TAKE CONTROL OF
iCLOUD

by **JOE KISSELL**
$15

5th EDITION

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Read Me First

Welcome to *Take Control of iCloud, Fifth Edition,* version 5.0, published in October 2016 by TidBITS Publishing Inc. This book was written by Joe Kissell and edited by Dan Frakes.

iCloud is Apple's suite of Internet services. This book helps you make sense of iCloud, configure it for your needs, and choose the best ways of using each feature.

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Basics

To review background information that might help you understand this book better, such as finding System Preferences and working with files in the Finder, read Tonya Engst's free *Read Me First: A Take Control Crash Course,* available on the Web or as a standalone ebook in PDF, EPUB, and the Kindle's Mobipocket format.

What's New in the Fifth Edition

This fifth edition covers changes in macOS 10.12 Sierra and iOS 10, as well as significant feature changes in the iCloud service and Web site since the last edition of the book was published in late 2015. Numerous topics were added and, in some cases, rearranged or rewritten—and there were hundreds of changes throughout the book. Here are the highlights:

- Explained what's new in iCloud since the last edition of this book; see iCloud Feature Changes

- Expanded the Major iCloud Features list to include newly added capabilities

- Updated the information in About iCloud System Requirements

- Added the new 2 TB tier to About iCloud Storage and Upgrade Your Storage

- Updated the instructions and system requirements in Set Up iCloud under Windows

- Updated the chapter Use iCloud Music Library to cover recent changes to iTunes Match

- Expanded and updated the instructions in Activate iCloud Drive

- Added two major topics to the iCloud Drive chapter: Sync Your Desktop and Documents Folders (or Don't) and Optimize Mac Storage

- Added a new sidebar, About Optimized Storage

- Updated Use Mail Drop to state that the feature now works in iOS as well as macOS

- Added the topic Use Universal Clipboard, as well as the sidebar Continuity and iCloud.

- Revamped the discussion of two-step verification and added a major new explanation of two-factor authentication in Use Enhanced Security Features

Introduction

Anyone who has been using Apple devices for more than a few years has surely heard of—and most likely uses—iCloud, Apple's collection of online services. Although iCloud, which launched in October 2011, replaced MobileMe (which, in turn, followed .Mac and iTools), it has morphed into something much different from its predecessors.

The basic concept of iCloud is that your documents, music, TV shows, movies, photos, contacts, calendars, passwords, and other data should propagate to all your devices so immediately and automatically that you never think about where your data is anymore.

But iCloud goes far beyond the concept of syncing. Many features you use on a Mac, iOS device, Apple TV, or Apple Watch want to involve iCloud in some way. You *can* use your Apple device without an iCloud account, but many common tasks will be more awkward or even impossible. And, from Apple's point of view, why would you want to use a device without iCloud? Accounts are free and the iCloud infrastructure makes everything work together much more smoothly.

That's not to say iCloud always works smoothly! iCloud is great when it works, but it's so complex that problems are bound to occur, and frequently do. Since Apple has made so much of your experience dependent on iCloud, network outages, software bugs, and server malfunctions can make the simplest tasks frustrating.

And what about privacy? You can sync your photos and videos instantly across all your devices—great! And the data from your iOS devices is automatically backed up to the cloud—great! And you can share anything with a couple of taps or clicks—great! But if someone guesses or finds your iCloud password, or you tap the wrong button by mistake, your private moments, your home address, and tons of other personal details could be plastered all over the Internet. That's no longer a hypothetical worry, and it can be front-page news when it happens.

Another sore spot is that, although iCloud is pretty good at keeping your own data in sync across your own devices, it's less good at sharing data between users. Features like iCloud Photo Sharing and Family Sharing are steps in the right direction, and they're useful as far as they go. But you still can't easily share a whole address book with your spouse, a folder full of mixed documents with a work group, or a keychain containing usernames and passwords with your family.

There's also the question of hardware support. A handful of iCloud's features are available in Windows, and a smaller subset can be used (after a fashion) on Linux and Android devices. But Apple is in the business of selling hardware, so it stands to reason that iCloud works best on Apple devices. Recent-vintage Macs, iOS devices (iPhone, iPad, iPod touch), Apple TVs, and Apple Watches offer the best support for iCloud.

In this thoroughly updated fifth edition of *Take Control of iCloud,* I focus on what I think of as the interesting parts of iCloud. I show you what iCloud is capable of, how to think about it, and how to put its key features to good use. In the process, I hope to expose you to useful capabilities you never knew existed. But I also tell you how to keep private information secure (even if it reduces iCloud's utility), point out cases in which iCloud may not be the best tool, and occasionally mention other options you can consider.

iCloud is constantly changing. Therefore, I don't attempt to give you specific instructions for using every last feature—I'm confident that you can figure out how to send an email message or delete a contact, even if the exact steps change tomorrow. But I do try to help you grasp what iCloud is capable of and decide how best to use it.

For the most part, I assume your operating system(s) are recent—namely, macOS 10.12 Sierra or later, iOS 10 or later, Windows 10 or later, and Apple TV software version 7 or later. I also assume that all your iCloud-connected apps (such as iTunes, Photos, and Pages) are up to date. Although I occasionally call attention to differences in operating systems, I don't give detailed instructions for using iCloud with older software.

iCloud Quick Start

Although you can skip around freely in this book to learn about the topics that interest you most, I encourage you to read (or at least skim) two early chapters—Get to Know iCloud and Set Up iCloud—before moving on to the rest. Those chapters provide important foundational information, without which much of the material later in the book may not make sense. But if you already read an earlier edition, you can skip those chapters and instead start with Catch Up with iCloud Changes, which gives a quick overview of what's changed in iCloud since the previous edition.

Get started:

- Discover what's new in the last year or so—and do a quick Storage Checkup of your iCloud online data storage needs and costs—in Catch Up with iCloud Changes.

- Learn about iCloud features in Get to Know iCloud.

- Set up your Mac(s), PC(s), and iOS device(s) to use iCloud. See Set Up iCloud.

- Get your family set up to share purchases, calendars, location data, and more. See Use iCloud Family Sharing.

Keep your data in sync across devices:

- Apple has two cloud-based music services: Apple Music is a cloud-based service and iTunes Match is a cloud-based service that is also an iCloud feature. Learn how these services work and interact, and find details about iTunes Match in Use iCloud Music Library.

- Use iCloud Photo Library to sync all your photos between Macs and iOS devices and with the cloud, My Photo Stream to put your recent photos on all your devices, and iCloud Photo Sharing to share photos with other people. See Manage Your Photos.

- Keep your documents and app data current everywhere using iCloud Drive and other forms of in-app syncing. See Keep Documents and App Data in Sync.

- Make sure your major forms of personal data (email, contacts, and calendars) are automatically mirrored across all your devices. See Keep Mail, Contacts, and Calendars in Sync.

- Learn about syncing Reminders, Notes, and browser data. See Sync Other iCloud Data.

- Keep usernames, passwords, and credit card numbers in sync across devices, generate new random passwords, and edit your saved credentials as you Work with iCloud Keychain.

Use the other iCloud features:
- Cut, copy, and paste from one device to another when you Use Universal Clipboard.

- Access Web-based versions of the core iCloud apps on nearly any platform. See Use the iCloud Web Site.

- Locate a wayward Mac or iOS device, or find a friend or family member. See Find My Nouns.

- Learn how iCloud can back up and restore crucial data from your iOS devices in Back Up and Restore iOS Data.

- Apple TV owner? Find out which iCloud features your set-top box can use and how. Read Use iCloud on an Apple TV.

- Access stuff on a faraway Mac. Read Use Back to My Mac.

- Update your iCloud account details. See Manage Your Account.

- Keep your account safe and protect your private data. See Manage iCloud Security and Privacy.

Catch Up with iCloud Changes

If you've been using iCloud awhile—and especially if you read the previous edition of this book—you may be most interested in the bits that have changed in the past year. This chapter highlights the major changes you'll want to take advantage of, points you to chapters where I discuss those features in detail, and offers a suggestion about managing your iCloud data storage.

iCloud Feature Changes

With the release of iOS 10 and macOS 10.12 Sierra in September 2016, Apple added a few significant new capabilities to iCloud. If you're still using an older version of iOS or OS X, you won't be able use these new features:

- **iCloud Drive sync for Desktop and Documents folders:** You can now move your Desktop and Documents folders to iCloud Drive, meaning they'll sync across Macs and be available on your iOS devices and on the iCloud Web site—although there are some significant potential downsides to this new feature. See Sync Your Desktop and Documents Folders (or Don't).

- **Optimize Mac Storage:** You can now permit your Mac to delete local copies of older files stored in iCloud Drive automatically if you get close to running out of disk space on your Mac. Any deleted files are kept online in iCloud, and you can download them again as needed. See Optimize Mac Storage.

- **Universal Clipboard:** Assuming you have fairly recent devices, you can copy or cut data on one device and paste that data on any of the others. See Use Universal Clipboard and the sidebar Continuity and iCloud.

In addition, in August 2016, Apple introduced a 2 TB storage tier, twice the previous maximum, for $19.99 per month (see About iCloud Storage). And a change back in July 2016 made Apple Music a superset of iTunes Match, so if you subscribe to the former, you don't need the latter (see Use iCloud Music Library).

Storage Checkup

Some of the new iCloud features (notably Desktop and Documents folder syncing) eat into your storage quota, but the cost of extra storage is low enough that it shouldn't be a hardship for most users to store as much data as they want. If you're still trying to make do with the 5 GB Apple offers everyone for free, my professional advice is to *give up!* It's no longer worth the effort to avoid what could be a 99-cent monthly charge. (Of course, the more data you want to sync, the more you'll pay—but very few iCloud users will need to go beyond the 1 TB tier at $9.99 per month.)

Even a backup of a single iOS device can easily surpass 5 GB, after all, and by the time you add saved email, files in iCloud Drive, and other smaller bits of information, you're in for some frustration if you try to whittle the figure down to avoid paying a dollar a month. With upgraded storage, you can freely back up your iOS devices, add files to iCloud Drive, and so on, without worrying that you're going to bump into your limit.

Note: I talk about what data Apple includes in your iCloud storage ahead, in About iCloud Storage. I cover how to buy more storage in Manage Your Storage.

Get to Know iCloud

Before you dive in and start setting up and using this mysterious thing called iCloud, you should take a few moments to get your bearings and understand what you're dealing with.

In addition to explaining what you can and cannot do with iCloud, this chapter discusses what you need to know About iCloud System Requirements, About Your Apple ID, and About iCloud Storage.

What Is iCloud?

While iCloud has a few features in common with other online services such as Dropbox, Google Docs, and Microsoft Office 365, iCloud is designed to achieve different goals, making it more different from these services than alike. In fact, it's rather hard to put a finger on exactly what iCloud is.

iCloud doesn't have much…*thingness*. It's not a physical object you can touch, and it's not software you can install. It's not a Web site— at least, not entirely. You can't buy it, although you may pay for extra features. In fact, referring to iCloud as a single entity is misleading. The name iCloud is just an arbitrary label for a collection of features, services, settings, and APIs (application programming interfaces), joined by a thread of relying on communication over the Internet between Apple devices (Macs, iOS devices, Apple TVs, and Apple Watches) and Apple's servers in the cloud.

Perhaps a more interesting question to begin with is "What is iCloud *for*?" I have a few answers to that one:

- **iCloud lets Apple cut the cord.** Until a few years ago, the only way to move certain kinds of data on and off your iOS device was to connect it to a Mac or PC with a USB cable. The connection was required to activate the device; to back up or restore its data; to sync photos, music, movies, books, and apps; to transfer documents to and from certain apps; and to install iOS updates.

With iCloud, Apple has cut the cord: your iOS device can operate as a completely standalone product. If you don't have a Mac or PC to connect to, there must be some other repository for your data, and some other mechanism to get it to and from your device. iCloud serves those purposes, letting you transfer data to and from Apple's servers using either a Wi-Fi or cellular connection.

- **iCloud helps your devices integrate with each other.** If you have more than one digital device—say, two Macs; or a PC and an iPhone; or an iPhone, an iPad, and an Apple Watch; or an iPad and an Apple TV—it's only natural to want all your devices to share data.

  With iCloud, syncing encompasses many kinds of data and requires less effort than before. In fact, the word "sync" almost becomes an anachronism; for the most part, iCloud pushes new or changed data almost instantly to all your devices. You can switch between devices with impunity, knowing your data is always wherever you need it.

- **iCloud replaces (some) local storage with streaming.** Related to the last point, iCloud reduces the need to keep all your important media on all your devices. As long as you have a good wireless Internet connection, your Mac and iOS devices can now do what the Apple TV has done for many years—fetch the content you want, in near-real time, from the cloud. This makes it practical to get by with less storage space. You no longer have to decide which content to put on which device; in a sense, everything can be every-where, automatically. Yet you can still store local copies of crucial data for times when an Internet connection is unavailable.

- **iCloud facilitates (limited) sharing.** Although sharing data between people has never been one of iCloud's strengths, iCloud does help you do certain kinds of sharing. For example, Family Sharing enables family members to easily share purchases, photos, a calendar and reminder list, location information, and more. iCloud Drive lets you send read-only links to your files, or permit others to collaborate with you in real time using iWork apps. And the Mail Drop feature introduced in Yosemite (and later added to

Set Up iCloud

iCloud setup, in and of itself, is easy and largely self-explanatory—you enter your Apple ID and password, and click a few buttons, on each of your devices. There's no software to install on a Mac or iOS device (assuming you already have a recent version of the operating system) and only a few options you can turn on or off. You have to go through a few more steps, but only a few, under Windows.

However, you may encounter questions about certain settings, wonder how to handle multiple iCloud accounts, or need help disabling iCloud. So in this chapter I walk you through those topics for Macs and iOS devices. (The Apple TV is covered later, in Use iCloud on an Apple TV. And, for help with the iCloud Web site, see Use the iCloud Web Site.)

If you've already set up iCloud, you can skim most of this chapter, starting with Set Up iCloud on a Mac—just to make sure you've enabled all the features you may want to use.

Update Your Software

If you want to access all the latest iCloud features, make sure the Apple software that uses iCloud is up to date on each platform you use. Here's what you need to do:

- **iOS:** For any iOS device you haven't already upgraded to iOS 10 or later, tap Settings > General > Software Update and follow the prompts to install the latest update.

- **Mac:** Choose Apple > App Store and click Updates. If newer versions of macOS, Photos, iTunes, or the iWork apps (Pages, Numbers, and Keynote) are found, follow the prompts to install them. In particular, be sure to install Sierra—a free upgrade—if you have not already done so and your Mac supports it. (If you are contemplating a major upgrade from an earlier version of OS X, look for steps in my book *Take Control of Upgrading to Sierra*.)

- **Windows:** Under Windows 7 or later, download and install the latest version of iTunes; if you have a previous version installed, you can use Start > Apple Software Update.

  Then download iCloud for Windows and run `iCloudSetup.exe`; or, if it appears in Apple Software Update (because you had a previous version of the iCloud app installed), install it from there.

- **Apple TV:** For information on updating the Apple TV software, see Apple's article Update the software on your Apple TV.

Set Up iCloud on a Mac

Your Mac may already have prompted you to set up iCloud (in which case, just skim this section to make sure everything is configured to your liking). If not, you can set it up manually. The exact sequence of steps depends on your circumstances.

Note: Each user account on a Mac can have its own iCloud account, although only one account per Mac can use Find My Mac at a time. In addition, you can (with some limitations) set up multiple iCloud accounts within a single user account; for more on such configurations, see Work with Multiple iCloud Accounts, later in this chapter.

For the sake of illustration, I'll show you what to do under Sierra if you ignored any prompts to set up iCloud earlier. What you see under earlier versions of OS X may differ slightly:

1. Go to System Preferences > iCloud.

   The window shows Apple ID and Password fields (**Figure 1**). Enter the Apple ID you want to use (see About Your Apple ID for more details) and your password and click Sign In. (In the unlikely event that you don't yet have an Apple ID, click Create New Apple ID and follow the prompts to create one now.)

Use iCloud Family Sharing

If you live in a household where multiple family members would like to share the digital media they purchase from Apple (music, movies, TV shows, books, and apps)—and especially if your family includes children who use Apple devices—you're the target audience for iCloud's new Family Sharing feature. (If not, then there's nothing to see in this chapter—skip ahead to Use iCloud Music Library.)

Family Sharing requires Yosemite or later, or iOS 8 or later, so I recommend using it only if all your family's devices are running recent versions of their respective operating systems. If your family fits that profile, here's what you'll get for up to six family members:

- All family members' purchases of media from Apple are charged to the credit card of the person you designate as the family organizer. (Family members who have enough credit in their own Apple ID accounts can use that credit to buy something without using the shared card.)

- Kids (who can get special Apple IDs of their own even if they're under 13) can request media purchases from a parent, who must approve each one individually.

- All family members can access each others' media, although you can hide particular items of your own that you don't want to share.

- A shared family photo album, calendar, and reminder list are created.

- Family members can more easily share their locations (with Find My Friends) and locate their devices (with Find My *Device*).

Partial workarounds for some of these things already existed, but Family Sharing makes the process much more convenient. I won't pretend it's perfect—I'm annoyed that Family Sharing offers no way to share data like contacts, bookmarks, and passwords within a family—but it's definitely a giant step in the right direction.

Enable Family Sharing

You can enable Family Sharing on either a Mac or an iOS device. Once it's enabled on one of your devices, it's enabled on all of them. I'll explain the steps on a Mac here; if you use an iOS device, the process is similar except you go to Settings > iCloud to start. Follow these steps:

1. On a Mac, go to System Preferences > iCloud.

2. Click Set Up Family.

3. Click through five informational screens, confirming that you really want to do this, and agreeing to the terms and conditions.

4. In the dialog that appears, click Add Family Member to add one or more family members:

   ‣ **For adults (and children with existing Apple IDs):** Select "Enter a family member's name or email address," enter the name or address, and click Continue. Each invited family member will receive an email invitation and must follow its instructions to accept the invitation.

   ‣ **For children without Apple IDs:** Select "Create an Apple ID for a child who doesn't have an account," click Continue, and then follow the prompts. (See the sidebar Your Child's Password, ahead, for important advice on choosing a password.) You'll have to select an iCloud username for your child (which will become the child's Apple ID), but then several screens go by before you're told if that username is available. If it isn't, you'll have to go back to the child's information screen, enter a new choice, and then step through the process again—but at least the information you entered previously will still be there.

   Enter your credit card's 3- or 4-digit security code when prompted.

   To add another member, click the plus + button and repeat this process.

5. When you're done, click Done.

Use iCloud Music Library

Apple has two different services—iTunes Match and Apple Music—that enable you to sync music to the cloud and share it across your devices (among other capabilities). Both of them use online storage that Apple refers to as iCloud Music Library, although Apple describes only one of the services as an iCloud feature—and an optional one, at that.

The two services have some stark differences, but as of July 2016, all the capabilities of iTunes Match are incorporated into Apple Music. So if you subscribe to Apple Music, there's no longer any reason to use iTunes Match too. In this chapter I want to help you understand what the two services do and decide whether you should use either. I also walk you through setting up and using iTunes Match—but *not* Apple Music, because Apple Music isn't part of iCloud (and is large enough and complex enough to warrant its own book).

Understand Apple's Music Services

Let me begin by listing what iTunes Match and Apple Music have in common. With either service, both of which are optional, you pay a fee to subscribe, and then activate the service on each of your devices. On a Mac, you must also select iCloud Music Library in iTunes > Preferences > General. After that, two things happen:

- iTunes scans the music library on your Mac or PC and compares what you have to Apple's vast iTunes Store selection—more than 30 million tracks. This process should take just a few minutes (though it can take longer if you have a huge music library).

- Whenever iTunes finds a track in your library that wasn't purchased from the iTunes Store but matches a track in Apple's library, it makes Apple's version available for download or streaming on all your devices (including your Apple TV). The music in Apple's library is stored as high-quality 256 Kbps AAC files. So, if the song

already on your Mac was stored at a lower quality, the version now available to all your devices will be superior. Furthermore, any matched (i.e., previously owned) tracks that you download come without DRM (digital rights management), commonly known as copy protection. And you get to keep those upgraded, DRM-free tracks, even if you later cancel the iTunes Match or Apple Music.

> **Note:** When you download a higher-quality track from Apple, it maintains your existing metadata (such as play count).

- When iTunes encounters a track it can't match—for example, a rare version of a song, or a track you recorded yourself, or music by an artist who's not in the iTunes Store—it uploads that track to iCloud, after which it's available to all your other devices for download or streaming. (This may take a while, depending on the quantity of music and the speed of your Internet connection.) Unmatched tracks are uploaded at their existing quality, even if that's less than 256 Kbps AAC.

> **Note:** Apple limits you to 100,000 tracks, although tracks purchased from the iTunes Store don't count toward this limit.

- Tracks stored in iCloud Music Library (whether purchased or uploaded) don't count against your iCloud storage quota.

So far so good? OK. Now, here's where the two services differ:

- **iTunes Match:** iTunes Match costs $24.99 per year and does only the things described above. iTunes Match is especially useful for those without lots of storage space on their Macs and iOS devices—it lets you safely delete tracks from local storage, knowing that you can stream or download them from the cloud whenever needed (as long as you keep paying that annual fee).

- **Apple Music:** Apple Music is more expensive, at $9.99 per month for an individual or $14.99 per month for a family (which requires that you first sign up for iCloud Family Sharing—see Use iCloud Family Sharing). But in addition to storing all your music online, it

Manage Your Photos

As we've seen, iCloud's main modus operandi is "just put all my data everywhere," and you'll undoubtedly want to include your photos and videos among that data. iCloud handles photos and videos using iCloud Photos, which is actually a collection of three different features.

The first two—iCloud Photo Library and My Photo Stream—are for syncing photos. iCloud Photo Library keeps your entire photo library in sync automatically across your devices via the cloud, but counts synced photos (and videos) against your iCloud data storage quota. My Photo Stream, on the other hand, doesn't affect your storage quota but makes only your most recent photos available on all your iCloud-compatible devices. (The two sync methods have other differences, too, as I explain ahead.)

The third feature, iCloud Photo Sharing, makes it possible to share photo streams with other people—although shared photo streams follow different rules from My Photo Stream.

These three features can be confusing individually, and they overlap in various ways. In this chapter I untangle them for you, explaining which feature does what, and which you should use in various situations.

Note: I also compare the Dropbox Camera Upload feature to iCloud's various offerings in the sidebar at the end of this chapter, iCloud Photos vs. Dropbox Camera Upload.

Warning! If you use Photos to store photos of, shall we say, an *intimate nature* and want to reduce the risk that they'll escape onto the Internet, don't enable *any* of the syncing features discussed in this chapter! See Manage iCloud Security and Privacy for details.

Compare iCloud Photo Options

iCloud Photo Library and the older My Photo Stream both sync photos across your devices via the cloud, but they differ in almost every other detail. You can use either or both, though most people will probably find that iCloud Photo Library alone is all that's needed, as it essentially makes My Photo Stream superfluous (at least for those who have paid for enough iCloud storage to hold all their photos and videos).

iCloud Photo Library

I say more about iPhoto Library ahead in Use iCloud Photo Library, but for now, here are its main characteristics:

- Gives you a single library across your Macs and iOS devices, and the iCloud Web site (using the Photos app on each platform), as well as on the fourth-generation Apple TV

- Supports both photos and videos

- Counts against your iCloud storage quota

- Can store as many photos as you like, for as long as you keep paying

- Works over Wi-Fi or cellular connections

- Replaces Camera Roll (and the My Photo Stream album) in iOS

- Disables copying photos directly from a Mac or PC via iTunes sync

- Uploads original, full-resolution photos but optionally stores smaller, optimized copies on each device

My Photo Stream

My Photo Stream has been around since the beginning of iCloud, although it has changed a bit over the past few years. You can learn all about it in Use My Photo Stream. For now, notice how, in contrast to the iCloud Photo Library features listed above, My Photo Stream gives you more in some ways, but less in others:

- Supports photos only

Keep Documents and App Data in Sync

With iCloud Drive, Macs have Finder access to online file storage in iCloud. iCloud Drive gives you a single location where you can (in theory) see any of the documents that any of your apps have stored in iCloud or that you've manually copied to iCloud Drive. You can organize files in any manner you choose, even creating your own folders. Any Mac app can store documents there, even if it hasn't been designed specifically to work with iCloud. And you can access iCloud Drive not only from your Mac but also through the iCloud Web site, in the iCloud Drive app for iOS, and from many iOS apps.

iCloud Drive's predecessor, Documents in the Cloud, still exists—but only for users running 10.9 Mavericks or earlier, or iOS 7. Because it's essentially obsolete, however, and because most users have upgraded to 10.10 Yosemite or later, or iOS 8 or later, this book no longer covers Documents in the Cloud.

To learn all about iCloud Drive, read the next topic, Use iCloud Drive. In addition, you'll want to read Use In-app Data Syncing, later in this chapter, for information on working with apps that don't rely on documents but do need to sync data across devices.

Use iCloud Drive

iCloud Drive is cloud-based storage you can access on any of your devices—either independently (in the Finder on a Mac, or in the iCloud Drive app on an iOS device) or from within apps that have been updated to support it.

With iCloud Drive, master copies of your documents are stored in the cloud. Your Mac normally maintains a local copy of these documents, too—you can't turn off syncing, as you could with iDisk—and any

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changes you make to the contents of your iCloud Drive on one device immediately sync, via Apple's servers, to the others. (However, your Mac might delete the local copies of some files if you've enabled Optimize Mac Storage and your disk starts running low on free space.)

That sounds simple enough, but iCloud Drive has quite a bit of hidden complexity and doesn't always make sense. You'll be able to use iCloud Drive more effectively if you understand at least some of Apple's logic. After I tell you how to turn on iCloud Drive (next), I'll give you a quick overview of how it *ought* to work in *normal* situations (see Explore iCloud Drive). Then I'll delve into what actually happens (see Understand iCloud Drive Peculiarities), which can be quite a bit different.

Activate iCloud Drive

During the process of upgrading to Yosemite or later, or iOS 8 or later—or if you used any of the iWork Web apps on the iCloud Web site after the release of iOS 8—you may have seen a screen inviting you to upgrade to iCloud Drive. If you agreed to this, iCloud Drive is already active for your iCloud account.

If you selected Not Now (on all your devices), you can activate iCloud Drive whenever you're ready by going to System Preferences > iCloud (Mac) or Settings > iCloud (iOS) and turning on iCloud Drive. On iOS 9 devices, you should also check Settings > iCloud > iCloud Drive to make sure Show on Home Screen is turned on; this displays the iCloud Drive app, which I discuss later in this chapter. (This step isn't needed in iOS 10.)

There are a few other iCloud settings you can change. While the default settings are fine for almost anyone, you should be aware that they exist, just in case.

First, you can prevent a particular app from using iCloud Drive (for added security or to save space):

- **Mac:** Go to System Preferences > iCloud and click Options next to iCloud Drive. Then uncheck any app's name and click Done. This hides that app's folder in iCloud Drive on this Mac, but does not

Keep Mail, Contacts, and Calendars in Sync

Email, contact, and calendar data work together to help you with many day-to-day tasks, and they're the ones you'll most likely want to keep in sync across your Mac(s) and iOS device(s). Behind the scenes, they rely on different technologies to do their work—IMAP for email, CardDAV for contacts, and CalDAV for calendars—but the end result is that when you change email, contact, or calendar data on one device, iCloud pushes those changes to your other devices immediately.

This chapter discusses these three data types, but in the interest of simplicity, I've deliberately left out most of the boring instructions for doing things you may already know how to do or can figure out easily (or get help with by consulting the Help menu on your Mac or clicking the Help ⓘ icon on the [iCloud Web site](#)).

In this chapter I also explain how to [Use Mail Drop](#), an iCloud feature that simplifies sending large attachments.

Work with iCloud Mail

Your iCloud account includes an email address in the icloud.com domain (and grandfathers in me.com addresses for those who had them before iCloud appeared—as well as, in some cases, mac.com addresses). Among other things, you also get 5 GB of free storage (shared with other iCloud services) and a lovely Web interface for checking your email (see [The Mail Web App](#)).

In most respects, iCloud Mail is a conventional IMAP account. (For more on what that means, read my article [FlippedBITS: IMAP Misconceptions](#).) It stores all your filed and sent messages on a server, which also tracks which messages you've read, replied to, or forwarded. The result is that you can access your email on any device (even with a

third-party email client) or in a Web browser, and see exactly the same messages, in the same locations, with the same status.

With default settings, as soon as you enable Mail in iCloud's settings on each device, your iCloud Mail stays in sync across devices without any manual intervention—not because iCloud does anything special but because that's the way IMAP works. However, iCloud Mail differs from run-of-the-mill IMAP accounts in several respects:

- Setting up an iCloud Mail account on any Apple device is as easy as it gets—all you have to do is make sure Mail is turned on after entering your iCloud username and password.

- When used with iOS devices, iCloud Mail offers optional *push* updates, meaning you'll see messages the instant they come in rather than having to wait for the next scheduled check.

- iCloud Mail has a good webmail interface that supports searching message contents, setting up auto-responses, forwarding email to another account, uploading attachments with Mail Drop (see Use Mail Drop), and creating rules that automatically sort messages.

- Apple's mail servers provide fairly good spam and virus filtering. *However,* when iCloud Mail encounters an incoming message that matches certain criteria that Apple doesn't disclose, it doesn't merely label the message as Junk or move it to a Spam mailbox—the iCloud server summarily deletes it without any notice to the sender or recipient. (You can read about this in Silent email filtering makes iCloud an unreliable option, at Macworld.) I find this approach disagreeable because all spam filters sometimes make mistakes.

- You can add up to three *aliases*—extra email addresses whose incoming mail is automatically forwarded to your main Inbox.

- iCloud Mail offers no way for you to use your own custom domain name. You may be able to forward email from another address to your iCloud Mail account, but you can't change your iCloud email address to one in a personal domain, nor can you use iCloud Mail to send out email from a non-iCloud address.

Sync Other iCloud Data

In much the same way that iCloud delivers immediate push updates to your email, contacts, and calendars, it syncs several other types of data—browser bookmarks, tabs, and Safari's Reading List; Reminders (a.k.a. tasks or to-do items); and Notes. (I discuss yet another type of data syncing in the next chapter, Work with iCloud Keychain.) These features aren't at all flashy and there's not a great deal to say about them, but in this chapter I give you an overview of how they work and point out a few cool things you may not have noticed.

Work with Browser Bookmarks, Tabs, and Reading List

The list of iCloud services on your Mac, PC, or iOS device includes either Safari (Mac and iOS) or Bookmarks (Windows). Either way, this item, when enabled, syncs these items:

- **Bookmarks:** When this setting on, iCloud syncs Safari bookmarks (or, in Windows, Internet Explorer, Firefox, or Google Chrome bookmarks) among your devices. (Curiously, iCloud no longer syncs bookmarks with the Windows version of Safari; conversely, it won't sync Firefox or Google Chrome bookmarks on a Mac.)

- **Safari's Reading List:** For Macs and iOS devices, this feature also syncs Safari's Reading List—Web pages that you've saved to read later—either by choosing Bookmarks > Add to Reading List (Mac) or by tapping the Share button and then Add to Reading List (iOS).

- **Open tabs:** In a manner of speaking, iCloud also syncs Safari's open tabs. If you click the Show All Tabs ⬚ button to the right of the Smart Search field in Safari on a Mac, the Tabs view added in Yosemite appears with thumbnails of open tabs on the Mac as well as lists of the open Safari tabs on all the other devices signed in to the same iCloud account (**Figure 14**). Click a tab or tab name to open it.

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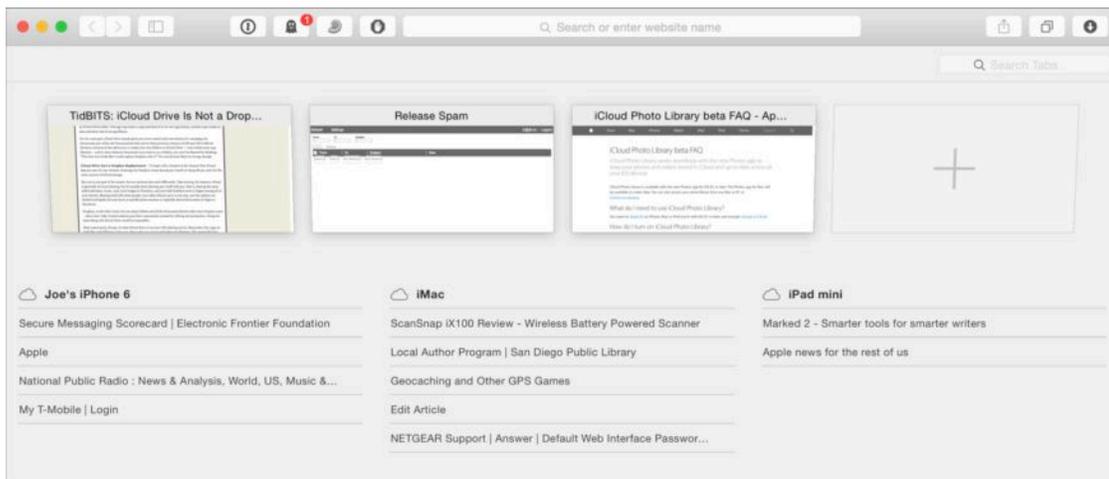
Figure 14: See open Safari tabs on your other devices in this view.

Tip: If you hover over the name of a tab from another device, an X ⊗ icon appears. Click this icon to close the tab on the other device (after a brief delay).

In Safari for iOS, tap the Tabs ⧉ icon and swipe up (past the thumbnails of any open pages on the current device) to see a list of the tabs that are open in Safari on your other devices, grouped by device (**Figure 15**).
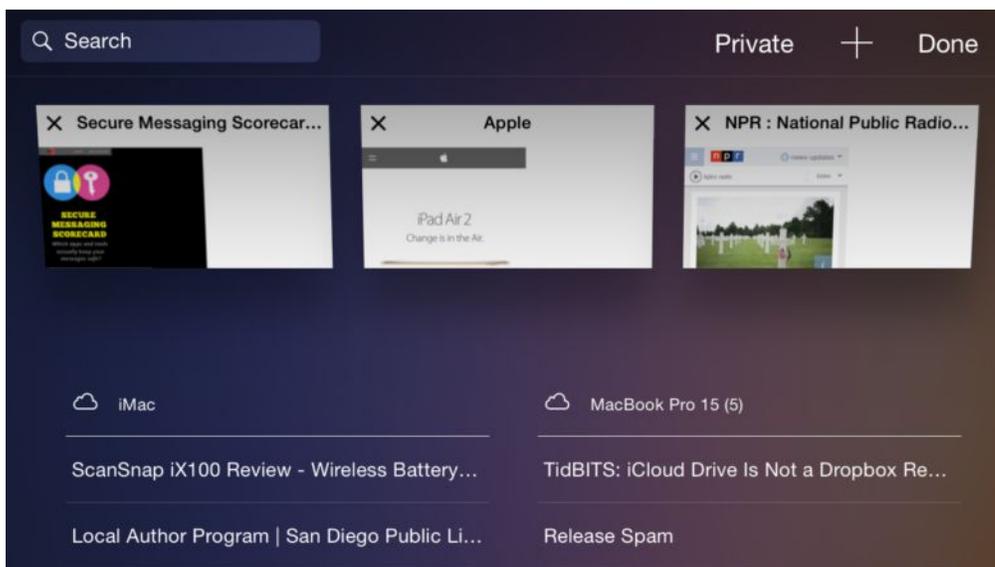
Figure 15: On an iOS device, you can see a list of the open tabs in Safari on your other devices. It's not exactly syncing open tabs, but it gets the job done.

Swipe to the left and tap Close to close a tab on another device. Tap the tab name or image to open it on your current device.

Work with iCloud Keychain

iCloud Keychain, a feature available in macOS and iOS (sorry, Windows users), enables you to sync a *keychain*—which may contain passwords, credit card numbers, and other sensitive data—across your Apple devices securely via the cloud.

One big benefit of iCloud Keychain is that Safari for iOS can autofill usernames and passwords that you stored in a keychain on your Mac (and vice-versa). Another benefit is that once you enter a Wi-Fi password on one device, it syncs to all your other devices, so you don't have to reenter it numerous times.

iCloud Keychain includes several other capabilities:

- A strong password generator built into Safari

- The capability to store and enter credit card information (except the CVV number) in Web forms

- Support for multiple sets of credentials per site

- A way to view and remove passwords within Safari

In addition, if iCloud Keychain is turned on, the following items sync automatically amongst your other Macs (but not, alas, iOS devices):

- Settings for the accounts listed in the Internet Accounts system preference pane, including email accounts, Twitter, Google, Facebook, and LinkedIn

- Signatures you scanned or wrote in Preview, or using the Markup feature of Mail (see this Apple article for directions)

iCloud Keychain is useful for many people—especially those who previously struggled to enter passwords in Safari for iOS. Some third-party tools, including my favorite, 1Password, offer additional features such as greater flexibility in password creation, support for Web browsers other than Safari as well as non-Apple operating systems,

auto entry of CVV numbers, and storage of other types of information (for example, software licenses). But even if you use a third-party password manager, you may still find iCloud Keychain useful.

> **Tip:** If you're interested in using 1Password instead of, or in addition to, iCloud Keychain, you might enjoy reading my book *Take Control of 1Password*. For a thorough introduction to password security, read *Take Control of Your Passwords*.

Enable and Configure iCloud Keychain

iCloud Keychain isn't very useful if you set it up on only one device; since syncing passwords is the main point of the features, you'll want to enable it on each of your Macs and iOS devices. Unlike most iCloud features, you can't simply flip a switch and turn it on. The initial setup process is considerably more involved. In addition, the steps you follow with whichever device you set up first will be different from the steps for setting up all subsequent devices.

If you've already set up your first device to use iCloud Keychain, skip ahead to Approve Additional Devices; if all your devices are already set up, move right on to Use iCloud Keychain in Safari. Otherwise, start here.

> **Note:** The instructions that follow assume that you have *not* enabled two-factor authentication for your Apple ID (see Use Two-factor Authentication). If you have, setting up iCloud Keychain is much simpler—you'll simply turn it on, on each device, and enter your security code when prompted to do so.

Set Up iCloud Keychain on Your First Device

When you set up your first device to use iCloud Keychain, you'll also be prompted to perform a one-time procedure to choose a security code, which can be used to approve additional devices. (There are other ways to approve additional devices, too, as we'll see.)

Use the iCloud Web Site

iCloud is mostly about keeping data in sync across all your devices, but several key types of data can also be viewed and edited on the iCloud Web site in robust Web apps—Mail, Contacts, Calendar, Photos, iCloud Drive, Find iPhone (that is, Find My *Device*), Find Friends (that is, Find My Friends), Notes, Reminders, Pages, Numbers, and Keynote. (If you've enabled it, there's also a News Publisher Web app, which appears only on the iCloud Web site, with no Mac or iOS version.)

You may consider the Web apps irrelevant, because you find that the native apps running on the Mac and in iOS more powerful and convenient. But, if you use other operating systems (Windows, Linux, Android) where these apps aren't available natively, the iCloud site can make crucial features available to you. And, even if you almost always use your own Mac or iOS device, you may occasionally use someone else's computer (or a public computer), and in such cases, find that the iCloud Web site is the best way to access your iCloud data.

Of all the aspects of iCloud, the Web site has been subject to the most change. Its features and user interface have been updated numerous times, and I expect that trend to continue. As a result, I make no attempt to provide detailed instructions for each of the ever-changing iCloud Web apps. Instead, I provide a general overview of what's on the site (as of October 2016) and how to navigate it. I then offer a few tips for getting the most out of the Web apps and locating obscure features.

## Navigate the iCloud Web Site

When you visit the iCloud Web site, you see fields for entering your Apple ID and password, an optional Keep Me Signed In checkbox, and a few informational links at the bottom.

Once you are signed in, you need to keep in mind just a few things:

- On the home screen that appears after you sign in (**Figure 22**), click an app's icon to go to that app (or, if you prefer, press the arrow keys to move between icons and press Return or Enter to open the selected one).
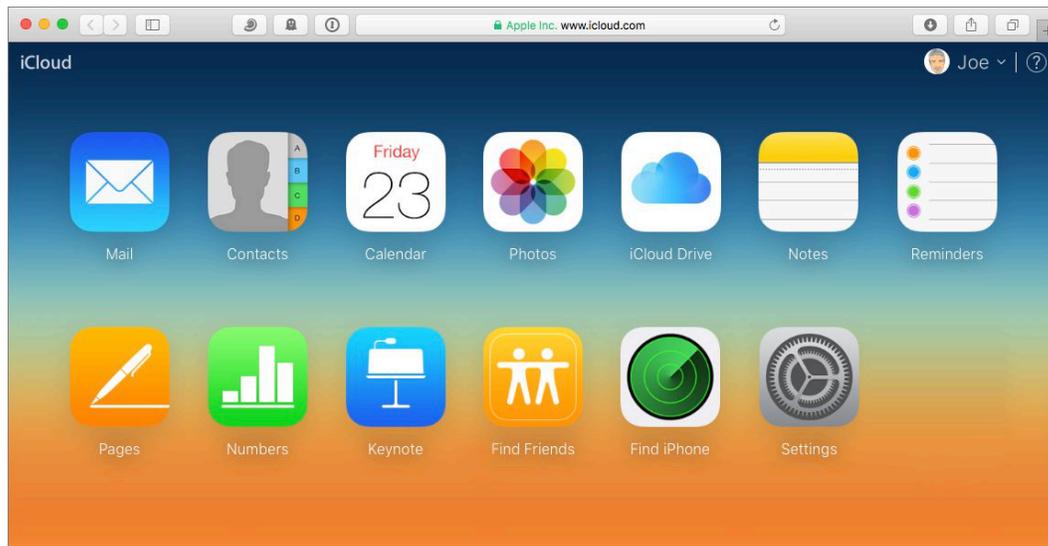
Figure 22: It doesn't get much simpler than this: click an icon on the home page to go to the corresponding Web app.

- When you're in an app, you can switch apps by clicking the current app's name in the upper-left corner (or pressing Shift-Esc) and then clicking the name of another app (**Figure 23**). Or, to return to the home screen, click the app's name and then click Home.
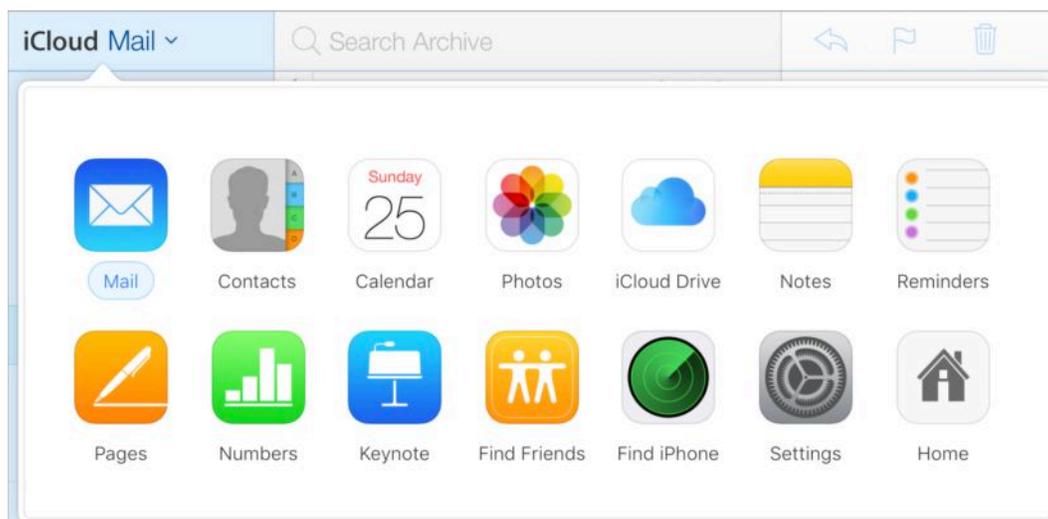
Figure 23: The iCloud app switcher appears when you click the current app's name in the corner of the window.

Find My Nouns

First there was Find My iPhone, a feature that allowed you to, you know, find your iPhone if it was lost or stolen. Even though Apple later extended the capability to the iPod touch ("Find My iPod touch"), the iPad ("Find My iPad"), Macs ("Find My Mac"), and the Apple Watch ("Find My Apple Watch"), the "Find My iPhone" name is still used generically to describe this feature. I find that somewhat confusing, so to reduce ambiguity, in this book I use "Find My *Device*" when talking about the feature as it applies generically to Macs and iOS devices.

What complicates things is that you can find other *people,* too, using the Find My Friends app. This is limited, of course, to people carrying iOS devices—so really it's "Find My Friends' iOS Devices." So, for want of a better term that encompasses people and assorted Apple devices (plus whatever else may be added in the future), I'm calling all these capabilities collectively "Find My Nouns."

Understand What Find My Device Can and Can't Do

You can use the iCloud Web site, or Apple's Find My iPhone app on any iOS device, to locate a lost or stolen Mac, iPhone, iPod touch, or iPad. You can also play a sound, lock the device (optionally adding or changing its passcode in the process), or erase all the device's data (to keep it private in case you're unable to retrieve the device). You can even see your wayward device's battery level—and you can activate Lost Mode on iOS devices, which displays the phone number and message of your choice on the missing device's screen, in the hope that whoever has your device will call you to arrange for its return.

Find My *Device* works more reliably on devices with cellular capabilities, such as the iPhone and certain iPads. These devices are more likely to have an always-on network connection—cellular access is

pretty ubiquitous, whereas Wi-Fi is spotty. Plus, iOS devices with cellular support also have GPS chips, so their reported location is generally much more precise than for Macs and for iOS devices that lack GPS.

In addition, the iPhone and iPad maintain their mobile connections even when "sleeping," whereas a Mac or iPod touch won't display any messages or report its location until it's woken up. (An exception to this rule is any Mac laptop that uses solid-state storage—such Macs support Power Nap, which among other things enables Find My *Device* to work when they're sleeping. See Apple's article How Power Nap works on your Mac for more information.)

Activate Find My Device

Before you can use Find My *Device*, two prerequisites must be met on the target device (the one you'll attempt to find, if it goes missing):

- A mobile device must be running iOS 5 or later, and a Mac must be running 10.7.2 Lion or later. (On an Apple Watch, Find My Watch is activated automatically as long as Find My iPhone is enabled on the iPhone to which it is paired.)

- You must activate Find My *Device* on the target device. To do this on a Mac, go to System Preferences > iCloud and make sure Find My Mac is checked. On an iOS device, tap Settings > iCloud and make sure Find My *Device* is on; if not, tap the switch to turn it on.

> **Note:** Although you can set up more than one iCloud account on a Mac or iOS device, Find My *Device* can be enabled for only one of the accounts (the first one you set up).

With your device(s) properly configured, you can then find the device either using the iCloud Web site (as described next) or using the Find My iPhone app installed on another iOS device—yours or someone else's—as I discuss in Find Your Device with an App.

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Back Up and Restore iOS Data

iCloud can automatically back up most of the important data from your iOS device to Apple's servers. This feature is usually invisible once you've set it up, but there are a few options you may want to adjust, and, of course, you'll want to know how to Restore an iOS Device from a Backup should the need arise—a procedure that's not obvious!

Understand How iCloud Backup Works

Backups are as important on an iOS device as on your computer—after all, your iOS device stores lots of crucial personal data, not to mention photos and videos that may be irreplaceable. If it ever dies or needs replacing, backups can also save you time and aggravation.

But backing up an iOS device is a different sort of process from backing up a Mac or PC. Because iOS devices have no browsable file system and each app is *sandboxed*—prevented from interacting with other apps' data—conventional backup methods are out. One way to back up your iOS device is to connect it to your Mac or PC via Wi-Fi or with a USB cable, select the device in iTunes, and click Back Up Now.

But with iCloud, you can back up over Wi-Fi directly to Apple's servers. This means:

- You can back up your data while traveling or otherwise away from your computer—or even if you have no Mac or PC at all.

- You can restore an iOS device—for example, one whose data was corrupted, or that had its data wiped as part of a repair—or set up a new device to use your existing data without a computer.

- As with iTunes backups, when you back up via iCloud, only the first backup copies *all* your personal data. Subsequent backups upload

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only information that's new or different since last time, making iCloud backups faster on subsequent backup runs (if not quite as fast as iTunes backups).

For all these reasons, I generally recommend using iCloud Backup. But, as I said in About iCloud Storage, backups can consume lots of space. To solve this problem, you can buy more storage, limit which types of data are backed up (as I describe ahead), or delete old backups. But if you're short on space and unwilling to buy more, you might stick with iTunes-based backups.

> **Note:** For the privacy implications of iCloud Backup, flip ahead to Protect Your Privacy.

What does iCloud Backup back up, anyway? It covers the following:

- The photos and videos you've taken on your iOS device—located in Camera Roll unless you've enabled iCloud Photo Library, in which case they're in All Photos

- Photo albums you've created *on the iOS device* (but not those synced from your computer, because they're already "backed up" on that computer)

- Documents and settings for all your apps

- All account data and iOS settings (including those configured in the Settings app, and your app and folder organization)

- Conversations in the Messages app (iMessage, SMS, and MMS)

- Ringtones

This list doesn't include anything that's already stored in the cloud thanks to some other aspect of iCloud—purchased music, TV shows, movies, apps, and books; plus your contacts, calendars, reminders, email, notes, bookmarks, and any documents handled by iCloud Drive.

Use iCloud on an Apple TV

The Apple TV is a small set-top box that gives you access to streaming media from Apple and other providers, as well as media stored on other Apple devices on your network. This chapter covers the current (fourth-generation) and previous (third-generation) models.

The third-generation Apple TV supports several iCloud features: iCloud Photos (including shared photo albums and My Photo Stream, but not iCloud Photo Library), iMovie Theater for streaming your own iMovie movies via iCloud, Family Sharing for viewing other family members' purchased movies and TV shows, iTunes Match (if you've purchased it), and AirPlay from iCloud for streaming content from iTunes in the Cloud instead of from a local device. (The second-generation Apple TV supports some of these features, too, it but can't be upgraded to version 7.0 or later, so not everything described here will work on older models.)

The fourth-generation Apple TV, which began shipping in late 2015, features a Siri Remote with a touchpad, a faster processor, much more storage, support for third-party apps, and a totally redesigned user interface based on the new tvOS. It supports most of the same iCloud features as the third-generation models, but with some differences in how you configure and use them.

Set Up iCloud on an Apple TV

There are two main places to set iCloud-related preferences on your Apple TV. Depending on the choices you made when you set up the Apple TV, either or both of these may already be configured, but it doesn't hurt to check.

Set Up iCloud Account Features

To configure an Apple TV to work with iCloud Photos, iMovie Theater, and Family Sharing, navigate to Settings > iCloud (third-generation

models) or Settings > Accounts > iCloud (fourth-generation). If your Apple ID isn't already listed, select Sign In. If you've already entered your Apple ID for the iTunes Store, you may be asked if you want to use that same Apple ID for these other features. If you do, select Yes (and enter your password); if not, select No, Use a Different Apple ID (and enter both the Apple ID and password for a different iCloud account).

For third-generation models, on the same screen, select iCloud Photos Settings. There you have two options:

- **Turn On My Photo Stream:** Select this to give your Apple TV access to My Photo Stream. You'll then be asked if you want to use iCloud Photos as your screen saver; select Yes or No, as you prefer. (Either way, you can change your mind later by going to Settings > Screen Saver > Photos and selecting either iCloud Photos or something else.) The text then switches to Turn Off My Photo Stream, which you can select if you want to disable that feature.

- **Turn On iCloud Photo Sharing:** Select this to give your Apple TV access to additional photo streams you've shared with others, or others have shared with you. To turn it off, select Turn Off iCloud Photo Sharing.

For fourth-generation models, on the iCloud screen, you can turn any of the following on or off:

- iCloud Photo Library (but turning on iCloud Photo Library removes My Photo Stream as an option; you can enable either one but not both at the same time)

- iCloud Photo Sharing

- My Photo Stream

After that one-time setup procedure, follow the steps ahead in Use iCloud Photos on an Apple TV to view your photos.

Use Back to My Mac

Back to My Mac (BtMM), an iCloud feature exclusively for Mac users, lets you easily connect to one of your Macs—or a Time Capsule or AirPort Disk—from another Mac located elsewhere on the Internet in ways that were previously very difficult to set up. Once this feature is active, using it is every bit as simple as (in fact, it's exactly the same as) connecting between two Macs on the same local network in your home or office—generally just a bit slower.

When I say "connect," I'm talking about three separate options:

- **File sharing:** You can mount a remote Mac's drive on your local Mac and then copy files between them, delete or rename remote files, or do anything else you normally could do with a network file server. The same goes for a Time Capsule or an AirPort Disk.

  This is entirely different from using cloud-based storage such as Dropbox or iCloud Drive; Back to My Mac uses iCloud only as a means of locating and connecting to the remote device. Once the connection is made, you can transfer files directly between the local Mac and remote device in either direction. Of course, the remote device must be on and connected to the Internet.

- **Screen sharing:** You can see a live view of a remote Mac's screen on your local Mac, and control the remote Mac with your local keyboard and mouse, as though you were sitting at the remote computer. In this way, for instance, you can run applications on your home Mac that you don't have with you on your laptop.

- **Configuration:** You can change the settings of an AirPort base station or Time Capsule in a remote location using AirPort Utility.

As cool as Back to My Mac is, it involves considerable behind-the-scenes complexity, and because some of the many variables required for success may be beyond your (or Apple's) ability to address, you may not be able to get it working in every situation.

On a Mac, activating BtMM is a simple matter of making sure the Back to My Mac switch is on in System Preferences > iCloud. (You must also have File Sharing, Screen Sharing, or both enabled in System Preferences > Sharing; if you don't, clicking a Details button next to the Back to My Mac switch prompts you to turn them on.) But if you see an error message there, you're unable to connect to your Mac remotely, or you want to set up a Time Capsule or AirPort Disk to use BtMM, you may need additional help. Fortunately, Apple has several useful support articles:

- [Set up and use Back to My Mac](#)

- [Get help with multiple-NAT configurations for Back to My Mac](#)

Once everything's set up, go on a field trip. Take your laptop somewhere else. Make sure you're connected to the Internet. If you look in the sidebar of a Finder window, you should see the icon for your remote Mac, Time Capsule, or AirPort Disk under Shared, just as you would if it were on the same local network. You can now connect to it as follows:

- **Share another Mac's screen:** To control your remote Mac's screen, select its icon in the sidebar, click Share Screen, and enter your Mac account's login credentials if prompted to do so.

- **Access remote files:** To access files on a remote Mac, Time Capsule, or AirPort Disk, select its icon in the Finder window sidebar, click Connect As, and enter your credentials if prompted. A list of *shares*—volumes and shared folders—on your remote device appears. Double-click any share to mount it and display its files.

- **Configure a remote base station:** Should the need arise, you can also *configure* your Time Capsule or AirPort Extreme base station remotely using Back to My Mac, assuming you've previously enabled Back to My Mac on the device. Simply open AirPort Utility and your remote device should appear, along with any compatible devices found nearby.

Manage Your Account

Your iCloud account has a handful of settings you may want to adjust, including your photo, default language, and time zone. And, if you've inadvertently deleted something from Contacts, Calendars, Reminders, or iCloud Drive within the last 30 days, you can restore it using the Settings app on the iCloud Web site; see Restore Deleted Data. You can also use account-level controls to Upgrade Your Storage.

Change iCloud Web Site Settings

A few settings related to your use of the iCloud Web site as a whole—your photo, language, and time zone—are all set in the same place. To adjust them, log in to the iCloud Web site and either click the Settings icon on the home screen or click your name at the top and choose iCloud Settings from the menu. You can then change settings in any of several categories. Any changes you make take effect immediately.

Change Personal Information

The top portion of the window, which is unlabeled, lets you adjust certain pieces of personal information:

- **Picture:** Your iCloud account can have a photo or other picture associated with it, which other iCloud members will see in certain contexts (such as in email messages). You can do the following:

    ‣ *Add a picture.* If you don't already have a picture assigned to your account, click Add Photo and then either drag in a picture or click Choose Photo, select a photo on your disk, and click Choose. Drag the slider to adjust the zoom level; drag the photo around to reposition it, if desired; and then click Done.

    ‣ *Change your picture.* Hover over it with your pointer, click Edit at the bottom of the picture region, and then follow the procedure in the previous bullet point.

Click here to buy the full 182-page "Take Control of iCloud, Fifth Edition" for only $15!

> ‣ *Delete your picture.* Hover over it and click the Delete 🔴 icon.

- **Manage your Apple ID:** To make changes to your Apple ID settings (such as choosing a new password or changing the security settings), click the Manage link under Apple ID.

- **Language:** To change the language of the iCloud Web site user interface, choose a language from the Language pop-up menu.

- **Time zone:** To change your time zone (for example, as shown in the Calendar Web app), click the current zone name under Time Zone to display a map. Click an area on the map to set your region. Then, if the city name shown at the bottom isn't correct, click the city name and choose another city from the pop-up menu.

View Storage Details

A multicolored graph under the Storage heading shows how your iCloud storage is being used. Hover over a colored slice to see a popover with details. Apple provides more information when you view your storage details from a desktop computer or iOS device, and I talk about that in Manage Your Storage, later in this chapter.

View or Remove Devices

Look under My Devices to see all your Macs (running Yosemite or later), iOS devices (running iOS 8 or later), and Apple TVs. Click a device to see the last several characters of its serial number (and, for iPhones and cellular iPads, its IMEI). Then, if you no longer have or use a device, you can remove it from your iCloud account by clicking the X ⓧ icon next to its name and then clicking Remove to confirm your choice.

View Family Sharing Members

If you have Family Sharing enabled, look in the Family Sharing section to see your family members. You can't change them here, however—that has to happen in System Preferences > iCloud on a Mac or in Settings > iCloud on an iOS device.

Manage iCloud Security and Privacy

Throughout this book I've mentioned security and privacy issues connected to iCloud. But because of recent high-profile incidents involving data theft from iCloud users, I want to end the book with some advice about protecting your data.

In the digital world, the words security and privacy are often used interchangeably, but even though they're related, they're not the same. *Security* is freedom from danger or harm, whereas *privacy* is freedom from observation or attention. Someone can harm you by impersonating you, taking over your account, stealing or deleting data, and so on; security makes such harm less likely to occur. On the other hand, if someone reads your email messages, sees your photos, or learns your location without your permission, you've lost your privacy.

It's possible to have security without privacy and vice-versa. But when it comes to a service like iCloud, it turns out that all the steps you might take to improve your security also protect your privacy. For example, choosing an excellent password reduces the likelihood that a stranger might log in to your account and thereby obtain access to your private data.

Start by enhancing your security with a good password and two-step verification (or, better yet, two-factor authentication), discussed just ahead. Before buying a used iOS device, you should also Check Activation Lock to decrease the risk of using a stolen device. And you can take additional steps to Protect Your Privacy, such as turning off syncing for sensitive data and using a passcode on your iOS devices.

Choose a Good Password

The password associated with the Apple ID you use for iCloud is incredibly valuable. With your username and that password, someone can see all your email, contacts, calendar events, backed up photos, and even your current location. And, using Find My *Device,* anyone with your password can remotely wipe your Macs and iOS devices!

So, choosing a good password is a big deal. You don't want a password that any other person can guess, or that an automated cracking tool could uncover by brute force. For complete details on what makes one password stronger than another, how an attacker might go about guessing your password, and techniques for increasing password strength while not overtaxing your memory, read my book *Take Control of Your Passwords*. If you don't have time to read that whole book, at least follow these tips:

- **Make your iCloud password unique.** Don't use your iCloud password for any other site or service, because if your password for one site is compromised, every account that uses the same password is at risk.

- **Choose a long, random password.** Your iCloud password should be *at least* 12 characters long. It should include uppercase and lowercase letters, at least one digit, and at least one punctuation character. And it should be *random*—any sort of pattern weakens your password. (If you don't already have a random password generator, a quick Web search should turn up many options.)

- **Use a password manager.** Apps such as 1Password, Dashlane, and LastPass can create random passwords for you, store them, sync them across your devices, and fill them in automatically. That takes most of the effort and pain out of using good passwords.

If you want to change your password now, go to appleid.apple.com, click Manage Your Apple ID, and follow the instructions.

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About the Author

Joe Kissell is the author of more than 50 books about technology, including *Maintaining Your Mac: A Joe On Tech Guide* and *Take Control of Your Online Privacy*. He is also a contributing editor to TidBITS and a senior contributor to Macworld.

When not writing or speaking, Joe likes to travel, walk, cook, eat, and practice t'ai chi. He lives in San Diego with his wife, Morgen Jahnke; their sons, Soren and Devin; and their cat, Zora. To contact Joe about this book, send him email and *please* include `Take Control of iCloud` in the subject of your message so his spam filters won't intercept it.

Shameless Plug

On my site Joe On Tech, I write about how people can improve their relationship with technology. The site also features my own series of ebooks on topics such as backing up and maintaining your Mac. I'd be delighted if you stopped by for a visit! You can also sign up for joeMail, my free, low-volume, no-spam mailing list, or follow me on Twitter (@joekissell). To learn more about me personally, visit JoeKissell.com.

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