

iPhone/iPad Class: How to use iOS Apps on iCloud.com¹

Session Duration:

60-90 minutes

Subject:

Apple iOS
iPhone/iPhone/iPad
Cloud Services

Materials Needed:

iPhone/iPhone/iPad
with iOS 13 installed

Apple ID

Links to Resources:

- youtu.be/c0xrvrAOHIA
- youtube.com/channel/UCYFQ33UIPERYx8-ZHucZbDA
- lynda.com/iOS-tutorials/iOS-13-iPhone/iPadOS-iPhone-iPhone/iPad-Essential-Training/2812489-2.html?org=hooksettlibrary.org
- lynda.com/iOS-tutorials/iOS-13-iPhone/iPadOS-iPhone-iPhone/iPad-New-Fe

Did you know that you can access and use more than a dozen iOS apps online at iCloud.com? In this class learn now to access your Apple account on iCloud.com with any desktop browser (and even the Safari browser on your iPad), and we'll take a look at all of the basic iOS apps, like Mail, Contacts, Calendar, Photos, Notes, Find iPhone, etc., that are hosted on iCloud.com as well as explore some of their usage features.



For the best iCloud experience, make sure your device meets the [minimum system requirements](#).

Use the latest version of iOS and iPadOS

Make sure that your device is running the latest version of iOS or iPadOS. Go to Settings > General > Software Update. See if there's an update available.

Sign in

Go to Settings and sign in to your device with your Apple ID. When you sign in, iCloud is turned on automatically.

[Have questions about Apple ID?](#)



¹ Documentation source: support.apple.com/en-us/HT208681 | support.apple.com/en-us/HT204247 | support.apple.com/en-us/HT204174

[atures/2804046-2.html?org=hooksettlibrary.org](https://www.hooksettlibrary.org/atures/2804046-2.html?org=hooksettlibrary.org)

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Check your iCloud settings

Go to Settings, tap [your name], then select iCloud. Choose the apps—like Photos, Contacts, Calendars, and third-party apps—that you want to use with iCloud.

Set up iCloud on your other devices to keep your content up to date everywhere.



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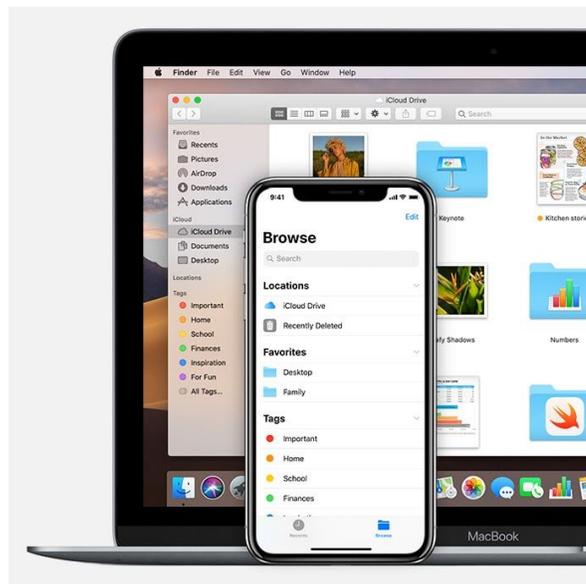
[Learn about iCloud storage plans. >](#)

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You can still use iCloud Drive, Pages, Numbers, or Keynote, Contacts, and Notes directly from [iCloud.com](https://www.icloud.com).

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What is web-only access to iCloud?

Web-only access to iCloud lets you share and collaborate with others in real time on documents, spreadsheets, and presentations, even if they don't have access to an Apple device. That means you can invite anyone to share a file. Then they can use their web-only account to access the file and make edits, without leaving iCloud. It includes access to iCloud Drive, Pages, Numbers, Keynote, and Notes for iCloud, and 1GB of free storage for any notes and documents you create.

How do I get started?

Simply go to [iCloud.com](https://www.icloud.com) and sign in with your [Apple ID](#). If you've used the iTunes Store, iCloud, or [any Apple service](#), you might already have an Apple ID. If you don't remember it, you can [find your Apple ID](#).

If you don't have an Apple ID, you can create one:

1. Go to [iCloud.com](https://www.icloud.com).
2. Click Create Apple ID.
3. Fill out the required account information including your email address, a strong password, and security questions.
4. Verify your email address by entering the 6-digit code we send you.
5. Accept the iCloud Terms of Service.

After you create your account, you'll be signed in automatically.

What browsers are supported?

[iCloud.com](https://www.icloud.com) supports the latest versions of Safari, Firefox, Chrome, Edge, Internet Explorer, and Opera. Learn more [about the system requirements for iCloud](#).

How do I get the full set of iCloud features?

If you have an iPhone, iPad, iPod touch, or Mac, you can get the full set of iCloud features. Simply [sign in to iCloud](#) in Settings on your iPhone, iPad, or iPod touch, or System Preferences on your Mac. You'll get immediate access to all [iCloud features](#) and 5GB of free storage. You can also [choose additional storage plans from your device](#).

Can I upgrade my iCloud storage?

Web-only iCloud accounts are limited to 1GB of storage. You need an iPhone, iPad, iPod touch, or Mac to access the full set of [iCloud features](#) and upgrade your storage.

Learn more

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What is an Apple ID?

Your [Apple ID](#) is the personal account you use with all Apple products and services. It includes the email address and password you use to sign in, as well as the contact, payment, and security details that you use with Apple.

Manage your iCloud storage

Need more iCloud storage? You can easily make space or buy more storage. When you [set up iCloud](#), you automatically get 5GB of storage. You can use that space for your iCloud backups, to keep your photos and videos stored in iCloud Photos, and your documents up to date in iCloud Drive. You can also [make more space](#) or [buy more iCloud storage](#) any time. Plans start at 50GB for \$0.99 (USD) a month. If you choose 200GB or 2TB plans, you can [share your storage with family](#). [Learn more about plans and prices in your region](#).

See how much iCloud storage you have

- On your iPhone, iPad, or iPod touch:
 - If you're using iOS 10.3 or later, go to Settings > [your name] > iCloud. Tap iCloud Storage or Manage Storage.
- On your Mac, go to Apple menu > System Preferences > Apple ID > iCloud, then click Manage.
- On your PC, open [iCloud for Windows](#).
- On [a supported browser](#), sign in to [iCloud.com](#).

Make more space available in iCloud

If you run out of iCloud storage, your device won't back up to iCloud, new photos and videos won't upload to iCloud Photos, and iCloud Drive, other iCloud apps, and text messages won't stay up to date across your devices. And you can't send or receive emails with your iCloud email address. You can free up storage in iCloud by deleting content that you're not using. Before you delete anything, you might want to [archive or make copies of the information you store in iCloud](#).



[iCloud Backup](#)



[Photos and videos](#)



[Files](#)



[Mail](#)



[Messages](#)



[Voice Memos](#)

Manage your iCloud Backup

When you [back up your iPhone, iPad, or iPod touch to iCloud](#), the most important information on your device is backed up automatically. Backups include your documents, photos, and videos. [Learn more about what iCloud backs up.](#)

You can decrease the size of your iCloud Backup and free up space in iCloud when you turn off backups for apps that you're not using or delete old iCloud backups.

Choose which apps to back up

Many iOS apps automatically back up to iCloud after you install them. You can change which apps back up and remove existing backups from your storage. Use these steps on your iPhone, iPad, or iPod touch:

iOS 10.3 or later:

1. Go to Settings > [your name] > iCloud.
2. If you use iOS 11 or later, tap Manage Storage > Backups. If you use iOS 10.3, tap iCloud Storage > Manage Storage.
3. Tap the name of the device that you're using.
4. Under Choose Data to Back Up, turn off any apps that you don't want to back up.
5. Choose Turn Off & Delete.

When you confirm that you want to Turn Off & Delete an app, it turns off iCloud Backup for that app and removes all of its information from iCloud. Some apps are always backed up and you can't turn them off.

Delete backups and turn off iCloud Backup for your device

Follow the steps for your device.

iPhone, iPad, and iPod touch

iOS 10.3 or later:

1. Go to Settings > [your name] > iCloud.
2. If you use iOS 11, tap Manage Storage > Backups. If you use iOS 10.3, tap iCloud Storage > Manage Storage.
3. Tap the name of the device you're using.
4. Tap Delete Backup > Turn Off & Delete.

When you delete a backup, it also turns off iCloud Backup of your iPhone, iPad, or iPod touch.

Mac

1. Go to Apple menu > System Preferences > Apple ID, then click iCloud.
2. Click Manage and select Backups.
3. Select one of the device backups, then click Delete. If you want to turn off Backup and remove all backups for that device from iCloud, choose Delete when you're asked to confirm.
4. When you delete a backup, it also turns off backup of your device.

Windows PC

1. [Open iCloud for Windows](#).
2. Click Storage.
3. Select Backup from the items listed.
4. Select one of the device backups, then click Delete. If you want to turn off Backup and remove all backups for that device from iCloud, choose Delete when you're asked to confirm. When you delete a backup, it also turns off backup of your device.

iCloud backups are available for 180 days after you disable or stop using iCloud Backup.

Reduce the size of your iCloud Photos

iCloud Photos uses your iCloud storage to keep all of your photos and videos up to date across your devices. You can make more space in iCloud when you [delete photos and videos that you no longer need](#) from the Photos app on any of your devices.

Before you delete anything, make sure that you back up the photos and videos that you still want. When you use iCloud Photos and delete a photo or video on one device, it's also deleted on all other devices where you're signed in with the same Apple ID.

You can also choose to save space on your device when you turn on Optimize device Storage in Settings. With Optimize Storage on, Photos automatically frees up space when you need it by replacing original photos and videos with device-sized versions. All of your original, full-resolution photos and videos are safe in iCloud and you can download them any time. Learn more about [managing your photo and video storage](#).

You can recover photos and videos that you delete from your Recently Deleted album for 30 days. If you want to remove content from Recently Deleted album faster, tap Select, then select the items you want to remove. Tap Delete > Delete. If you exceed your iCloud storage limit, your device immediately removes any photos and videos you delete and they won't be available for recovery in your Recently Deleted album.

Use these steps to delete photos and videos from your iCloud Photos.

iPhone, iPad, and iPod touch

1. Open the Photos app, then tap Photos at the bottom of your screen.
2. Tap Select, and choose one or more photos or videos that you want to delete.



3. Tap Trash , and then tap Delete Photo.

Mac

1. Open the Photos app.
2. Select the photos and videos that you want to delete.
3. Choose Image, then click Delete Photos.

iCloud.com

1. From your iPad or computer, Sign in to [iCloud.com](https://www.icloud.com).
2. Tap the Photos app.
3. Select the photos or videos that you want to delete.



4. Tap Trash  , then tap Delete.

Reduce the size of your photo library

If you don't use iCloud Photos, your Camera Roll is part of your iCloud Backup. To check the quota being consumed by the photo library in the iCloud Backup, follow these steps.

- If you're using iOS 11 or later, go to Settings > [your name] > iCloud > Manage Storage > Backups > [Device name] This Device.
- If you're using iOS 10.3, go to Settings > [your name] > iCloud > iCloud Storage > Manage Storage > [Device name] This Device.

To reduce the size of your Photos backup, [save your photos and videos to your computer](#), then [manually back up your iOS device](#). If you want to keep your photos and videos on your iOS device, you can [turn off Photos in Backup](#) or [buy more storage](#). If there are any photos that you don't want to keep, you can delete them. Open Photos and select the item that you want to



delete. Then tap Trash  and tap Delete Photo.

Delete files in iCloud Drive

You can manage and delete files you store in iCloud Drive from your iPhone, iPad, iPod touch, Mac, or PC.

With iOS 11 or later, files that you delete from iCloud Drive remain in Recently Deleted for 30 days before they're removed from your device.

iPhone, iPad, or iPod touch

iOS 11 or later:

1. Go to the Files app and tap Browse.
2. Under Locations, tap iCloud Drive > Select.



3. Choose the files that you want to delete, then tap Trash  .
4. Go to Locations > Recently Deleted > Select.
5. Choose the files that you want to delete.
6. Tap Delete.

iOS 10.3 or earlier:

1. Go to the iCloud Drive app.
2. Tap Select.
3. Choose the files that you want to delete.
4. Tap Delete > Delete from iCloud Drive.

Mac

On macOS High Sierra or later, you can manage your iCloud Drive files from the iCloud Drive folder in Finder:

1. If you need to, turn on iCloud Drive on your Mac:
 1. Go to Apple menu > System Preferences > Apple ID, then click iCloud.
 2. Sign in with your Apple ID.
 3. Turn on iCloud Drive. In Options, make sure that you select the apps or folders for the files you want to manage.
2. Open Finder and go to the iCloud Drive folder.
3. Drag an item to the Trash, or move it to a different folder on your Mac.
4. Open Trash, then right-click the files that you want to delete.
5. Select Delete Immediately.

Windows

On a PC with Windows 7 or later, you can manage your iCloud Drive files using Windows Explorer. Use these steps to add an iCloud Drive folder to Windows Explorer:

1. Download and install [iCloud for Windows](#).
2. Sign in with your Apple ID.
3. Turn on iCloud Drive.
4. Go to the iCloud Drive folder.
5. Select the files that you want to delete.
6. Click Delete.

iCloud.com

1. From your iPad or computer, sign in to [iCloud.com](#).
2. Tap the iCloud Drive app.

3. Select the files that you want to delete, then tap Trash .
4. Open the iCloud Drive folder and tap Recently Deleted.
5. Select the files that you want to delete.
6. Tap Delete.

Delete messages and manage Mail

You can free up iCloud space when you delete email messages from your iCloud email account. You can also move email messages from your iPhone, iPad, or iPod touch to your Mac or PC, where they no longer count against your iCloud storage.

Use the steps below to delete messages from your account. Remember that messages with large attachments take up more space than simple text emails.

iPhone, iPad, or iPod touch

If your iPhone, iPad, or iPod touch is set up to access iCloud email, you can delete messages from any mailbox, then empty the Trash to free up space:

1. Swipe left across any message to delete it.
2. Tap your Trash folder.
3. Delete messages one at a time, or tap Edit > Delete All to delete all of them.

Mac or Windows PC

If you use iCloud Mail with a desktop email app, such as Mail on your Mac or Microsoft Outlook on your PC, use these steps:

- Mail on your Mac: Delete the messages that you no longer want, then choose Mailbox > Erase Deleted Items and select your iCloud email account from the menu.
- Microsoft Outlook 2010 through Outlook 2016 (Windows): Delete the messages that you no longer want. Outlook will permanently delete your messages the next time you close and restart the app.

iCloud.com

1. From your iPad or computer, sign in to [iCloud.com](https://icloud.com).
2. Tap Mail.
3. Delete the messages that you no longer want, then tap Settings



and select Empty Trash.

Delete texts and attachments in Messages

When you use [Messages in iCloud](#), all of your text messages and the

attachments you send and receive use your iCloud storage. You can make more space available when you delete texts and attachments—like photos, videos, and files—that you don't need anymore. Follow the steps for your device.

iPhone or iPad

To delete a message or attachment, follow these steps:

1. In a message conversation, touch and hold the message bubble or attachment that you want to delete.
2. Tap More.



3. Tap Trash , then tap Delete Message. If you want to delete all messages in the thread tap Delete All, in the upper-left corner. Then tap Delete Conversation.

To delete an entire conversation, follow these steps:

1. Swipe left over the conversation that you want to delete.
2. Tap Delete.
3. Tap Delete again to confirm.

Want to delete more than one conversation at a time? Open Messages and tap Edit in the upper-left corner. Then tap the circle next to the conversation and tap Delete in the bottom-right corner.

Mac

To delete a message or attachment, follow these steps:

1. Open a message conversation.
2. Control-click the blank area of a message bubble that you want to delete.
3. Choose Delete.
4. Click Delete.

To delete an entire conversation, follow these steps:

1. Control-click a conversation.
2. Choose Delete Conversation.
3. Click Delete.

Delete Voice Memos

With [Voice Memos in iCloud](#), your voice recordings are stored in iCloud.* You can easily delete them if you need more space.

Open Voice Memos and delete the recording that you don't want. It then moves to Recently Deleted, where it deletes permanently after 30 days. Until

then, you can choose to restore it or delete it permanently. Select Recover All or Erase All to affect all recordings at one time. If you use iOS 11 or earlier, or macOS High Sierra or earlier, your Voice Memos are included in iCloud Backup, not iCloud.

Learn more

- Your iCloud storage is different from the storage capacity that comes with your device. [Learn the difference between your device and iCloud storage.](#)
- You can [downgrade your storage plan](#) from your device at any time.
- For more information, [see the iCloud system requirements.](#)
- Find out [what's in Others in your iCloud storage.](#)
- If you have a [web-only iCloud account](#), you can reduce how much of your 1 GB total of storage that you're using by moving or deleting documents.