. Push provides you with the most current information all the time, but uses a lot more battery. Fetch updates your information according to the schedule you set or when you open an app, which means that the information on your iPod touch can be as old as the last time it was fetched. Fetch uses much less battery than Push does.

28. Tap **Advanced**. You see a list of all your active accounts. Next to each account, you see if it is configured to use **Push**, **Fetch**, or **Manual**. You also see the kinds of information included in the sync settings for each account, such as **Mail**, **Contacts**, **Calendars**, and so on.
29. Tap the account you want to configure.
30. Tap the option you want to use for syncing; the options can include **Push**, **Fetch**, or **Manual**. If you choose **Push**, syncing occurs when the iPod touch is connected to the Internet and new information is on the iPod touch or in the cloud; this keeps information on the iPod touch the most current but also causes the largest energy use and shortest working time until you need to recharge the iPod touch. If you choose **Fetch**, information is automatically retrieved according to the time you selected in step 26; this enables automatic syncing but uses less battery power than **Push**. If you choose **Manual**, information is synced only when you manually start the process by opening the related app (such as **Mail** to fetch your email); while requiring you to take action to update your information, it does provide the longest battery life. The **iCloud** account is ready to use and its information syncs wirelessly according to your configuration settings.



TWEAKING YOUR ICLOUD ACCOUNT

You can do additional configuration of your iCloud account by tapping iCloud on the Settings screen. At the top of the iCloud screen, tap your account. You move to the Account screen. Here, you can change the description of your account; the default is iCloud, but you might want to change it to be your Apple ID or some other more personalized term. You can also configure your iCloud storage. If you tap Mail at the bottom of the screen, you can do even more configuration of your email account, such as setting the From name on your messages, changing the server through which mail is sent, and enabling archiving (where messages you delete are actually saved in the Archive folder). If you tap Advanced at the bottom of the Mail screen, you can set the behaviors of your mailboxes, when deleted messages are removed from the server (the default is one week), and other settings. You don't have to adjust any of these for your iCloud account to work fine for you, but if you are interested in tweaking the configuration further, check out these screens.

Syncing Information with Exchange

Microsoft Exchange is the most widely used system for corporate email. iPod touch email is compatible with Exchange, which is good news indeed. You can even configure multiple Exchange accounts on your iPod touch if you can't get by with just one.

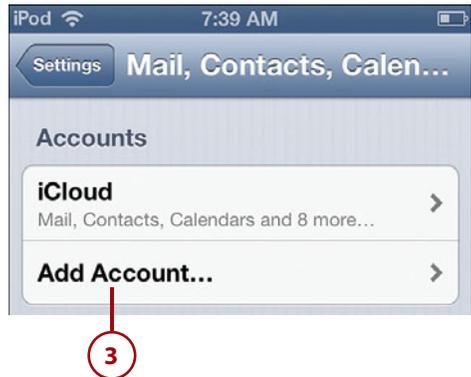
If you have a Microsoft Exchange account, you can sync its email, contact, reminder, and calendar information on your iPod touch; this works similarly to synchronizing with your iPod touch using an iCloud account.

You can connect an iPod touch to an Exchange account (which can include email, calendar, reminders, and contacts) in two ways. One is to go through Outlook Web Access (OWA), which is the service that enables you to access your Exchange account over the Web. The good news is that you don't need any support from your organization's IT department to configure an iPod touch to access your Exchange account. The other option is for your organization's Exchange system to be configured to support iPod touch email access directly; this does require support from the IT department. Some additional configuration work (and slight expense) is needed by the IT department to enable this for your organization.

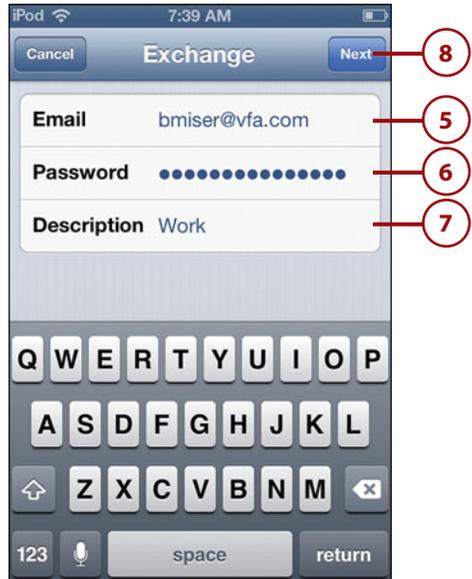
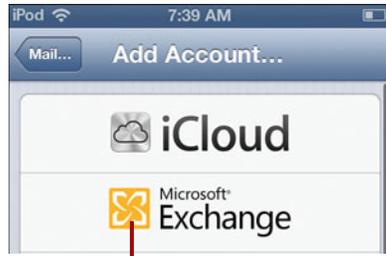
If you already know you can access your Exchange account through OWA, you're ready to configure your Exchange account on your iPod touch, and you can move ahead with these steps. If you aren't sure, check with your IT department to see if OWA is supported. If it is, use these steps to configure it. If OWA isn't supported, find out if the Exchange system has been configured to support iPod touches and iPhones. If it has, get the configuration information you need from your IT department and use that to configure your Exchange account.

The following steps show you how to configure an Exchange account via Outlook Web Access (OWA):

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



4. Tap Microsoft Exchange.
5. Enter your email address.
6. Enter your password.
7. Change the description of the account, which will be Exchange, if you'd like to use something more specific.
8. Tap Next. The information you've entered is verified. If it can't be, you see a dialog saying so.
9. Tap Continue.



9

10. Enter the server address. If you use OWA, this might be something such as owa.yourcompany.com. You don't enter the https:// before the address you use to move to the server via a web browser or the /exchange after that address. If you're not using OWA, enter the address provided by your IT department.
11. Enter your domain.
12. Enter your username. Typically, this is the part of your email address before the "@".
13. Tap Next. The account information is verified, and you see the Exchange screen with your information and some additional fields. Check marks appear next to the fields that were verified. When the process is complete, you see the Exchange screen with the controls that enable you to determine which information is synced on the iPod touch.
14. Slide the switch to OFF for any of the information you don't want to be moved onto the iPod touch.
15. Tap Save. The account configuration is saved, and you move back to the Mail, Contacts, Calendars screen where you see your Exchange account. Under the account description, you see the information that is synced with the account, such as Mail or Calendars.



16. Tap your Exchange account.

Duplicate iCloud and Exchange Syncs

Make sure you enable calendar and contacts syncing from the same source only once or you end up with the same information on your iPod touch multiple times, which can be confusing. For example, if you use Outlook on a PC and have an Exchange account, you don't want to sync the same calendar information both via iCloud and Exchange because you'll get the same calendar information twice. Disable Calendar syncing using the iCloud control panel on your computer, and only the information you get via Exchange moves onto your iPod touch.

17. Tap Mail Days to Sync.



18. Tap the amount of time over which Exchange information should be synced. For example, to have one week of Exchange information on your iPod touch, tap 1 Week.
19. Tap the return button, which is labeled with your email account's description.
20. Tap Mail Folders to Push.
21. Tap the folders on your Exchange account that you want to be pushed to the iPod touch.
22. Tap the return button, which is labeled with your email account's description.

Your Exchange account is configured and will start providing the information you set according to how you want it provided (push, fetch, or manually).

Don't Push Me

Just like an iCloud account, you can set an Exchange account to get updates via Push, Fetch, or Manually depending on how often you want to get new information versus battery life. Use the steps outlined in the previous section to do this, just tap your Exchange account instead of the iCloud account.



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