TRANSLATING GENERATIONS

Understanding Technology:
CLOUD STORAGE AND BACKUPS

Cloud storage and backups help keep your important files, photos, and settings safe by storing them on the internet rather than just on your device. If something happens to your iPhone, you can easily restore your data. Here's a step-by-step guide on how cloud storage and backups work on your phone.

What is Cloud Storage?

Cloud storage allows you to store files, like photos, videos, and documents, on the internet, also called "the cloud." Services like **iCloud** and **Google Drive** automatically save your files online, so you can access them from any device connected to the same account.
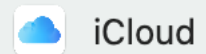
What is a Backup?

A **backup** is a copy of your phone's important information, like contacts, apps, and settings, that is stored in the cloud. If you lose or replac e your phone, you can restore your backup to get all your data back.

Setting Up iCloud for Cloud Storage (Apple Products)

iCloud is Apple's built-in cloud storage service that works automatically with your iPhone. In addition to backing up your apps and settings, **iCloud** can automatically back up your photos, videos, and documents.

How to Set Up iCloud:
1. **Open Settings**: Tap the **Settings icon** (looks like a gray gear) on your iPhone's home screen.

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2. **Tap Your Name**: At the top of the Settings screen, tap your name or **Apple ID** to open your account settings.
3. **Select iCloud**: Scroll down and tap **iCloud** to manage your iCloud storage and settings.
4. **Turn On iCloud Backup**: Scroll down and tap **iCloud Backup**, then tap **"Back Up Now"**. This will automatically back up your iPhone's important data like contacts, settings, and apps to iCloud whenever your phone is plugged in and connected to WiFi.

How to Back Up Photos:
1. **Open Settings** and tap your name.
2. Tap **iCloud**, then tap **Photos**.
3. **Turn on iCloud Photos**: Toggle on **iCloud Photos** to automatically upload and store your photos and videos in iCloud.

How to Store Documents in iCloud:
1. **Open Settings** and go to **iCloud**.
2. Tap **iCloud Drive**.
3. **Turn on iCloud Drive**: This allows you to save documents from apps like **Pages**, **Keynote**, and **Numbers** to iCloud.

Once enabled, your photos and videos are safely stored in iCloud, and you can access them from any device with the same Apple ID. You can access your documents from any Apple device or through **iCloud.com** using your browser.

How to Check Your iCloud Storage Usage:

iCloud comes with 5GB of free storage. If you need more space, you can purchase additional storage. Here's how to check how much storage you're using.

1. **Open Settings** and tap your name.
2. **Tap iCloud**.
3. **View Storage**: You'll see a bar that shows how much of your storage is being used by photos, backups, and other data.

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4. **Upgrade Storage (If Needed)**: If you're running low on storage, tap **Manage Storage** > **Change Storage Plan** to upgrade to a plan with more storage for a small monthly fee.

How to Restore Your Data from an iCloud Backup:

If you get a new iPhone or need to restore your current one, you can easily restore your data from an iCloud backup.

How to Restore Your iPhone:
1. **Turn on Your New iPhone** (or after resetting your current iPhone).
2. **Follow the Setup Instructions**: During the setup, you'll be asked if you want to **Restore from iCloud Backup**.
3. **Sign in to iCloud**: Enter your **Apple ID** and password.
4. **Choose a Backup**: Select the most recent backup you want to restore from, and all your apps, settings, and files will be restored to your iPhone.

Setting Up Other Cloud Storage Options (Google Drive, Dropbox)

If you need extra storage or prefer to use another cloud service, apps like **Google Drive** and **Dropbox** are great solutions for Androids and as a backup for Apple users.

How to Use Google Drive:
1. **Download Google Drive**: Open the **App Store** or **Google Play Store**, search for **Google Drive**, and tap **Get** or **Install** to download the app.
2. **Sign In or Create an Account**: If you already have a Google account, sign in. If not, tap **Create Account** to set one up.
3. **Upload Files**: Open the app, tap the **plus sign (+)**, and choose **Upload** to store files from your phone in Google Drive.

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4. **Access Files Anywhere**: Once your files are uploaded, you can access them from any device by signing into your Google account on another phone or computer.

How to Use Dropbox:
1. **Download Dropbox**: Open the **App Store** or **Google Play Store**, search for **Dropbox**, and tap **Get** to download the app.
2. **Sign In or Create an Account**: Open the app and sign in or create a new Dropbox account.
3. **Upload Files**: Tap the **"+" (plus)** icon, then select the files or photos you want to upload to Dropbox.
4. **Access Files Anywhere**: Like Google Drive, Dropbox allows you to access your files from any device by signing into your account.

Managing Your Cloud and Backup Settings

To ensure your phone continues backing up important data, it's good to check your settings periodically.

How to Check Backup Settings:
1. **Open Settings** and tap your Cloud Storage App.
2. **Tap Settings** and then **Backup**.
3. **Make Sure Backup is On**: Keep Backup turned on to automatically back up your phone when it's plugged in, locked, and connected to WiFi.
4. **Manual Backup**: If you want to back up your phone right away, you should have an option to tap **Back Up Now** to create an up-to-date backup.

How to Free Up Cloud Storage Space

If you find that you're running out of cloud storage, there are some simple ways to free up space. **Additional information can be found in our Understanding Technology: Digital Declutter guide.*

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How to Free Up Cloud Space:

1. **Delete Old Backups**: Go to **Settings** > **iCloud** (or **Backups & Storage** for Android users) > **Manage Storage**, then tap **Backups**. Select an old device backup and tap **Delete Backup** to remove it.
2. **Manage Photos and Videos**: Open **Photos** and delete photos or videos you no longer need. Once deleted, they'll move to the **Recently Deleted** folder, where they stay for 30 days before being permanently deleted.
3. **Upgrade Cloud Storage**: If you still need more space, you can upgrade your storage plan. Apple users, go to **Settings** > **iCloud** (or **Backups & Storage** for Android users) > **Manage Storage** > **Change Storage Plan**.

Key Tips for Cloud Storage and Backup:

- **Enable automatic backups**: Make sure **iCloud Backup** is turned on so your iPhone backs up automatically.
- **Check your backup status regularly**: Ensure your most important files, photos, and data are being backed up by checking the **Backup Now** status.
- **Access your data on multiple devices**: Once your data is in the cloud, you can access it from your iPhone, iPad, Mac, or through **iCloud.com** on a computer.
- **Keep track of your storage**: Make sure you're not running out of space and upgrade if necessary.