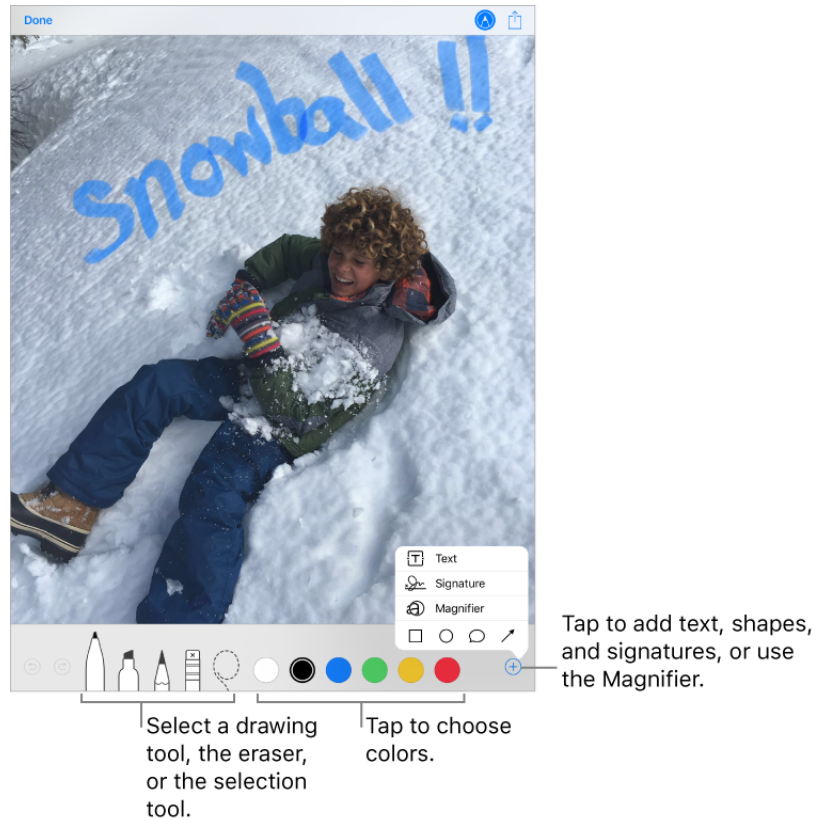**Save a photo or video to Photos.** Touch and hold the photo or video until a menu appears, then tap Save Image.

Mark up attachments. Use Markup to annotate an image or a PDF attachment. Touch and hold the attachment, then tap Markup (if it's an attachment you're sending) or "Markup and Reply" (if it's an attachment you've received), then use the drawing and annotation tools. See Use Markup. On supported models, you can annotate with Apple Pencil.

Select a drawing tool, the eraser, or the selection tool.

Tap to choose colors.

Tap to add text, shapes, and signatures, or use the Magnifier.

Open an attachment with another app. Touch and hold the attachment until a menu appears, then tap the app you want to use to open the attachment. Some attachments automatically show a banner with buttons you can use to open other apps.

See messages with attachments. Tap ⊜ to turn on filtering, then tap "Filtered by" and turn on "Only Mail with Attachments." You can also use the Attachments mailbox, which shows messages with attachments from all accounts. To add it, tap Edit while viewing the Mailboxes list.

Add an attachment. See Write messages.

Send large attachments. Mail Drop lets you send files that exceed the maximum size allowed by your email account. Tap Send when you're ready to send a message with large attachments, then follow the onscreen instructions to use Mail Drop.

Work with multiple messages

Move or mark multiple messages. While viewing a list of messages, tap Edit. Select some messages, then choose an action. If you change your mind, shake iPad immediately to undo.

Manage a message with a swipe. While viewing a list of messages, swipe a message to the left to reveal a menu of actions. Swipe all the way to the left to select the first action. You can also swipe a message to the right to reveal another action. Choose the actions you want to appear in Settings > Mail > Swipe Options.

Organize your mail with mailboxes. Tap Edit in the mailboxes list to create a new one, or rename or delete one. (Some built-in mailboxes can't be changed.) There are several smart mailboxes, such as Unread, that show messages from all your accounts. Tap the ones you want to use.

See the whole conversation. Go to Settings > Mail, then turn on Organize by Thread. Swipe left or right on a message in a thread to reveal actions. To change how threads are displayed, go to Settings > Mail. To change the swipe settings, go to Settings > Mail > Swipe Options.

Filter messages. Tap ⊜ to hide messages that don't match the current filter. Tap again to turn the filter off. To set up the filter, tap ⊜ to turn on filtering, then tap "Filtered by." You can filter by read or flagged status, by messages addressed to you, messages from VIPs, and other criteria.

See and save addresses

See who else received a message. While viewing the message, tap Details at the top of the message.

Add someone to Contacts or make them a VIP. Tap the person's name or email address, then tap Add to VIP. You can also add their address to a new or existing contact.

Print messages

Print a message. Tap ⤺, then tap Print.

Print an attachment or picture. Tap to view it, tap ⬆, then choose Print.

See AirPrint.

Music

Music overview

Use the Music app to enjoy music stored on iPad as well as music streamed over the Internet. With an optional Apple Music subscription, you can listen to millions of songs ad-free and discover music together with friends.

Note: You need a Wi-Fi or cellular connection to stream music. Services and features aren't available in all regions, and features may vary by region. Additional charges may apply when using a cellular connection.

WARNING: For important information about avoiding hearing loss, see Important safety information.
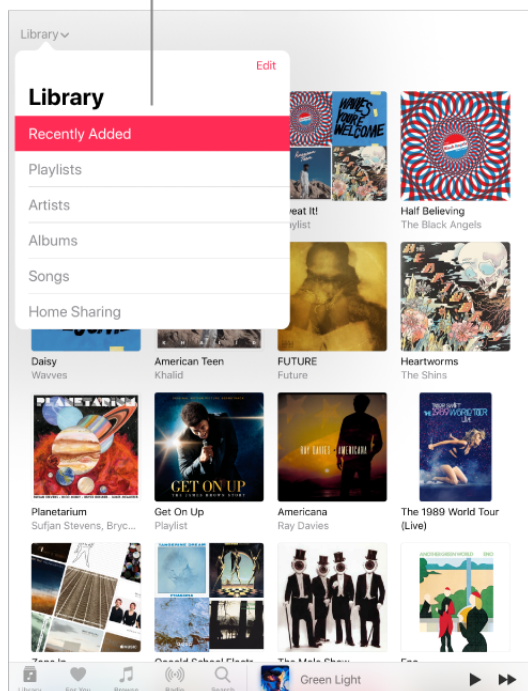
Get music

Get music to play on iPad in the following ways:

- *Become an Apple Music subscriber:* With a subscription and a Wi-Fi or cellular connection, stream as much music as you like from the Apple Music catalog and your iTunes library. Download songs, albums, and playlists, and share music with your friends. See Start Apple Music trial.

- *Participate in Family Sharing:* Purchase an Apple Music Family membership, and everyone in your Family Sharing group can enjoy Apple Music. See Family Sharing.

- *Purchase music from the iTunes Store:* See Find music, movies, TV shows, and more.

- *Sync music with iTunes on your computer:* See Sync iPad.

- *Listen to Beats 1:* Beats 1 is a worldwide radio station broadcasting live on Apple Music. No subscription is required to listen to Beats 1.

Library

Library includes music you added or downloaded from Apple Music, music and videos you synced to iPad, TV shows and movies you added from Apple Music, and your iTunes purchases.

Choose a sorting method.

Browse and play your music. Tap the Library menu, choose a category, such as Albums, Songs, or Music Videos, then tap Play. Tap the Shuffle button to shuffle music in the category. Tap the player to show the Now Playing screen.

View more categories. Tap the Library menu, tap Edit, then select additional categories.

Sort your music. Tap the Library menu, choose Playlists, Albums, or Songs, then tap Sort.

View only music stored on iPad. Tap the Library menu, then tap Downloaded Music.
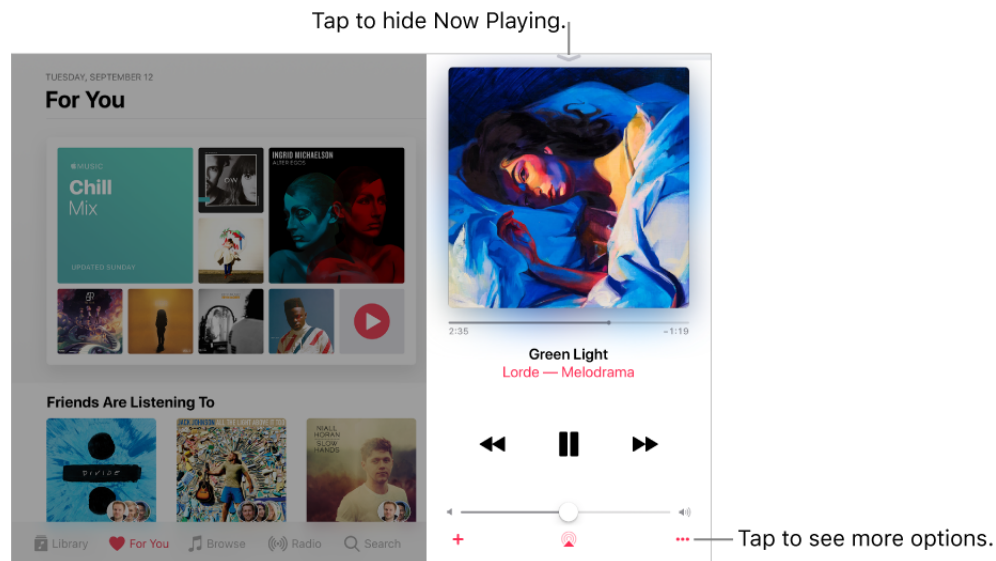
Play music shared on a nearby computer. If a computer on your network shares music through iTunes Home Sharing, go to Settings > Music, then tap Sign In below Home Sharing. Return to the Music app, tap Library, tap the Library menu, tap Home Sharing, then choose a shared library.

Remove Apple Music songs from iPad. Go to Settings > Music, then turn off iCloud Music Library. The songs are removed from iPad, but remain in iCloud. Music you purchased or synced also remains.

Play music

Control playback. Tap a song to play it and show the player. Tap the player to show the Now Playing screen, where you can do the following:

- Tap ▶ to play the song; tap ❚❚ to pause it.

- Tap ▶▶ to skip to the next song.

- Tap ◀◀ to return to the song's beginning.

- Double-tap ◀◀ to play the previous song in an album or playlist.

Tap to hide Now Playing.

Tap to see more options.

Skip to any point in a song. Drag the playhead.

Quickly navigate to the artist, album, or playlist. Tap the artist, album name, or playlist name below the song title in Now Playing.

Hide Now Playing. Tap ⌄ at the top of the Now Playing screen.

Share music. Tap •••, then tap Share Song.

Shuffle. Tap 🔀 to play your songs in random order. Tap again to turn off shuffle. If iPad is in landscape orientation, swipe up, then tap 🔀.

When viewing the contents of a playlist or album, tap Shuffle All.

Repeat. Tap 🔁 to repeat an album or playlist. Double-tap 🔁 to repeat a single song. If iPad is in landscape orientation, swipe up, then tap 🔁.

Add a song to your library. Tap +.

See lyrics. Tap Show next to Lyrics; tap Hide to hide them. If iPad is in landscape orientation, swipe up to see Lyrics, then tap Show.

Note: Lyrics aren't available for all songs. Viewing lyrics requires Apple Music.

Access additional options. Tap •••.

See what's up next. Swipe up. Tap a song to play it and the songs that follow. Drag ≡ to reorder the list.

Get audio controls from the Lock screen or when using another app. Open Control Center.

Stream music to a Bluetooth or AirPlay-enabled device. Tap ⧉ in Now Playing, then choose a device. See Connect Bluetooth devices, Stream audio and video to other devices, and Control audio on multiple devices.

Apple Music

Start Apple Music trial

Apple Music is an ad-free streaming music service that lets you listen to millions of songs and your iTunes library. As a subscriber, you can listen any time—online or off—and create your own playlists, get personalized recommendations, see music your friends are listening to, watch exclusive video content, and more.

Join Apple Music. You can join Apple Music when you first open Music, or later in Settings > Music > Join Apple Music.

Note: New subscribers can start a trial and cancel at any time.

- *Individual subscription:* Get access to the full Apple Music catalog, expert recommendations, and on-demand radio stations.

- *Family subscription:* Up to six people can enjoy unlimited access to Apple Music on their devices.

- *Student subscription:* Have complete access to Apple Music, at a price designed for students.

  If you're a student at a qualifying school, you can join Apple Music for a discounted subscription price for up to 48 months (4 years). The time needn't be continuous. [Student subscriptions aren't available in all locations](#).

Note: If you end your Apple Music subscription, you can no longer stream Apple Music songs or play Apple Music songs you downloaded.

Show or hide subscription features. Go to Settings > Music, then turn Show Apple Music on or off.
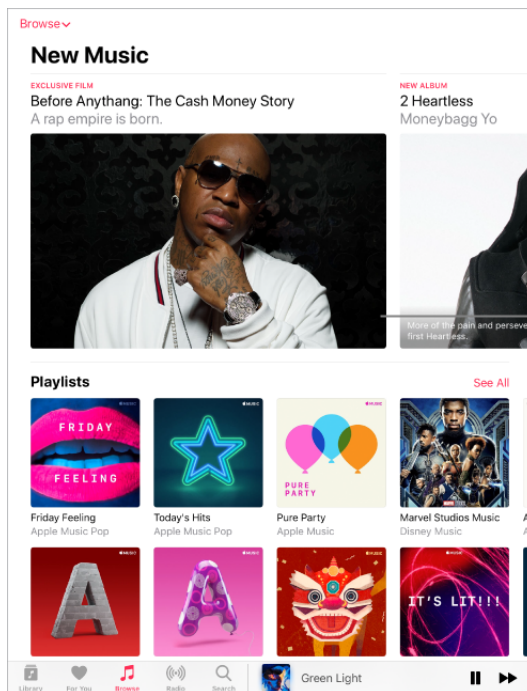
Use cellular data. On iPad (Wi-Fi + Cellular models), go to Settings > Music > Cellular Data, where you can choose to stream and download music over a cellular connection. Turn on High Quality Streaming to always stream music at the highest quality.

Note: High Quality Streaming uses more cellular data, and songs may take longer to start playing.

If you're not a subscriber, you can use the Music app to listen to music synced to your iPad from iTunes, play and download previous iTunes Store purchases, and listen to Beats 1 for free.

Discover new music

Browse new and noteworthy music, music videos, playlists, and more.

Swipe left to see featured music and video.

Tap to play a playlist.

Explore new music. Tap Browse, tap the Browse menu, then tap New Music.

Browse playlists created by music experts. Tap the Browse menu, tap Playlists, then choose a playlist, activity or mood, curator, or genre.

See what's popular. Tap the Browse menu, tap Top Charts, then choose a song, playlist, album, or music video.

Browse your favorite genres. Tap the Browse menu, tap Genres, choose a genre, then tap a featured song, album, artist, or music video to enjoy music handpicked by music experts.

Watch music videos. Tap the Browse menu, then tap a featured music video or playlist of music videos.

Watch select TV shows and movies. Tap the Browse menu, tap TV & Movies, tap a show or movie, then tap an episode or movie to play it.

Note: TV shows and movies aren't available in all regions.

Add music and listen offline

Add music from Apple Music to your library. Do one of the following:

- Touch and hold a song, album, playlist, or video, then tap Add to Library.

- When viewing the contents of an album or playlist, tap Add to add the album or playlist, or tap ➕ to add individual songs.

- On the Now Playing screen, tap ➕.

Music you add to iPad is also added to other devices where you're signed in to the iTunes Store and App Store using the same Apple ID and have iCloud Music Library turned on (go to Settings > Music).

Note: To play music when you're not connected to the Internet, you must first download it.

Download music from Apple Music. After adding a song, album, or playlist, tap ☁.

Note: You must turn on iCloud Music Library to download music from Apple Music to your library (go to Settings > Music, then turn on iCloud Music Library).

Always download Apple Music. Go to Settings > Music, then turn on Automatic Downloads. Songs you add are automatically downloaded to iPad.

See download progress. In the Library menu, tap Downloaded Music > Downloading.

Free up music storage. If iPad is low on storage space, you can automatically remove downloaded music that you haven't played in a while. Go to Settings > Music > Optimize Storage.

Remove music and videos stored on iPad. Touch and hold a song, album, playlist, music video, TV show, or movie. Tap Remove, then tap Remove Downloads. The item is removed from iPad, but not from iCloud Music Library.

To remove all songs or certain artists from iPad, go to Settings > Music > Downloaded Music, tap Edit, then tap 🔴 next to All Songs or the artists whose music you want to delete.

Add music to a playlist. Touch and hold an album, playlist, song, or music video. Tap Add to a Playlist, then choose a playlist.
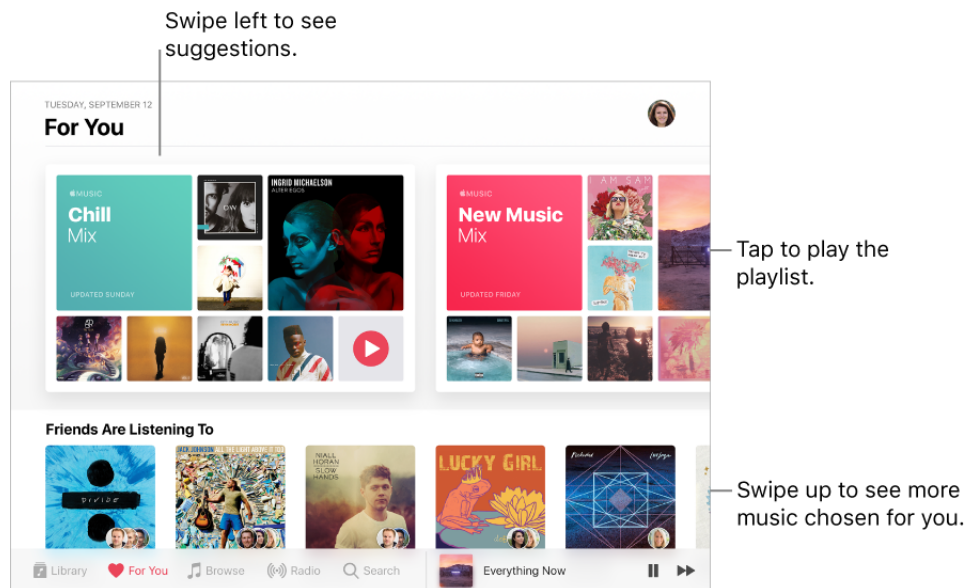
The first time you tap Add to Playlist, you can choose to automatically add songs to your library when you add them to a playlist. If you do this, those songs are also browsable in your Library. Go to Settings > Music > Add Playlist Songs to turn this setting on or off.

Delete music from Library. Touch and hold the song, album, playlist, or music video, then tap Delete from Library.

Get personalized recommendations

Apple Music learns the music you like and recommends songs, albums, and playlists based on your tastes.

In For You, discover playlists created by Apple Music experts, albums based on your tastes, and music your friends are listening to.

Swipe left to see suggestions.

Tap to play the playlist.

Swipe up to see more music chosen for you.

Select your favorite genres and artists. When you first tap For You, you're asked to tell Apple Music about your preferences. Tap the genres you like. (Double-tap those you love, and touch and hold the genres you don't care for.) Tap Next, then do the same with the artists that appear.

To add a specific artist who isn't listed, tap Add an Artist, then enter the artist's name. Apple Music uses these preferences when recommending music to you.

Play music. Tap a playlist or album, then tap the Play button. Tap the Shuffle button to shuffle the playlist or album.

Tell Apple Music what you love. Touch and hold an album, playlist, or song, then tap Love or Dislike. On the Now Playing screen, tap •••, then tap Love or Dislike. Telling Apple Music what you love and dislike improves future recommendations.

Reorder a playlist. Play the playlist, tap the player to show the Now Playing screen, swipe up to show Up Next, then drag ☰ to rearrange the song order.
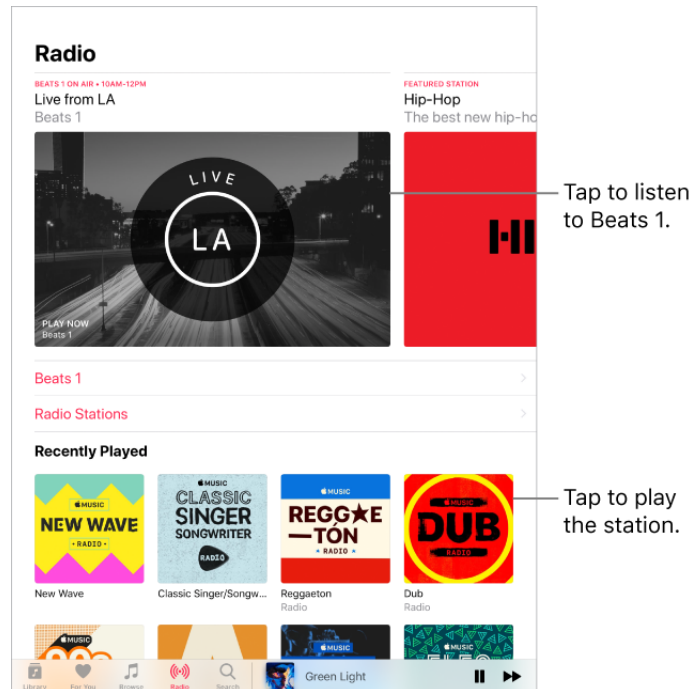
Quickly identify an album's most-played songs. Some albums have a ★ next to the most popular songs.

Ignore listening. To prevent listening habits on your device from influencing For You recommendations, go to Settings > Music, then turn off Use Listening History.

Update genre and artist preferences. Tap For You, tap 👤, swipe up, tap View Account, then tap Choose Artists For You.

Tune in to Radio

Radio is the home of Beats 1, which features world-class radio shows, the latest music, and exclusive interviews. You can listen to featured stations that have been crafted by music experts, and create your own custom stations from songs or artists you choose.

Tap to listen to Beats 1.

Tap to play the station.

Listen to live radio. Tap the currently playing Beats 1 program.

Note: Because Beats 1 is live radio, you can't pause, rewind, or skip songs.

Listen to past shows and find out when your favorite shows are on. Tap Beats 1, then tap a show or DJ below On Demand.

Listen to your favorite music genre. On the Radio screen, tap Radio Stations, or scroll through Recently Played, then tap a genre or featured station.

Create a station. Touch and hold an artist or song, then tap Create Station. To create a station in Now Playing, tap •••, then tap Create Station.

Search for music

Search Apple Music. Tap Search, then tap a recent or trending search term. To search for specific music, tap the search field, tap Apple Music, then enter a song, album, playlist, artist, compilation, genre, TV show, or movie. Tap a result to play it.

Search your library. Tap Search, tap the search field, tap Your Library, then enter a song, album, playlist, or artist. Tap a result to play it.

Create playlists

Create playlists to organize your music. Tap Library, tap the Library menu, tap Playlists, then tap New. Enter a title and description, tap Add Music, then select music to add to the playlist.

You can also tap ••• in a track list or on the Now Playing screen, tap Add to a Playlist, then tap New Playlist.

Customize your playlist's artwork. Tap Edit, tap 📷, then take a photo or choose an image from your photo library.

Share a playlist with people who don't follow you. Touch and hold a playlist, then tap Share Playlist.

Edit a playlist you created on iPad. Select the playlist, then tap Edit.

- *Add more songs:* Tap a playlist, tap Edit, tap Add Music, then choose music from your library.

- *Delete a song:* Tap a playlist, tap Edit, tap 🔴, then tap Delete. Deleting a song from a playlist doesn't delete it from iPad.

- *Change the song order:* Drag ☰.

Changes you make to your music library are updated across all your devices when iCloud Music Library is enabled in Music settings. If you're not an Apple Music subscriber, the changes appear in your music library the next time you sync your iPad with iTunes on your computer.

Delete a playlist. Touch and hold the playlist, then tap Delete from Library.

See what your friends are listening to

When you're an Apple Music subscriber, you can see music your friends are listening to by following them. You can also see the playlists they've shared and the music they listen to most often. Likewise, your followers can see your shared playlists and the music you often listen to.

Create a profile. When you open Music, you're asked to set up a profile. Tap Get Started to begin.

If you don't want to set up a profile now, you can do it later. Just tap For You, tap 👤, then tap Start Sharing with Friends.

Follow your friends. There are several ways to follow people:

- Add friends when you set up your profile.

- After you set up your profile, swipe to the bottom of the profile screen, tap Find More Friends, then tap Follow next to those you want to follow.

- On the profile screen, tap a profile picture, then tap Follow.

- Tap Search, enter a friend's name, tap it in the results, then tap Follow.

  Note: Your friends must have a profile for you to find them using search.

- Tap a recommended friend in For You, then tap Follow.

Some profiles may appear with a lock on the profile picture, which means that you need to ask for and receive permission from that person to become a follower. After your request is accepted, you see their shared playlists and the music they're listening to.

Respond to follow requests. On the profile screen, tap Follow Requests, then accept or decline the requests. You receive follow requests only if you decide to choose who can follow you.

You may receive follow requests in other ways—as a link in mail or a text message, for example. To accept, tap the link.

Stop following. Touch and hold the profile picture of a person you follow, then tap Unfollow.

Block followers. Touch and hold a profile picture, then choose Block. People you block won't see your music or be able to find your profile. They can still listen to your shared playlists if they added them to their library.

Share music with followers. Create a playlist. Your followers will see the playlist on your profile unless you turn off "Show on My Profile and in Search."

Note: If you make changes to music you share—edit or stop sharing a playlist, for example—those changes are reflected on your followers' devices.

Change your shared playlists. On the profile screen tap Edit, then turn playlists on or off. Drag ☰ to reorder them.

Hide your guilty pleasures. No one is proud of every song they listen to. On the profile screen, touch and hold a playlist or album that appears below Listening To, then tap Hide from Profile. The listening history for this item doesn't appear in your profile and isn't visible to the people who follow you.

If you don't want your followers to see any of the music you listen to, tap Edit on the profile screen, then turn off Listening To.

See what your friends are listening to. Tap For You, then scroll down to Friends Are Listening To.

See what a follower or person you follow is listening to. Tap For You, then tap a person's profile picture to see shared playlists and frequently listened to music. You also see their followers and the people they follow.

> **Tip:** Find related people to follow. For example, if you follow Erin because she likes hip-hop, and she follows Molly for her taste in electronica, you may also want to follow Molly.

Share your profile. On the profile screen tap •••, tap Share Profile, then choose a sharing option.

You can also share the profile of anyone you follow, or who follows you.

See who you're following. On the profile screen, swipe up to see the people you're following and those who follow you.

Report a concern. If you have a concern about a follower, touch and hold their profile picture, then tap Report a Concern.

Siri

You can use Siri to control music playback. To activate Siri, press and hold the Home button. See [Siri and apps](#).

Use Siri. Summon Siri, then [make your request](#). Siri supports a wide variety of commands, which you can use to do the following:

- *Play Apple Music:* You can play any song ("Play 'Old Friends' by Jasmine Thompson"), artist ("Play Daye Jack"), album, playlist, or station. You can also play popular songs from different years ("Play the top songs from 1990").

- *Let Siri be your personal DJ:* Say something like "Play my Chill Mix" or "Play something I like."

- *Add music from Apple Music to your library (Apple Music subscription required):* Say, for example, "Add 'Bad Boy' by Dan Croll to my Library" or, while playing something, say "Add this to my library."

- *Add a song or album to a playlist:* While playing a song, say something like "Add this song to my Workout playlist" or "Add this album to my Sunday Morning playlist."

- *Find out more about the current song:* Say "What's playing?""Who sings this song?" or "Who is this song by?"

Siri can also help you find music in the iTunes Store. See [Find music, movies, TV shows, and more](#).

Sound Check, EQ, and volume limit settings

Choose an equalization (EQ) setting. Go to Settings > Music > EQ. EQ settings generally apply only to music played from the Music app, but they affect all sound output.

Set a volume limit. Go to Settings > Music > Volume Limit.

Note: To prevent changes to the volume limit, go to Settings > General > Restrictions > Volume Limit, then tap Don't Allow Changes.
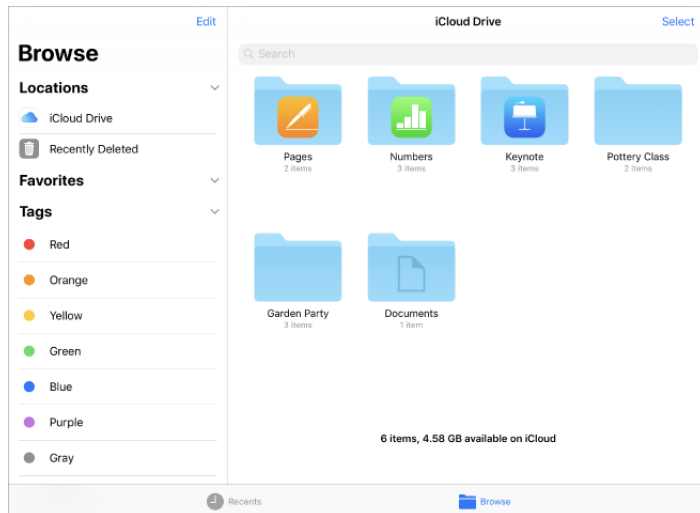
Normalize the volume level of your audio. Go to Settings > Music, then turn on Sound Check.

Files

View files and folders

Files brings all your documents, presentations, spreadsheets, images, and other files together so that you can browse, search, and organize them in one place, including files in iCloud Drive and other cloud storage providers like Box and Dropbox.

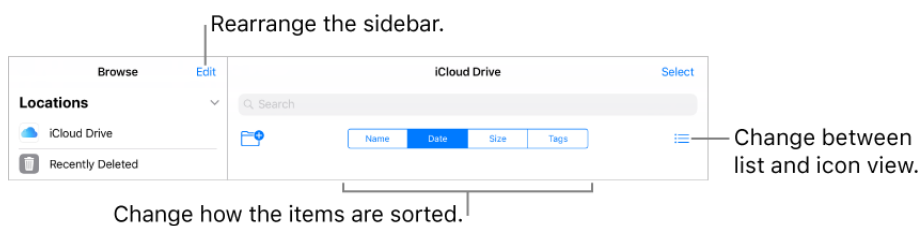**View recent files and folders.** Tap Recents at the bottom of the screen.

    Tip: To see recent files from the Dock, touch and hold the Files icon.

Browse files and folders. Tap Browse at the bottom of the screen, then tap an item below Locations, Favorites, or Tags. To open a folder, tap it. (For information about marking folders and files as favorites or adding tags, see Organize files and folders.)

Open a file. Tap it. If you haven't installed the app that created the file, a preview of the file opens in Quick Look.

Change how files and folders are sorted. From an open location or folder, drag down from the center of the screen and tap the Name, Date, Size, or Tags button.

Change to list view or icon view. From an open location or folder, drag down from the center of the screen, then tap ☰.

Find a specific file or folder. Enter the name in the search field.

- *Hide the keyboard and see more results on the screen:* Tap the Keyboard key ⌨.

- *Start a new search:* Tap ⊗ in the search field.
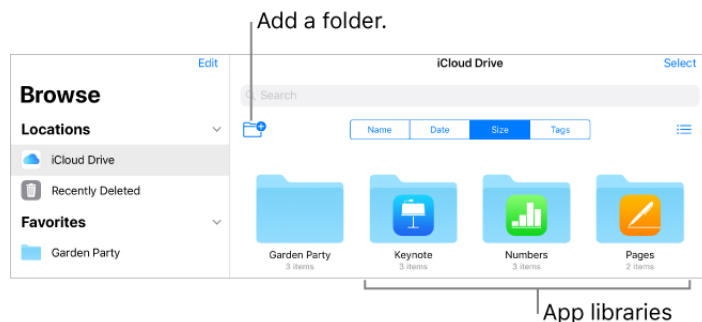
- *Open a result:* Tap it.

Add a cloud storage service. Download the app from the App Store, then open the app and follow the onscreen instructions. Open Files, tap More Locations (below Locations in the Browse sidebar), then turn on the service.

Rearrange the Browse sidebar. Tap Edit at the top of the sidebar.

- *Hide a location:* Turn it off.

- *Remove an item from the Favorites list:* Tap ⊖ next to the item.

- *Delete a tag and remove it from all items:* Tap ⊖ next to the tag.

- *Change the order of an item:* Touch ☰, then drag it to a new position.

Organize files and folders

To keep yourself better organized, use Files to create folders and move files between them.

Add a folder.

App libraries

Create a folder. Open a folder, drag down from the center of the screen, then tap 🗁⊕. (If you don't see the New Folder button, you can't create a folder in that location.)

Copy, duplicate, rename, move, or delete a file or a folder. Touch and hold the file or folder, then choose an option.

To duplicate, move, or delete multiple files or folders, tap Select, tap your selections, then tap an option at the bottom of the screen.

Some options may not be available depending on what's selected; for example, you can't delete an app library (a folder labeled with the app name).

Move a file or a folder with drag and drop. Touch and hold an item until it lifts up, then drag and drop it into a different folder or location. As you drag, ⊕ appears wherever you can drop the selection. To move multiple items, touch and hold an item, drag it slightly, then continue holding it while you tap additional items with another finger. To open a folder or location while touching and holding a selection, tap the folder or location with another finger.

Note: You can't move an app library, which is a folder labeled with the app name.

Share a file. Touch and hold the file, then tap Share to do things like send a copy of a file or, with iCloud Drive, allow others to view or edit it.

To send a copy of a file, you can also open Mail or Messages in Split View or Slide Over, select one or more items in Files, then drag and drop your selection into a message.

Tag a file or folder. Touch and hold the file or folder, tap Tags, then tap one or more tags. To remove a tag, tap it again. When finished, tap Done. You can locate tagged items quickly in the Browse sidebar.

Mark a folder as a Favorite. Touch and hold the folder, then tap Favorite. You can locate favorite folders quickly in the Browse sidebar.

Use iCloud Drive

Set up iCloud Drive

iCloud Drive is built into the Files app, so you can easily store files there and access them from all your devices. You can use iCloud Drive on iOS devices (iOS 8 or later), Mac computers (OS X 10.10 or later), and PCs (iCloud for Windows 5 or later or Windows 7 or later). To access iCloud Drive, you must be signed in to iCloud using your Apple ID. Storage limits are subject to your iCloud storage plan.

Turn on iCloud Drive. Go to Settings > [*your name*] > iCloud, then turn on iCloud Drive.

Choose which apps use iCloud Drive. Go to Settings > [*your name*] > iCloud. Below the control showing that iCloud Drive is turned on, a list shows which apps support iCloud Drive. Turn each app on or off.

Open a file in another app. Touch and hold a file in iCloud Drive, tap Share, then choose an option.

Share files on iCloud Drive with others

You can invite others to view and edit files in iCloud Drive. Others can access a shared file by tapping a link you send—you don't need to send them a copy of the file. When you invite others to share a file, you can specify who can view it and who can edit it. When you allow people to edit a file, everyone's changes are updated automatically.

Invite others to edit or view a file. Touch and hold a file in iCloud Drive, tap Share, tap 👤, then do one of the following:
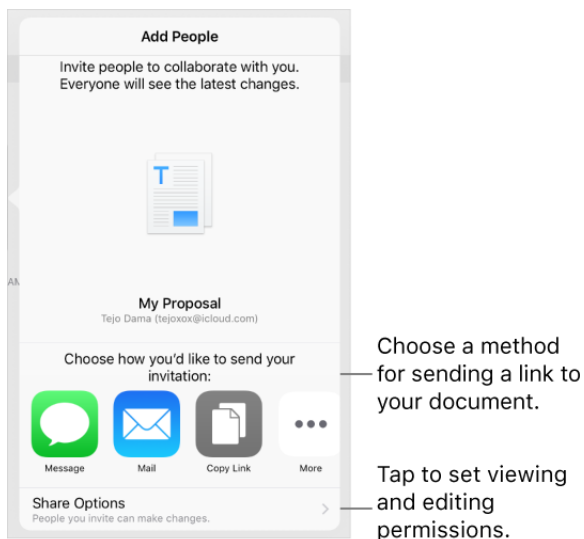
- *Allow only the people you invite to view and edit the file:* Tap a method for sending a link to the file, enter any other requested information, then send or post the invitation. People need an Apple ID to open the file.

- *Choose other permission and access options:* Tap Share Options, make any access and permission changes, then tap Add People (at the top of the screen). Tap a method for sending a link to the file, enter any other requested information, then send or post the invitation.

  Share Options allow you to grant access to:

  - *Only people you invite:* Only people who sign in to iCloud with an Apple ID can open the file.

  - *Anyone with the link:* Anyone who has the link can open the file.

  You can also set what others can do:

  - *Can make changes:* People can edit and print the shared file.

  - *View only:* People can view and print the shared file but not edit it.

If you don't see 👤, the document may be owned by someone else who shared it with you. Tap 👤 to see the owner's name.

Important: When you share a file that you have on iCloud Drive, a link to the file (which includes its name) is sent in your invitation. If the name or content of the file is confidential, be sure to ask recipients not to forward the link to anyone else.

Invite more people to view or edit a file. If you're the owner of a shared file whose access is set to "Only people you invite," you can invite more people. Touch and hold the file, tap Share, tap 🔗, then tap Add People. Tap a method for sending a link to the file, enter any other requested information, then send or post the invitation.

Note: If you're the owner of the shared file and you move it to another folder or location, the link is broken and people lose access to the file.

Send a link to more people. If your file access is set to "Anyone with the link," you can give new people access to the file by sending them the file link. Touch and hold the file, tap Share, tap 🔗, then tap Send Link. Tap a method for sending the link, enter any other requested information, then send or post the invitation.

Change access for everyone. If you're the owner of the file, you can change its access at any time, but anyone you shared the link with is affected. Touch and hold the file, tap Share, tap Share Options, then tap the access setting you want.

If you change the setting from "Anyone with the link" to "Only people you invite," the original link no longer works for anyone. Only people who receive an invitation from you can open the file, and they must sign in to iCloud with an Apple ID.

Change permission for everyone. If you're the owner of a shared file with access set to "Only people you invite," you can quickly change everyone's permission. Touch and hold the file, tap Share, tap Share Options, then tap the permission setting you want.

Anyone who has the file open when you change the permission sees an alert. New settings take effect when they dismiss the alert.

Change permission or remove access for one participant. If you're the owner of a shared file with access set to "Only people you invite," you can change the permission for an individual without affecting the permission of others. You can also remove their access to the file. Touch and hold the file, tap Share, tap 🔗, tap the person's name, then tap an option.

Stop sharing a file. If you're the owner of a shared file, you can stop sharing it. Touch and hold the file, tap Share, tap 🔗, then tap Stop Sharing.

Anyone who has the file open when you stop sharing sees an alert. The file closes when the alert is dismissed, and the file is removed from the participant's iCloud Drive. The link to the file no longer works. If you later share the file again and set the access to "Anyone with the link," the original link will work. If the access is set to "Only people you invite," the original link will work again only for people you reinvite to share the file.

FaceTime

Make and answer calls

Use FaceTime to make video or audio calls to someone who's also using an iOS device or a Mac. With the FaceTime HD Camera, you can talk face-to-face; switch to the rear camera to share what you see around you. To capture a special moment of your conversation, take a FaceTime Live Photo (on supported models), which takes a still image and records a brief video of the moment.

Note: FaceTime may not be available in all regions.

Switch to the rear camera (available on some models).

Drag your image to any corner.

Take a FaceTime Live Photo.

Mute your mic (the caller can see but not hear you).

With a Wi-Fi connection and an Apple ID, you can make and receive FaceTime calls (first sign in using your Apple ID, or create a new account). On iPad Wi-Fi + Cellular models, you can also make FaceTime calls over a cellular data connection, which may incur additional charges. See Cellular data settings.

Set up FaceTime. Make sure FaceTime is turned on in Settings > FaceTime. You can also specify a phone number, Apple ID, or email address to use with FaceTime and set your caller ID.

Make a FaceTime call. Tap FaceTime, then type the name or number you want to call in the entry field at the top left. Tap ▢◁ to make a video call, or tap ☎ to make a FaceTime audio call. Or tap ＋ to open Contacts and start your call from there.

　　Ask Siri. Say something like: "Make a FaceTime call."

Take a FaceTime Live Photo. (On supported models) To capture a moment of your call, tap ◯ (make sure FaceTime Live Photos is turned on in Settings > FaceTime). The camera captures what happens just before and after you take the photo, including the audio, so you can see and hear it later just the way it happened. The photo is added to your Camera Roll. See Take photos.

Leave a message. If no one answers your call, tap Leave a Message. You can also choose to cancel the call or try calling back.

Want to call again? Tap FaceTime to see your call history in the left panel. Tap Audio or Video to refine your search, then tap a name or number to call again. Tap ⓘ to open the name or number in Contacts.

Can't take a call right now? When a FaceTime call comes in, you can answer or choose another option.

Set up a reminder to return the call later.

Send the caller a text message.

See the whole gang. Rotate iPad to use FaceTime in landscape orientation. To avoid unwanted orientation changes, lock iPad in portrait orientation. See Change the screen orientation.

Manage calls

Multitask with Picture in Picture. (On supported models) When using FaceTime, press the Home button or tap ⬃. Your video screen scales down to a corner of your display so you can see the Home screen and open other apps. To return to the video, tap ⬀ in the small video window. For more information, see Picture in Picture.

Juggle calls. If another call comes in while you're on a FaceTime call, you can end the FaceTime call and answer the incoming call, decline the incoming call, or reply with a text message. You can use call waiting with FaceTime audio calls only.

Use call waiting for audio calls. If you're on a FaceTime audio call and another call comes in, you can decline the call, end the first call and accept the new one, or put the first call on hold and respond to the new call.

Block unwanted callers. Go to Settings > FaceTime > Blocked > Add New. You won't receive FaceTime calls or text messages from blocked callers. For more information about blocking calls, see the Apple Support article Block phone numbers and contacts or filter
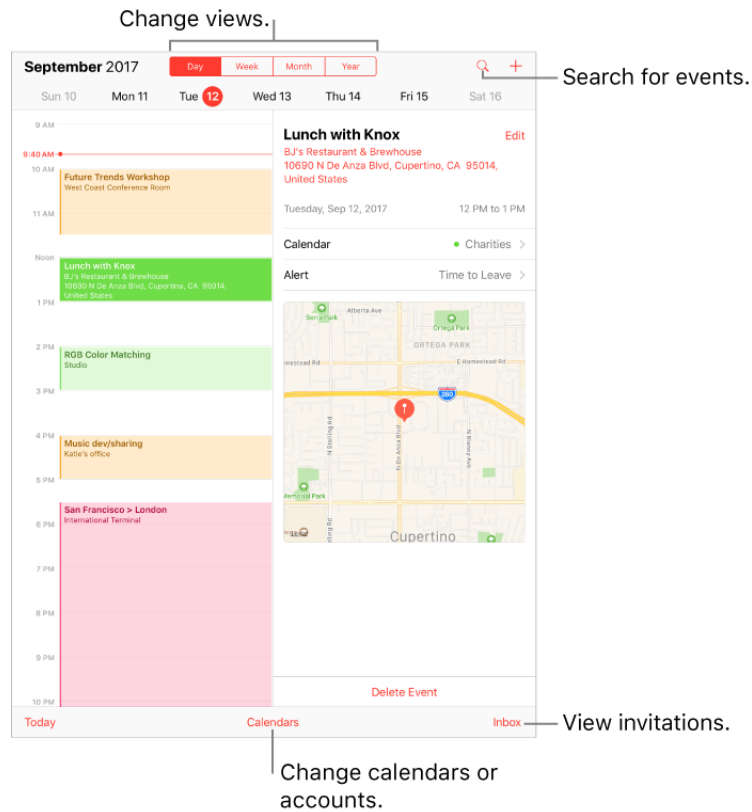
[messages on your iPhone, iPad, or iPod touch](.).

Delete a call from call history. Tap FaceTime to see your call history. Swipe a call to the left, then tap Delete.

Calendar

Manage your calendar

Use the Calendar app to keep track of all your appointments and events.

Change views.
Search for events.
Change calendars or accounts.
View invitations.

Ask Siri. Say something like:

- "Set up a meeting with Gordon at 9"

- "Do I have a meeting at 10?"

- "Where is my 3:30 meeting?"

Add an event. In day view, touch and hold a time until a new event appears, then fill in the event details. If you add the address of the event's location, you're reminded in time to leave from your current location, based on traffic conditions.

Search for events. Tap Q, then enter text in the search field. The titles, invitees, locations, and notes for the calendars you're viewing are searched.

Ask Siri. Say something like: "What's on my calendar for Friday?"

Change your view. Tap Day, Week, Month, or Year. Tap Q to view upcoming events as a list. In week or day view, pinch to zoom in or out.

View events sent to you in Mail messages. Tap Settings > Calendar > Siri & Search, then turn on Find Events in Other Apps.

Adjust an event. Touch and hold the event, then drag it to a new time, or adjust the grab points.

Ask Siri. Say something like: "Reschedule my appointment with Chris to next Monday at 9 a.m."

Fine-tune Calendar. Go to Settings > Calendar to set which day of the week calendar starts with, display week numbers, choose alternate calendars (for example, to display Chinese or Hebrew dates), override the automatic time zone, and more.

Change how Calendar notifies you. Go to Settings > Notifications > Calendar. You can change notification styles for invitations, events found in apps, upcoming events, and more.

Invitations

iCloud, Microsoft Exchange, and some CalDAV servers let you send and receive meeting invitations. (Not all calendar servers support every feature.)

Invite others to an event. You can invite people to an event, even if you're not the one who scheduled it, with Exchange and some other servers. Tap an event, tap Edit, then tap Invitees. Type names, or tap ⊕ to pick people from Contacts. If you don't want to be notified when someone declines a meeting, go to Settings > Calendar, then turn off Show Invitee Declines.

RSVP. Tap an event you've been invited to, or tap Inbox, then tap an invitation. If you add comments (which may not be available for all calendars), your comments can be seen by the organizer but not by other attendees. To see events you declined, tap Calendars, then turn on Show Declined Events.
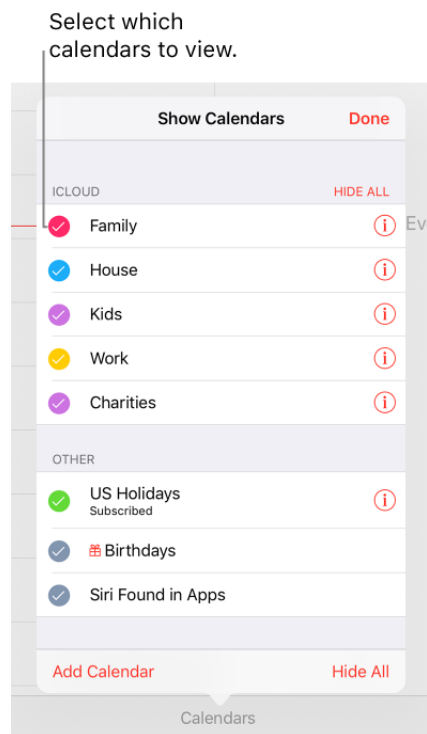
Schedule a meeting without blocking your schedule. Tap the event, tap Availability, then tap "free." If it's an event you created, tap Show As, then tap "free." The event stays on your calendar, but the timeframe doesn't appear as busy to others who send you invitations.

Quickly send an email to attendees. Tap the event, tap Invitees, then tap ⊠.

Suggest a different meeting time. You can suggest a different time for a meeting invitation you've received. Tap the meeting, then tap Propose New Time. Depending on the capabilities of your calendar server, the organizer will receive either a counter-proposal or an email with your suggestion.

Use multiple calendars

You can keep track of all your events and appointments in one place—but you don't have to. Additional calendars are easy to set up and a great way to stay organized.

Select which calendars to view.

See multiple calendars at once. Tap Calendars, then select the calendars you want to view.

Set a default calendar. Go to Settings > Calendar > Default Calendar. When you add an event using Siri or other apps, it's added to your default calendar.

Change a calendar's color. Tap Calendars, tap ⓘ next to the calendar, then choose a color. For some calendar accounts, such as Google, the color is set by the server.

Turn on iCloud, Google, Exchange, or Yahoo! calendars. Go to Settings > Accounts & Passwords > Add Account > Other, tap Add CalDAV Account or Add Subscribed Calendar, then enter a server address.

Subscribe to a calendar. Go to Settings > Accounts & Passwords > Add Account > Other, then tap Add Subscribed Calendar. Enter the URL of the .ics file to subscribe to. You can also subscribe to an iCalendar (.ics) calendar by tapping a link to the calendar.

Add a CalDAV account. Go to Settings > Accounts & Passwords > Add Account > Other, then tap Add CalDAV account.

Add a macOS Server account. Go to Settings > Calendar > Accounts > Add Account > Other, then tap Add macOS Server Account.

View the Birthdays calendar. Tap Calendars, then tap Birthdays to include birthdays from Contacts with your events.

View the Holidays calendar. Tap Calendars, then tap Holidays to include national holidays with your events.

Move an event to another calendar. Tap the event, tap Edit, tap Calendars, then select a calendar to move it to.

Share iCloud calendars

You can share an iCloud calendar with other iCloud users. When you share a calendar, others can see it, and you can let them add or change events. You can also share a read-only version that anyone can view. If you set up Family Sharing, a calendar shared with all the members of your family is created automatically. See Family Sharing.

Create an iCloud calendar. Tap Calendars, tap Add Calendar, then type a calendar name.

Share an iCloud calendar. Tap Calendars, then tap ⓘ next to the iCloud calendar you want to share. Tap Add Person, then enter a name, or tap ⊕ to browse your Contacts. Those you invite receive an invitation to join the calendar.

Change a person's access to a shared calendar. Tap Calendars, tap ⓘ next to the shared calendar, then tap the person. You can turn on or off their ability to edit the calendar, resend the invitation to join the calendar, or stop sharing the calendar with that person.

Turn off notifications for shared calendars. When someone modifies a shared calendar, you're notified of the change. To turn off notifications for shared calendars, go to Settings > Notifications > Calendar > Shared Calendar Changes.
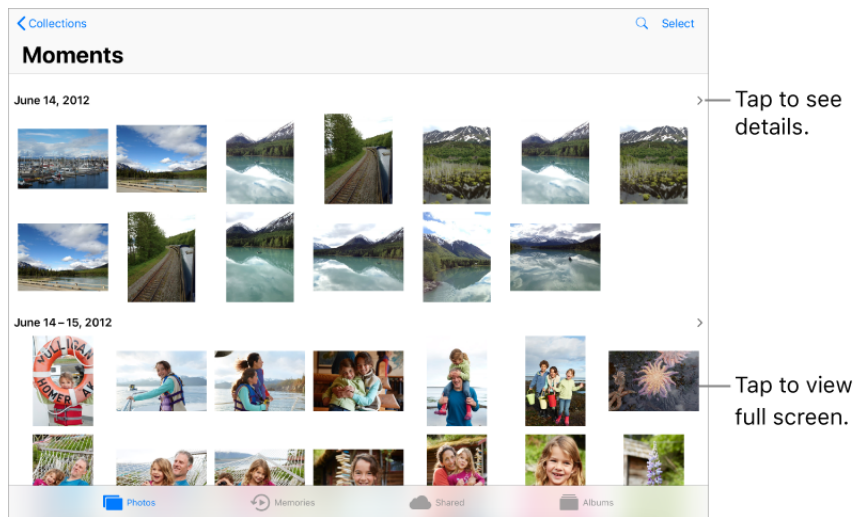
Share a read-only calendar with anyone. Tap Calendars, then tap ⓘ next to the iCloud calendar you want to share. Turn on Public Calendar, then tap Share Link to copy or send the URL for your calendar. Anyone can use the URL to subscribe to the calendar using a compatible app, such as Calendar for macOS.

Photos

Photos overview

With the Photos app you can view, organize, share, and edit your photos and videos.

There are many ways to get photos and videos on iPad: take them with Camera, turn on iCloud Photo Library to sync all your photos on all your Mac and iOS devices, sync them with iTunes from your computer, import them from a camera, save them from an email or a webpage, and more. You can also use Photos to store and view your favorite animated GIFs, which appear in the Animated album.
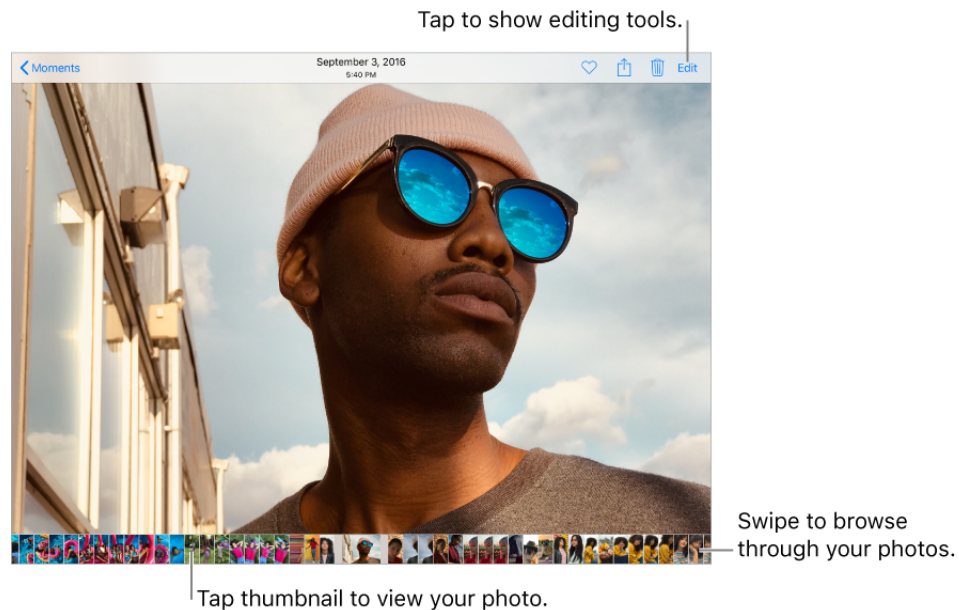

View and work with your photos in the Photos, Memories, Shared, and Albums tabs at the bottom of Photos.

- Tap Photos to see all your photos and videos, organized by Moments, Collections, and Years. To quickly browse the photos in a collection or year, touch and hold a thumbnail, then drag. Tap a thumbnail to view the photo.

- Tap Memories to view Memory movies and photos based on related dates, places, people, and more. See Memories.

- Tap Shared to see photos and videos you shared with others or that others shared with you. See iCloud Photo Sharing.

- Tap Albums to create and view your albums. See Organize photos and videos.

View photos and videos

Browse your photos and videos. Tap Photos, then tap a photo. While viewing a photo, swipe the thumbnails to browse photos, then tap a thumbnail to view a photo. Drag down the photo to continue browsing Moments or Albums.

Note: By default, Photos displays a representative subset of your photos when you view by year or by collection. To see all your photos, go to Settings > Photos, then turn off Summarize Photos.

Tap to show editing tools.

Swipe to browse through your photos.

Tap thumbnail to view your photo.

Zoom in or out. Double-tap or pinch a photo open or closed. Drag to see other parts of the photo.

Play a video. Tap ▶. To toggle between full screen and fit-to-screen, double-tap the screen.

Play a slideshow. While viewing a photo or video, tap ⬆, then tap Slideshow. To stop the slideshow, tap the screen, then tap ❚❚. Tap Options to choose a slideshow theme, music, and more.

To stream a slideshow or video to a TV, see Stream audio and video to other devices.

Play a Live Photo. A Live Photo, which can be taken on some models, is a moving image that captures the moments just before and after a picture is taken. In full screen, touch and hold the Live Photo to see its movement (iOS 9 or later required).
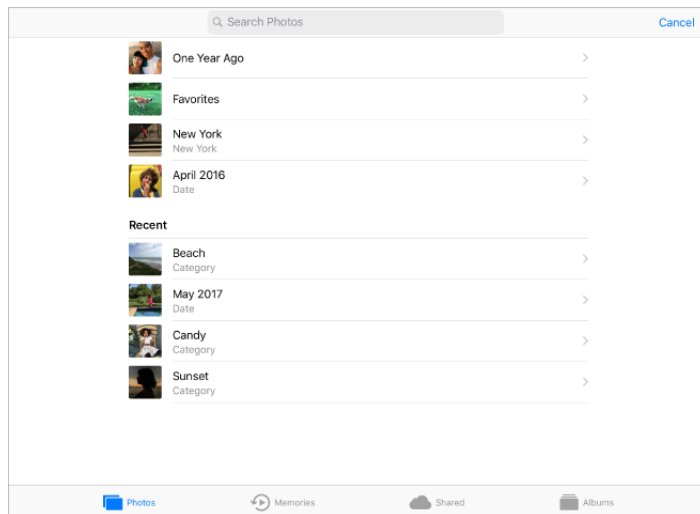
If someone shares a Live Photo with you via AirDrop, iMessage, or iCloud Photo Sharing, you can swipe up on the image (on supported models) to add a Live Photo effect—Loop, Bounce, or Long Exposure. See Take photos for information about taking Live Photos.

View photo and video details. Tap a photo or video, then tap Details or swipe up to see:

- Related memories. See Memories.

- People identified by Photos. See People.

- If available, the location where the photo or video was taken and a link to photos and videos taken nearby. See Places.

Note: If the image is a Live Photo, you can swipe up to add a Live Photo effect (Loop, Bounce, or Long Exposure).

Search photos. From Photos, Memories, or Albums, tap $\mathbb{Q}$ to search by date (month and year), place (city and state), category (beach or sunset, for example), or a person you named (Kim or Duncan, for example).

While viewing a photo or video, tap to show and hide the controls. Swipe left or right to go forward or backward.

    Ask Siri. Say something like:

- "Show me photos from July"

- "Show me photos of California"

- "Show me photos of the beach"

- "Show me photos of Gordon"

Organize photos and videos

The Albums tab includes albums you create yourself and some albums that Photos creates for you, based on photo or video type. For example, photos you take with the FaceTime HD Camera are automatically added to the Selfies album. Other albums that Photos creates include People, Places, Live Photos, Videos, Panoramas, Slo-mo, Bursts, and Screenshots.