

Brad Miser

Sams **Teach Yourself**

# iCloud

in **10**  
**Minutes**

**SAMS**

Brad Miser

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# iCloud

in **10 Minutes**

**SAMS**

800 East 96th Street, Indianapolis, Indiana 46240

## Sams Teach Yourself iCloud in 10 Minutes

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# Contents

<b>Introduction</b>	<b>1</b>
About This Book .....	1
Who This Book Is For .....	2
What Do I Need to Use This Book? .....	3
Conventions Used in This Book .....	3
<b>1 Getting Started with Your iCloud Account and Website</b>	<b>5</b>
Understanding iCloud .....	5
Obtaining an iCloud Account .....	8
Creating an iCloud Account on an iOS Device .....	10
Obtaining an iCloud Account on a Mac .....	12
Creating an iCloud Account via the iTunes Store .....	12
Converting MobileMe to iCloud .....	14
Using Your iCloud Website .....	15
Logging Into Your Website .....	16
Working with iCloud Web Applications .....	17
Managing Your Account and Apple ID .....	19
Summary .....	20
<b>2 Configuring iCloud on an iPhone, iPod touch, or iPad</b>	<b>21</b>
Configuring iCloud on an iOS Device .....	21
Performing Basic iCloud Configuration on an iOS Device .....	22
Configuring Information Updates on an iOS Device .....	26
Performing Advanced iCloud Account Configurations .....	29
Summary .....	33

<b>3</b>	<b>Configuring iCloud on Macintosh Computers</b>	<b>35</b>
	Logging Into Your iCloud Account .....	35
	Configuring and Managing Your iCloud Services .....	37
	Using the Back to My Mac Feature .....	41
	Summary .....	41
<b>4</b>	<b>Configuring iCloud on Windows Computers</b>	<b>43</b>
	Downloading and Installing the iCloud Control Panel .....	43
	Logging Into Your iCloud Account .....	44
	Configuring and Managing Your iCloud Services .....	45
	Summary .....	49
<b>5</b>	<b>Using iCloud with Your iTunes Music, Apps, and Books</b>	<b>51</b>
	Understanding Automatic iTunes Store Purchase Downloading ....	51
	Using iCloud to Download iTunes Store Purchases on an iOS Device .....	52
	Configuring Automatic Downloading of iTunes Store Purchases on an iOS Device.....	53
	Downloading Previous iTunes Store Music or TV Show Purchases on an iOS Device .....	54
	Downloading Previous iTunes Book Purchases on an iOS Device.....	59
	Downloading Previous iTunes App Purchases on an iOS Device.....	60
	Using iCloud to Automatically Download iTunes Store Purchases on a Mac.....	62
	Using iCloud to Automatically Download iTunes Store Purchases on a Windows PC .....	63
	Summary .....	65
<b>6</b>	<b>Using iTunes Match with Your Music</b>	<b>67</b>
	Understanding iTunes Match.....	67
	Configuring and Managing iTunes Match in iTunes .....	69
	Setting Up iTunes Match in iTunes .....	69
	Managing iTunes Match in iTunes.....	71

---

Listening to Your iTunes Match Music on an iOS Device .....	72
Configuring an iOS Device to Use iTunes Match .....	73
Listening to iTunes Match Music on an iOS Device.....	73
Listening to Your iTunes Match Music on a Computer.....	76
Adding a Computer to iTunes Match.....	76
Listening to iTunes Match Music on a Computer .....	78
Summary .....	79
<b>7 Using iCloud with Your Photos</b> .....	<b>81</b>
Understanding Photo Stream .....	81
Using Photo Stream with iOS Devices .....	84
Enabling Photo Stream on an iOS Device.....	85
Viewing Photo Stream Photos on an iOS Device.....	86
Working with Photo Stream Photos on an iOS Device .....	86
Saving Photo Stream Photos on an iOS Device .....	88
Using Photo Stream with a Mac .....	92
Enabling Photo Stream on a Mac .....	92
Using Photo Stream with iPhoto.....	93
Using Photo Stream with Aperture.....	95
Using Photo Stream with a Windows PC .....	98
Enabling Photo Stream on a Windows PC .....	98
Using Photo Stream Photos on a Windows PC .....	99
Using Photo Stream with an Apple TV .....	101
Enabling Photo Stream on an Apple TV.....	101
Viewing Your Photo Stream on an Apple TV.....	102
Removing Photos from Your Photo Stream.....	102
Summary .....	104
<b>8 Using iCloud with Your Documents</b> .....	<b>105</b>
Syncing Documents with iCloud .....	105
Syncing Documents on iOS Devices .....	106
Enabling Document Syncing on iOS Devices .....	107

Enabling Document Syncing in iOS Apps.....	108
Working with Synced Documents on iOS Devices .....	110
Using the iWork Feature of Your iCloud Website .....	112
Syncing Documents on Macs .....	115
Configuring Document Syncing on a Mac .....	115
Working with iCloud Document Syncing on a Mac.....	116
Syncing Documents on Windows PCs .....	120
Summary .....	122
<b>9 Configuring Your iCloud Email</b>	<b>123</b>
Working with iCloud Email .....	123
Setting Up iCloud Email on iOS Devices .....	123
Enabling iCloud Email on an iOS Device .....	124
Determining How iCloud Email Is Synced on an iOS Device .....	125
Changing Global Email Settings on an iOS Device .....	126
Changing iCloud-Specific Email Settings on an iOS Device .....	132
Configuring iCloud Email on a Mac .....	133
Configuring iCloud Email on Windows PCs .....	137
Using the iCloud Mail Web Application .....	139
Working with Email Aliases .....	141
Summary .....	143
<b>10 Using iCloud to Manage Your Contacts</b>	<b>145</b>
Using iCloud to Manage Contact Information .....	145
Configuring iCloud for Contacts on an iOS Device .....	146
Configuring iCloud Contact Syncing on an iOS Device .....	146
Configuring How Contacts Display on an iOS Device .....	146
Configuring iCloud Contact Syncing on a Mac .....	148

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Configuring iCloud Contact Syncing on a Windows PC.....	149
Using the iCloud Contacts Web Application .....	150
Summary .....	153
<b>11 Using iCloud with Your Calendars</b>	<b>155</b>
Using iCloud to Manage Your Calendars .....	155
Configuring iCloud Calendars on an iOS Device .....	156
Configuring iCloud Calendar Syncing on an iOS Device .....	156
Configuring Calendar Preferences on an iOS Device .....	157
Configuring iCloud Calendar Syncing on a Mac.....	161
Configuring iCloud Calendar Syncing on a Windows PC.....	162
Using the iCloud Calendar Web Application .....	164
Summary .....	166
<b>12 Using iCloud to Sync Other Information</b>	<b>167</b>
Understanding Other Sync Options .....	167
Configuring Other Sync Options on an iOS Device .....	168
Configuring Other Sync Options on a Mac .....	170
Configuring Other Sync Options on a Windows PC .....	171
Summary .....	173
<b>13 Using iCloud to Locate and Secure Your Devices</b>	<b>175</b>
Using iCloud to Find Devices .....	175
Finding iOS Devices .....	176
Enabling Find My iPhone on iOS Devices .....	176
Using Find My iPhone with iOS Devices .....	178
Finding Macs.....	184
Enabling Find My Mac .....	184
Finding a Mac.....	185
Summary .....	185

<b>14 Using iCloud to Back Up and Restore Devices</b>	<b>187</b>
Backing Up iOS Devices .....	187
Understanding Back Up Options.....	187
Configuring How an iOS Device Is Backed Up.....	188
Backing Up an iOS Device .....	189
Restoring iOS Devices from a Backup .....	191
Managing Your iCloud Storage Space .....	193
Summary .....	194
<b>Index</b>	<b>195</b>

## About the Author

**Brad Miser** has written extensively about technology, with his favorite topics being Apple's amazing "i" technology, including iPods, iPhones, and now iCloud. Books Brad has written include *Sams Teach Yourself Mac OS X in 10 Minutes*; *Sams Teach Yourself iTunes 10 in 10 Minutes*; *My iPod touch, 3rd Ed*; *My iPhone, 5th Ed*; *Absolute Beginner's Guide to Homeschooling*; and *MacBook Pro Portable Genius, 3rd Ed*. He has also been an author, development editor, or technical editor on more than 50 other titles.

Brad is or has been a sales support specialist, the director of product and customer services, and the manager of education and support services for several software development companies. Previously, he was the lead proposal specialist for an aircraft engine manufacturer, a development editor for a computer book publisher, and a civilian aviation test officer/engineer for the U.S. Army. Brad holds a Bachelor of Science degree in mechanical engineering from California Polytechnic State University at San Luis Obispo and has received advanced education in maintainability engineering, business, and other topics.

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

Brad would love to hear about your experiences with this book (the good, the bad, and the ugly). You can write to him at [bradmiser@me.com](mailto:bradmiser@me.com).

# Dedication

*To those who have given the last full measure of devotion so the rest of us can be free.*

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# Introduction

We all live in a connected world and most of us use multiple devices, such as iPhones, iPads, Macintosh computers, and Windows PCs. Using all of these devices for similar functions, such as email or working on documents, presents the challenge of keeping all our devices in sync so that we have the same information, such as calendars and emails, available to us no matter which device we happen to be using at any point in time.

Enter iCloud.

Apple's iCloud service provides an Internet “cloud” on which you can store all sorts of information and documents. Each of your devices can then connect to the cloud through the syncing process so they all have access to the same information and documents. The “flow” of information goes both ways, too; changes you make on a synced device move to the cloud to update its information (which in turn is communicated to the other synced devices).

iCloud enables you to manage and sync all sorts of information and documents. It helps with your music, books, apps, and TV shows, too, since the content you purchase from the iTunes Store is automatically downloaded to all your devices and is retrievable whether you are using an iOS device or a computer. And, with the optional iTunes Match service, all the music in your iTunes Library is available to any of your iOS devices from the cloud—no syncing required.

iCloud is a great extension of your digital self onto the Internet. It makes all your devices much more effective, and even more fun, to use.

## About This Book

Similar to the other books in the *Sams Teach Yourself in 10 Minutes* series, the purpose of this book is to enable you to learn how to use iCloud quickly and easily; and, hopefully, you'll even enjoy yourself

along the way! This book is composed of a series of lessons; and each lesson covers a specific topic related to the use of iCloud. For example, Lesson 2, “Configuring iCloud on an iPhone, iPod touch, or iPad,” teaches you how to set up iCloud on iOS devices, while Lesson 11, “Using iCloud with Your Calendars,” shows you how to take advantage of iCloud to help you manage your calendars.

The lessons generally build on each other, starting with the more fundamental topics covered in the earlier lessons and moving toward more advanced topics in the later lessons. In general, if you work from the front of the book toward the back, your iCloud education progresses smoothly. You need to start with Lesson 1, “Getting Started with Your iCloud Account and Website,” to establish your iCloud base. From there, move onto the lessons that explain how to set up iCloud on the devices you use. Lesson 3, “Configuring iCloud on Macintosh Computers,” explains how to set up iCloud on a Mac; and Lesson 4, “Configuring iCloud on Windows Computers,” explains how to do the same on a Windows PC. After you have those bases covered, you can jump to the other lessons based on your areas of interest.

The lessons include both information and explanations along with step-by-step tasks. You get more out of the lessons if you perform the steps as you read the lessons. Figures are included to show you what key steps look like on your devices’ screens.

## **Who This Book Is For**

This book is for anyone who wants to get the most out of iCloud. While iCloud is well designed and relatively easy to use, you learn faster with this guide to help you. If you’ve never used iCloud, this book gets you started and helps you move toward becoming an iCloud guru. If you’ve previously dabbled with iCloud, this book helps you go beyond basic tasks and prepares you to use all of iCloud’s amazing functionality. If you’ve spent a fair amount of time using iCloud, this book provides lessons to round out your iCloud expertise.

## What Do I Need to Use This Book?

To make use of the information in this book, you need an iCloud account. Lesson 1 teaches you to create your own free account. You also need at least one device that can access iCloud; this can be an iOS device (iPhone, iPad, or iPod touch), a Mac, or a Windows PC. Your experience improves if you have more than one device, such as an iPad and a computer. If you are lucky enough to have more than two devices, even better!

In addition to the technical requirements, you just need a sense of adventure and curiosity to explore all this book offers you. iCloud is fun to use and, with this guide to help you, it should be fun to learn as well.

## Conventions Used in This Book

Whenever you need to click a particular button or link or make a menu selection, you see the name of that item in **bold**, such as in “Click the **Save** button to save your document.” You also find three special elements (Notes, Tips, and Cautions) throughout this book.

**NOTE:** A note provides information that adds to the knowledge you gain through each lesson’s text and figures.

**TIP:** Tips offer alternate ways to do something, such as keyboard shortcuts, or point out additional features of which you can take advantage.

**CAUTION:** You won’t find many of these in this book, but when you do come across one, you should carefully read it to avoid problems or situations that could cause you grief, time, or money.

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## LESSON 5

# Using iCloud with Your iTunes Music, Apps, and Books

*In this lesson, you learn how to use iCloud to make sure music, apps, and books you purchase from the iTunes Store are always available to you on any device.*

## Understanding Automatic iTunes Store Purchase Downloading

The iTunes Store offers lots of great audio, video, and book content that you can purchase, download, and enjoy on iOS devices and computers. Before iCloud, to get the same content on more than one device, you had to use the sync process to move the content into iTunes on a computer (unless it was purchased on the computer of course) and then use iTunes to sync the content onto other devices. And it was even more work to make the content available on both a Mac and a PC.

iCloud takes away these hassles in a couple of ways. First, you can configure all your equipment (computers and iOS devices) to automatically download any future music, app, or book purchases you make from the iTunes Store. Second, you can easily download any past purchases of music, TV shows, apps, or books directly onto your iOS devices.

Configuring your devices for automatic downloading is covered in a section for each type of device: iOS, Macs, and Windows PCs. You need to read only the sections that are relevant to the devices you use.

**NOTE: No Movies (or Podcasts) for You!**

You can't use iCloud to move movies you obtain from the iTunes Store onto your devices.

To get movies on your devices, you have to use the old-fashioned approach by moving the movies into your iTunes Library through the sync process (if they weren't purchased on the computer) and then using the sync process to move those movies onto your iOS devices.

Movies you rent can only exist on one device at a time. If you didn't rent the movie on the device on which you want to watch it, you need to move it back to your iTunes Library and from there move it onto a different device through the sync process.

The same is true of podcasts. To get them on all your devices, subscribe to them in iTunes on a computer and use the sync process to move them onto your iOS devices or download them directly onto each iOS device using the iTunes app.

## Using iCloud to Download iTunes Store Purchases on an iOS Device

An iCloud account helps you get content you purchased from the iTunes Store onto your iOS device with ease; this works for music, TV shows, apps, and books. In this section, you learn two ways to use iCloud to get purchased content on your iOS device:

- ▶ Add newly purchased content automatically.
- ▶ Download previously purchased content.

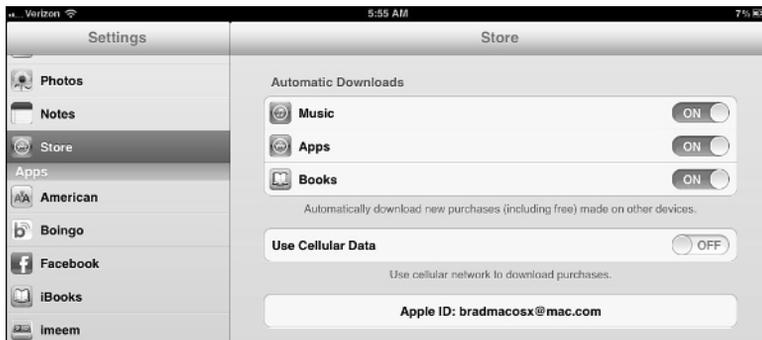
**NOTE: A Third Way**

You can also use iTunes Match to stream music in your iTunes Library on an iOS device. This is explained in Lesson 6, "Using iTunes Match with Your Music."

## Configuring Automatic Downloading of iTunes Store Purchases on an iOS Device

To configure automatic downloads to your iOS devices of the content you purchase from the iTunes Store, perform the following steps:

1. Tap **Settings**. The Settings app opens.
2. Tap **Store**. You move to the Store settings screen.
3. Set the status bar to the ON position for the types of content that you want downloaded to your device automatically, as shown in Figure 5.1.



**FIGURE 5.1** With this configuration, any music, apps, or books purchased from the iTunes Store on any iCloud-enabled device are automatically downloaded to this iPad.

4. If you are configuring a device that supports a cellular data connection (iPhone or iPad) and you don't have an unlimited data plan, ensure that Use Cellular Data is OFF. If this is ON, content will be downloaded to your device when you use a cell network for data. This can consume significant amounts of data; if you have a limited data plan this can get expensive, so you should set this to OFF so content is only downloaded when you are on a Wi-Fi network.

**TIP: Apple ID**

At the bottom of the Store screen, you see the Apple ID currently logged in. If you tap this, you see a menu with a number of useful commands. You can use this menu to view your Apple ID, sign out of your account, or reset your password. If you sign out of your account, the Store screen only has the Sign In button. Tap this and sign into the Apple ID you want to use.

After you've done these steps, any content you enabled in step 3 is downloaded to the iOS device automatically when you purchase it from the iTunes Store. (This only affects future purchases, but in the next section, you learn how to get previously purchased content.)

**TIP: Downloading TV Show Purchases**

Although you can't configure your device to automatically download TV purchases, you can easily download any TV show purchases you've made in the past—as you learn in the next section.

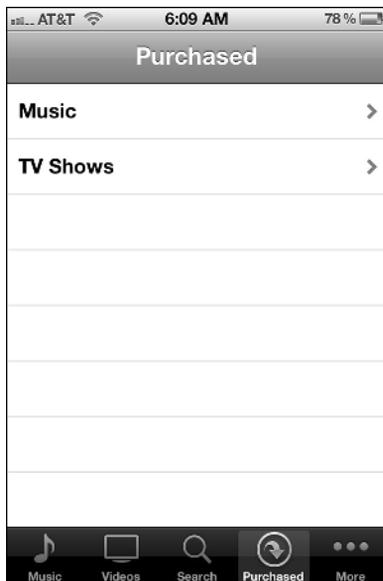
## Downloading Previous iTunes Store Music or TV Show Purchases on an iOS Device

You can download music or TV shows you've previously purchased to an iOS device using the iTunes app:

1. Open the iTunes app.
2. Tap **Purchased**.
3. If you are using an iPhone or iPod touch, tap **Music or TV Shows**, as shown in Figure 5.2; if you are using an iPad, tap the **View** button in the upper-left corner of the screen and then tap **Music or TV Shows**. The rest of these steps show downloading music by selecting the Music option, but the steps to download TV shows are similar.

**NOTE: Free Is Purchased**

In the context of iTunes Store content, free stuff is treated like content you have to pay for. So you use the same tools to download content whether it is free or has a purchase price.



**FIGURE 5.2** The Purchased screen in the iTunes app enables you to download music or TV shows.

4. Tap **Not On This Device** tab, where *Device* is the type of device you are using, such as an iPhone or iPad. The list shows all the music you've purchased from the iTunes Store but that is not currently stored on the device. If you are using an iPad, you see an index of all your purchased content that is not on the iPad along the left side of the screen. If you are using an iPhone, the index fills the screen. At the top of the index, you see the number of

songs that you've purchased that aren't on the device and the number of recent purchases. You can tap either of these to browse those lists of content. Below this, you see all the artists associated with content you haven't downloaded to the device; this works just like the lists in the Music app. You also see the number of tracks for each artist.

**TIP: Searching for Content in All the Right Places**

You can search for the purchased content you want to download by tapping the Search field, typing your search criteria, and tapping Search. The list of content is narrowed to only the items that match your search criteria. This can be a faster way to get to specific content you want to download.

**NOTE: iCloud Is Optional**

You don't have to be logged into your iCloud account to download previous TV show and music purchases. That feature is available to you based on your iTunes Store account.

5. Browse the list.
6. Tap the **artist** whose music you want to download. You see a list of content for that artist, organized into categories. On an iPad, you can choose which category you want to see, either albums or songs; if on an iPhone or iPod touch, you see the content organized by category.
7. On an iPad, tap **Songs** to see the content by song, as shown in Figure 5.3, or tap **Albums** to see it grouped by album instead. On an iPhone or iPod touch, you can browse the list of albums or tap **All Songs** to see the content by song, as shown in Figure 5.4.

**TIP: Sorting It All Out**

When you are viewing the content by Songs on an iPad, you can tap the Sort By button in the upper-right corner of the screen and choose Most Recent, Song Name, or Album to change how the content shown is sorted. If you are viewing the content by album, you can choose Most Recent or Album to sort by those attributes.



**FIGURE 5.3** On an iPad, you can browse purchased music by song or by album; Songs is selected here.



**FIGURE 5.4** On an iPhone or iPod touch, you see the content listed by album, or you can tap All Songs to see it by song instead.

8. Tap the **Download** button (the cloud icon with the downward pointing arrow) for the content you want to download. To download all the content, tap the **Download** button shown above all the content (iPad) or tap **Download All** (iPhone/iPod touch).
9. If prompted, enter your Apple ID password and tap **OK**. The content is downloaded to your device.
10. On an iPhone or iPod touch, tap **More** and then tap **Downloads**. Or on an iPad, tap the **Downloads** tab at the bottom of the screen to move to the Downloads screen so you can monitor the progress of the downloads, as shown in Figure 5.5. When all the content has been downloaded, the screen empties.

**TIP: Not So Fast**

To halt the download process, tap the **Pause** button next to content being downloaded. To start the download again, tap the **Resume** button (downward facing arrow).



**FIGURE 5.5** On the Downloads screen, you can monitor the progress of content being downloaded to your device.

## Downloading Previous iTunes Book Purchases on an iOS Device

You can download books you've previously purchased to an iOS device using the iBooks app:

1. Open the iBooks app.
2. Tap the **Store** button.
3. Tap **Purchased**.
4. Tap **All** to see all your purchased books or tap **Not On This Device**, where *Device* is the name of the device you are using, to see books that haven't been downloaded yet.
5. To download a book, tap its **Download** button.

6. If prompted, enter your Apple ID password and tap **OK**. The book is downloaded to your device and becomes available in the Library.

**NOTE: Downloaded Before?**

If a book was previously downloaded to the device but was removed through the sync process, it won't appear on the Not On This Device tab. To download it again, tap the All tab. Books that have been previously downloaded to the device but are not currently stored on it have the Download button. Tap this to download the book to the device again.

**NOTE: iCloud Is Optional Here, Too**

Like music and TV shows, you can download books and apps you've purchased previously without being logged into your iCloud account because they are associated with your iTunes Store account.

## Downloading Previous iTunes App Purchases on an iOS Device

You can download apps you've previously purchased to an iOS device using the App Store app:

1. Open the App Store app.
2. On an iPad, tap the **Purchased** tab; on an iPhone or iPod touch, tap the **Updates** tab and then tap **Purchased**. You see the Purchased Apps screen.
3. Tap **Not On This Device**, where *Device* is the device you are using, to see apps you've purchased but not downloaded to the device. Figure 5.6 shows this screen on an iPad.
4. If you are using an iPad, tap **iPad** to see only apps specifically for an iPad or tap **iPhone** to see apps designed for iPhones/iPod touches.



**FIGURE 5.6** The Not On This iPad tab shows apps that have not been downloaded to this device.

5. Tap the **Download** button for the app you want to add to the device.

**NOTE: Password or Not?**

If you've entered your Apple ID recently, such as if you have just downloaded something, you won't have to enter again for a while. When the password isn't required, the content downloads to your device without your password.

6. If prompted, enter your Apple ID password and tap **OK**. The Download button is replaced by a status button that shows the app being installed on your device. When the installation process is complete, you can use the app.

**NOTE: Syncing and Purchased Content**

When you sync your iOS devices to iTunes, any purchased content is copied into your iTunes Library automatically.

## Using iCloud to Automatically Download iTunes Store Purchases on a Mac

You can configure iTunes on a Mac to automatically download your music, app, and book purchases so they are stored in your iTunes Library. This is useful to store your content, and you can use iTunes to enjoy the content on your Mac. Here's how to make this happen:

1. In iTunes, choose **iTunes, Preferences**.
2. Click the **Store** tab.
3. Check the **Music**, **Apps**, and **Books** check boxes if you want these types of content downloaded to your Mac automatically, as shown in Figure 5.7; if you leave a check box unchecked, that type of content won't be downloaded automatically.
4. Click **OK**. Any music, apps, or books you download from the iTunes Store are downloaded to your Mac automatically, no matter which device you use to download them.

**TIP: Home Sharing**

Though not part of iCloud, it can be useful to stream content in your computer's iTunes Library to other computers, iOS devices, or Apple TVs through the Home Sharing feature in iTunes. Turn on **Home Sharing** through the Advanced menu in iTunes and sign into the account associated with the content you want to share.

To access shared content on an iOS device, open the Music app, tap **More**, tap **Shared**, and tap the **name of the Library** on which you enabled Home Sharing. You can browse and play the content in that library.

On an Apple TV, choose **Computers**, choose **Turn On Home Sharing**, and then enter the **user name** and **password** for the Home Share account. You can then watch or listen to content in the Home Share library.

On a computer, open iTunes and click **Home Sharing** in the SHARED section of the Source list. Enter the sharing **Apple ID and password** and click **Create Home Share**. When you are logged in, you can select the **shared Library** to enjoy its content.



**FIGURE 5.7** With these selections, music, apps, and books purchased on any device are automatically downloaded to this Mac.

## Using iCloud to Automatically Download iTunes Store Purchases on a Windows PC

You can configure iTunes on a Windows PC to automatically download your music, app, and book purchases so they are stored in your iTunes Library. This is useful to store your content, and you can use iTunes to

enjoy the content on your computer. To enable automatic downloads, perform the following steps:

1. In iTunes, choose **Edit, Preferences**.
2. Click the **Store** tab.
3. Check the **Music**, **Apps**, and **Books** check boxes if you want these types of content downloaded to your computer automatically, as shown in Figure 5.8; if you leave a check box unchecked, that type of content won't be downloaded automatically.



**FIGURE 5.8** With these selections, music, apps, and books purchased on any device are downloaded automatically to this computer.

4. Click **OK**. Any music, apps, or books you download from the iTunes Store are downloaded to your Windows PC automatically, no matter which device you use to download them.

**TIP: Yet Another Way to Share**

You can share content in your iTunes Library with other computers on the same local network. Open iTunes Preferences. Click the **Sharing** tab. Click the **top** check box to share your library and then choose to share the entire library or only selected playlists. You can also configure a password if you want.

You can access libraries being shared by clicking on them in the SHARED section of the iTunes Source list. If required, enter the **password**. You can then select the **shared source** and browse and play its content.

## Summary

In this lesson, you learned how to use iCloud so that you have all your music, app, and book purchases available on all your devices. In the next lesson, you learn how to use iTunes Match to stream your music to your iOS devices.

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# Index

## A

---

accessing Macintosh computers over Internet, 41

accounts

    advanced syncing options, 29

    email accounts, advanced configuration, 31-32

    iCloud accounts. *See* iCloud accounts

Address Book, contact synchronization, 148-149

advanced iCloud account configuration, 29-32

advanced iCloud email configuration, 132-133

advanced syncing options, 29

aliases for email addresses, 141-143

Aperture, Photo Stream and, 95-98

Apple ID

    as email address, 123

    in iTunes Store, 54

    managing, 19-20

Apple Store accounts, 9

Apple TV

    Home Sharing feature (iTunes), 62-63

    iCloud requirements, 8

    Photo Stream on, 101-102

application icons on iCloud website, 17-19

apps

    enabling document syncing, 108-109

    previous iTunes Store purchases

*downloading to iOS devices, 60-62*

*downloading to Macintosh computers, 62-63*

*downloading to Windows computers, 63-65*

archiving email messages, 32

audible email notifications, configuring on iOS devices, 129-130

Auto-Lock feature, 181

## automatic downloading from iTunes Store

- advantages/disadvantages, 51-52
- on iOS devices, 52-62
- on Macintosh computers, 62-63
- on Windows computers, 63-65

## B

- Back to My Mac feature, 41
- backing up iOS devices, 187-191
  - to computer versus to cloud, 187-188
  - configuring backups, 188-190
  - manual backups, 189-191
  - restoring from backups, 189-191
- bookmarks, 167
  - on iOS devices, 168-170
  - on Macintosh computers, 170-171
  - on Windows computers, 171-173
- books, downloading
  - to iOS devices, 59-60
  - to Macintosh computers, 62-63
  - to Windows computers, 63-65

## C

- Calendar app, calendar synchronization, 156-160
- calendars
  - advantages in iCloud, 155
  - configuring
    - on iOS devices, 156-160*

*on Macintosh computers, 161*

*on Windows computers, 162-163*

iCloud calendar web application, 164-166

- cellular connections
  - document syncing, 107-108
  - via downloading, 74
  - Photo Stream, 84
- computers. *See* Macintosh computers; Windows computers
- configuring. *See also* enabling automatic downloading from iTunes Store on iOS devices, 53-54
- backups, 188-190
- calendars
  - on iOS devices, 156-160*
  - on Macintosh computers, 161*
  - on Windows computers, 162-163*
- contacts
  - on iOS devices, 146-148*
  - on Macintosh computers, 148-149*
  - on Windows computers, 149-150*
- email accounts
  - on iOS devices, 123-133*
  - on Macintosh computers, 133-136*
  - on Windows computers, 137-139*
- iTunes Match
  - on computers, 76-77*
  - on iOS devices, 73*
  - in iTunes, 69-72*

- passcodes, 177
  - reminders/bookmarks/notes
    - on iOS devices, 168-170*
    - on Macintosh computers, 170-171*
    - on Windows computers, 171-173*
  - configuring iCloud
    - on iOS devices, 21-22*
      - advanced configuration, 29-32*
      - basic configuration, 22-26*
      - information update configuration, 26-29*
    - on Macintosh computers*
      - Back to My Mac feature, 41*
      - information update configuration, 37-40*
      - logging into iCloud account, 35-37*
    - on Windows computers*
      - downloading and installing iCloud control panel, 43-44*
      - information update configuration, 45-49*
      - logging into iCloud account, 44-45*
  - conflicts in synced documents, resolving, 111-112
  - contacts
    - advantages in iCloud, 145
    - associating photos from iOS devices, 87
    - configuring
      - on iOS devices, 146-148*
      - on Macintosh computers, 148-149*
      - on Windows computers, 149-150*
    - iCloud contacts web application, 150-153
  - converting MobileMe accounts to iCloud accounts, 14-15
  - copying
    - documents in iWork, 114
    - photos on iOS devices, 88
- 
- ## D
- deleting
    - documents in iWork, 114
    - photos from Photo Stream, 102-104
    - synced information
      - on iOS devices, 26*
      - on Macintosh computers, 39*
      - on Windows computers, 47*
  - disabling
    - cellular connections for document syncing, 107-108
    - iTunes Match, 72
  - disk space. *See* storage space
  - documents
    - support for, 7
    - syncing
      - advantages/disadvantages, 105-106*
      - on iOS devices, 106-112*
      - iWork feature of iCloud website, 112-115*
      - on Macintosh computers, 115-119*
      - on Windows computers, 120-122*

## downloading

- via cellular connections, 74

## documents

- iWork* feature of iCloud website, 112-115
- for syncing in Windows, 120-121
- for syncing on a Macintosh, 116-117

- iCloud control panel, 43-44

- from iTunes Store. *See* automatic downloading from iTunes Store, 51-65

- music from iTunes Match

- on computers*, 78-79
- on iOS devices*, 73-76

- photos manually, 97

---

**E**

## email accounts

- advanced configuration, 31-32

- aliases, 141-143

## configuring

- on iOS devices*, 123-133
- on Macintosh computers*, 133-136
- on Windows computers*, 137-139

- iCloud Mail web application, 139-141

## email addresses

- aliases for, 141-143

- format for, 123

## email messages

- archiving, 32
- sending to iOS devices, 179-181

- emailing photos from iOS devices, 86

- enabling. *See also* configuring

## document syncing

- in iOS apps*, 108-109
- on iOS devices*, 107-108
- on Macintosh computers*, 115-116

- email accounts on iOS devices, 124-125

- Find My Device application

- on iOS devices*, 176-177
- on Macintosh computers*, 184

- iTunes Match, 72

## Photo Stream

- on Apple TV*, 101
- on iOS devices*, 85-86
- on Macintosh computers*, 92-93
- on Windows computers*, 98-99

---

**F**

- fetch syncing, 27

- Find My Device application

- advantages/disadvantages, 175-176

## enabling

- on iOS devices*, 176-177
- on Macintosh computers*, 184

- locating devices

- on iOS devices*, 178-179
- on Macintosh computers*, 185

- remotely locking devices on iOS devices, 181
- sending sounds/messages to iOS devices, 179-181
- tips for iOS devices, 182-184
- wiping device data on iOS devices, 182

Find My iPhone accounts, 9

finding

- iOS devices. *See* Find My Device application
- Macintosh computers. *See* Find My Device application
- Windows computers, 176

## G-H

---

global email settings, configuring on iOS devices, 126-131

Home Sharing feature (iTunes), 62-63

## I

---

iCal, calendar synchronization, 161

iCloud

- backing up iOS devices to
  - advantages/disadvantages, 187-188*
  - configuring backups, 188-190*
  - manual backups, 189-191*
- configuring on iOS devices, 21-22
  - advanced configuration, 29-32*
  - basic configuration, 22-26*

- information update configuration, 26-29*

configuring on Macintosh computers

- Back to My Mac feature, 41*

- information update configuration, 37-40*

- logging into iCloud account, 35-37*

configuring on Windows computers

- downloading and installing iCloud control panel, 43-44*

- information update configuration, 45-49*

- logging into iCloud account, 44-45*

defined, 5

requirements for, 7-8, 44

uses for, 5-7

iCloud accounts

creating

- converting MobileMe accounts, 14-15*

- on iOS devices, 10-11*

- via iTunes Store, 12-13*

- on Macintosh computers, 12*

existing accounts for, 8-9

logging in

- on Macintosh computers, 35-37*

- on Windows computers, 44-45*

managing, 19-20

online storage management, 30, 193-194

- iCloud control panel, downloading and installing, 43-44
- iCloud website
  - account management, 19-20
  - application icons, 17-19
  - calendar web application, 164-166
  - contacts web application, 150-153
  - email web application, 139-141
  - iWork feature, 112-115
  - logging in, 16-17
  - web browser requirements, 16
- icons
  - on iCloud website, 17-19
  - in iTunes Match, 72
- information updates. *See* synced information
- installing iCloud control panel, 43-44
- interface for iCloud website, 17-19
- Internet, accessing Macintosh computers, 41
- iOS devices
  - automatic downloading from iTunes Store, 52-62
    - configuring for purchases, 53-54*
    - previous app purchases, 60-62*
    - previous book purchases, 59-60*
    - previous music/TV show purchases, 54-58*
  - backing up, 187-191
    - to computer versus to cloud, 187-188*
    - configuring backups, 188-190*
    - manual backups, 189-191*
    - restoring from backups, 191-193*
- calendars, configuring, 156-160
- contacts, configuring, 146-148
- defined, 5
- email, configuring, 123-133
  - advanced iCloud email configuration, 132-133*
  - enabling email account, 124-125*
  - global email settings, 126-131*
  - synchronization settings, 125-126*
- Find My Device application
  - advantages/disadvantages, 175-176*
  - enabling, 176-177*
  - locating devices, 178-179*
  - remotely locking devices, 181*
  - sending sounds/messages, 179-181*
  - tips for, 182-184*
  - wiping device data, 182*
- Home Sharing feature (iTunes), 62-63
- iCloud, configuring on, 21-22
  - advanced configuration, 29-32*
  - basic configuration, 22-26*
  - information update configuration, 26-29*
- iCloud accounts, creating, 10-11
- iCloud requirements, 8
- iTunes Match, configuring on, 73

- listening to music from iTunes Match, 73-76
  - passcodes, configuring, 177
  - Photo Stream on, 84-91
    - enabling*, 85-86
    - managing photos*, 86-88
    - removing photos*, 103
    - saving photos*, 88-91
    - viewing photos*, 86-87
  - reminders/bookmarks/notes, configuring, 168-170
  - restoring from backups, 189-191
  - syncing documents, 106-112
    - enabling*, 107-108
    - enabling in iOS apps*, 108-109
    - managing synced documents*, 110-112
  - iPad. *See* iOS devices
  - iPhone. *See* iOS devices
  - iPhoto, Photo Stream and, 93-95
  - iPod touch. *See* iOS devices
  - iTunes
    - configuring backups, 188
    - note synchronization on Windows computers, 173
  - iTunes Match
    - advantages/disadvantages, 67-69
    - configuring
      - on computers*, 76-77
      - on iOS devices*, 73
      - in iTunes*, 69-72
    - listening to music
      - on computers*, 78-79
      - on iOS devices*, 73-76
  - iTunes Store accounts
    - automatic downloading from
      - advantages/disadvantages*, 51-52
      - on iOS devices*, 52-62
      - on Macintosh computers*, 62-63
      - on Windows computers*, 63-65
    - as iCloud account, 9, 12-13
    - iWork feature of iCloud website, 112-115
- 
- ## L
- 
- listening to music from iTunes Match
    - on computers, 78-79
    - on iOS devices, 73-76
  - local networks, shared content on, 65
  - locating. *See* finding
  - Location Services feature, 176
  - locking iOS devices, 181
  - logging in
    - to iCloud accounts
      - on Macintosh computers*, 35-37
      - on Windows computers*, 44-45
    - to iCloud website, 16-17
- 
- ## M
- 
- .Mac accounts, 9
  - Macintosh computers
    - accessing over Internet, 41

- automatic downloading from iTunes Store, 62-63
- backing up iOS devices to, 187-188
- calendars, configuring, 161
- contacts, configuring, 148-149
- email, configuring, 133-136
- Find My Device application
  - advantages/disadvantages, 175-176*
  - enabling, 184*
  - locating devices, 185*
- Home Sharing feature (iTunes), 62-63
- iCloud, configuring on
  - Back to My Mac feature, 41*
  - information update configuration, 37-40*
  - logging into iCloud account, 35-37*
- iCloud accounts, creating, 12
- iCloud requirements, 8
- iTunes Match, configuring on, 76-77
- listening to music from iTunes Match, 78-79
- Photo Stream on, 92-98
  - with Aperture, 95-98*
  - enabling, 92-93*
  - with iPhoto, 93-95*
  - removing photos, 103*
- reminders/bookmarks/notes, configuring, 170-171
- syncing documents, 115-119
  - enabling, 115-116*
  - managing synced documents, 116-119*
- Mail app, configuring email
  - on iOS devices, 123-133
  - on Macintosh computers, 133-136
- manual backups, 189-191
- manual syncing, 27
- memory. *See* storage space
- merging synced information on iOS devices, 22-23, 26
- messages. *See* email messages, 32, 179-181
- Mobile Documents folder, 119
- MobileMe accounts
  - converting to iCloud accounts, 14-15
  - email aliases in, 143
  - as iCloud account, 9
- movies from iTunes Store, 52
- music
  - iTunes Match
    - advantages/disadvantages, 67-69*
    - configuring in iTunes, 69-72*
    - configuring on computers, 76-77*
    - configuring on iOS devices, 73*
    - listening on computers, 78-79*
    - listening on iOS devices, 73-76*
  - previous iTunes Store purchases, downloading
    - to iOS devices, 54-58*
    - to Macintosh computers, 62-63*

to Windows computers,  
63-65

sorting on iPad, 57

My Apple ID website, 19-20

## N

---

notes, 168

- on iOS devices, 168-170
- on Macintosh computers,  
170-171
- on Windows computers,  
171-173

Notes app, 170

## O

---

online storage management, 30,  
193-194

Outlook

- calendar synchronization,  
162-163
- configuring email, 137-139
- contact synchronization,  
149-150
- task synchronization, 172

## P

---

passcodes, configuring, 177

passwords, resetting, 19-20

pausing downloads, 58

Photo Stream

- advantages/disadvantages,  
81-85

- on Apple TV, 101-102
  - enabling, 101
  - viewing photos, 102
- on iOS devices, 84-91
  - enabling, 85-86
  - managing photos, 86-88
  - saving photos, 88-91
  - viewing photos, 86-87
- on Macintosh computers, 92-98
  - with Aperture, 95-98
  - enabling, 92-93
  - with iPhoto, 93-95
- removing photos from, 102-104
- on Windows computers, 98-101
  - enabling, 98-99
  - viewing photos, 99-101

photos. *See also* Photo Stream

- downloading manually, 97
- managing on iOS devices,  
86-88
- removing from Photo Stream,  
102-104
- saving on iOS devices, 88-91
- storage space, 97-98
- viewing
  - in Aperture, 95-98
  - on Apple TV, 102
  - on iOS devices, 86-87
  - in iPhoto, 93-95
  - on Windows computers,  
99-101

Photos app, 84

podcasts from iTunes Store, 52

previous iTunes Store purchases

- of apps, downloading  
to iOS devices, 60-62

- to Macintosh computers, 62-63*
  - to Windows computers, 63-65*
- of books, downloading
  - to iOS devices, 59-60*
  - to Macintosh computers, 62-63*
  - to Windows computers, 63-65*
- of music/TV shows, downloading
  - to iOS devices, 54-58*
  - to Macintosh computers, 62-63*
  - to Windows computers, 63-65*
- printing photos from iOS devices, 87
- push syncing, 26-27

## R

---

- reminders, 166-167
  - on iOS devices, 168-170
  - on Macintosh computers, 170-171
  - on Windows computers, 171-173
- Reminders app, 169
- remotely locking iOS devices, 181
- removing
  - documents in iWork, 114
  - photos from Photo Stream, 102-104
  - synced information
    - on iOS devices, 26*
    - on Macintosh computers, 39*
    - on Windows computers, 47*
- requirements for iCloud, 7-8, 44
- resetting passwords, 19-20
- resolving version conflicts in synced documents, 111-112
- restoring iOS devices from backups, 189-191
- resuming downloads, 58

## S

---

- Safari app, 169
- saving photos on iOS devices, 88-91
- searching purchased content, 56
- Secure/Multipurpose Internet Mail Extensions (S/MIME), 32
- security. *See* Find My Device application
- sending sounds/messages to iOS devices, 179-181
- shared content
  - Home Sharing feature (iTunes), 62-63
  - on local networks (iTunes), 65
- S/MIME (Secure/Multipurpose Internet Mail Extensions), 32
- SMTP (Simple Mail Transfer Protocol), 31-32
- sorting music on iPad, 57
- sounds, sending to iOS devices, 179-181
- storage space
  - on Macintosh computers, 39
  - managing, 30, 193-194
  - for photos, 97-98
  - on Windows computers, 47-49
- streaming content with Home Sharing, 62-63

- synced information
    - advanced syncing options, 29
    - calendars, configuring
      - on iOS devices, 156*
      - on Macintosh computers, 161*
      - on Windows computers, 162-163*
    - contacts, configuring
      - on iOS devices, 146*
      - on Macintosh computers, 148-149*
      - on Windows computers, 149-150*
    - deleting
      - on iOS devices, 26*
      - on Macintosh computers, 39*
      - on Windows computers, 47*
    - email accounts on iOS devices, configuring for, 124-125
    - merging on iOS devices, 22-23, 26
    - options for
      - on iOS devices, 25*
      - on Macintosh computers, 39*
      - on Windows computers, 47*
    - reminders/bookmarks/notes, configuring
      - on iOS devices, 168-170*
      - on Macintosh computers, 170-171*
      - on Windows computers, 171-173*
    - synchronization methods, configuring
      - on iOS devices, 26-29*
      - on Macintosh computers, 37-40*
      - on Windows computers, 45-49*
    - syncing documents
      - advantages/disadvantages, 105-106
      - on iOS devices, 106-112
      - iWork feature of iCloud website, 112-115
      - on Macintosh computers, 115-119
      - on Windows computers, 120-122
- 
- ## T
- tasks. *See* reminders, 166-173
  - text messages, sending photos from iOS devices, 86
  - Time Zone Support feature, Calendar app, 157-158
  - TV shows, downloading
    - to iOS devices, 54-58
    - to Macintosh computers, 62-63
    - to Windows computers, 63-65
  - tweeting photos from iOS devices, 87

## U

---

updates. *See* synced information

uploading

documents

*iWork* feature of iCloud website, 112-115

for syncing in Windows, 121-122

for syncing on a Macintosh, 118-119

music in iTunes Match. *See* iTunes Match, 67-79

## V

---

version conflicts in synced documents, resolving, 111-112

viewing photos

in Aperture, 95-98

on Apple TV, 102

on iOS devices, 86-87

in iPhoto, 93-95

on Windows computers, 99-101

visible email notifications, configuring on iOS devices, 130-131

## W

---

wallpaper photos on iOS devices, 87

web browser requirements for iCloud website, 16

websites. *See* iCloud website

Wi-Fi connections

backups and, 191

Photo Stream, 84

Windows computers

automatic downloading from iTunes Store, 63-65

backing up iOS devices to, 187-188

calendars, configuring, 162-163

contacts, configuring, 149-150

email, configuring, 137-139

finding, 176

iCloud, configuring on

*downloading and installing iCloud control panel, 43-44*

*information update configuration, 45-49*

*logging into iCloud account, 44-45*

iCloud requirements, 8, 44

iTunes Match, configuring on, 76-77

listening to music from iTunes Match, 78-79

Photo Stream on, 98-101

*enabling, 98-99*

*removing photos, 103*

*viewing photos, 99-101*

reminders/bookmarks/notes, configuring, 171-173

syncing documents, 120-122

wiping data from iOS devices, 182