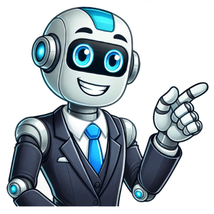
Click to prove you're human



You can view files and folders stored in iCloud Drive using a web browser.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click an option in the sidebar, such as Recents or Browse.If you don’t see the sidebar, click .To open a folder, double-click it.To view a file, do one of the following:Open it in a new tab: Double-click it.See a preview in your current tab: Select it, click in the top-right corner, then choose Preview. If the file doesn’t have a thumbnail, you can’t see a preview.Tip: You can also select the file, then press the Space bar.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click or in the top-left corner (depending on your current view).Choose an option:Grid: Files and folders are shown as icons arranged in a grid.List: Files and folders are arranged by name in a list, and other columns show additional information.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click the “Sort by” menu in the top-right corner, then choose Date, Kind, Name, or Size.If you don’t see the “Sort by” pop-up menu, make sure you’re not viewing the Recents folder.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Select the file or folder, click in the top-right corner, then click Details.The information includes the file type, its size, when it was last modified, and where it’s stored. If the file is shared, you can also see who shared it.Learn how to use iCloud Drive on iCloud.com on a phone or tablet. You can view files and folders stored in iCloud Drive using a web browser.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click an option in the sidebar, such as Recents or Browse.If you don’t see the sidebar, click .To open a folder, double-click it.To view a file, do one of the following:Open it in a new tab: Double-click it.See a preview in your current tab: Select it, click in the top-right corner, then choose Preview. If the file doesn’t have a thumbnail, you can’t see a preview.Tip: You can also select the file, then press the Space bar.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click or in the top-left corner (depending on your current view).Choose an option:Grid: Files and folders are shown as icons arranged in a grid.List: Files and folders are arranged by name in a list, and other columns show additional information.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click the “Sort by” menu in the top-right corner, then choose Date, Kind, Name, or Size.If you don’t see the “Sort by” pop-up menu, make sure you’re not viewing the Recents folder.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Select the file or folder, click in the top-right corner, then click Details.The information includes the file type, its size, when it was last modified, and where it’s stored. If the file is shared, you can also see who shared it.Learn how to use iCloud Drive on iCloud.com on a phone or tablet. Cloud storage and cloud computing service Apple iCloudThe iCloud.com web interfaceTypeCloud serviceLaunch dateOctober 12, 2011; 13 years ago (2011-10-12)StatusActiveMembers~850 million, as of 2018[update][1]Pricing modelFree; optional subscription for more storageWebsiteicloud.com iCloud is the personal cloud service of Apple Inc. Launched on October 12, 2011, iCloud enables users to store and sync data across devices, including Apple Mail, Apple Calendar, Apple Photos, Apple Notes, contacts, settings, backups, and files, to collaborate with other users, and track assets through Find My.[2] iCloud's client app is built into iOS, iPadOS, watchOS, tvOS, macOS, and visionOS, and is available for Microsoft Windows. iCloud may additionally be accessed through a limited web interface. iCloud offers users 5 GB of free storage which may be upgraded through optional paid plans to up to 12 TB;[3][4] all paid plans include iCloud+ providing additional features.[5] Optional end-to-end encryption has been available since 2022 for all iCloud data, except Calendar, Contacts, and Mail, which rely on legacy sync technologies for compatibility with third-party apps (CalDAV, CardDAV, IMAP).[6][7] As of 2018[update], the service had an estimated 850 million users, up from 782 million users in 2016.[1][8][9] iCloud was announced on May 31, 2011, in a press release.[10] On June 6, 2011, during the WWDC 2011 keynote, Steve Jobs announced that iCloud would replace MobileMe, which had been widely seen as a "failure",[11] a fact which Steve Jobs acknowledged during the announcement.[12] iCloud was released on October 12, 2011, and MobileMe was discontinued on June 30, 2012. Previous MobileMe users could keep their @mac.com and @me.com email addresses as aliases to their new @icloud.com address. Earlier versions included Back to My Mac, which was previously part of MobileMe.[13] This service allowed users to create point-to-point connections between computers. It was discontinued on July 1, 2019. iCloud had 20 million users within a week after launch.[14] It received early criticism for bugs, especially with Core Data syncing.[15][16][17] These issues were addressed in iOS 7 and OS X Mavericks.[18][19] At launch, iCloud was partly hosted on Amazon Web Services and Microsoft Azure. In 2016, Apple replaced Azure with Google Cloud Platform.[20] In 2021, The Information reported that Apple was storing 8 million TB of data on Google's cloud, and was on track to spend $300 million that year.[21] Apple also operates its own data centers, including one in Maiden, North Carolina.[22] In June 2019, iCloud was introduced to Windows 10 via the Microsoft Store.[23] In June 2021, Apple introduced iCloud+, which added Private Relay, Hide My Email and Custom Email Domain to paid users of the services, as well as an unlimited storage limit for video from cameras added through HomeKit Secure Video. In March 2022, Apple settled a class-action lawsuit alleging that it had misled users by storing data on non-Apple servers.[24][25] iCloud is a free service, and comes with 5 GB of cloud storage. Users can subscribe to iCloud+ for additional storage up to 2 TB (or 4 TB for users of Apple One Premier plan who also buy an additional 2 TB of storage). Some of iCloud's features are accessible not only through apps built into iOS, iPadOS, watchOS, tvOS and macOS but also on iCloud.com. These include: iCloud Mail, a free email address (@icloud.com) which supports Push email, a webmail interface, and IMAP sync to third-party clients; Contacts and calendar syncing, and calendar sharing features, as well as support for CardDAV and CalDAV; iCloud Drive, a cloud storage and syncing feature; iCloud Photos, which stores and syncs pictures in full-resolution; Pages, Keynote, and Numbers, allowing real-time collaboration on both native apps and the web; Notes and Reminders sync, and the ability to edit and create notes and reminders on the web; iCloud Invites, allowing the creation and management of digital invitations; Find My, which lets users find their Apple devices or other Find My-enabled devices, and remotely erase lost Apple devices; iCloud is also built-in as a backend to many Apple apps and system features, where it can sync users' data and settings. This includes: Apple Books (books, highlights, bookmarks and annotations); Apple Home (settings and paired devices); Apple Music (with a feature called iCloud Music Library); Apple Wallet (passes and credit cards); Phone (call history); Safari (syncing bookmarks and history); Siri (settings, and past interactions with Siri and Dictation) Third-party iOS and macOS app developers can implement iCloud functionality in their apps through the iCloud API.[26] iCloud allows users to back up the settings and data on iOS devices running iOS 5 or later.[27] Data backed up includes photos and videos in the Camera Roll, device settings, app data, messages (iMessage, SMS, and MMS), ringtones, and Visual Voicemails.[28] Backups occur daily when the device is locked and connected to Wi-Fi and a power source. In case of a malfunction of any Apple device, during the restoration process, iCloud offers to restore all data along with App data only if the device was synced to iCloud and backed up. Main article: Find My Prior to iOS and iPadOS 13, Find my iPhone and Find My Friends stored data in iCloud before merging into Find My. Find My enables users to track the location of iOS, iPadOS, macOS, watchOS devices, AirPods, AirTags and a number of supported third-party accessories through a connected iCloud account. A user can see the device's approximate location on a map (along with a circle depicting the margin of error), display a message and/or play a sound on the device (even if it is set to silent), and remotely erase its contents.[29] Users can also share their GPS locations to others with Apple devices and view the location of others who choose to share their location. The Send Last Location feature, which utilizes iCloud, can be optionally enabled to automatically send the location of the device to Apple when the battery is low.[30] See also: Keychain (software) iCloud Keychain is a password manager developed by Apple that syncs passwords across devices and suggests secure ones when creating new accounts.[31] It is integrated into Safari, and is accessible from other applications on iOS, iPadOS, macOS, and visionOS.[32] It was announced at WWDC 2013, and released in October 2013 alongside iOS 7.0.3.[33] iCloud Keychain backups provide different security guarantees than traditional iCloud backups. This is because iCloud Keychain uses "end-to-end encryption", meaning that iCloud Keychain backups are designed so that the provider does not have access to unencrypted data. This is accomplished through the use of a novel "key vault" design based on a Hardware Security Module located in Apple's data centers.[34] In iOS 18 and iPadOS 18, iCloud Keychain was migrated from a page in the settings app to a standalone app, Passwords.[35] The Passwords app continues to sync with iCloud Keychain and the Keychain application. For other uses, see ITunes (disambiguation). iTunes Match debuted on November 14, 2011. It was initially available to US users only.[36] For an annual fee, customers can scan and match tracks in their iTunes music library, including tracks copied from CDs or other sources, with tracks in the iTunes Store, so customers do not have to repurchase said tracks. Customers may download up to 100,000 tracks in 256 kbit/s DRM-free AAC file format that matches tracks in any supported audio file formats in customers' iTunes libraries, including ALAC and MP3. Customers also have the choice to keep their original copies stored on their computers or have them replaced by copies from the iTunes Store.[37] Any music not available in the iTunes Store is uploaded for download onto customers' other supported devices and computers; doing this will not take storage from the customers' iCloud's storage allowance. Any such tracks stored in the higher quality lossless audio ALAC, or original uncompressed PCM formats, WAV and AIFF, are transcoded to 256 kbit/s DRM-free AAC format before uploading to the customers' iCloud storage account, leaving the original higher quality local files in their original format.[38] If a user stops paying for the iTunes Match service, all copies of the DRM-free AAC iTunes Store versions of tracks that have already been downloaded onto any device can be kept,[39][40] whether on iOS devices or computers.[39] From iOS 7 and OS X Mavericks, the iTunes Radio function will be available across devices, including integration with the Music app, both on portable iOS devices and Apple TV (2nd generation onwards), as well as inside the iTunes app on Macintosh and Windows computers. It will be included in an ad-free version for subscribers to the iTunes Match service and is currently[when?] available only in the US and Australia[41] The streaming Genius shuffle is not available in current[when?] versions of iOS but is available in iTunes on the Mac. On January 28, 2016, ad-free iTunes Radio was discontinued and is therefore no longer part of iTunes Match. As of March 26, 2014[update], iTunes Match is available in 116 countries, while iTunes in the Cloud is available in 155 countries.[42] Main article: iWork During the 2013 Apple Worldwide Developers Conference (WWDC) keynote speech, iWork for iCloud was announced for release at the same time as the next version of the app versions of iWork later in the year. The three apps for both iOS and macOS that form Apple's iWork suite (Pages, Numbers, and Keynote), will be made available on a web interface (named as Pages for iCloud, Numbers for iCloud, and Keynote for iCloud respectively), and accessed via the iCloud website under each user's iCloud Apple ID login. They will also sync with the user's iOS and macOS versions of the app, should they have them, again via their iCloud Apple ID. This allows the user to edit and create documents on the web, using one of the supported browsers: Safari, Chrome, and Microsoft Edge.[43] It also means that Microsoft Windows users now have access to these native –previously only Apple device– document editing tools, via the web interface. Photo Stream was a service supplied with the basic iCloud service which allows users to store the most recent 1,000 photos on the iCloud servers for up to 30 days free of charge. When a photo is taken on a device with Photo Stream enabled, it automatically uploaded to iCloud servers. From there, it become available for viewing and saving on the rest of the user's Photo Stream-enabled devices. The photo was automatically removed from the server after 30 days or when it becomes photo number 1,001 in the user's stream. Photo Stream installed on a Mac or Windows desktop computer includes an option to have all photos permanently saved on that device. The service also integrated with Apple TV, allowing users to view their recent photos wirelessly on their HDTV.[44] In May 2023, Apple announced the discontinuation of Photo Stream, with uploads turned off on June 26, and the service turned off on July 26.[45] iCloud Photos is a feature on iOS 8.1 or later and OS X Yosemite (version 10.10) or later, plus web app access. The service stores all of the user's photos, maintaining their original resolution and metadata. Users can access their iCloud Photos on supported devices via the new Photos app when available or via the iCloud Photos web app at iCloud.com, which helps limit the amount of local storage each device needs to use to store photos (particularly those with smaller storage capacities) by storing lower-resolution versions on the device, with the user having the option to keep some/all stored locally at a higher resolution. See also: Apple ID Since its introduction in 2011, each account has 5 GB of free storage for owners of either an iOS device using iOS 5.x or later, or a Mac using OS X Lion 10.7 or later. Users can pay monthly for additional storage for a total of 50 GB, 200 GB or 2 TB. Starting in September 2023, storage options for 6 TB and 12 TB have been added.[4] The amount of storage is shared across all devices per iCloud Apple ID.[46] Several native features of iCloud use each user's iCloud storage allowance, specifically, Backup and restore, and email, Contacts, and Calendars. On Macs, users can also store most filetypes into iCloud folders of their choosing, rather than only storing them locally on the machine. While Photo Stream uses the iCloud servers, usage does not come out of the user's iCloud storage allowance. This is also true for iTunes Match music content, even for music that is not sold in the iTunes Store and which gets uploaded into iCloud storage, it does not count against the user's allowance. Other apps can optionally integrate app storage out of the user's iCloud storage allowance. Not all of a user's content counts as part of their iCloud storage allowance. Apple can keep a permanent track of every purchase a user makes under their Apple ID account, and by associating each piece of content with the user, it means only one copy of every Store item is needed to be kept on Apple's servers. For items bought from the iTunes Store (music, music videos, movies, TV shows), Apple Books Store (books), or App Store (iOS apps), this uses a service Apple called iTunes in the Cloud, allowing the user to automatically, or manually if preferred, re-download any of their previous purchases on to a Mac, PC, or iOS device.[42] Downloaded (or streamed, provided the user is connected to the Internet) iTunes Store content can be used across all these devices, however, while Apple Books Store and App Store content can be downloaded to Macs and PCs for syncing to iOS devices, only iOS and Mac devices (and their respective apps) can be used to read the books.[47] Similarly, macOS apps purchased from the Mac App Store are also linked to the Apple ID they were purchased through and can be downloaded to any Mac using the same Apple ID. Also, when a user registers any new device, all previously bought Store content can be downloaded from the Store servers or non-Store content from the iCloud servers.[48] Audiobooks and their metadata fields from non-Apple purchased sources are not synced across devices (macOS or iOS) inside the Apple Books apps, and nor does the metadata from non-Apple purchased books (in Ebook or PDF format). There remains a syncing mismatch on some types of media, between Apple-purchased content and non-Apple purchased content that remains in effect for iCloud users. iCloud Drive is iCloud's file hosting service, that syncs files across devices running iOS 8, OS X Yosemite (version 10.10), or Windows 7 or later, plus online web app access via iCloud.com. Users can store any kind of file (including photos, videos, documents, music, and other apps' data) in iCloud Drive and access it on any Mac, iPad, iPhone, iPod Touch, or Windows PC, with any single file being a maximum of 50 GB in file size (earlier it was 15 GB). This allows users to start their work on one device and continue on another device.[49] By default, users still get 5 GB of storage for free as previously, but the expandable storage plans available have increased in size (current tiers: 50 GB, 200 GB, and 2 TB), and altered to monthly subscription payment options from the yearly ones offered under the previous MobileMe service. In iOS 11, iCloud Drive has been integrated into the new Files app that gives users access to all their cloud and local on-device storage, which replaced the standalone iCloud Drive app.[50][51] According to computer scientist Malcolm Hall, certain file types are automatically excluded from iCloud Drive and will not be uploaded. These exclusions include Aperture and Photos libraries.[52] Users can also manually exclude files or folders by appending .nosync to the end of their filenames.[53] Messages on iCloud is a feature on iOS 11.4 and macOS High Sierra 10.13.5 which keeps all of a user's iMessages and SMS texts stored in the cloud.[54] iCloud Private Relay enhances user privacy for Safari browsing by using a multi-hop architecture to separate a user's identity from their web traffic, ensuring that no single party, including Apple, can see both who the user is and what they are browsing.[55] The process involves two separate internet relays: Ingress Relay (Apple): When a user navigates to a website, their request is encrypted on the device. The traffic is first sent to a relay operated by Apple. This relay can see the user's IP address but not the name of the website they are trying to visit, as the DNS query is encrypted.[55] Egress Relay (Third-Party): From Apple's relay, the request is passed to a second relay operated by a third-party content delivery network, such as Cloudflare or Fastly. This egress relay can see the destination website but not the user's original IP address. It assigns a temporary IP address before sending the request to the website.[56] This dual-relay design is a practical implementation of a privacy-preserving protocol called Oblivious HTTP, which is standardized by the Internet Engineering Task Force.[57] The protocol is designed to decouple requests from their source, thus protecting the user's identity from the destination server and the content of the request from the network intermediaries. According to Apple, "regulatory reasons" prevent the company from launching Private Relay in China, Belarus, Russia, Colombia, Egypt, Kazakhstan, Saudi Arabia, South Africa, Turkmenistan, Uganda, and the Philippines.[58][59][60] Up to 5% of Wikipedia editors globally could be negatively affected by using Private Relay, because Wikipedia blocks ranges of IP addresses to combat page vandalism.[61] Hide My Email is available to iCloud+ users and allows users in Mail and Safari to generate temporary Apple email addresses which forward messages to their main email address.[62] Custom Email Domain, an iCloud+ feature, allows users to personalize their email address with a custom domain name and invite family members to use the same domain with their iCloud Mail accounts.[62] In 2013, as part of the Snowden revelations, The Washington Post and The Guardian reported on leaked NSA documents which showed that iCloud was part of the NSA's PRISM surveillance program, along with other cloud services. According to the documents, the NSA could access emails, chats, photos and videos, and stored files. The documents specifically stated that the data was collected through "equipment installed at company-controlled locations".[63][64] The Washington Post further stated that Apple, like the other companies, was aware of the program and was a willing participant. Apple denied having ever heard of the program.[63][65] In 2014, some celebrities' nude photos were leaked; these photos had been synced to iCloud by the celebrities' iPhones.[66][67] Apple denied that the hack was caused by a security flaw in iCloud, and said that the leaks were the result of phishing, a targeted attack in which the celebrities were tricked by hackers into revealing their account passwords.[68][69] Some iCloud data is end-to-end encrypted by default. As of January 2022, these include: Apple Card transactions, Health data, Home data, iCloud Keychain, Apple Maps favorites, collections, and search history, Memoji, Messages in iCloud, vocabulary learned by the QuickType keyboard, Safari history, tab groups, and iCloud tabs, Screen Time, Siri information, Wi-Fi passwords, and W1 and H1 Bluetooth keys.[70] However, if iCloud Backup is enabled, the encryption key for Messages in iCloud is part of the backup, allowing Apple to access users' entire iMessage history if served with a search warrant.[70] On December 7, 2022, Apple announced Advanced Data Protection for iCloud, an option to enable end-to-end encryption for almost all iCloud data including Backups, Notes, Photos, and more. The only data classes that are ineligible for Advanced Data Protection are Mail, Contacts, and Calendars, in order to preserve the ability to sync third-party clients with IMAP, CardDAV or CalDAV.[71][72] The feature became available to U.S. customers on December 13 with the release of iOS/iPadOS 16.2 and macOS 13.1, and was expanded to the rest of the world on January 23, 2023, with iOS/iPadOS 16.3 and macOS 13.2. Users must upgrade to these versions to be able to enable the feature.[7][73] Apple prevents users from enabling Advanced Data Protection from a device that was recently added to their iCloud account, in order to prevent hackers from locking users out of their files by enabling encryption.[74] On 7 February 2025, US media reports revealed that Apple had received a "technical capability notice" under the UK's Investigatory Powers Act 2016, ordering them to break the encryption on iCloud backups using Advanced Data Protection worldwide. The public disclosure of such orders is illegal.[75] Two weeks later, on 21 February 2025, an Apple spokesperson told several news outlets that Advanced Data Protection would no longer be available to new users in the UK and that existing UK users would need to disable this feature.[76] In early March 2025, Apple has reportedly made an appeal to the Investigatory Powers Tribunal.[77] Apple started scanning images sent via iCloud Mail for child sexual abuse material in 2019.[78] On August 5, 2021, Apple confirmed it had planned to start scanning iCloud Photos for the same reason.[79] However, after receiving a public backlash against scanning unencrypted unuploaded photos, Apple backed down from its plans to scan iCloud Photos, and canceled them altogether in December 2022.[80] In February 2018, Apple announced that iCloud users in China would have their data, including encryption data, on servers called "Cloud Guizhou" (in Chinese "云上贵州") located in the country to comply with local regulations. This raised concerns from human rights activists who claim that it may be used to track dissidents.[81] In response, CEO Tim Cook stated that Apple encryption was "the same in every country in the world," including China.[82] On June 7, 2021, during the WWDC event, Apple announced that iCloud's new 'private relay' feature would not work in China for regulatory reasons.[83] Comparison of file hosting services Comparison of online backup services Comparison of online music lockers Remote backup service File hosting service

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Within the iCloud settings, the user can toggle on the iCloud Drive option and begin to use the Files app for accessing and organizing their documents. The process is intuitive, making it easy for individuals with limited technical expertise to take advantage of the cloud storage system. iCloud Drive is a seamless way to store, access, and share files across your Apple devices. Here’s a step-by-step guide on how to use iCloud Drive on your iPhone: Open the “Settings” app on your iPhone. Tap on your name (Apple ID) at the top of the screen. Select “iCloud.” Ensure the toggle next to “iCloud Drive” is switched on (green). Locate the “Files” app on your iPhone. It has a blue folder icon. Tap to open the app. In the Files app, tap the “Browse” tab at the bottom of the screen. Under the “Locations” section, you’ll see “iCloud Drive.” Tap on it. View Files and Folders: iCloud Drive displays your files and folders in a clear format. Tap on any item to open it. Create New Folders: Tap the ellipsis (...) icon at the top right corner, then select “New Folder.” Upload Files: Tap the ellipsis (...) icon, then choose “Upload File” and browse for the file you want to add to iCloud Drive. Share Files: Tap and hold on a file or folder, then select “Share” to send it via message, email, or other methods. Organize Your Files: Creating folders within iCloud Drive helps keep your files structured and easy to find. Offline Access: Mark specific files as “Available Offline” to access them without an internet connection. Collaborate: Share folders with others to work on documents together in real time. FeatureHow to Access on iPhoneView files and foldersFiles app > Browse > iCloud DriveCreate a new folderFiles app > iCloud Drive > Ellipsis (...) > New FolderUpload a fileFiles app > iCloud Drive > Ellipsis (...) > Upload FileShare a file or folderFiles app > iCloud Drive > Tap and hold on the item > Share iCloud Drive synchronizes files across Apple devices It can be enabled through the iPhone’s Apple ID settings Stored files are accessible via the Files app iCloud Drive on iPhone allows you to store, view, and work on files. You can sync these files across devices with the same Apple ID. To enable iCloud Drive, open the Settings app on your iPhone and tap your Apple ID at the top. Then, select iCloud and toggle iCloud Drive to ‘on’. Your iPhone must have iOS 11 or later to use the Files app for access. Open the Files app on your iPhone to see your iCloud Drive files. Tap Browse at the bottom, then select iCloud Drive. Here, you can view or select any stored document or folder. In the Files app, you can easily add, edit, or delete documents. To download a file to your device, simply select it and choose Download. If you accidentally delete a file, you can recover it from the Recently Deleted folder for up to 30 days. To share a file, select it, tap the share icon, and choose how you want to share. You can also collaborate by sending an invite to others to view or edit your document. This keeps your team’s work in sync. Enjoy sharper detail, more accurate color, lifelike lighting, believable backgrounds, and more with our new model update. Your generated images will be more polished than ever.See What's NewExplore how consumers want to see climate stories told today, and what that means for your visuals.Download Our Latest VisualGPS ReportData-backed trends. Generative AI demos. Answers to your usage rights questions. 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Use the Files App to View iCloud Drive Files on an iPhone or iPad The Files app is an intuitive file browser that you can pair with a range of cloud storage services, like iCloud, Google Drive, or Dropbox. You can even use Files to look at documents saved locally on your device. To access iCloud Drive files in the Files app: Open Files on your iPhone or iPad. Head to the Browse tab from the bottom. You'll see a list of Locations. Tap iCloud Drive to view all the files in your iCloud account. Tap a file to download and open it. Alternatively, tap and hold on a file to view a popup menu with more actions, like Rename, Copy, or Delete. Screenshot taken by Dreamchild Obari. No attribution required. Screenshot taken by Dreamchild Obari. No attribution required. Screenshot taken by Dreamchild Obari. No attribution required. How to Manage iCloud Storage on an iPhone or iPad Whether you want to clear out some space or buy more storage, you can manage your iCloud storage from the Settings on your iPhone or iPad. Open Settings and tap [Your Name] at the top of the screen, then tap iCloud. You can see an overview of your iCloud storage usage at the top of the screen. Tap Manage Account Storage for more details, then tap Buy More Storage or Change Storage Plan if you want to get more iCloud storage. Alternatively, scroll through the list and tap on each app to view the options to delete its iCloud data. This deletes the app data for every device connected to your iCloud account. If iCloud backups are using up too much of your storage, consider backing up your iPhone to a computer instead. Much like on an iPhone or iPad, you need to use various different apps to access iCloud data on your Mac. Open the Photos app to view your iCloud Photos, open the Notes app to see your iCloud Notes, and use Finder to access your iCloud Drive files. Use Finder to View iCloud Drive Files on a Mac Finder is the best way to find and manage all the files on your Mac or iCloud Drive storage. You can even combine the two by enabling the Desktop & Documents Folders option in your iCloud Drive settings to sync those folders from your Mac to iCloud. To view iCloud Drive folders on your Mac, open a new Finder window and select iCloud Drive from the sidebar on the left. If you don't see an iCloud Drive option, go to Finder > Settings from the menu bar. Then, head to the Sidebar tab from the pop-up window and enable the iCloud Drive option. Interact with these files and folders the same way you would with any other file or folder on your Mac. How to Manage iCloud Storage on Your Mac To manage your iCloud storage on your Mac, go to System Settings > [Your Name] and select iCloud. You can see which apps are linked to your iCloud account, as well as a storage usage chart at the bottom of the preferences window. Click the Manage button under the storage breakdown to delete iCloud data, buy more storage, or change your iCloud storage plan. To manage your iCloud storage on a Windows machine, you need to download and install iCloud for Windows from the Windows Store. This free software lets you choose which apps to sync with your PC, view your storage usage, and turn on iCloud Drive for File Explorer. Use File Explorer to View iCloud Drive Files After installing iCloud for Windows, sign in to your Apple account and enable the iCloud Drive checkbox. You may also want to enable any other apps you'd like to sync with your PC. Now, open a new File Explorer window and click iCloud Drive from the Quick Access navigation menu. You should be able to view, edit, download, or delete any files in your iCloud Drive account the same way you would with other files on your computer. If you turn off iCloud Drive in the iCloud for Windows app, it'll ask if you want to delete iCloud files from your PC. This won't delete anything from your iCloud account. How to Manage iCloud Storage on a Windows PC Open iCloud for Windows to see a breakdown of your iCloud storage in the main window. Click the Storage button to delete data from your iCloud account; you can also upgrade your storage by clicking the Buy more storage button. It isn't obvious how to access files on your iCloud Drive from an Android device because Apple doesn't offer an app that allows you to do so. Fortunately, you can still access some of your iCloud content by logging in to the iCloud website from a browser. Use a Web Browser to Access iCloud Open any web browser on your Android device and go to iCloud.com to log in to your Apple ID account. After logging in to your account, tap the Apps icon in the top-right corner, next to your profile picture. To view your iCloud Drive files, just tap the Drive option. You can then tap files to preview them or use the Select option from the ellipsis (...) menu at the top-right corner to Download, Move, Delete, and Edit them. Return to the main menu and scroll all the way down to the end of the page to see a breakdown of your iCloud space. Tap Your Storage to see more information. You can't upgrade your storage through a browser, but hopefully, Apple adds this functionality in the future. As you've seen, it's fairly easy to access your iCloud storage on just about any platform except for Android. Although you can still open iCloud Drive through a web browser on Android, this is much less streamlined than the official Apple apps you can use elsewhere. Apple's reluctance to play nice with Android devices doesn't stop at iCloud Drive. It's just as awkward to sync photos, calendars, notes, and other details from iCloud to Android as well. iCloud Drive is Apple’s essential connection between all your devices, Mac, iPhone, iPad, even your Windows PC. While the cost of storage seems expensive in comparison to other online storage services, its advantage is that it works natively across all your devices. [Related: How to use iCloud with Windows] You can use it to maintain access to all your documents and other items across your Apple devices, Macs, iPhones, and iPads. It also works with Windows using an application. Better yet, it works to ensure all your items are up to date across all your devices. You need to be running iOS 13 or later or macOS Catalina or later on your iPhone, iPad, or Mac. A PC must run Windows 10 to access iCloud for Windows. How iCloud Drive works You can store documents, images and spreadsheets using iCloud Drive; you can also keep files and folders up-to-date across devices, work on them, and access these items from anywhere. On iOS devices, you access your iCloud Drive through the Files app. Open Files and you’ll find iCloud Drive as a location. Changes applied to a copy of a file on one device will automatically sync across all your other systems. This is a real file system, so you can create and save items to your own self-created folders, which is useful if you work across multiple devices. If you use iCloud Drive across multiple Macs then changes made to the Documents and Desktop files on both Macs will sync. The Mac you activate last will create its own folder for the contents of its Documents and Desktop, and this will also sync. How to set up iCloud Drive iCloud Drive is automatically set up on any current Apple device running the latest operating system. (More information is available here.) Apple’s macOS will automatically save files saved to your Desktop and Documents folders to iCloud, making these files available across all your devices. That’s useful but will eat into your online drive capacity, particularly as (at 5GB) Apple still doesn’t provide sufficient free drive space. Apple iCloud Drive lets you open, edit, and sync documents and files across devices. You can buy more storage if you like, or disable the feature in System Preferences>iCloud>iCloud Drive Options – Uncheck Desktop & Documents folders at the top of the list. You can store any file format on iCloud Drive with an upper limit of 50GB. Hint: iCloud Drive will sync data using your mobile connection unless you tell it not to do so. That’s fine if you can afford the data, but (particularly) if you travel abroad, you may want to disable this. To do so, open Settings>Cellular Data> iCloud Drive and toggle ‘Mobile Data’ to Off (it’s Green – On – by default). Online and on device If you use Desktop & Documents then you will find everything you file there on iCloud Drive or via the Files app on your Mac or iOS device. You can also access these files online through your account at www.icloud.com, which means these files can easily be edited on a Windows PC. iCloud for Windows Apple offers iCloud for Windows, an application that makes photos, videos, mail, files, and bookmarks accessible on both your Windows PC and iOS devices. Any changes you make on these files on any device, online, or Windows or Mac, will be replicated across your other devices. There’s a more detailed explanation of iCloud for Windows here. Hint: You can also access these files from some Macs running older operating systems. Open a new Finder menu, click the Go menu item and select iCloud Drive. If you work on files, don’t forget to manually save those changes to the iCloud Drive, as they will not save automatically as they do on macOS. IDG Files and folders can be shared in iCloud Drive. How to share files and folders with iCloud Drive Taking a lead from Dropbox, you can share and collaborate on specific files and entire folders of documents, images, and other items using iCloud Drive. When you share an item with someone this way, they will receive a link that lets them access the original file — and if you move that file, they no longer have access. Here is how to share an item with others using iCloud Drive: Touch and hold the folder or file; Tap Share and then choose Add People; You then choose your share options and how you want to share the item. There are four different share options when you share items from iCloud Drive. You also choose how to send the person(s) a link to the folder or file once the required share option is created: Allow only invitees to view and edit the contents: Tap Share followed by “Only people you invite,” and “Can make changes.” Allow only invitees to view the contents: Choose “Only people you invite,” and “View only,” to set this up. Allow anyone with the link to view and edit the contents: The least secure choice is to choose “Anyone with the link,” and “Can make changes.” Allow anyone with the link to view the contents: Select “Anyone with the link,” and “View only,” if you want everyone to see the item. Once you begin sharing something, you can add other people to the share. If you own a shared file or folder, you can change the access choices for one person or all the people concerned retrospectively. To do so, select the item, tap Share, and then choose Show People. Microsoft You can also choose specific folders and files to download. How to get more iCloud storage You begin with a miserly 5GB of free storage, which is swiftly consumed if you make use of multiple devices, forcing most users to upgrade to a different storage plan. Before you do upgrade, make sure to follow this advice on how to get the best possible use of the free storage allocation Apple provides. But once you do decide to invest in a different plan, the easiest way to do so is to open iCloud in your Settings or System Preferences. There you should see an item called iCloud Storage, which will show you the current state of your storage. For most people, a huge chunk of space is used by Photos and videos. To switch to a different storage plan, tap Manage and then choose Buy More Storage. Or tap Downgrade Options if you want to reduce your storage. Storage is available in 5G (free), 50GB (99 cents/month), 200GB ($2.99/month) and 2TB ($9.99/month). You can also get storage included within your Apple One plan. iCloud Drive FAQs Controlling apps: Many third-party apps want to use iCloud Drive to store their own data. This is useful for some apps you plan to use across all your systems, but may not always be what you want. To control which apps can store data to your online drive: On iOS: Open Settings>iCloud> and switch any app you don’t want accessing your drive off (toggle to white). On Mac: System Preferences>Apple ID>iCloud Drive> choose Options and uncheck the apps you don’t want to support. Time Zones: If you notice that emails and calendar entries have begun showing the wrong time zones its possible your account settings are incorrect. To check, login to your account online at www.icloud.com and tap Settings. At the top of the next page, you should see Time Zone/Region, which should state where you are. If it doesn’t, you can change this and the time zone problem will be resolved across all your devices. Reclaim deleted files: If you accidentally delete something stored on iCloud Drive, you can easily get it back again from iCloud.com. All you need to do is login to the account, check Settings>Advanced and click Restore Files. Wait a few moments and you will be presented with a list of files that you have previously deleted in the Restore Files window. Tick the box beside the file(s) you want to restore and tap Done. Files are only available in this way for 30-days. Version conflict: If you have files open on two devices at once, modifications made on one device may be out of sync. iCloud Drive should warn you when this kind of version conflict takes place. When it does, you can double-click a version’s thumbnail to see its contents, and delete the other one. How to sync fast: You may sometimes find files aren’t syncing across your devices as swiftly as you want. You can force sync some iCloud apps by turning your device off and switching it on again, though there are several additional approaches available. Find out more on how to synchronize iCloud — and what to do when it won’t sync. What about Android? You can access some iCloud features (Photos, Notes, Reminders, and Find iPhone) using the Android browser. Learn more about iCloud: Got a story? Drop me a line via Twitter. Follow me there so I can let you know when fresh items are published here on Computerworld. When you set up iCloud Drive in iCloud for Windows, you can work with your iCloud Drive files and folders directly on your Windows computer in File Explorer or Windows Explorer.If you can’t open a file, it might have been created using an app you don’t have on your computer.Note: In iCloud for Windows version 7, all files in iCloud Drive are automatically downloaded to your computer.On your Windows computer, open File Explorer or Windows Explorer, then click iCloud Drive in the Navigation pane.Drag files to iCloud Drive.You can access these files on all your devices that have iCloud Drive turned on. See Set up iCloud Drive on all your devices in the iCloud User Guide.Note: Some apps, like Pages, Numbers, and Keynote, have their own folders in iCloud Drive. You can only upload a file into an app’s folder if the app can open the file.On your Windows computer, open File Explorer or Windows Explorer, then click iCloud Drive in the Navigation pane.Locate the items you want to remove.Drag the items from iCloud Drive to the desktop or another folder on your hard disk.The items are moved to your Windows computer and removed from iCloud Drive on all your devices that have iCloud Drive turned

on. If you change your mind, you can drag the items back to iCloud Drive. Accessing your files stored in iCloud is a breeze, once you understand the various methods Apple provides. The core answer is this: you can access your iCloud files via the iCloud website, the Files app on your iOS and iPadOS devices, the Finder on your Mac, and through
iCloud Drive on your Windows PC. Each method offers a slightly different user experience, so let's delve into the details.Accessing iCloud Files: A Detailed WalkthroughThrough the iCloud Website: Your Universal Access PointThe iCloud website (icloud.com) is your go-to solution for accessing your files from any device with a web browser. It's
platform-agnostic, meaning it works equally well on a Windows PC, an Android phone, or even a Linux machine.Open your web browser and navigate to icloud.com.Sign in using your Apple ID and password. You may also be prompted for two-factor authentication, if enabled.Once logged in, you'll see a dashboard of iCloud services. Click on "iCloud
Drive" to access your files.Here, you can browse, download, upload, and even delete files. You can also open compatible files directly in your browser (e.g., Pages documents, Numbers spreadsheets, Keynote presentations).To download a file, simply select it and click the download icon (usually a cloud with a downward-pointing arrow).To upload a file,
click the upload icon (usually a cloud with an upward-pointing arrow) and select the file from your computer.You can also create new folders to organize your files more effectively.The iCloud website is particularly useful when you're on a device that doesn't have iCloud Drive installed, or when you need to access your files quickly without
downloading any software.Using the Files App on iOS and iPadOS: Seamless IntegrationFor users of iPhones and iPads, the Files app provides deep integration with iCloud Drive. It's a central hub for all your files, whether they're stored locally on your device, in iCloud, or on other cloud storage services you've connected.Open the Files app. It's
usually pre-installed on your device. If you can't find it, search for it in the App Library.In the Files app, you'll see different locations listed, including "iCloud Drive". Tap on "iCloud Drive" to access your iCloud files.You can now browse your files and folders as you would on any other file system.To open a file, simply tap on it. The Files app will
automatically open the file in the appropriate app.To upload a file, you can use the share sheet from within an app. For example, if you're in the Photos app, you can select a photo, tap the share button, and choose "Save to Files." Then, select iCloud Drive as the location.You can also create new folders by pressing and holding in a blank area and
selecting "New Folder".The Files app is exceptionally convenient for managing your iCloud files on the go. Its tight integration with iOS and iPadOS makes it a natural and intuitive choice.Accessing iCloud Drive on Your Mac: Finder IntegrationOn macOS, iCloud Drive is directly integrated into the Finder. This means your iCloud files appear alongside
your local files, creating a seamless and unified file system.Open the Finder. It's the icon that looks like a smiling face in your Dock.In the Finder sidebar, you should see "iCloud Drive" listed. If you don't see it, go to Finder Preferences (Finder > Preferences) and make sure "iCloud Drive" is checked in the sidebar settings.Click on "iCloud Drive" to
access your files.You can now browse, open, edit, move, and delete files just like you would with any other file on your Mac.To upload a file, simply drag and drop it into the iCloud Drive folder.Any changes you make to files in iCloud Drive on your Mac will automatically sync to iCloud and across all your other devices.The Finder integration is
arguably the most convenient way to access iCloud files for Mac users. It's deeply ingrained in the macOS experience, making it feel like a natural extension of your local file system.iCloud for Windows: Bridging the GapFor Windows users, Apple provides iCloud for Windows, a free application that synchronizes your iCloud files, photos, mail,
contacts, and calendars with your PC.Download iCloud for Windows from the Microsoft Store or the Apple website.Install iCloud for Windows and follow the on-screen instructions.Sign in with your Apple ID and password.Choose which iCloud features you want to sync, including "iCloud Drive".Once setup is complete, a dedicated iCloud Drive folder
will be created in your File Explorer.You can now access, edit, and manage your iCloud files directly from this folder.Any changes you make to files in the iCloud Drive folder on your PC will automatically sync to iCloud and across all your other devices.iCloud for Windows is essential for Windows users who want to seamlessly integrate their iCloud
files and other data with their PC. It allows you to stay productive and connected, regardless of the operating system you're using.Frequently Asked Questions (FAQs)1. How do I enable iCloud Drive on my devices?On iOS and iPadOS: Go to Settings > [Your Name] > iCloud. Make sure the "iCloud Drive" toggle is turned on. On macOS: Go to System
Settings (or System Preferences) > [Your Name] > iCloud. Ensure "iCloud Drive" is selected.2. What types of files can I store in iCloud Drive?You can store almost any type of file in iCloud Drive, including documents, photos, videos, music, and app data. However, some files may be subject to size limitations depending on your iCloud storage plan.3.
How much free storage do I get with iCloud?Apple provides 5GB of free iCloud storage to every user. If you need more storage, you can upgrade to a paid iCloud+ plan.4. How do I upgrade my iCloud storage?On iOS and iPadOS: Go to Settings > [Your Name] > iCloud > Manage Account Storage > Change Storage Plan. On macOS: Go to System
Settings (or System Preferences) > [Your Name] > iCloud > Manage.5. How do I share files and folders in iCloud Drive with others?Select the file or folder you want to share, then click the share icon (usually a square with an upward-pointing arrow). Choose "Share Link" and select the desired permissions (e.g., "Anyone with the link" or "Only people
you invite"). You can then send the link to others.6. Can I access iCloud files offline?Yes, you can access iCloud files offline. On iOS, iPadOS, and macOS, iCloud Drive automatically downloads frequently used files to your device for offline access. You can also manually download files for offline use by tapping the download icon next to the file name.7.
How do I delete files from iCloud Drive?You can delete files from iCloud Drive in the same way you would delete files from any other file system. Select the file and drag it to the Trash/Recycle Bin, or right-click and choose "Delete". Remember that deleting a file from iCloud Drive will remove it from all your devices.8. What happens if I run out of
iCloud storage?If you run out of iCloud storage, your devices may stop backing up, and you may not be able to sync new files to iCloud Drive. You'll also receive notifications prompting you to upgrade your storage plan.9. How do I troubleshoot iCloud Drive syncing issues?If you're experiencing syncing issues, first make sure you have a stable internet
connection. Then, check that iCloud Drive is enabled on all your devices and that you're signed in with the same Apple ID. You can also try restarting your devices or contacting Apple Support for assistance.10. Is iCloud Drive secure?Apple uses encryption to protect your iCloud data both in transit and at rest. They also employ various security
measures to prevent unauthorized access. However, it's always a good idea to use strong passwords and enable two-factor authentication to further protect your account.11. Can I use iCloud Drive to back up my entire computer?While iCloud Drive is great for storing files and documents, it's not designed to be a full-system backup solution. For
complete backups of your computer, consider using Time Machine (on macOS) or a dedicated backup service.12. How do I stop syncing a specific folder to iCloud Drive?On macOS: Locate the folder in Finder, right-click, and select "Remove Download". This removes the local copy and stops syncing, but the folder remains in iCloud. Deleting the folder
from iCloud will remove it everywhere. You can't selectively stop sync in the same way on iOS or iPadOS, but you can delete the folder entirely from iCloud Drive. You can view files and folders stored in iCloud Drive using a web browser.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click an option in the sidebar, such
as Recents or Browse.If you don't see the sidebar, click .To open a folder, double-click it.To view a file, do one of the following:Open it in a new tab: Double-click it.See a preview in your current tab: Select it, click in the top-right corner, then choose Preview. If the file doesn't have a thumbnail, you can't see a preview.Tip: You can also select the file,
then press the Space bar.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click or in the top-left corner (depending on your current view).Choose an option:Grid: Files and folders are shown as icons arranged in a grid.List: Files and folders are arranged by name in a list, and other columns show additional information.Go
to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click the "Sort by" menu in the top-right corner, then choose Date, Kind, Name, or Size.If you don't see the "Sort by" pop-up menu, make sure you're not viewing the Recents folder.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Select the file
or folder, click in the top-right corner, then click Details.The information includes the file type, its size, when it was last modified, and where it's stored. If the file is shared, you can also see who shared it.Learn how to use iCloud Drive on iCloud.com on a phone or tablet. /> You can access your files, photos, mail, notes, and other data on any device by
signing in to . Once you enable iCloud syncing on your Mac, you can view photos in the Photos app, and your iCloud Drive files in Finder. If you modify or delete a file on iCloud from one of your devices, the change will take effect everywhere you use iCloud. 1 Open the Files app on your iPhone or iPad. You can use the Files app to access any of the
files you've saved to your iCloud Drive. You'll find Files on the Home screen, in the App Library, or by searching.[1] If you're looking for your iCloud Photos, you'll find them in the Photos app. If you haven't already set up iCloud syncing on your iPhone or iPad, see this method. 2 Tap Browse. You'll see this option at the bottom of Files. This tapes you
to the Browse screen.[2] Advertisement 3 Tap iCloud Drive. It'll be at the top of the folder list under "Locations." This displays all of the files and folders you've saved to your iCloud Drive. Advertisement 1 Open Finder on your Mac . It's the two-toned smiley face icon on the Dock.[3] To see the photos you've synced to iCloud from other devices, just
open the Photos app on your Mac. 2 Click iCloud Drive in the left panel. This displays all of the files and folders you've saved to your iCloud Drive.[4] If you don't see iCloud Drive, see this method to set up iCloud syncing on your Mac. You can also access your iCloud Drive files in a terminal using Linux commands. Advertisement 1 Go to the in your
web browser and click Sign In. If you want an easy way to access your iCloud Photos, Mail, and other data while you're away from your primary Mac, iPhone, or iPad, you'll love iCloud on the web. You can sign in to the web-based version of iCloud from any device—even your Android or Windows PC.[5] If you're using Windows, you can opt to install
the iCloud for Windows app from the Microsoft Store if you want to automatically sync files to and from your PC instead. See this wikiHow guide to learn how! If you just want to access your iCloud files and don't want to sync, accessing on the web is the simplest way to get to your files, as well as upload new ones. 2 Enter your Apple ID and password
to sign in. To access your iCloud information, you'll need to sign into your account.[6] After entering your email address, click the arrow, then enter your password to sign in. 3 Confirm your identity with two-step authentication. If two-step authentication is enabled on your account, you will receive a code on your primary device, which could be your
iPhone, iPad, or Mac. Tap or click the notification you receive on your primary device, then tap Allow to see the code. Type the code into the field in your web browser to sign in. Click Trust if you're using your own personal device and want to give it permission to access iCloud. 4 Access your photos in the Photos app. You'll see the Photos app icon
near the bottom-left corner of the main iCloud page, as well as in the menu at the top-right corner. Now you can see all of the photos you've synced to from your devices, including your iPhone or iPad.[7] 5 Access your iCloud email in the Mail app. If you want to check your iCloud email when you're away from your iPhone, iPad, or Mac, you can do so
in the Mail app on iCloud. Just click Mail at the top of the page, or click the menu icon at the top-right and choose the Mail app to access your inbox.[8] 6 Access your iCloud Drive files in the Drive app. Any files you've synced to your iCloud Drive from other devices will be available in the Drive app on this page. You can also add new files to iCloud
Drive here. Click and drag any documents you wish to save onto the Drive screen. Now your documents will be available from any synced device, including an iPhone or iPad. 7 Access other data on iCloud. Click the menu icon at the top-right to explore all of the different apps and files you can work with using iCloud on the web. You can view and
manage your Calendar, access your Contacts, see and create Reminders, and even use web-based versions of apps like Pages, Numbers, and Keynote.[9] Advertisement 1 Open your iPhone or iPad's Settings. You'll find it on your Home screen or in your App Library. Once you enable iCloud syncing in iOS, you can easily access all of your iCloud Drive
files, iCloud Photos, and other synced data.[10] 2 Tap your name. It's at the top of the menu.[11] If you are not signed in, tap Sign in to (Your Device), enter your Apple ID and password, then tap Sign In. 3 Tap iCloud. It's in the second section.[12] 4 Select the types of data you wish to store on iCloud. Enabling iCloud for these apps and data types
ensures you'll have access to the same files anywhere you sign in with your Apple ID. To sync your photos, tap Photos, and then tap the "Sync this iPhone" (or "Sync this iPad") switch. Syncing your photos makes all of the photos on your iPhone or iPad available anywhere you sign in to iCloud, including your Mac, PC, and on the web. To keep the files
on your iPhone or iPad synced to your iCloud Drive so you can access them anywhere, tap iCloud Drive, and then tap Sync this iPhone (or Sync this iPad). This option also makes it possible to access your iCloud Drive files in the Files app. To use your iCloud email address in the Mail app, tap iCloud Mail, and then enable "Use on this iPhone" (or iPad).
To keep your passwords synced across your devices, tap Passwords and Keychain, and then tap "Sync this iPhone" (or iPad). You can tap Show All to see additional apps and data types capable of syncing to iCloud. 5 Scroll down and tap iCloud Backup to back up your iPhone or iPad to iCloud. It's in the "DEVICE BACKUPS" section. If you don't see
this option, tap < iCloud at the top-left to go back one screen. To set up automatic backups to iCloud, tap the switch next to "Back Up This iPhone" (or iPad). To start your first backup, tap Back Up Now. Advertisement 1 Open your Mac's System Preferences. You'll find this option in the Apple menu at the top-left corner. Once you enable iCloud
syncing, you'll be able to access your iCloud data, including photos and files in your iCloud Drive, on your Mac. 2 Click Apple ID. It's near the top of the window.[13] If you see Sign In, click that option and log in with your Apple ID.[14] 3 Click iCloud. You'll see this option in the left panel. Now you'll see the option to enable or disable iCloud Drive, as
well as turn on iCloud for other apps and data on your Mac.[15] 4 Check the box next to "iCloud Drive" to sync the files on your iCloud Drive to and from your Mac. Once you've enabled this feature, all of your files in iCloud will sync to your Mac, which allows you to access them in Finder.[16] To view your iCloud Drive files on your Mac, open Finder,
then click the iCloud Drive option in the left panel. 5 Click Options to choose which files to sync to your iCloud Drive. This button is to the right of "iCloud Drive" at the top of the window.[17] 6 Select files to sync to your iCloud Drive. Syncing files automatically to your iCloud Drive is a great way to keep your important files safely stored in the cloud.
If you want the files you save to your Mac's desktop and your Documents folder to stay synced to iCloud so you can access them anywhere, check the box next to "Desktop & Documents Folders." Scroll down to view all apps and data that you can sync to iCloud. Checking the box next to these apps and data types ensures they'll stay synced. Click Done
when you're finished. 7 Choose which other types of data to sync to iCloud. In the "Apps on this Mac using iCloud" section, check the boxes next to each type of data you want to keep synced to iCloud. This includes Calendar, Mail, Contacts, and even your Safari data. To sync the photos on your Mac to iCloud, check the box next to "Photos." This also
syncs iCloud photos from your other devices to your Mac so they'll be available in the Photos app. Most options are selected by default to ensure a seamless experience across all of your devices. 8 Access your iCloud files. Now that you've enabled iCloud, it's easy to find your files: Advertisement Add New Question Question How do I set up iCloud on
my phone? Josef Storzi Apple & Mobile Phone Repair Specialist Josef Storzi is an Apple and Mobile Phone Repair Specialist and the Owner of Imobile LA, a mobile phone repair company based in Los Angeles, California. Josef specializes in repairing screens, charging ports, batteries, water damage, speakers, and microphones on all mobile phone
brands including Apple, Samsung, LG, Nokia, and Sony. He also specializes in tablet, laptop, and computer repairs as well as the pros and cons of recent mobile software updates. On an iDevice, there's a section for iCloud in your Settings menu. Here, you can see all the data that's being synced and backed up. It also gives you the option to turn
individual items on or off. Question How do I get to iCloud on a PC? Josef Storzi Apple & Mobile Phone Repair Specialist Josef Storzi is an Apple and Mobile Phone Repair Specialist and the Owner of Imobile LA, a mobile phone repair company based in Los Angeles, California. Josef specializes in repairing screens, charging ports, batteries, water
damage, speakers, and microphones on all mobile phone brands including Apple, Samsung, LG, Nokia, and Sony. He also specializes in tablet, laptop, and computer repairs as well as the pros and cons of recent mobile software updates. Navigate to iCloud.com in your browser and sign into your iCloud account. From there, you'll see all of the data
from your iDevice that has been synced to iCloud. Question How do I take photos off of iCloud? Sign into your iCloud and go to "Photos." Click "Select," then click on the photos you don't want anymore. Once oyu have them selected, click "Delete." Alternatively, you could also delete the photos one by one if the select option is not there See more
answers Ask a Question Advertisement Thanks Thanks Thanks The advice in this section is based on the lived experiences of wikiHow readers like you. If you have a helpful tip you'd like to share on wikiHow, please submit it in the field below. When your iCloud storage starts filling up, check your Settings to see what's taking up the most space and
delete any old files you don't need anymore. Use another backup service like Google Drive or Dropbox in addition to iCloud so you have multiple copies of your files. Advertisement Co-authored by: Apple & Mobile Phone Repair Specialist This article was co-authored by Josef Storzi and by wikiHow staff writer, Nicole Levine, MFA. Josef Storzi is an
Apple and Mobile Phone Repair Specialist and the Owner of Imobile LA, a mobile phone repair company based in Los Angeles, California. Josef specializes in repairing screens, charging ports, batteries, water damage, speakers, and microphones on all mobile phone brands including Apple, Samsung, LG, Nokia, and Sony. He also specializes in tablet,
laptop, and computer repairs as well as the pros and cons of recent mobile software updates. This article has been viewed 2,297,843 times. Co-authors: 38 Updated: December 18, 2024 Views: 2,297,843 Categories: Featured Articles | Apple iOS | ICloud Print Send fan mail to authors Thanks to all authors for creating a page that has been read
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provide a link to the license, and indicate if changes were made . You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions —
You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of
the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. You can view files and folders stored in iCloud Drive using a web browser.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click an option in the sidebar, such as
Recents or Browse.If you don't see the sidebar, click .To open a folder, double-click it.To view a file, do one of the following:Open it in a new tab: Double-click it.See a preview in your current tab: Select it, click in the top-right corner, then choose Preview. If the file doesn't have a thumbnail, you can't see a preview.Tip: You can also select the file, then
press the Space bar.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click or in the top-left corner (depending on your current view).Choose an option:Grid: Files and folders are shown as icons arranged in a grid.List: Files and folders are arranged by name in a list, and other columns show additional information.Go to
icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click the "Sort by" menu in the top-right corner, then choose Date, Kind, Name, or Size.If you don't see the "Sort by" pop-up menu, make sure you're not viewing the Recents folder.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Select the file or
folder, click in the top-right corner, then click Details.The information includes the file type, its size, when it was last modified, and where it's stored. If the file is shared, you can also see who shared it.Learn how to use iCloud Drive on iCloud.com on a phone or tablet. Download Article Free up space in your iCloud Drive by deleting unwanted photos,
files, messages, and more Download Article If your iCloud storage is full and you don't want to pay for more space, you can delete items using your computer, iPhone, iPad, or Apple Vision Pro. Deleting files, folders, and messages from iCloud deletes them everywhere you use your Apple ID and have iCloud Drive turned on. This wikiHow will teach
you how to delete items from iCloud, including photos, files, and folders in your iCloud Drive and messages and attachments in Messages. If you have iCloud syncing activated for an app, such as Photos or Files, you can delete items from iCloud by deleting them in the app. Deleted items are typically stored in a Recently Deleted folder for 30 days.
Deleting items from iCloud will delete them across all your linked devices. Back up anything you want to keep to local storage. 1 On an iOS Device. You can delete folders and files on iCloud directly from your Files app on iPhone, iPad, or Apple Vision Pro. The process varies slightly depending on which device you're using.[1] Open the Files app,
which looks like a blue file folder. On an iPhone, tap the Browse tab. On an iPad or Apple Vision Pro, open the Sidebar. Tap iCloud Drive under Locations. On an iPhone, tap the ••• More button in the top right corner of the screen, then tap Select. On an iPad or Apple Vision Pro, just tap Select. Tap any folders or files you want to delete. A checkmark
will appear in the circle at the center of the icon. Tap the Delete button at the bottom of the screen. It looks like a trash can. 2 On a Mac. You can delete files and folders from iCloud on a Mac using the Finder. Open Finder and click iCloud Drive in the left sidebar. Drag any files or folders you want to delete into the Trash. If you'd rather save them
locally to your Mac, simply drag them to a local folder. Advertisement 3 On a Windows PC. Launch the iCloud for Windows app. If you don't have it already, download it from the Microsoft Store. Then: Sign in with your Apple ID. Make sure iCloud Drive is turned on in the app. Then, open the iCloud Drive folder. Select any folders or files you want to
delete and click Delete. 4 On iCloud for the web. Visit in a browser on your computer or mobile device. If you're not already logged in, click the Sign In button and do so now. From there: Click the iCloud Drive app icon. It looks like a blue cloud. Click Browse in the sidebar to see all your files and folders. Click any files or folders you want to delete to
select them. You can also Shift-click, Control-click (Windows), or Command-click (Mac) to select multiple files at once. Click the Delete icon (it looks like a trash can) in the top right corner of the page. 5 Recover accidentally deleted files from Recently Deleted. If you deleted any files or folders that you want to keep, you have 30 days to recover them
from your Recently Deleted folder. Open this folder in the iCloud Drive app for iOS or Windows, or in Drive on iCloud.com, and select any deleted items you want to recover. Click Recover to move them out of Recently Deleted. If you want to throw any items away permanently before the 30 days are up, select them and click Delete instead.
Advertisement 1 On iOS devices. If you have iCloud Photos turned on, deleting photos from iCloud is as simple as deleting them from the Photos app on your device. Back up any photos you want to keep first, since this process will delete them from iCloud and any other devices where you have iCloud enabled.[2] On your iPhone, iPad, or Apple Vision
Pro, open the Photos app. Tap Library > All Photos at the bottom of the screen. Tap Select in the top right corner. Tap any photos you want to delete. Tap the Delete button (it looks like a trash can) at the bottom right corner of the screen. Tap Delete Photo to confirm. If you don't have iCloud Photos activated on your phone, they may still be stored in
iCloud as part of your iCloud Backup. On your device, go to Settings > [your name] > iCloud and select Manage Storage Account or Manage Storage, then tap Backups. Select your device name and choose Photos to view and delete photos. You won't see this option if you have iCloud Photos turned on. 2 On a Mac. The process for deleting photos from
iCloud on a Mac is very similar to doing it on an iOS device. Again, if you want to keep any of these photos in another location, back them up to a local folder on your Mac, to another cloud service, or to an external storage device first. Open the Photos app on your Mac. Click on any photos or videos you want to delete. Use Shift-click to select multiple
photos in a row, or Command-click to select non-consecutive photos. Control-click one of your selected photos and choose Delete [number] Photos. You can also press the Delete key after selecting your images. Click Delete again to confirm. 3 On iCloud for the web. You can use this method from any device, including Android devices and Windows
computers. Save any photos you want to keep before doing this, since it will delete them from any devices logged into your iCloud account. Go to in a browser on your mobile device or computer. If you're not already logged in, click the Sign In button and do so now. Click the Photos app icon. You may need to scroll down to find it. Click any photos or
videos you want to delete to select them. You can select multiple images with Shift-click, Command-click (Mac), or Control-click (PC), or by using the Select button in a mobile browser on iOS. Tap the Delete button in the top right corner. It looks like a trash can. Tap Delete again to confirm. 4 Recover your photos from the Recently Deleted album. If
you accidentally deleted any photos or videos you want to keep, don't worry! You can recover them for up to 30 days. Go to the Recently Deleted folder in the Photos app on your iOS device, Mac, or iCloud.com. Select any photos you want to save and tap or click Recover. You can also delete images permanently from this folder to free up space in your
iCloud account more quickly. Advertisement 1 On iOS Devices. Open the Messages app on your iPhone, iPad, or Apple Vision Pro. If you have iCloud for Messages set up on your device, you can remove messages from the cloud directly from the Messages app.[3] To delete an individual message or attachment, open the conversation and tap and hold
the text bubble or attachment you want to delete. Tap More, then tap the Delete button (it looks like a trash can). Tap Delete Message to confirm. To delete a whole conversation, swipe left on it and tap Delete. Tap Delete again to confirm. To tap all the attachments from a conversation, open the conversation and tap your contact's name at the top. Go
to the Photos section, tap See All, and tap Select. Tap attachments to select them, then tap Delete. Tap Delete Attachment(s) to confirm. 2 On a Mac. You can also delete messages from the Messages app on Mac if you have Messages in iCloud enabled. To delete an individual message or attachment, Control-click the text bubble or attachment and
click Delete…. Click Delete again to confirm. To delete a whole conversation, Control-click the conversation in the left sidebar, then select Delete…. Click Delete again to confirm. To delete all the messages in a conversation, open the conversation and click the i button in the top right corner. Scroll down to Photos and select one or more photos.
Control-click and select Delete, then click Delete Attachment(s). Advertisement 1 On an iOS device. If you have iCloud email set up, you can delete emails from iCloud by deleting them from your devices. If you want to keep a backup of your emails, you can export your mailbox to your Mac before deleting messages. To delete messages:[4] Open the
Mail app on your iPhone, iPad, or Apple Vision Pro. Swipe left on an email and select More > Trash Message. Tap Mailboxes at the top of the screen and go to Trash. If you don't see Trash in your list of mailboxes, tap Edit in the top right corner, then select Trash from the list of preset mailboxes and tap Done. You might have to tap Add Mailbox… to
find Trash. Swipe all the way left on a message to delete it. You can also tap Edit > Select All > Delete > Delete All to empty your Trash. 2 On a Mac. To delete iCloud mail from your Mac: Open the Mail app. Select any email messages you want to delete, then click the Delete icon (which looks like a trash can) at the top right side of the Mail window.
Click Mailbox in the menu bar at the top of the screen, then select Erase Deleted Items. If you have more than one email account associated with your Mail app, you'll be prompted to select one or all of them. Click Erase to confirm your choice. You can also go to the Trash mailbox for your iCloud account in the sidebar, then delete individual emails
from there. 3 On a Windows PC. If you have an iCloud account connected to Microsoft Outlook, you can simply delete the emails from Outlook to erase them from your iCloud account. They'll be permanently deleted next time you restart Outlook. 4 On iCloud for the web. On any device, go to and sign in with your Apple ID. Once you're logged in, click
the Mail icon. Select the message(s) you want to delete and click the Trash icon on the top right side of the window. 5 Recover any deleted emails within 30 days. If you change your mind about deleting an email, simply go to your Trash mailbox, select the email you want to recover, and tap or click the icon that looks like a folder to move it to a
different mailbox. Emails in the trash are automatically deleted after 30 days. To delete them faster, select the email and click or tap the Trash icon. Advertisement 1 On an iOS device. If you have Voice Memos connected to iCloud, you can delete old voice memos from the cloud by deleting them on your device.[5] Open the Voice Memos app on your
iPhone, iPad, or Apple Vision Pro, then tap Edit. Tap any voice memos you want to delete to select them. Tap the Delete button. Tap the < icon to go to the main menu, then select Recently Deleted. Tap Edit and select any recordings you're ready to permanently delete. Tap Delete Forever to confirm. Otherwise, wait 30 days, and the recordings will be
deleted automatically. 2 On a Mac. Launch the Voice Memos app, then click any recordings you want to delete on the left side of the window. Click the Trash icon at the top right side of the window to delete them. You may see a popup the first time you do this telling you that your recording is being moved to Recently Deleted. Click OK to confirm. To
permanently delete a recording immediately, click Recently Deleted in the sidebar menu. You might have to go to View > Show Sidebar to see it. Select a recording and click Delete, or click Delete All at the bottom of the list of recordings. Click Delete Forever to confirm. You can also recover recently deleted recordings from the same menu. If you
don't do anything, they'll be automatically deleted after 30 days. Advertisement 1 On an iOS device. If you have iCloud Backups enabled, you can delete old backups to free up space. To do this on an iPhone, iPad, or Apple Vision Pro:[6] Open Settings > [your name] > iCloud. Tap Manage Account Storage or Manage Storage, then tap Backups. Tap
the device for which you want to delete backups. Tap Delete Backup then Turn Off & Delete to confirm. For some devices, you might see an option to Turn Off & Delete from iCloud instead of Delete Backup. In some cases, you may also be able to turn off and delete backups for specific apps from this menu. This will turn off iCloud backup for the
selected device. You can go back into Settings on that device to turn it back on. 2 On a Mac. On a Mac, you can delete iCloud backups from System Settings. Click the Apple menu and select System Settings (or System Preferences). Click your name at top left, then click iCloud in the main window. Next to the Account Storage header, click Manage…,
then click Backups in the pop-up window. Select the device for which you want to delete the backup, then click the — button at the bottom of the list to delete it. Click Delete to confirm. 3 On a Windows PC. If you have the iCloud for Windows app, you can use it to delete unwanted backups. Launch the app and sign in with your Apple ID. Then:
Advertisement Ask a Question Advertisement Thanks Thanks Advertisement This article was co-authored by wikiHow staff writer, Megaera Lorenz, PhD. Megaera Lorenz is an Egyptologist and Writer with over 20 years of experience in public education. In 2017, she graduated with her PhD in Egyptology from The University of Chicago, where she
served for several years as a content advisor and program facilitator for the Oriental Institute Museum's Public Education office. She has also developed and taught Egyptology courses at The University of Chicago and Loyola University Chicago. This article has been viewed 51,497 times. Co-authors: 3 Updated: December 5, 2024 Views: 51,497
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in the cloud, making them accessible from any device. On top of that, third-party applications can save their data on iCloud Drive. It's similar to Google Drive, Microsoft OneDrive, Dropbox, and other cloud storage services. Related: How to use iCloud and iCloud Drive on your Mac Set up iCloud Drive on iPhone or iPad When setting up your new or
erased iPhone or iPad, you most likely signed in using your Apple ID. If you did that, iCloud Drive is already active on our device. However, if you turned it off or don't remember setting it up, follow these steps to check and enable iCloud Drive: Open the Settings app on your iPhone or iPad. Tap your name from the top. If you have not signed in to
your Apple ID, do that first. Tap iCloud > iCloud Drive. Turn on Sync this iPhone/iPad. Alternatively, you can also open the Files app and tap Browse > iCloud Drive > Turn on iCloud Drive > Sync this iPhone. Related: How to get iCloud on iPhone, iPad, Mac, or Windows PC Once iCloud Drive is set up, you can access its files inside the iOS Files app or
other third-party apps. 3 ways to access your files stored in iCloud Drive on iPhone or iPad The first method is the best, but depending on the situation, you can use the other two as well. 1. From the Files app The Apple Files app comes preinstalled on all recent versions of iOS. You can access your local files, as well as those from iCloud Drive or other
third-party services like Google Drive, Dropbox, OneDrive, Box, etc. Open the Files app on your iPhone or iPad. Tap Browse. Select iCloud Drive to access your files. Can't see iCloud Drive in the Files app? Open the Files app and go to the Browse section. From here, tap the more button > Edit > enable iCloud Drive, and hit Done. 2. From iCloud web
You can log in to iCloud and access your iCloud Drive files from your iPhone, iPad, Mac, Windows PC, or Android phone. Here's how: Tip: You cannot upload new files to iCloud Drive from the Recents section of a web browser, which opens by default after you access iCloud Drive on the web. So, go to the Browse section to see the upload button. 3.
From inside third-party apps Several third-party apps can open the Files app interface inside it and let you see your data there and import them. Here's how to do that using the popular Documents app: Open the Documents app on your iPhone or iPad. Tap Files. Select iCloud Drive under the Locations heading. From here, you can tap a file to open it
in that third-party app. Other iCloud Drive tutorials: Tags Files How to iCloud iCloud Drive iPad iPhone Tutorial Page content loaded Feb 1, 2022 2:17 PM in response to Susan Winsor Go to www.icloud.com and log in using your Apple ID and password. Assuming you are syncing your files to iCloud, you should find them by clicking on the icon "iCloud
Drive".Add your Desktop and Documents files to iCloud Drive - Apple Support Feb 1, 2022 2:35 PM in response to Susan Winsor What Idris said, or create an account for yourself on the desktop mac and set it up to connect to your Apple id, and access your iCloud Drive just as you do in your mac. People seem to forget or not realize that macOS is a
multi-user OS Feb 1, 2022 4:44 PM in response to Luis Sequeira1 What Luis said, or create a shared iCloud folder giving your husband's account the privilege to make changes to your files.- Pie Lover Feb 2, 2022 6:22 AM in response to Luis Sequeira1 Luis Sequeira1 wrote:What Idris said, or create an account for yourself on the desktop mac and set
it up to connect to your Apple id, and access your iCloud Drive just as you do in your mac. People seem to forget or not realize that macOS is a multi-user OS Excellent point, Luis! I know I don't think of it as I live alone and no one else ever uses my computer. You can view files and folders stored in iCloud Drive using a web browser.Go to
icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click an option in the sidebar, such as Recents or Browse.If you don't see the sidebar, click .To open a folder, double-click it.To view a file, do one of the following:Open it in a new tab: Double-click it.See a preview in your current tab: Select it, click in the top-right corner, then
choose Preview. If the file doesn't have a thumbnail, you can't see a preview.Tip: You can also select the file, then press the Space bar.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click or in the top-left corner (depending on your current view).Choose an option:Grid: Files and folders are shown as icons arranged in a
grid.List: Files and folders are arranged by name in a list, and other columns show additional information.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click the "Sort by" menu in the top-right corner, then choose Date, Kind, Name, or Size.If you don't see the "Sort by" pop-up menu, make sure you're not viewing the
Recents folder.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Select the file or folder, click in the top-right corner, then click Details.The information includes the file type, its size, when it was last modified, and where it's stored. If the file is shared, you can also see who shared it.Learn how to use iCloud Drive on
iCloud.com on a phone or tablet. You can view files and folders stored in iCloud Drive using a web browser.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click an option in the sidebar, such as Recents or Browse.If you don't see the sidebar, click .To open a folder, double-click it.To view a file, do one of the
following:Open it in a new tab: Double-click it.See a preview in your current tab: Select it, click in the top-right corner, then choose Preview. If the file doesn't have a thumbnail, you can't see a preview.Tip: You can also select the file, then press the Space bar.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click or in
the top-left corner (depending on your current view).Choose an option:Grid: Files and folders are shown as icons arranged in a grid.List: Files and folders are arranged by name in a list, and other columns show additional information.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Click the "Sort by" menu in the top-
right corner, then choose Date, Kind, Name, or Size.If you don't see the "Sort by" pop-up menu, make sure you're not viewing the Recents folder.Go to icloud.com/iclouddrive, then sign in to your Apple Account (if necessary).Select the file or folder, click in the top-right corner, then click Details.The information includes the file type, its size, when it
was last modified, and where it's stored. If the file is shared, you can also see who shared it.Learn how to use iCloud Drive on iCloud.com on a phone or tablet. You can access your files, photos, mail, notes, and other data on any device by signing in to . Once you enable iCloud syncing on your Mac, you can view photos in the Photos app, and your
iCloud Drive files in Finder. If you modify or delete a file on iCloud from one of your devices, the change will take effect everywhere you use iCloud. 1 Open the Files app on your iPhone or iPad. You can use the Files app to access any of the files you've saved to your iCloud Drive. You'll find Files on the Home screen, in the App Library, or by
searching.[1] If you're looking for your iCloud Photos, you'll find them in the Photos app. If you haven't already set up iCloud syncing on your iPhone or iPad, see this method. 2 Tap Browse. You'll see this option at the bottom of Files. This tapes you to the Browse screen.[2] Advertisement 3 Tap iCloud Drive. It'll be at the top of the folder list under
"Locations." This displays all of the files and folders you've saved to your iCloud Drive. Advertisement 1 Open Finder on your Mac . It's the two-toned smiley face icon on the Dock.[3] To see the photos you've synced to iCloud from other devices, just open the Photos app on your Mac. 2 Click iCloud Drive in the left panel. This displays all of the files
and folders you've saved to your iCloud Drive.[4] If you don't see iCloud Drive, see this method to set up iCloud syncing on your Mac. You can also access your iCloud Drive files in a terminal using Linux commands. Advertisement 1 Go to the in your web browser and click Sign In. If you want an easy way to access your iCloud Photos, Mail, and other
data while you're away from your primary Mac, iPhone, or iPad, you'll love iCloud on the web. You can sign in to the web-based version of iCloud from any device—even your Android or Windows PC.[5] If you're using Windows, you can opt to install the iCloud for Windows app from the Microsoft Store if you want to automatically sync files to and from
your PC instead. See this wikiHow guide to learn how! If you just want to access your iCloud files and don't want to sync, accessing on the web is the simplest way to get to your files, as well as upload new ones. 2 Enter your Apple ID and password to sign in. To access your iCloud information, you'll need to sign into your account.[6] After entering
your email address, click the arrow, then enter your password to sign in. 3 Confirm your identity with two-step authentication. If two-step authentication is enabled on your account, you will receive a code on your primary device, which could be your iPhone, iPad, or Mac. Tap or click the notification you receive on your primary device, then tap Allow
to see the code. Type the code into the field in your web browser to sign in. Click Trust if you're using your own personal device and want to give it permission to access iCloud. 4 Access your photos in the Photos app. You'll see the Photos app icon near the bottom-left corner of the main iCloud page, as well as in the menu at the top-right corner. Now
you can see all of the photos you've synced to from your devices, including your iPhone or iPad.[7] 5 Access your iCloud email in the Mail app. If you want to check your iCloud email when you're away from your iPhone, iPad, or Mac, you can do so in the Mail app on iCloud. Just click Mail at the top of the page, or click the menu icon at the top-right
and choose the Mail app to access your inbox.[8] 6 Access your iCloud Drive files in the Drive app. Any files you've synced to your iCloud Drive from other devices will be available in the Drive app on this page. You can also add new files to iCloud Drive here. Click and drag any documents you wish to save onto the Drive screen. Now your documents
will be available from any synced device, including an iPhone or iPad. 7 Access other data on iCloud. Click the menu icon at the top-right to explore all of the different apps and files you can work with using iCloud on the web. You can view and manage your Calendar, access your Contacts, see and create Reminders, and even use web-based versions
of apps like Pages, Numbers, and Keynote.[9] Advertisement 1 Open your iPhone or iPad's Settings. You'll find it on your Home screen or in your App Library. Once you enable iCloud syncing in iOS, you can easily access all of your iCloud Drive files, iCloud Photos, and other synced data.[10] 2 Tap your name. It's at the top of the menu.[11] If you are
not signed in, tap Sign in to (Your Device), enter your Apple ID and password, then tap Sign In. 3 Tap iCloud. It's in the second section.[12] 4 Select the types of data you wish to store on iCloud. Enabling iCloud for these apps and data types ensures you'll have access to the same files anywhere you sign in with your Apple ID. To sync your photos, tap
Photos, and then tap the "Sync this iPhone" (or "Sync this iPad") switch. Syncing your photos makes all of the photos on your iPhone or iPad available anywhere you sign in to iCloud, including your Mac, PC, and on the web. To keep the files on your iPhone or iPad synced to your iCloud Drive so you can access them anywhere, tap iCloud Drive, and
then tap Sync this iPhone (or Sync this iPad). This option also makes it possible to access your iCloud Drive files in the Files app. To use your iCloud email address in the Mail app, tap iCloud Mail, and then enable "Use on this iPhone" (or iPad). To keep your passwords synced across your devices, tap Passwords and Keychain, and then tap "Sync this
iPhone" (or iPad). You can tap Show All to see additional apps and data types capable of syncing to iCloud. 5 Scroll down and tap iCloud Backup to back up your iPhone or iPad to iCloud. It's in the "DEVICE BACKUPS" section. If you don't see this option, tap < iCloud at the top-left to go back one screen. To set up automatic backups to iCloud, tap the
switch next to "Back Up This iPhone" (or iPad). To start your first backup, tap Back Up Now. Advertisement 1 Open your Mac's System Preferences. You'll find this option in the Apple menu at the top-left corner. Once you enable iCloud syncing, you'll be able to access your iCloud data, including photos and files in your iCloud Drive, on your Mac. 2
Click Apple ID. It's near the top of the window.[13] If you see Sign In, click that option and log in with your Apple ID.[14] 3 Click iCloud. You'll see this option in the left panel. Now you'll see the option to enable or disable iCloud Drive, as well as turn on iCloud for other apps and data on your Mac.[15] 4 Check the box next to "iCloud Drive" to sync the
files on your iCloud Drive to and from your Mac. Once you've enabled this feature, all of your files in iCloud will sync to your Mac, which allows you to access them in Finder.[16] To view your iCloud Drive files on your Mac, open Finder, then click the iCloud Drive option in the left panel. 5 Click Options to choose which files to sync to your iCloud
Drive. This button is to the right of "iCloud Drive" at the top of the window.[17] 6 Select files to sync to your iCloud Drive. Syncing files automatically to your iCloud Drive is a great way to keep your important files safely stored in the cloud. If you want the files you save to your Mac's desktop and your Documents folder to stay synced to iCloud so you
can access them anywhere, check the box next to "Desktop & Documents Folders." Scroll down to view all apps and data that you can sync to iCloud. Checking the box next to these apps and data types ensures they'll stay synced. Click Done when you're finished. 7 Choose which other types of data to sync to iCloud. In the "Apps on this Mac using
iCloud" section, check the boxes next to each type of data you want to keep synced to iCloud. This includes Calendar, Mail, Contacts, and even your Safari data. To sync the photos on your Mac to iCloud, check the box next to "Photos." This also syncs iCloud photos from your other devices to your Mac so they'll be available in the Photos app. Most
options are selected by default to ensure a seamless experience across all of your devices. 8 Access your iCloud files. Now that you've enabled iCloud, it's easy to find your files: Advertisement Add New Question Question How do I set up iCloud on my phone? Josef Storzi Apple & Mobile Phone Repair Specialist Josef Storzi is an Apple and Mobile
Phone Repair Specialist and the Owner of Imobile LA, a mobile phone repair company based in Los Angeles, California. Josef specializes in repairing screens, charging ports, batteries, water damage, speakers, and microphones on all mobile phone brands including Apple, Samsung, LG, Nokia, and Sony. He also specializes in tablet, laptop, and
computer repairs as well as the pros and cons of recent mobile software updates. On an iDevice, there's a section for iCloud in your Settings menu. Here, you can see all the data that's being synced and backed up. It also gives you the option to turn individual items on or off. Question How do I get to iCloud on a PC? Josef Storzi Apple & Mobile Phone
Repair Specialist Josef Storzi is an Apple and Mobile Phone Repair Specialist and the Owner of Imobile LA, a mobile phone repair company based in Los Angeles, California. Josef specializes in repairing screens, charging ports, batteries, water damage, speakers, and microphones on all mobile phone brands including Apple, Samsung, LG, Nokia, and
Sony. He also specializes in tablet, laptop, and computer repairs as well as the pros and cons of recent mobile software updates. Navigate to iCloud.com in your browser and sign into your iCloud account. From there, you'll see all of the data from your iDevice that has been synced to iCloud. Question How do I take photos off of iCloud? Sign into your
iCloud and go to "Photos." Click "Select," then click on the photos you don't want anymore. Once oyu have them selected, click "Delete." Alternatively, you could also delete the photos one by one if the select option is not there See more answers Ask a Question Advertisement Thanks Thanks Thanks The advice in this section is based on the lived
experiences of wikiHow readers like you. If you have a helpful tip you'd like to share on wikiHow, please submit it in the field below. When your iCloud storage starts filling up, check your Settings to see what's taking up the most space and delete any old files you don't need anymore. Use another backup service like Google Drive or Dropbox in
addition to iCloud so you have multiple copies of your files. Advertisement Co-authored by: Apple & Mobile Phone Repair Specialist This article was co-authored by Josef Storzi and by wikiHow staff writer, Nicole Levine, MFA. Josef Storzi is an Apple and Mobile Phone Repair Specialist and the Owner of Imobile LA, a mobile phone repair company
based in Los Angeles, California. Josef specializes in repairing screens, charging ports, batteries, water damage, speakers, and microphones on all mobile phone brands including Apple, Samsung, LG, Nokia, and Sony. He also specializes in tablet, laptop, and computer repairs as well as the pros and cons of recent mobile software updates. This article
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can store files in iCloud Drive, Apple's cloud storage service. This is just one of the many iCloud features available, ranging from privacy and backups to cloud sync of your photos and music library. iCloud Drive is especially useful if you have two Macs; you can sync your Desktop and Documents folders to iCloud Drive, so you can easily switch
between working on a desktop Mac and a laptop. And you can even access these files on your iPhone or iPad. In this article, I'll explain how iCloud Drive works, and tell you how you can get the most out of this service. Understanding iCloud Drive storage When you buy an Apple device, you get 5 GB iCloud storage. You don't get more if you have
multiple devices, and, for most people, this 5 GB is paltry. If only to back up an iPhone and store some photos in the cloud, you quickly use it up. Apple has always sold multiple tiers of iCloud storage, and the current offer is the following: 50 GB: $0.99 per month 200 GB: $2.99 per month 2 TB: $9.99 per month Apple now calls any storage plan
iCloud+, because it includes some new security and privacy features. You can use iCloud Private Relay, Hide My Email, HomeKit Secure Video, and you can host your own domain for email. See How to Use iCloud+, with Additional Security and Privacy Features, and More. If you only use iCloud Drive to store a handful of files, the 50 GB tier is
probably sufficient. Remember, though, that this iCloud storage is shared with all the other iCloud services, and, for many people, the Photos library takes up most of the space. Here's my current iCloud drive storage (you can see this in System Preferences > Apple ID on Mac, or in Settings > Apple ID > iCloud on an iPhone or iPad): You can see that
I have used more than half of my 200 GB, and that photos take up about a third of my total storage, and documents about a quarter. How does iCloud Drive work? iCloud Drive works like other cloud storage services, such as Dropbox or OneDrive. On a Mac, there is an iCloud Drive folder, to which you can add folders and files. You'll find iCloud Drive
in the Finder sidebar, in the iCloud section. Any app for Mac, iPhone, or iPad can store files on iCloud Drive, and you will see folders for these apps. Here are some of the folders in my iCloud Drive: Some of these are apps that are available for Mac, iPhone, and iPad – such as Apple's Keynote, Numbers, and Pages – and some are only iOS/iPadOS apps.
You can open these files either from the Finder, or the apps themselves; on an iPhone or iPad, you can open them from the apps, or, in some cases, from the Files app. (See below.) If you want to make a file on your Mac available to an iPhone or iPad app, via iCloud Drive, you can just drop it into that app's folder. You can also save a file to iCloud
Drive, or move a file that you saved on the Mac to iCloud Drive. How to use the Files app on iPhone and iPad The Files app lets you access files in iCloud Drive on an iPhone or iPad. When you open the app, you'll see locations – iCloud Drive, On My iPhone / iPad, Shared, and Recently Deleted. You may also see other locations; if you tap …, then Edit,
you can see toggles for other cloud services whose apps are on your device. You can tap iCloud Drive, and navigate the folders it contains, or type part of a file name into the search field. In some cases, you can see files but not open them; this will be the case if you store files from your Mac in iCloud Drive, and there are no equivalent apps for iOS /
iPadOS. How to save files to iCloud Drive When saving a file on a Mac, click the Where menu, and choose one of the two iCloud Library options. You can save to the Numbers folder in iCloud, or, if you choose iCloud Drive, you can navigate to a specific folder. You will want to do this if you're saving a file to a shared folder, for example. You can also
move files from the Finder to iCloud Drive, and vice versa. Open a file, then choose File > Move To, and choose where to move the file. The dialogue is similar to that above. On an iPhone or iPad, apps that save files will do so either to their own cloud storage, if any, or to iCloud Drive. How to open files from iCloud Drive The way you open files from
iCloud Drive depends on the app. On the Mac, apps like Keynote, Numbers, and Pages launch with an Open dialogue, which will either show the last used folder, on the app's iCloud Drive folder in the Finder sidebar. For other apps, you can navigate to the app's folder in iCloud Drive, then double-click a file. If you've already worked on a file, launch
an app, then choose File > Open Recent, and select the file. On iOS or iPad OS, since you don't directly have access to the file system, you can open files when launching an app; different apps have different ways of accessing files in iCloud. Or you can use the Files app to find the file you want to work with, and tap it to open it. How to sync files and
folders across Macs One key feature of iCloud Drive is the ability to sync the content of your Mac's Desktop and Documents folder to iCloud. You'll see this option when setting up a new Mac, but you can manually enable it if you haven't already. This has several benefits. If you work on two Macs – a desktop Mac and a laptop – then you can switch
seamlessly from one to the other, as long as you have the bandwidth for files to sync. It also means that all these files are easily accessible on an iPhone or iPad, via the Files app, and you can even access them via icloud.com. To enable this, go to System Preferences > Apple ID, then click iCloud in the sidebar. Next to iCloud Drive, click Options. You
see a list of apps that store documents in iCloud, and you can uncheck any that you don't want to store files there. If you check Desktop & Documents Folders, then check Done, your Mac will start sending these files to the cloud. Before you start this, make sure you have enough storage on iCloud Drive. If you have large files that you don't want to put
on iCloud Drive, or don't need to sync, then you should move them from your Documents folder. Create a new folder (or folders) for these files at the top level of your home folder (the one with the house icon and your name). For example, if you use virtual machines to run Windows or Linux on your Mac, these files can be several dozens of gigabytes.
You may not have enough storage (unless you have the 2 TB plan), or you may not need them on more than one Mac. Also, they take a long time to sync, so when you finish working with them, you need to make sure your Mac doesn't go to sleep. In addition to storing your own files and accessing them on your other devices, you can share folders and
files that are on your iCloud Drive. To share an item, right-click on a folder or file in your iCloud Drive, then choose Share > Share Folder. You see a number of options: When you share an iCloud Drive item, you send a link to someone who can then access it. You can send this link via Mail, Messages, AirDrop, or you can copy the link to send another
way. (For some reason, other apps that appear in the macOS share sheet show up here, such as Deliveries and Twitterrific in my screenshot.) There are other sharing options: Who can access: if you choose People you invite, only those people you invite directly can access the item. Click the menu to choose Anyone with the link to make the item
available to anyone. You might want to do this in a business for a folder with shared assets, but this means that anyone can access the folder and its contents. Permission: if you choose Can make changes, then people accessing the a folder will be able to add and delete files, or delete a shared file. If you choose View only, people can access files but
not change them or delete them. If you check Anyone can add more people, then others who have access to the item can share it as well. Once you have shared folders or files, they show up in the Shared section of the Finder sidebar. If you right-click an item, you can choose Share > Manage Shared Folder / File to remove access to the item, to stop
sharing, or to send a link to others. See this Apple document for more on iCloud file sharing, including how to access and manage shared files and folders on icloud.com. iCloud Drive is a great way to store files in the cloud, especially because it's built in to your Apple devices. You may find that iCloud Drive is more practical than a third-party service,
such as Dropbox or OneDrive, so try it out and see how it works for you. How can I learn more? Each week on the Intego Mac Podcast, Intego's Mac security experts discuss the latest Apple news, security and privacy stories, and offer practical advice on getting the most out of your Apple devices. Be sure to follow the podcast to make sure you don't
miss any episodes. You can also subscribe to our e-mail newsletter and keep an eye here on The Mac Security Blog for the latest Apple security and privacy news. And don't forget to follow Intego on your favorite social media channels: About Kirk McElhearn Kirk McElhearn has been writing about Apple product and computer security for more
than 25 years. His blog, Kirkville, links to his work. He is co-host of the Intego Mac Podcast, as well as several other podcasts, and is a regular contributor to The Mac Security Blog, TidBITS, and several other websites and publications. Kirk has written more than two dozen books, including Take Control books about Apple's media apps, Scrivener,
and LaunchBar. Follow him on Bluesky at @kirkville.com. View all posts by Kirk McElhearn → This entry was posted in How To and tagged iCloud, iCloud Drive. Bookmark the permalink.