

iPhone 102 Tech Savvy Seniors

Session 2: Basic Functions - Personalize Your iPhone

Before We Begin

- Technology can be overwhelming. Let's come up with a plan to ease some of the potential frustration:
- Save your Questions for the end.
- If you have a question come up, please write it down and save it for the end.
- Session Time: We will do our best to stick to 30 minutes per session. If we can't get to your question today, we will either meet one on one, or I will address your question in a future session.
- Qualification: I am not an iPhone professional. Technology is constantly changing and dramatic ways. I am here to share basic knowledge.

iCloud

- What is iCloud? iCloud is an external storage system that is designed to keep information like photos, documents, passwords and emails consistent across all of your Apple devices.
- Use this analogy: iCloud is a massive storage building in the sky full of briefcases. All of your activity on your Apple devices is stored in your own personal briefcase within that storage building. Your Apple ID is the key to open your briefcase from any computer, tablet or smartphone.
- How do I access it? iCloud is built into your Apple devices. You are already in your 'briefcase' while using your iPhone. If you'd like to open your briefcase from any computer, simply go to [iCloud.com](https://www.icloud.com) and enter your Apple ID credentials.

Personalize iCloud

- Open Settings
- Click your name at the top of the page
- Click iCloud
- Customize the Apps that use iCloud
- Make sure iCloud Backup is on
- Make sure iCloud Data on the Web is on
- iCloud comes with 5GB of data. To increase your storage (if you are a photo/video person) you can use iCloud+ OR click 'Manage Your Plan'
- For less than \$5.00/month you can increase your storage to 200GB

Setting up your Caller ID

- Click the Phone icon
- Click EDIT (top left corner)
- Change Name (if you want to)
- Click Edit
- Click the blue PLUS symbol
- Choose a background
- Click CUSTOMIZE
- Change font size and colour or crop photo

Personalize Control Centre

- What is the Control Centre? It offers you quick access to basic functions by swiping diagonally from the top right.
- Click Settings
- Click Control Centre
- Remove Included Controls that you don't use.
- Add More Controls that appeal to you.

Setting Up a Focus

- You can quickly access your Focus through your Control Centre.
- What is Focus? Focus will only allow certain people or apps to send you notifications while it is enabled. It also has the power to send automatic responses if somebody is trying to contact you.
- All Focus options are customizable. Some will involve initial setup, but there are default settings that you can use.

Helpful Resources

- YouTube - Apple Support
- Or call me! 204-747-3283, 204-215-1717