





2. Do any of the following:

- *Assign a photo to a contact:* Tap Add Photo. You can take a photo or add one from the Photos app.
- *Change a label:* Tap the label, then select one in the list, or tap Add Custom Label to create one of your own.
- *Add a birthday, social profile, related name, and more:* Tap  next to the item.
- *Allow calls or texts from a contact to override Do Not Disturb:* Tap Ringtone or Text Tone, then turn on Emergency Bypass.
- *Add notes:* Tap the Notes field.
- *Add a prefix, phonetic name, pronunciation, and more:* Tap "add field," then select an item in the list.
- *Delete contact information:* Tap  next to a field.

3. When you're finished, tap Done.



To change how your contacts are sorted and displayed, go to Settings  > Contacts.

Add your contact info on iPad

In the Contacts app , add your information to your contact card. iPad uses your Apple ID to create your contact card, called *My Card*, but you may need to provide your contact information (such as name and address) to complete it.

Complete My Card

Tap My Card at the top of your contacts list, then tap Edit. Contacts suggests addresses and phone numbers to help you set up My Card.

If there is no My Card, tap , then enter your information. To create My Card with this information, go to Settings  > Contacts > My Info, then tap your name in the Contacts list.


Edit My Card

Tap My Card at the top of your contacts list, then tap Edit.


Use other contact accounts on iPad

You can include contacts from other accounts in the Contacts app .


Use your iCloud contacts

Go to Settings  > [your name] > iCloud, then turn on Contacts.


Use your Google contacts

1. Go to Settings  > Contacts > Accounts, then tap Google.
 2. Sign in to your account, then turn on Contacts.
-


Add contacts from another account

1. Go to Settings  > Contacts > Accounts, then tap Add Account.
 2. Choose an account, sign in to it, then turn on Contacts.
-

Access a Microsoft Exchange Global Address List

1. Go to Settings  > Contacts > Accounts, then tap Exchange.
 2. Sign in to your Exchange account, then turn on Contacts.
-

Set up an LDAP or CardDAV account to access business or school directories

1. Go to Settings  > Contacts > Accounts > Add Account, then tap Other.
 2. Tap Add LDAP Account or Add CardDAV Account, then enter the account information.
-

Keep contacts up to date across devices

To keep your contact information up to date across all your devices where you're signed in with the same Apple ID, you can use iCloud.

Go to Settings > [your name] > iCloud, then turn on Contacts.

Alternatively, you can sync the information between iPad and your Mac or Windows PC to keep the information up to date across iPad and your computer. See [Sync iPad with your computer](#).

If you use iCloud for Contacts, your contacts are kept up to date automatically, and no options appear for syncing them with your computer.

Import contacts from a vCard

Tap a .vcf attachment in an email or message.

Add a contact from a directory


1. Tap Groups, then tap the GAL, CardDAV, or LDAP directory you want to search.
2. Tap Done, then enter your search.
3. Tap the person's name to save their info to your contacts.

Show or hide a group

Tap Groups, then select the groups you want to see.

This button appears only if you have more than one source of contacts.

Hide duplicate contacts on iPad

In the Contacts app , link contact cards for the same person in different accounts so they appear only once in your All Contacts list. When you have contacts from multiple sources, you might have multiple entries for the same person in Contacts. To keep redundant contacts from appearing in your All Contacts list, contacts from different sources with the same name are linked and displayed as a single *unified contact*.

Link contacts

If two entries for the same person aren't linked automatically, you can unify them manually.


1. Tap one of the contacts, tap Edit, then tap Link Contacts.
2. Choose the other contact entry to link to, then tap Link.

When you link contacts with different first or last names, the names on the individual cards don't change, but only one name appears on the unified card. To choose which name appears on the unified card, tap one of the linked cards, tap the contact's name on that card, then tap Use This Name For Unified Card.


Note: When you link contacts, those contacts aren't merged. If you change or add information in a unified contact, the changes are copied to each source account where that information already exists.

FaceTime


Set up FaceTime on iPad


In the FaceTime app , you can make video or audio calls to friends and family, whether they're using an iPhone, iPad, iPod touch, or a Mac. With the front camera, you can talk face-to-face; switch to the rear camera to share what you see around you. To capture a moment from your conversation, [take a FaceTime Live Photo](#).

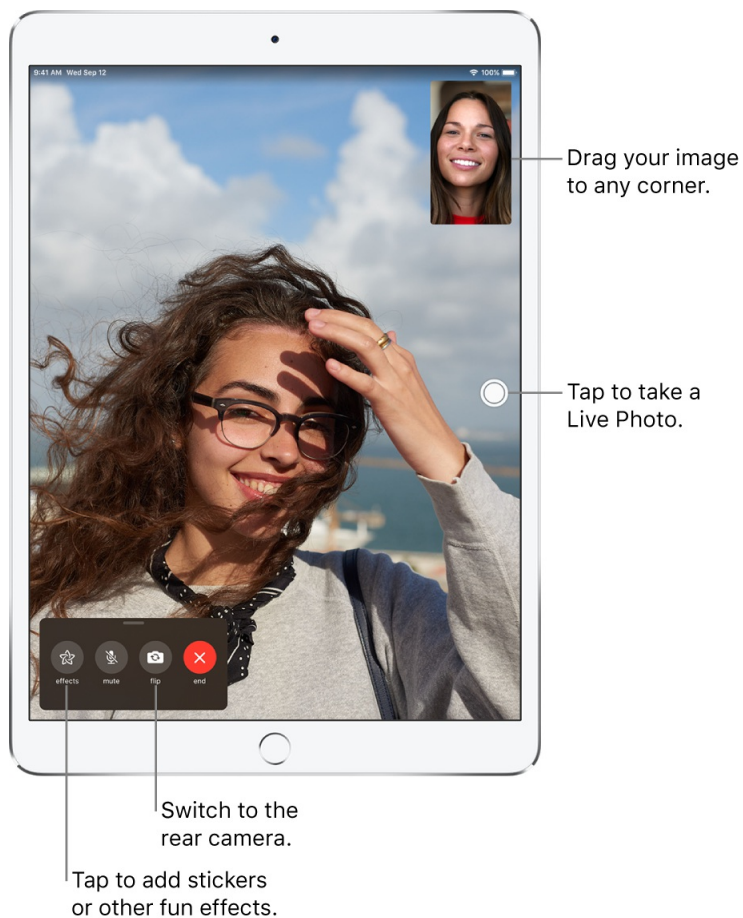
Note: FaceTime, or some FaceTime features, may not be available in all countries or regions.

1. Go to Settings  > FaceTime, then turn on FaceTime.
 2. If you want to be able to take Live Photos during FaceTime calls, turn on FaceTime Live Photos.
 3. Enter your phone number, Apple ID, or email address to use with FaceTime.
-


Make and receive FaceTime calls on iPad




With an internet connection and an Apple ID, you can make and receive calls in the FaceTime app  (first sign in with your Apple ID, or create an Apple ID, if you don't have one). See [Manage Apple ID and iCloud settings on iPad](#).


On iPad Wi-Fi + Cellular models, you can also make FaceTime calls over a cellular data connection, which may incur additional charges. To turn this feature off, go to Settings  > Cellular, then turn off FaceTime. See [View or change cellular data settings on iPad \(Wi-Fi + Cellular models\)](#).




Make a FaceTime call

 **Ask Siri.** Say something like: “Make a FaceTime call” or “Call Eliza’s mobile.” [Learn how to ask Siri.](#)

1. In FaceTime, tap  at the top of the screen.
2. Type the name or number you want to call in the entry field at the top, then tap Video  to make a video call or tap Audio  to make a FaceTime audio call (not available in all countries or regions).

You can also tap  to open Contacts and start your call from there, or tap a contact in your list of FaceTime calls to quickly make a call.

 **Tip:** To see more during a FaceTime video call, rotate iPad to use landscape orientation. See [Change or lock the screen orientation on iPad.](#)

To call multiple people, see [Make a Group FaceTime call on iPad.](#)


Leave a message

If no one answers your FaceTime call, do one of the following:


- Tap Leave a Message.
 - Tap Cancel to cancel the call.
 - Tap Call Back to try calling back.
-

Start a FaceTime call from a Messages conversation

In a Messages conversation, you can start a FaceTime call to the person you're chatting with.

1. In the Messages conversation, tap the profile picture, , or the name at the top of the conversation.
 2. Tap FaceTime.
-

Call again

In your call history, tap the name or number, or tap  to choose a name or number in Contacts and start your call from there.

Receive a FaceTime call

When a FaceTime call comes in, tap any of the following:


- *Accept*: Take the call.
- *Decline*: Decline the call.
- *Remind Me*: Set a reminder to call back.
- *Message*: Send a text message to the caller.



Send the caller a text message.

Set up a reminder to return a call.


If you're on a regular call when a FaceTime call comes in, instead of *Accept*, you see the *End & Accept* option, which terminates the previous call and connects you to the incoming call.


 **Tip:** You can have Siri [announce incoming calls](#), which you can accept or decline using your voice.


Delete a call from your call history

In FaceTime, swipe left over the call in your call history, then tap Delete.

Take a Live Photo in FaceTime on iPad

When you're on a video call in the FaceTime app , you can take a FaceTime Live Photo to capture a moment of your conversation (not available in all countries or regions). 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.

To take a FaceTime Live Photo, first make sure FaceTime Live Photos is turned on in Settings  > FaceTime, then do one of the following:

- *On a call with one other person:* Tap .

- *On a Group FaceTime call:* Tap the tile of the person you want to photograph, tap 📷, then tap ⌚.

You both receive a notification that the photo was taken, and the Live Photo is saved in your Photos app.

Make a Group FaceTime call on iPad

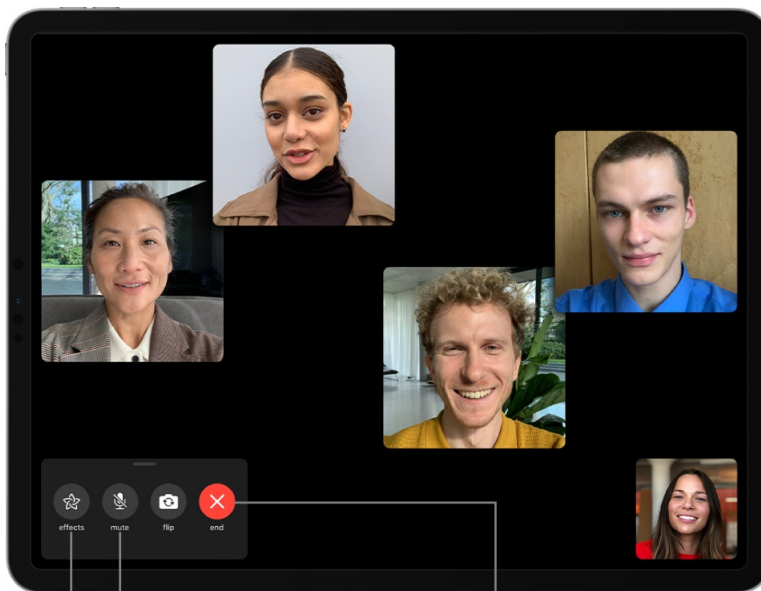
In the FaceTime app 📞, you can invite up to 32 participants to a Group FaceTime call (not available in all countries or regions).

Start a Group FaceTime call

1. In FaceTime, tap + at the top of the screen.
2. Type the names or numbers of the people you want to call in the entry field at the top.

You can also tap @ to open Contacts and add people from there.

3. Tap Video 📺 to make a video call or tap Audio 📞 to make a FaceTime audio call.



Swipe up to add another person to the call.

Tap to add stickers or other fun effects.

Tap to hang up.

Each participant appears in a tile on the screen. When a participant speaks (verbally or by using sign language) or you tap the tile, that tile moves to the front and becomes more prominent. Tiles that can't fit on the screen appear in a row at the bottom. To find a participant you don't see, swipe through the row. (The participant's initials may appear in the tile if an image isn't available.)

To prevent the tile of the person speaking from becoming larger during a Group FaceTime call, go to Settings > FaceTime, then turn off Speaking below Automatic Prominence.

Note: Sign language detection requires a supported model for the presenter. In addition, both the presenter and participants need iOS 14, iPadOS 14, macOS Big Sur 11, or later.

Start a Group FaceTime call from a group Messages conversation


In a group Messages conversation, you can initiate a Group FaceTime call with all the same people you're chatting with in the Messages conversation.

1. In the Messages conversation, tap the names or profile pictures at the top of the conversation.
 2. Tap FaceTime.
-

Add another person to a call

Any participant can add another person at any time during a call.

1. During a FaceTime call, tap the screen to open the controls (if they aren't visible), swipe up from the top of the controls, then tap Add Person.
2. Type the name, Apple ID, or phone number of the person you want to add in the entry field at the top.

Or tap  to add someone from Contacts.

3. Tap Add Person to FaceTime.
-

Join a Group FaceTime call

When someone invites you to join a Group FaceTime call, you see the incoming call. If you decline the call, you receive a notification that you can tap to join the call at any time while it's active.

Leave a Group FaceTime call

To leave a group call at any time, tap .

The call remains active if two or more participants remain.


Use other apps during a FaceTime call on iPad

While you're on a call using the FaceTime app , you can use other apps.

Go to the Home Screen, then tap an app icon to open the app.

To return to the FaceTime screen, tap the green bar (or the FaceTime icon) at the top of the screen.




Add camera effects in FaceTime calls on iPad

On video calls using the FaceTime app , you can become your favorite Memoji or Memoji character (on models with a TrueDepth camera). On supported models, you can use a built-in filter to change your appearance and add stickers, labels, and shapes. You can take screenshots in FaceTime that include the special camera effects you add to a call.

Become a Memoji




In Messages, on iPad with a TrueDepth camera, you can create a Memoji character to use in your FaceTime calls. iPad captures your movements, facial expressions, and voice, and conveys them through your character. (Your character imitates you even when you stick out your tongue!)

See [Use Memoji in Messages on iPad](#).



1. During a FaceTime call, tap . (If you don't see , tap the screen.)
2. Tap , then choose a Memoji (swipe through the characters at the bottom, then tap one).

The other caller hears what you say, but sees your Memoji doing the talking.

Use a filter to change your appearance


1. On supported models, during a FaceTime call, tap . (If you don't see , tap the screen.)
 2. Tap  to open the filters.
 3. Change your appearance by tapping a filter at the bottom (swipe left or right to preview them).
-

Add a text label

1. During a call, tap the screen, then tap .
2. Tap , then tap a text label.





To see more label options, swipe up from the top of the text window.

3. While the label is selected, type the text you want to appear in the label, then tap away from it.
4. Drag the label where you want to place it.

To delete the label, tap it, then tap .

Add stickers


1. During a call, tap the screen, tap , then do any of the following:

- Tap  to add a Memoji sticker or  to add an Emoji sticker.
- Tap , swipe up, then tap .


2. Tap a sticker to add it to the call.


To see more options, swipe left.

3. Drag the sticker to place it where you want.

To delete the sticker, tap it, then tap .


Add shapes

1. During a call, tap the screen, then tap .


2. Tap , then tap a shape to add it to the call.

To see more options, swipe up from the top of the shapes window.

3. Drag the shape where you want to place it.

To delete the shape, tap it, then tap .

Change FaceTime audio and video settings on iPad

Turn on Center Stage, switch between cameras, or turn your audio or video on or off when you're using the FaceTime app .


Turn on Center Stage

On iPad Pro 12.9-inch (5th generation) and iPad Pro 11-inch (3rd generation), you can use Center Stage, which automatically adjusts your front camera to optimize framing as you move around the field of view during a FaceTime call.


1. When you're on a FaceTime call, tap the screen (if you can't see the controls).

2. Swipe up from the top of the controls, then tap Center Stage.


3. Tap again to turn it off.

You can also turn on Center Stage in Settings. Go to Settings  > FaceTime, then turn on Center Stage.

Switch to the rear camera

When you're on a FaceTime call, tap the screen (if you can't see the controls), then tap  (tap it again to switch back to the front camera).


Turn off the sound

When you're on a FaceTime call, tap the screen (if you can't see the controls), then tap  (tap again to turn the sound back on).


Turn off your camera

When you're on a FaceTime call, tap the screen (if you can't see the controls), swipe up from the top of the controls, then tap Camera Off (tap again to turn it back on).


Leave a FaceTime call or switch to Messages on iPad

You can leave a call in the FaceTime app  at any time, or continue your conversation in Messages.


Leave a FaceTime call


Tap the screen, then tap .

Switch to a Messages conversation

To switch your conversation to Messages, tap the screen, swipe up from the top of the controls, then tap .

Block unwanted callers in FaceTime on iPad

In the FaceTime app , you can block voice calls, FaceTime calls, and text messages from unwanted callers.


1. Go to Settings  > FaceTime > Blocked Contacts.
 2. Scroll down, then tap Add New at the bottom of the list.
 3. Select a contact you want to block.
-

To unblock a contact or phone number, swipe it to the left, then tap Unblock.


See the Apple Support article [Block phone numbers and contacts on your iPhone, iPad, or iPod touch](#).

Files

Connect external devices or servers with Files on iPad


You can use the Files app  to access files stored on file servers, other cloud storage providers like Box and Dropbox, and external devices, such as USB drives and SD cards, after you connect them to your iPad.

Connect to a computer or file server

1. Tap  at the top of the Browse sidebar.

If you don't see the Browse sidebar, tap Browse at the bottom of the screen.

2. Tap Connect to Server.
3. Enter a local hostname or a network address, then tap Connect.

 **Tip:** After you connect to a computer or file server, it appears in the Recent Servers list on the Connect to Server screen. To connect to a recent server, tap its name.

4. Select how you want to connect:
 - *Guest:* You can connect as a Guest user if the shared computer permits guest access.
 - *Registered User:* If you select Registered User, enter your user name and password.
5. Tap Next, then select the server volume or shared folder in the Browse sidebar (under Shared).

To disconnect from the file server, tap  next to the server in the Browse sidebar.

For information on how to set up your Mac to share files, see [Set up file sharing on Mac](#) in the macOS User Guide.


Add a cloud storage service

1. Download the app from the App Store, then open the app and follow the onscreen instructions.
 2. Open Files, tap More Locations (below Locations in the Browse sidebar), then turn on the service.
 3. To view your contents, tap Browse at the bottom of the screen, then tap the name of the storage service below Locations. If you don't see Locations, tap Browse again at the bottom of the screen.
-

Connect a USB drive or an SD card

For information on how to connect external storage devices and SD cards, see [Connect external storage devices to iPad](#).

View files and folders in Files on iPad

In the Files app , view and open your documents, images, and other files.

View recently opened files

Tap Recents at the bottom of the screen.

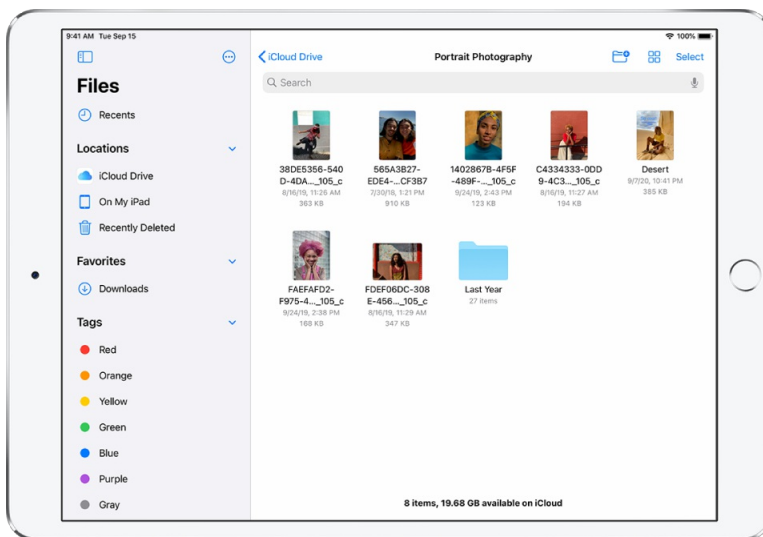
Browse and open files and folders

1. Tap Browse at the bottom of the screen, then tap an item in the Browse sidebar.

If you don't see the Browse sidebar, tap Browse again.

2. To open a file, location, or folder, tap it.

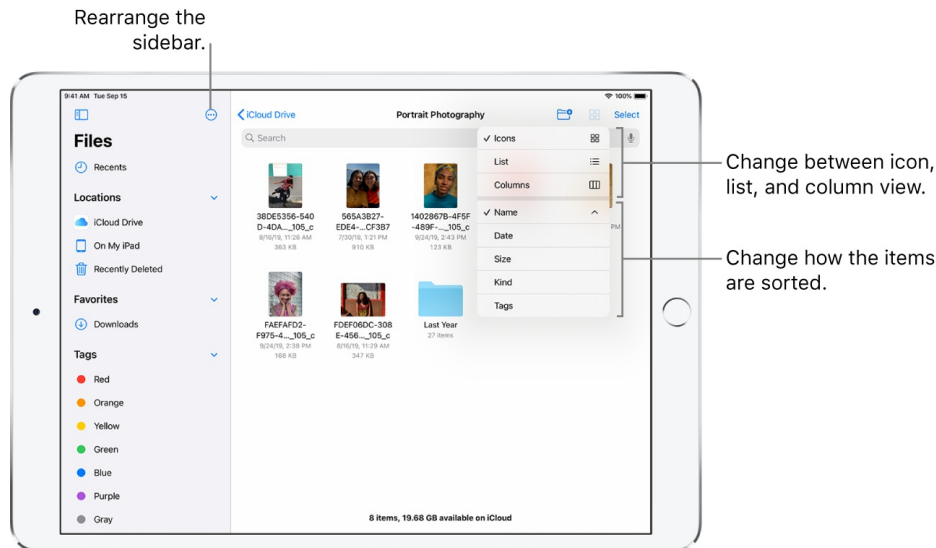
Note: If you haven't installed the app that created a file, a preview of the file opens in Quick Look.



For information about marking folders as favorites or adding tags, see [Organize files and folders in Files on iPad](#).




Change how files and folders are sorted

From an open location or folder, drag down from the center of the screen, then tap Name, Date, Size, Kind, or Tags at the top of the screen.



Change to icon, list, or column view

From an open location or folder, drag down from the center of the screen, then do one of the following:

- *View as icons:* Tap .
- *View as a list:* Tap .
- *View as columns:* Tap .



To look deeper into a folder hierarchy from the column view, tap an item in the rightmost column, then swipe left. To see a preview of a file along with its metadata (such as its kind and size), tap the file. (If the preview doesn't appear in the rightmost column, swipe left.) To view the file and perform various actions on it without leaving Files, tap Open under the file preview.

Find a specific file or folder


Enter a filename, folder name, or document type in the search field.




When you search, you have these options:

- *Focus the scope of your search:* Below the search field, tap Recents or the name of the location or tag.


- *Hide the keyboard and see more results on the screen:* Tap .
 - *Start a new search:* Tap  in the search field.
 - *Open a result:* Tap it.
-

Rearrange the Browse sidebar


Tap  at the top of the sidebar, tap Edit, then do any of the following:


- *Hide a location:* Turn the location off.
 - *Delete a tag and remove it from all items:* Tap  next to the tag. (See [Tag a file or folder.](#))
 - *Remove an item from the Favorites list:* Tap  next to the item. (See [Mark a folder as a favorite.](#))
 - *Change the order of an item:* Touch and hold , then drag it to a new position.
-

Organize files and folders in Files on iPad

In the Files app , organize documents, images, and other files in folders.

Create a folder

1. Open a location or an existing folder.
2. Drag down from the center of the screen, then tap .

Note: If you don't see , you can't create a folder in that location.

Rename, compress, and make other changes to a file or a folder

Touch and hold the file or folder, then choose an option: Copy, Duplicate, Move, Delete, Rename, or Compress.

To modify multiple files or folders at the same time, tap Select, tap your selections, then tap an option at the bottom of the screen.

Note: Some options may not be available, depending on the item you select; for example, you can't delete or move an app library (a folder labeled with the app name).

Tag a file or folder

1. Touch and hold the file or folder, tap Tags, then tap one or more tags.
2. Tap Done.

Tagged items appear below Tags in the Browse sidebar.


To remove a tag, tap it again.

Mark a folder as a favorite


Touch and hold the folder, then tap Favorite.

Favorites appear in the Browse sidebar.

Send files from Files on iPad


You can send a copy of any file in the Files app  to others. If you have a document you want to send that isn't digitized, you can scan it with Files first.

1. Touch and hold the file, then tap Share.


 **Tip:** To send a smaller version of the file, tap Compress before you tap Share. Then touch and hold the compressed version of the file (identified as a zip file), and tap Share.

2. Choose an option for sending (for example, AirDrop, Messages, or Mail), then tap Send.
-

To send files from Files, you can also [use Split View](#) or [Slide Over](#) to open Mail or Messages, select one or more items in Files, then [drag your selection](#) into a message.


 **Tip:** If the files or folders you want to share are stored in iCloud Drive, you can [invite others to view or edit](#) their contents—you don't need to send them copies.

Set up iCloud Drive on iPad


Use the Files app  to store files and folders in iCloud Drive. You can access them from all your devices where you're signed in with the same Apple ID. Any changes you make appear on all your devices set up with iCloud Drive.

iCloud Drive is built into the Files app on devices with iOS 11, iPadOS 13, or later. You can also use iCloud Drive on Mac computers (OS X 10.10 or later) and PCs (iCloud for Windows 7 or later). Storage limits depend on 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, then turn each of the apps listed under iCloud Drive on or off.

Browse iCloud Drive


1. Tap Browse at the bottom of the screen.
2. Under Locations, tap iCloud Drive.

If you don't see Locations, tap Browse again. If you don't see iCloud Drive under Locations, tap Locations.

3. To open a folder, tap it.

See [View files and folders in Files on iPad](#).

Share files and folders in iCloud Drive on iPad

After you [Set up iCloud Drive](#), you can use the Files app  to share folders and individual files with friends and colleagues. When you make changes to a shared folder or file, others see your changes automatically. If you allow people to make edits, their changes appear automatically as well.

Files and folders shared in iCloud Drive have these important characteristics:

- If you share a folder, all items added to that folder by you or other participants are automatically shared.
 - The link to a shared file includes its name. If the name or content is confidential, be sure to ask recipients not to forward the link to anyone else.
 - If you move a shared file to another folder or location, the link no longer works, and people lose access to the item.
 - Depending on the app, users might need to reopen a file or tap the original link to see the latest changes.
-


Share a folder or file

If you own a folder or file in iCloud Drive, you can invite others to view or change its contents.

You can share a folder and file so that only people you invite can open it, or anyone with the link can open it.


You can allow the contents of a folder or file to be changed, or you can restrict access so that the contents can only be viewed.

When you share a folder, only the people you invite can access the files in the shared folder by default. To invite more people to access the files, you must change the settings of the shared folder to add more participants. You can't select an individual file within the shared folder and add participants to it.

1. Touch and hold the folder or file.
 2. Tap Share , then tap Share Folder (or File) in iCloud.
 3. Do one of the following:
 - *Allow only invitees to view and edit the contents:* Tap Share Options, tap "Only people you invite," tap "Can make changes," then choose a method—such as Messages or Mail—for sending people a link to the folder or file.
 - *Allow only invitees to view the contents:* Tap Share Options, tap "Only people you invite," tap "View only," then choose a method for sending the link.
 - *Allow anyone with the link to view and edit the contents:* Tap Share Options, tap "Anyone with the link," tap "Can make changes," then choose a method for sending the link.
 - *Allow anyone with the link to view the contents:* Tap Share Options, tap "Anyone with the link," tap "View only," then choose a method for sending the link.
 4. Choose how you want to send your invitation, then tap Send.
-


Invite more people to share a folder or file

If you already shared a folder or file and its access is set to "Only people you invite," you can share it with more people.

1. Touch and hold the folder or file.
 2. Tap Share , then tap Manage Shared Folder (or File).
 3. Tap Add People and choose a method for sending the link.
 4. Enter any other requested information, then send or post the invitation.
-

Share a folder or file with more people using a link


If you set the access to a shared folder or file to "Anyone with the link," anyone with the link can share it with others.

1. Touch and hold the folder or file.
2. Tap Share , tap Manage Shared Folder (or File), then tap Send Link.

3. Choose a method for sending the link, enter any other requested information, then send or post the invitation.
-


Change access and permission settings for everyone

If you're the owner of a shared folder or file, you can change its access at any time. However, everyone you shared the link with is affected.

1. Touch and hold the folder or file.
 2. Tap Share , tap Manage Shared Folder (or File), then tap Share Options.
 3. Change either or both of the options.
 - *Access option:* When you change the access option from "Anyone with the link" to "Only people you invite," the original link no longer works for anyone, and only people who receive a new invitation from you can open the folder or file.
 - *Permission option:* When you change the permission option, everyone who has the file open when you change the permission sees an alert. New settings take effect when the alert is dismissed.
-


Change access and permission settings for one person

If you're the owner of a shared folder or file and its access is set to "Only people you invite," you can change the permission for one person without affecting the permission of others. You can also remove the person's access.

1. Touch and hold the folder or file.
 2. Tap Share , then tap Manage Shared Folder (or File).
 3. Tap the person's name, then select an option.
-

Stop sharing a folder or file

If you're the owner of a shared folder or file, you can stop sharing it.

1. Touch and hold the folder or file.
2. Tap Share , then tap Manage Shared Folder (or File).
3. Tap Stop Sharing.

- *Play a sound:* Tap Play Sound to play a sound on the unknown item to help you find it.
- *Pause safety alerts:* You can temporarily pause safety alerts for the unknown item. Tap Pause Safety Alerts, then tap Mute for Today.

If the item belongs to someone in your [Family Sharing group](#), you can also tap Indefinitely to turn off safety alerts for the item.

If you change your mind, tap Enable Safety Alerts to receive alerts again.

- *Learn more about the item:* You can get more details about the unknown item, such as the serial number. Tap Learn About This AirTag or Learn About This Item, then follow the onscreen instructions.
- *Disable the item:* You can disable the item so it stops sharing your location. Tap Instructions to Disable AirTag or Instructions to Disable Item, then follow the onscreen instructions.

View recent item safety alerts

1. Tap Items, then scroll to the bottom of the Items list.
2. Tap Item Detected With You.
3. Tap an item to view the safety alert again.

Turn off item safety alerts on your device


If you don't want to receive item safety alerts on your device, you can turn them off.

Note: This setting only affects the device you're currently using. If you don't want to receive safety alerts on another device, you must turn them off on that device.

1. Tap Me.
2. Under Notifications, turn off Item Safety Alerts.
3. Tap Disable.

Find My

Adjust map settings in Find My on iPad

In the Find My app , you can change the map view or distance units.

Note: These settings only affect maps in the Find My app on the device. They don't affect maps in other apps or on other devices.

Change the map view

1. Tap ⓘ in the top-right corner of the map.
2. Under Map View, select Default, Hybrid, or Satellite.

Change distance units

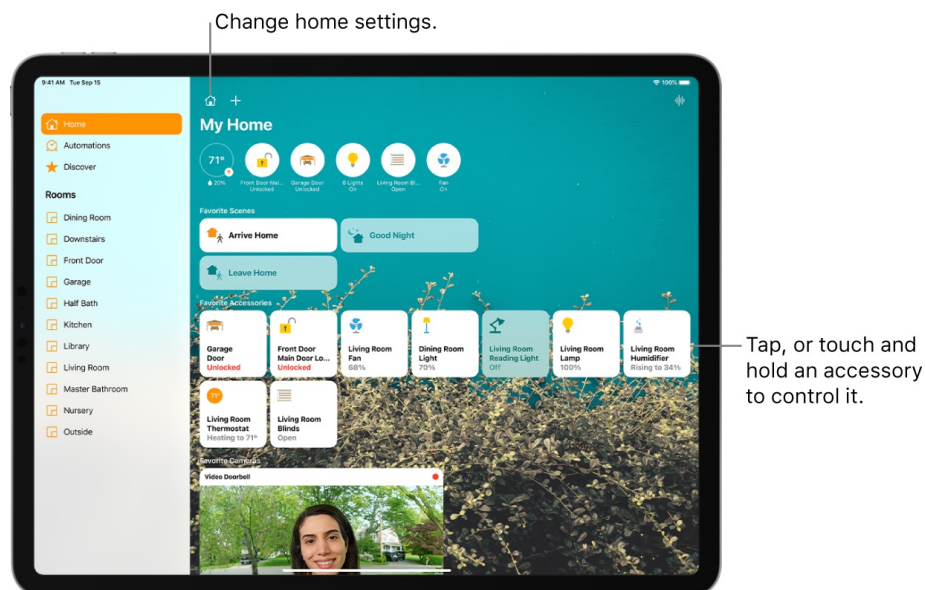
1. Tap ⓘ in the top-right corner of the map.
2. Under Distance, select Miles or Kilometers.

Home

Intro to Home on iPad

The Home app 🏠 provides a secure way to control and automate HomeKit-enabled accessories, such as lights, locks, smart TVs, thermostats, window shades, smart plugs, and security cameras. You can also view and capture video from supported security cameras, receive a notification when a supported doorbell camera recognizes someone at your door, group multiple speakers to play the same audio, and send and receive Intercom messages on supported devices.

With Home, you can control any Works with Apple HomeKit accessory using iPad.




After you set up your home and its rooms, you can [control accessories](#) individually, or [use scenes](#) to control multiple accessories with one command.

To control your home automatically and remotely, you must have Apple TV (4th generation or later), HomePod, or iPad (with iOS 10.3, iPadOS 13, or later) that you leave at home. You can schedule scenes to run automatically at certain times, or when you activate a particular accessory (for example, when you unlock the front door). This also lets you, and others you invite, securely control your home while you're away.


To learn more about how to create and accessorize a smart home with your Apple devices, tap Discover in the sidebar.

Set up accessories with Home on iPad

The first time you open the Home app , the setup assistant helps you create a home, where you can add accessories and define rooms. If you already created a home using another HomeKit-enabled app, you'll skip this step.

Add an accessory to Home

Before you add an accessory such as a light or camera, be sure that it's connected to a power source, is turned on, and is using your Wi-Fi network.

1. Tap Home in the sidebar, then tap .
2. Tap Add Accessory, then follow the onscreen instructions.

When you add an accessory, it's assigned to a default room, or a room you choose.


You may need to scan a QR code or enter an 8-digit HomeKit setup code found on the accessory itself (or its box or documentation). A supported smart TV displays a QR code for you to scan. You can assign the accessory to a room, and give it a name, and then use this name when controlling the accessory with Siri. You can also add suggested automations during set up.

When you set up Apple TV in tvOS and assign it to a room, it automatically appears in that room in the Home app on iPad.


Change an accessory's room assignment

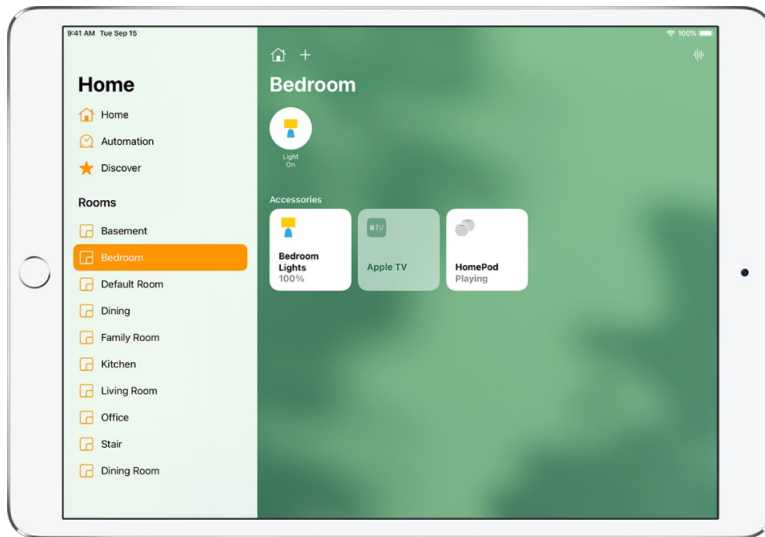
1. In the sidebar, choose the room the accessory is currently assigned to.

If it's not already assigned, look in Default Room.

2. Touch and hold the accessory's button, then swipe up or tap .
3. Tap Room, then choose a room.


Turn on Include in Favorites to add the accessory to the Home tab.

To rearrange your favorites, tap , tap Edit Screen, then drag the accessory buttons into the arrangement you want. Tap Done when you're finished.




Organize rooms into zones

Group rooms together into a zone to easily control different areas of your home with Siri. For example, if you have a two-story home, you can assign the rooms on the first floor to a downstairs zone. Then you can say something to Siri like “Turn off the lights downstairs.”

1. Tap , then tap Home Settings.
2. Tap Zone, then tap an existing zone, or tap Create New to add the room to a new zone.

Edit a room

You can change a room’s name and wallpaper, add the room to a zone, or remove the room. When you remove the room, the accessories assigned to it move to Default Room.

1. Tap , then tap Room Settings.
2. Tap a room, then make your changes.

Control accessories with Home on iPad

Use the Home app  and Control Center to control accessories in your home.

Control accessories in the Home app


Tap Home or a room in the sidebar, then tap the button for the accessory—a light, for example—to quickly turn the accessory on or off, or touch and hold the button until controls appear.


The available controls depend on the type of accessory. For example, with some lightbulbs, there are controls for changing colors. With your smart TV, you can choose an input source.

Control accessories in Control Center


When you're home with your iPad, you can see the relevant scenes and accessories for that moment in Control Center. For example, a coffee maker may appear in the morning and be replaced by your bedside lamp at night.


Open Control Center, then tap a button to turn an accessory on or off, or touch and hold the button until controls appear.

To quickly see all your favorite scenes and accessories (except cameras), tap .

If you don't want accessories to appear in Control Center, go to Settings  > Control Center, then turn off Show Home Controls.


Edit home accessories

To edit accessory settings, touch and hold the accessory's button, swipe up or tap , then do any of the following:

- *Rename an accessory:* Tap  to delete the old name, then type a new one.
 - *Change an accessory's icon:* Tap the icon next to the accessory's name, then select a new icon. If you don't get a choice of other icons, it means the icon can't be changed for this accessory.
-

Group accessories


You can control multiple accessories with the tap of a button by grouping them.

1. Touch and hold an accessory, swipe up on the screen or tap , then tap Group with Other Accessories.
2. Tap the accessory you want to group with this accessory—another light in the room, for example.
3. In the Group Name field, type a name for the group.
4. Tap Done.

If you want the group to appear in the Home tab, turn on Include in Favorites.

View your home status


The Home app shows you issues that might need your attention—for example, your front door is unlocked, an accessory’s battery is running low, or a light is on during the day. You can often address the issue with just a tap.

1. Open the Home app , then tap Home in the sidebar.
2. Tap any of the round buttons that appear just below your home’s name.


Touch and hold a button that represents a group of accessories—three lights that are switched on in two rooms, for example—and you can separately control the accessories for each room. In this case, you can turn off the two lights in the living room but leave the kitchen light on. Tapping the button controls all the accessories in the group—turns all the lights on or off, for example.



Turn on Adaptive Lighting

Some lights let you adjust their color temperature, from cool blue to warm yellow. You can set supported lights to automatically adjust the color temperature throughout the day. Wake up to warm colors, stay alert and focused mid-day with cooler ones, and wind down at night by removing blue light.


1. Touch and hold a lighting accessory that supports Adaptive Lighting.
 2. Tap .
-

Add more homes with iPad

In the Home app  you can add more than one physical space—a home and a small office, for example.

1. Tap , then tap Add New Home.
 2. Name the home, choose its wallpaper, then tap Save.
 3. To switch to another home, tap , then tap the home you want.
-

Set up HomePod in Home on iPad

You can use the Home app  to set up HomePod and control many HomePod settings.

To learn what you can do with iPad and HomePod, see the following in the HomePod User Guide:

- [Set up HomePod](#)
- [Play audio on HomePod using an iOS or iPadOS device](#)

- [Make Personal Requests on HomePod](#)
- [Use HomePod for phone calls](#)
- [Use HomePod as an Intercom](#)

Note: HomePod is not available in all countries or regions.

Use Home to send and receive Intercom messages

1. In the Home app, tap , then tap Home Settings.

2. Tap Intercom, then configure these settings:

- When you can receive Intercom messages
- Who is allowed to send or receive Intercom messages
- Which HomePod speakers can use Intercom

3. Tap Back, then tap Done.

4. Tap , then say something like “Hey Siri, intercom, ‘Who ate the last cookie?’”

A recording of your voice is sent to all the HomePod speakers in your home, and to the iOS, iPadOS, and watchOS devices of all members of your home who can send and receive Intercom messages.

To send a message to a HomePod in a specific room or zone, say something like “Hey Siri, tell the office ‘The movie is starting.’” or “Hey Siri, announce upstairs ‘I’m going to the store.’”

See [Use HomePod as an Intercom](#) in the HomePod User Guide.


Use Home to add and edit HomePod alarms

In the Home app, touch and hold the HomePod button, then do any of the following:

- *Add an alarm:* Tap New, create the alarm, then tap Save.
 - *Edit an alarm:* Tap the alarm, change the time, then tap Save.
 - *Turn alarms on or off:* Tap the switch next to an alarm.
 - *Delete an alarm:* Swipe left over the alarm, then tap Delete.
-


Change HomePod settings

1. In the Home app, touch and hold the HomePod button.

2. Swipe up or tap , then configure HomePod settings.


You can assign HomePod to a different room, add an automation, create a stereo pair with two HomePod speakers in the same room, rename HomePod, turn on accessibility features, and more.

Set up security cameras in Home on iPad

You can use the Home app  to view video activity captured from your home's security cameras when a person, animal, or vehicle is detected. The video captured by your cameras is privately analyzed and encrypted on your home hub device (HomePod, Apple TV, or iPad) and securely uploaded to iCloud so that only you and those you share it with can view it. See the [Home accessories website](#) for a list of compatible security cameras.

With a 200-GB iCloud storage plan, you can view the last 10 days of activity from a single camera at no additional cost. You can switch to a different camera at any time, but to stream and record from more than one camera, you must have a 2-TB plan, which lets you view activity from up to five cameras. Video content doesn't count against your iCloud data limit.

Camera options

When you add a compatible camera to the Home app, you're asked to choose streaming and recording options and assign the camera to a room. By default, the camera is marked as a favorite and appears on the Home Screen. To edit those settings later, touch and hold the camera button, then tap  to see these options:

- **Room:** A camera can be located in a room inside your home, or you can create a room for an outside location such as your front porch or back yard.
- **Notifications:** Tap Notifications to choose when you'll receive a notification (at any time when you're not home, for example), when motion is detected, or when a clip is recorded. You can also choose to allow snapshots in notifications.
- **Streaming & Recording:** Options include Off, Detect Activity, Stream, and Stream & Allow Recording.

You can create separate settings for when you're home and when you're away. For example, when you're home, you might choose to stop streaming and recording for a camera inside your home, but continue to stream and record from an outdoor camera.

Note: The Home app uses the location of devices belonging to members of the home to switch between Home and Away modes. For example, when you leave for work with your iPhone, the camera switches from the When Home settings to the When Away settings.


- **Recording Options:** Your camera can record when any motion is detected or when specific motion is detected. When you choose Specific Motion, video recording is triggered by the motion of people, animals, or vehicles.

Tip: Choosing a specific motion, rather than any motion, results in fewer clips (and fewer clip notifications) and less video to review. For example, choose People, and your camera won't capture the movement of leaves on a tree or a squirrel leaping from branch to branch.

Create activity zones

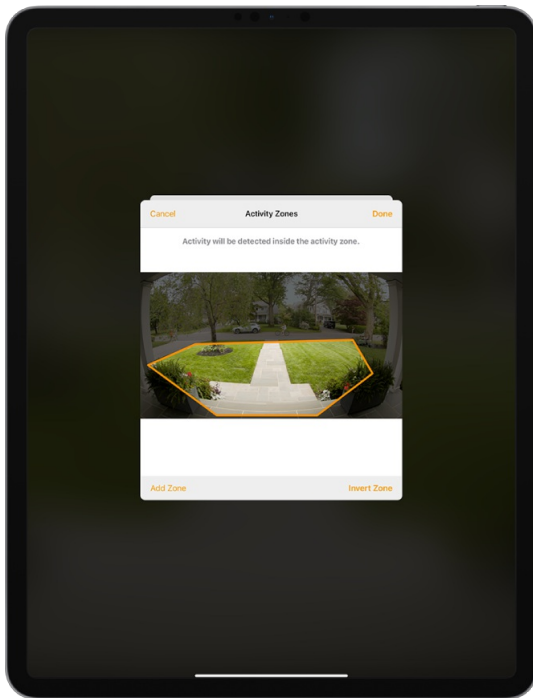
You can create zones that focus your camera on the most important areas within its view—your front walkway but not the sidewalk behind it, for example. You can then be alerted when motion is detected in these zones.

Note: You can create activity zones only for cameras configured to record when a specific motion is detected. Activity zones won't affect motion detection automations.

1. Tap Home in the sidebar, touch and hold the camera, then tap .
2. Tap Activity Zones, tap or draw on the video to create a zone, then tap Add Zone.

To have your camera detect motion only outside the zone you defined, tap Invert Zone.

3. Create any additional zones you want within the camera's view—one for the driveway and another for the mailbox, for example.
4. Tap Add Zone for each zone you create, then tap Done.



View video

1. Tap Home in the sidebar, then tap the camera.

Live video should play automatically.

2. Swipe through the timeline at the bottom of the screen to browse recorded clips.
3. Tap a clip to play it.
4. Pinch the clip open left and right to show the timeline, then drag to go forward or back through the video.
5. Tap Live to switch back to live video.

When you set up the camera to detect specific motion, the timeline displays unique symbols for people, animals, and vehicles.

You can also view live and recorded video in the Home app on your Mac with macOS 10.15.1.

Choose access options

To allow other people to view video from your cameras, follow these steps:


1. Tap , then tap Home Settings.

If you have more than one home, tap the name of the home you want to grant access to.

2. Below the People heading, tap a person.
3. Tap Cameras, then choose an option.

To learn how to allow other people to view video from your cameras, see [Allow others to control accessories in your home](#).

Use Face Recognition in Home on iPad


With a compatible camera or doorbell, you can use the Home app  to be notified when people you've tagged in the Photos app come to your door.

Set up Face Recognition

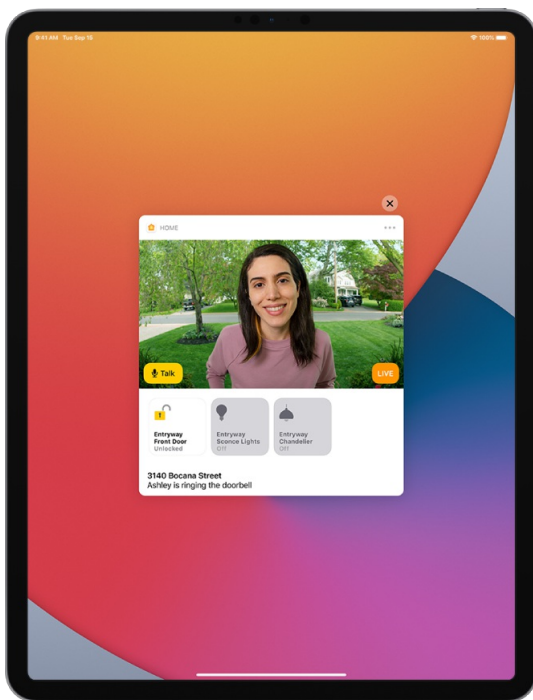
Face Recognition identifies people by the faces that appear in your photo library or pictures of recent visitors captured by your camera or doorbell.

If you're setting up a camera or doorbell for the first time, do the following:

1. [Add the accessory](#) to the Home app.
2. In the Recognize Familiar Faces card, turn on Face Recognition, then tap Continue.
3. Choose who can access your photo library—Never, Only Me, or Everyone in this Home.
 - *Never*: Only faces you've added from clips in the Home app are recognized.
 - *Only Me*: Only the notifications you receive have the names of people in your photo library.
 - *Everyone in this Home*: The notifications for everyone in your home have the names of people in your photo library.
4. Tap Continue, then finish setting up the camera or doorbell.


If you have an existing doorbell or camera and want to use it to identify visitors, tap it in the Home tab, tap , tap Face Recognition, then turn on Face Recognition. Tap your photo library, then choose who can access it.


Note: Notifications can appear on any of the devices associated with your Apple ID.





Identify recent visitors


You can use Face Recognition to help identify people not in your photos library, using a picture captured by your camera or doorbell.

1. With Face Recognition turned on, open the Home app , then tap Home in the sidebar.

2. Tap the camera or doorbell, then tap .
 3. Tap Face Recognition, tap an unidentified person listed under Recent, then tap Add Name.
 4. Add the person's name or their relationship to you—Mom or Mail Carrier, for example.
 5. Choose whether to be notified when they're seen by your camera or doorbell.
-



Set up notifications

1. Open the Home app , tap , then tap Home Settings.
2. Tap Cameras & Doorbells below Notifications.
3. Tap the camera for which you'd like to configure notifications.
4. Turn on Notifications on This iPad.
5. Choose to receive notifications when a clip is recorded.


You can also set up notifications for a particular camera or doorbell. Tap Home in the sidebar, tap the device in the Home tab, tap , tap Notifications, turn on Notifications on This iPad, then choose to receive notifications when a clip is recorded.

Share faces with your household



You can allow the members of your household to see the names of visitors identified in your photo library.

1. With Face Recognition turned on, open the Home app , tap , then tap Home Settings.
 2. Tap Cameras & Doorbells, then tap Face Recognition.
 3. Tap your photo library, then tap Everyone in this Home.
-

Configure a router in Home on iPad

You can use the Home app  to make your smart home more secure by allowing a compatible router to control which services your HomeKit accessories can communicate with on your home Wi-Fi network and on the internet. HomeKit-enabled routers require that you have a HomePod, Apple TV, or iPad set up as a home hub. See the [Home Accessories website](#) for a list of compatible routers.

To configure the router's settings, follow these steps:

1. Set up the router with the manufacturer's app on an iOS device.
2. Open the Home app , then tap .

3. Tap Home Settings, then tap Wi-Fi Network & Routers.

4. Tap an accessory, then choose one of these settings:

- *No Restriction*: The router allows the accessory to connect to any internet service or local device.


This provides the lowest level of security.

- *Automatic*: The router allows the accessory to connect to an automatically updated list of manufacturer approved internet services and local devices.


- *Restrict to Home*: The router only allows the accessory to connect to your home hub.

This option may prevent firmware updates or other services.

Create and use scenes in Home on iPad

In the Home app , you can create scenes that allow you to control multiple accessories at once. For example, you might define a “Reading” scene that adjusts the lights, plays soft music on HomePod, closes the drapes, and adjusts the thermostat.

Create a scene

1. Tap Home in the sidebar, tap , then tap Add Scene.

2. Tap Custom, enter a name for the scene (such as “Dinner Party” or “Watching TV”), then tap Add Accessories.

3. Select the accessories you want this scene to include, then tap Done.

The first accessory you select determines the room the scene is assigned to. If you first select your bedroom lamp, for example, the scene is assigned to your bedroom.

4. Set each accessory to the state you want it in when you run the scene.

For example, for a Reading scene, you could set the bedroom lights to 100 percent, close the drapes, choose a low volume for the HomePod, and set the thermostat to 68 degrees.

Use scenes

In the sidebar, choose the room the scene is assigned to, then do one of the following:


- *Run a scene*: Tap the scene.

- *Change a scene:* Touch and hold a scene.

You can change the scene's name, test the scene, add or remove accessories, include the scene in Favorites, and delete the scene.

Favorite scenes appear in the Home tab.


Control your home using Siri on iPad

In addition to using the Home app , you can use Siri to control your accessories and scenes. Here are some of the things you can say to Siri for the accessories you add and the scenes, rooms, or homes you set up:


- "Turn off the lights" or "Turn on the lights"
- "Set the temperature to 68 degrees"
- "Did I lock the front door?"
- "Show me the entryway camera"
- "Turn down the kitchen lights"
- "Set my reading scene"
- "Turn off the lights in the Chicago house"

[Learn how to ask Siri.](#)

Control your home remotely with iPad

In the Home app , you can control your accessories even when you're away from home. To do so, you need a *home hub*, a device such as Apple TV (4th generation or later), HomePod, or iPad (with iOS 10.3, iPadOS 13, or later) that you leave at home.

Set up iPad as a home hub

Go to Settings , tap Home, then turn on "Use this iPad as a Home Hub."


Remotely control your home

Go to Settings  > [your name] > iCloud, then turn on Home.


You must be signed in with the same Apple ID on your home hub device and your iPad.

If you have an Apple TV or HomePod and you're signed in with the same Apple ID as your iPad, it's set up automatically as a home hub.

Use automations in Home on iPad


In the Home app , you can run automations based on the time of day, your location, the activation of a sensor, or the action of an accessory. You can use preconfigured automations included with the Home app, or create automations of your own.

Use a preconfigured automation

1. Touch and hold an accessory, then swipe up or tap .
2. Turn on an automation.

To disable an automation, return to the accessory's setting screen, then turn it off.

Create an automation

1. Tap  in the Home, Rooms, or Automation tab.
2. Tap Add Automation, then choose one of the following automation triggers:
 - *When arriving at or leaving a location:* Tap People Arrive or People Leave. Choose when the automation is activated by people arriving or leaving, the location, and the time the automation works.
 - *At a time of day:* Tap A Time of Day Occurs, then choose when you want this automation to run.

If you choose Sunset or Sunrise, times vary as the season changes.

You can also set an automation to only occur after sunset, which is useful for turning on lights just when they're needed.

- *When an accessory changes:* Tap An Accessory is Controlled, select an accessory, tap Next, then follow the onscreen instructions.

You might use this, for example, to run a scene when you unlock the front door.

- *A sensor detects something:* If you've added a sensor to Home, tap A Sensor Detects Something, select an accessory, tap Next, then follow the onscreen instructions.


You might use this, for example, to turn on lights in a stairway when motion is detected nearby.

To disable an automation, tap the Automation tab, tap the automation, then turn off Enable This Automation.

You can also touch and hold an accessory, tap , then add, enable, or disable automations.


Add a Siri shortcut

To make your automation even more efficient, you can add a Siri Shortcut to it.


1. When choosing accessories to control with an automation, swipe up, then tap Convert To Shortcut.
2. Tap , then choose a shortcut.



See the [Shortcuts User Guide](#).

Allow others to control accessories in your home

In the Home app , you can invite other people to control your smart accessories. You and the people you invite need to be using iCloud and have iOS 11.2.5, iPadOS 13, or later. You also need to be at your home or have a home hub set up in your home.

Invite others to control accessories

1. Tap .
 2. Tap Home Settings, then tap Invite People.

If you set up more than one home, tap Home Settings, then tap a home.
 3. Tap  to choose people with an Apple ID from your contacts list, or enter their Apple ID email addresses in the To field.
 4. Tap Send Invite.
 5. Ask the invitee to do one of the following:
 - *In the notification:* (iOS or iPadOS device) Tap Accept.
 - *In the Home app:* (iOS or iPadOS device) Tap , tap Home Settings, then tap their name.
 - *On Apple TV:* Tap Show Me on Apple TV, then turn on one or more Apple TVs.
-


Allow others to access your AirPlay 2-enabled speakers and TVs

1. Tap .
2. Tap Home Settings > Allow Speaker & TV Access, then choose an option.

You can allow everyone, anyone on the same network, or only people you've invited to share the home. You can also require a password that allows speaker access. To learn more about HomePod speaker and Apple TV access, see the [HomePod User Guide](#) and [Apple TV User Guide](#).


iTunes Store


Get music, movies, and TV shows in the iTunes Store on iPad

Use the iTunes Store app  to add music, movies, and TV shows to iPad.

Note: You need an internet connection to use the iTunes Store. The availability of the iTunes Store and its features varies by country or region. See the Apple Support article [Availability of Apple Media Services](#).


Find music, movies, and TV shows

1. In the iTunes Store, tap any of the following:
 - *Music, Movies, or TV Shows:* Browse by category. To refine your browsing, tap Genres at the top of the screen.
 - *Top Charts:* See what's popular on iTunes.
 - *Genius:* Browse recommendations based on what you bought from iTunes.
 - *Search:* Enter what you're looking for, then tap Search on the keyboard.
 2. Tap an item to see more information about it. You can preview songs, watch trailers for movies and TV shows, or tap  to do any of the following:
 - *Share a link to the item:* Choose a sharing option.
 - *Give the item as a gift:* Tap Gift.
 - *Add the item to your wish list:* Tap Add to Wish List.

To view your wish list, tap , then tap Wish List.
-

Buy and download content

1. To buy an item, tap the price. If the item is free, tap Get.

If you see  instead of a price, you already purchased the item, and you can download it again without a charge.
 2. If required, authenticate your Apple ID with Face ID, Touch ID, or your passcode to complete the purchase.
 3. To see the progress of a download, tap Downloads.
-


Get ringtones

1. Tap Music, tap Genres, scroll to the bottom, then tap Tones.
 2. Browse by category or tap Top Charts to see what's popular.
 3. Tap a ringtone to see more information or play a preview.
 4. To buy a ringtone, tap the price.
-

Redeem or send an App Store & iTunes Gift Card

1. Tap Music, then scroll to the bottom.
 2. Tap Redeem or Send Gift.
-

Get ringtones, text tones, and alert tones in the iTunes Store on iPad


In the iTunes Store app , you can purchase ringtones, text tones, and other alert tones for clock alarms and more.

Buy new tones


1. In the iTunes Store, tap Genres, then tap Tones.
 2. Browse by category or tap Search to find a specific song or artist.
 3. Tap a tone to see more information or play a preview.
 4. To buy a tone, tap the price.
-

Redownload tones purchased with your Apple ID

If you bought tones on another device, you can download them again.

1. Go to Settings  > Sounds.
 2. Below Sounds and Vibration Patterns, tap any sound.
 3. Tap Download All Purchased Tones. You might not see this option if you already downloaded all the tones that you purchased or if you haven't purchased any tones.
-

Manage your iTunes Store purchases and settings on iPad

In the iTunes Store app , you can review and download music, movies, and TV shows purchased by you or other family members. You can also customize your preferences for the iTunes Store in Settings.


Approve purchases with Family Sharing

With Family Sharing set up, the family organizer can review and approve purchases made by other family members under a certain age. See [Turn on Ask To Buy for children on iPad](#).

View and download music, movies, or TV shows purchased by you or family members

1. In the iTunes Store, tap Purchased.
2. If you set up Family Sharing, tap My Purchases, then choose a family member to view their purchases.

Note: You can see purchases made by family members only if they choose to share their purchases.

3. Tap Music, Movies, or TV Shows.
 4. Find the item you want to download, then tap .
-


View your entire iTunes Store purchase history

To see a chronological list of the apps, songs, movies, TV shows, books, and other items purchased with your Apple ID, [view your iTunes Store purchase history](#).

In your purchase history, you can do any of the following:


- View when an order was billed to your account.
 - View the date of a purchase.
 - Resend email receipts.
 - Report a problem with purchased content.
-

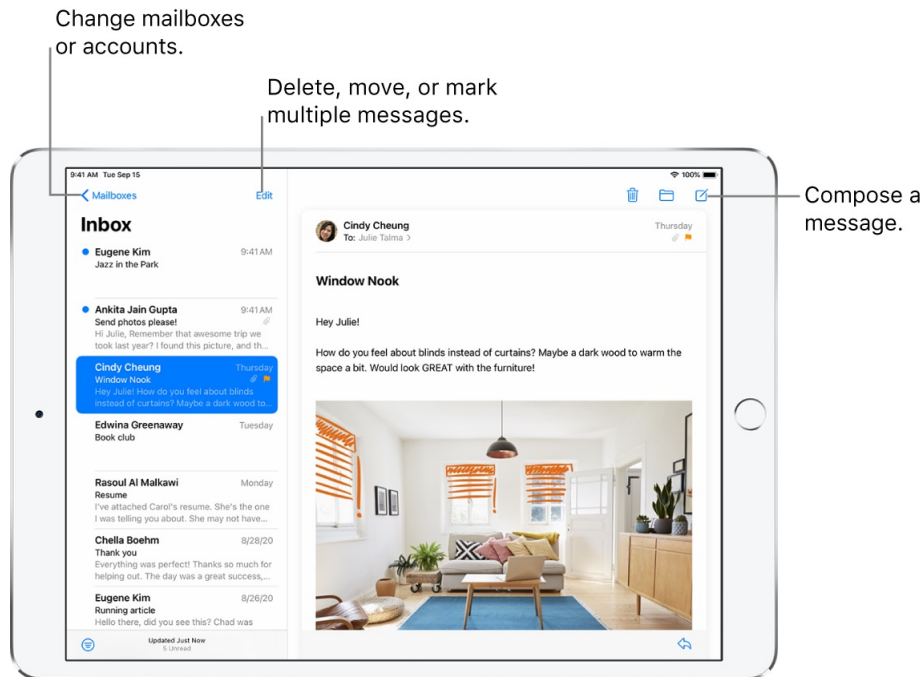
Set content restrictions

After you [turn on content and privacy restrictions](#), go to Settings  > Screen Time > Content & Privacy Restrictions > Content Restrictions, then set any of the available restrictions. You can block explicit content, turn off music videos, restrict content by age-appropriate ratings, and more.


Mail

Write an email in Mail on iPad


With the Mail app , you can write and edit emails, and send and receive photos, videos, drawings, documents, and more.



Create an email message

 **Ask Siri.** Say something like: “New email to John Bishop” or “Email Simon and say I got the forms, thanks.” [Learn how to ask Siri.](#)

Or do the following:


1. Tap .
2. Tap in the email, then type your message.

With the onscreen keyboard, you can tap individual keys. Or pinch closed to use the smaller QuickType keyboard, then slide your finger from one letter to the next without lifting your finger. (See [Enter text using the onscreen keyboard.](#))

3. To change the formatting, tap **Aa**.

You can change the font style, change the color of text, use a bold or italic style, add a bulleted or numbered list, and more.


Reply to an email


1. Tap in the email, tap , then tap Reply.
2. Type your response.

With the onscreen keyboard, you can tap individual keys. Or pinch closed to use the smaller QuickType keyboard, then slide your finger from one letter to the next without lifting your finger. (See [Enter text using the onscreen keyboard.](#))

Quote some text when you reply to an email

When you reply to an email, you can include text from the sender to clarify what you're responding to.

1. In the sender's email, touch and hold the first word of the text, then drag to the last word. (See [Select and edit text on iPad.](#))
2. Tap , then tap Reply, then type your message.


To turn off the indentation of quoted text, go to Settings  > Mail > Increase Quote Level.

Add attachments to an email on iPad

In the Mail app , you can attach photos, videos, scanned documents, and more to an email.

Attach a document to an email



You can attach a saved document to an email.

1. Tap in the email where you want to insert the document, then tap  above the keyboard.
2. Locate the document in [Files](#), then tap it to insert it.

In Files, tap Browse or Recent at the bottom of the screen, then tap a file, location, or folder to open it.

You can also drag a file to your email to attach it to the email.


Insert a saved photo or video

1. Tap in the email where you want to insert the photo or video, tap  above the keyboard, then tap .
2. Locate the photo or video in the photo selector.


You can swipe up to see more images.



3. Tap the photo or video to insert it into your email.
-





Take a photo or video to insert into an email

1. Tap in the email where you want to insert the photo or video, then tap  above the keyboard.
 2. Take a new photo or video.
 3. Tap Use Photo or Use Video to insert it into your email, or tap Retake if you want to reshoot it.
-

Scan a document into an email


1. Tap in the email where you want to insert the scanned document, then tap  above the keyboard.
2. Position iPad so that the document page appears on the screen—iPad automatically captures the page.

To capture the page manually, tap  or press a volume button. To turn the flash on or off, tap .

3. Scan additional pages, then tap Save when you're done.
 4. To make changes to the saved scan, tap it, then do any of the following:
 - *Crop the image:* Tap .
 - *Apply a filter:* Tap .
 - *Rotate the image:* Tap .
 - *Delete the scan:* Tap .
-


Mark up an attachment

You can use Markup to write or draw on a photo, video, or PDF attachment.

1. In the email, tap the attachment, then tap .
2. Using the drawing tools, draw with your finger or Apple Pencil.
3. When you're finished, tap Done.

See [Draw in apps with Markup on iPad](#).


Draw in your email

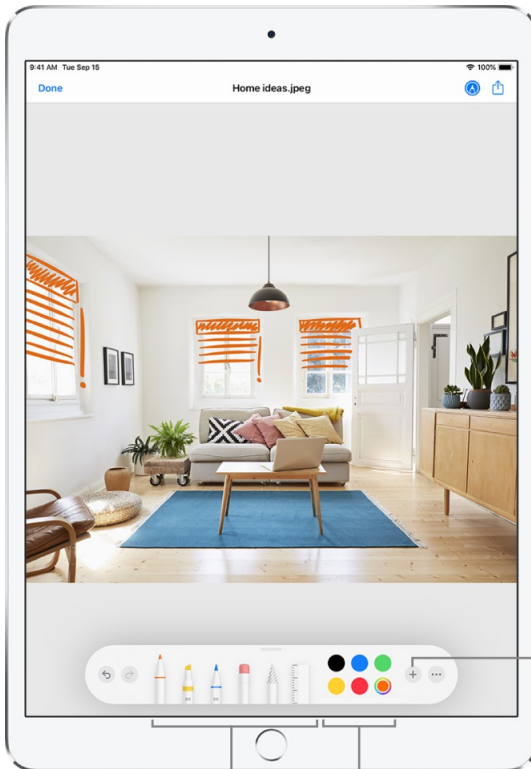
1. Tap in the email where you want to insert a drawing, then tap  above the keyboard.

2. Choose a drawing tool and color, then write or draw with your finger.

See [Draw in apps with Markup on iPad](#).

3. When you're finished, tap Done, then tap Insert Drawing.

To resume work on a drawing, tap the drawing in the email, then tap .




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

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

Tap to choose colors.

Address and send email in Mail on iPad

In the Mail app , you can send email from any of your email accounts, mark addresses from outside certain domains, and more.

Add recipients


1. Tap in the To field, then type the names of recipients.

As you type, Mail automatically suggests people from your Contacts, along with email addresses for the people who have more than one email address.

You can also tap  to open Contacts and add recipients from there.

2. If you're sending a copy, tap the Cc/Bcc field.
 3. Tap in the Cc field, then enter the names of people you're sending a copy to.
 4. Tap in the Bcc field, then enter the names of people whose names you don't want other recipients to see.
-


Automatically send a copy to yourself

Go to Settings  > Mail, then turn on Always Bcc Myself.

Change a recipient from Cc to Bcc


After you enter recipients, you can reorder their names in the address fields, or drag them from one address field to another—for example, to the Bcc field if you decide you don't want their names to appear.

Add additional mail accounts


1. Go to Settings  > Mail > Accounts > Add Account, then tap Other.
 2. Tap Add Mail Account.
 3. Enter your name, email address, and password, then tap Next.
 4. Enter the names of the incoming and outgoing mail servers for your account and any other requested information.
 5. Tap Save.
-

Customize your email signature

You can customize the email signature that appears automatically at the bottom of every email you send.

1. Go to Settings  > Mail, then tap Signature.
2. Tap in the text field at the top of the screen, then edit your signature.

Only text is supported for Mail signatures.

 **Tip:** If you have more than one email account, tap Per Account to set a different signature for each account.


Send an email from a different account

If you have more than one email account, you can specify which account to send email from.

Tap the From field to choose an account.

Mark addresses outside certain domains


When you're addressing an email to a recipient who's not in your organization's domain, you can have the recipient's name appear in red to alert you.

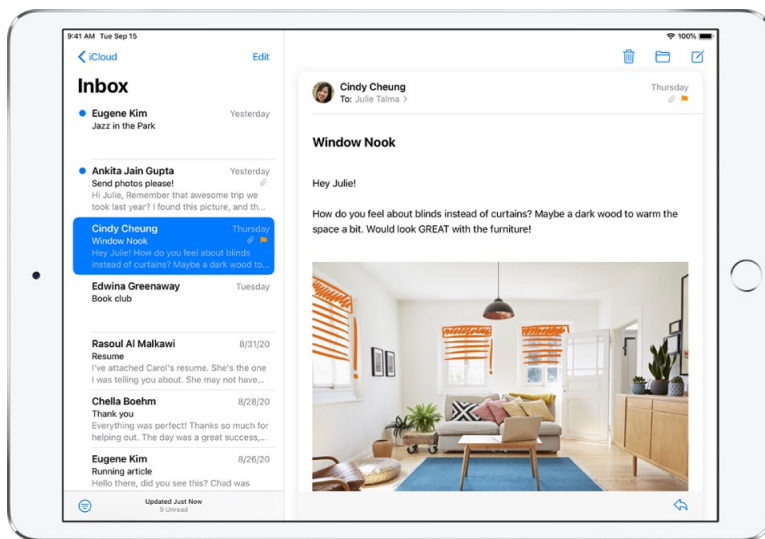
1. Go to Settings  > Mail > Mark Addresses.
2. Enter the domains that are in your organization—ones that you don't want marked in red.

You can enter multiple domains separated by commas (for example, "apple.com, example.org").

Any email sent to or from other domains is marked.

View an email in Mail on iPad

In the Mail app , you can preview the contents of an email without opening it.



Preview an email and a list of options

In a mailbox list, touch and hold an email to preview its contents and see a list of options for replying, filing it, and more. See [Perform quick actions on iPad](#).

Show a longer preview


In your mailbox lists, Mail displays two lines of text for each email by default. You can choose to see more lines of text without opening the email.

Go to Settings  > Mail > Preview, then choose up to five lines.

Show the whole email

In the list of emails, tap the one you want to read.

Show the whole conversation

Go to Settings  > Mail, then turn on Organize by Thread.

To change how threads are displayed, you can also change other settings in Settings > Mail—such as Collapse Read Messages or Most Recent Message on Top.

Show To and Cc labels in your Inbox

Go to Settings  > Mail, then turn on Show To/Cc Labels.

You can also view the To/Cc mailbox, which gathers all mail addressed to you. To show or hide it, tap Mailboxes, tap Edit, then select “To or Cc.”


Add someone to your contacts or make them a VIP

In an email, tap a person’s name or email address, then do one of the following:


- To add them to your VIP list, tap Add to VIP.
- To add them to your contacts, tap Create New Contact or Add to Existing Contact.

You can add a phone number, other email addresses, and more information

Save a draft in Mail on iPad

In the Mail app , you can save a draft to finish later, or look at existing emails while you’re writing a new one.

Save a draft for later

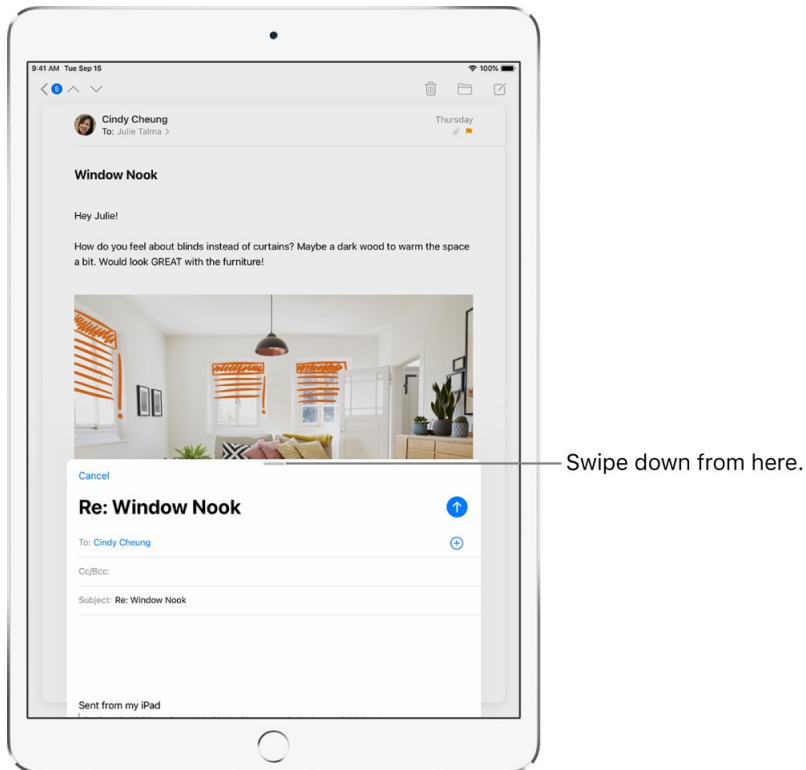
If you’re writing an email and want to finish it later, tap Cancel, then tap Save Draft. To get it back, touch and hold , then tap the draft in the list.

With OS X 10.10 or later, you can also hand off unfinished emails with your Mac. See [Hand off tasks between iPad and your Mac](#).


Look at another email while you're writing one

1. Swipe down on the title bar of an email you're writing.
2. When you're ready to return to your email, tap its title at the bottom of the screen.

If you have more than one email waiting to be finished, tap the bottom of the screen to see them all.




Flag and filter emails on iPad



In the Mail app , you can flag and filter your emails.

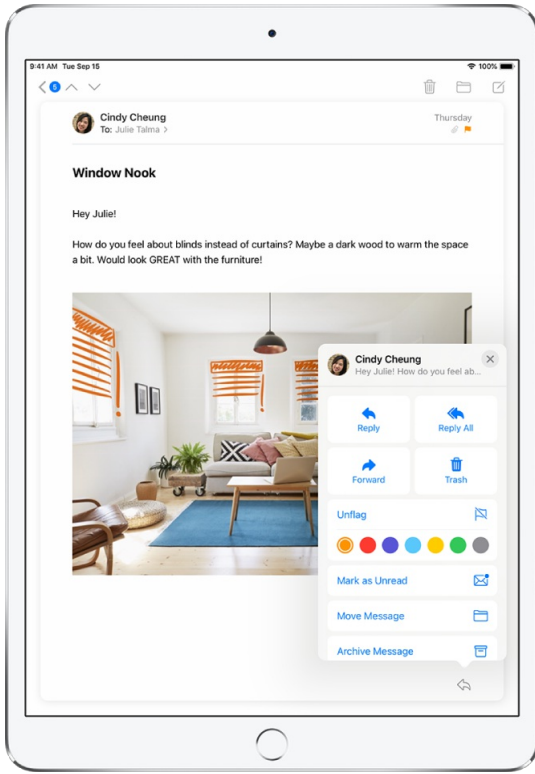
Flag an email

You can flag an email to make it easier to find later. An email you flag remains in your Inbox, but also appears in the Flagged mailbox. To see the Flagged mailbox, tap Mailboxes at the top left, tap Edit, then select Flagged.

1. Open the email, tap , then tap Flag.

2. To choose a color for the flag, tap a colored dot.

To change or remove a flag, open the email, tap , then tap another color, or tap .



Flags you add to an email appear on that email in Mail on all your Apple devices where you're signed in with the same Apple ID.



Flag emails from your VIPs


Add important people to your VIP list, so their emails appear with a VIP flag and in the VIP mailbox.

1. While viewing an email, tap the name or email address of a person in the email.
 2. Tap Add to VIP.
-

Get notified of replies to an email or thread

You can create mail notifications when reading or writing an email.


- *When reading an email:* Tap , then tap Notify Me.
- *When writing an email:* Tap the Subject field, tap  in the Subject field, then tap Notify Me.


You can create mail notifications that let you know when you receive emails in favorite mailboxes or from your VIPs. To change how notifications appear, go to Settings  > Notifications > Mail, then turn on Allow Notifications.

 **Ask Siri.** Say something like: “Any new mail from Nanditha today?” [Learn how to ask Siri.](#)

Mute email notifications

To reduce interruptions from busy email threads, you can mute notifications of the messages in the conversations.


1. Open an email in the conversation.
2. Tap , then tap Mute.


To specify what you want done with emails you muted, go to Settings  > Mail > Muted Thread Action, then select an option.

Block email from specified senders

To block a sender, tap their email address and select “Block this Contact”.





Manage junk mail

To move an email to the Junk folder, open it, tap , then tap Move to Junk.

 **Tip:** If you move an email accidentally, immediately swipe left with three fingers to undo.


Filter emails

You can use filters to temporarily show only certain messages—the ones that meet all the criteria you select in the filter list. For example, if you select “Unread and “Only Mail with Attachments,” you see only unread emails that have attachments.

1. Tap  in the bottom-left corner of a mailbox list.
Note: When reading an email on iPad in Portrait orientation, tap  to display the email list with  at the bottom.
2. Tap “Filtered by.”
3. Select or turn on the criteria for emails you want to view.
4. Tap  in the bottom-left corner to hide emails that don’t match the current filters. Tap again to turn the filter off.

To turn off an active filter, deselect it or turn it off. To turn off all filters, tap the Filter button.

Organize email in Mail on iPad


In the Mail app , manage your email in mailboxes.

Manage an email with a swipe

While viewing an email list you can use a simple swipe to move individual emails to the trash, mark them as read, and more.

To reveal a list of actions, slowly swipe an email to the left until you see the menu, then tap an item. To use the rightmost action, quickly swipe all the way to the left.

Swipe right to reveal one other action.

To choose the actions you want to appear in the menus, go to Settings  > Mail > Swipe Options.

Organize your mail with mailboxes

In the Mailboxes list, you can view all your mailboxes, create a new one, or rename or delete one. (Some mailboxes can't be changed.)


1. Tap Mailboxes in the upper-left corner.
2. Tap Edit at the top of the list.
3. Select the checkbox next to a mailbox you want to view.

There are several smart mailboxes, such as Unread, that show emails from all your accounts. Tap the ones you want to view.

4. To add a mailbox, tap New Mailbox at the bottom of the list.
 5. Enter a name and specify a location, then tap Save.
-

Reorder your mailboxes

You can reorder your mailboxes so that the ones you use most often appear at the top of the Mailboxes list.

1. Tap Mailboxes in the upper-left corner.
 2. Tap Edit at the top of the list.
 3. Touch and hold  next to a mailbox until it lifts up, then drag it to the position you want.
-

Move or mark multiple emails

1. While viewing a list of emails, tap Edit.
2. Select the emails you want to move or mark by tapping their checkboxes.

To select multiple emails quickly, swipe down through the checkboxes.


3. Choose the action you want to perform on all the selected emails.

If you change your mind, immediately swipe left with three fingers to undo.

Show draft emails from all of your accounts

1. Tap Mailboxes in the upper-left corner.
 2. Tap Edit at the top of the list.
 3. Tap Add Mailbox, then turn on the All Drafts mailbox.
-

Search for email in Mail on iPad

In the Mail app , you can search for emails using different criteria.

Search for text in an email

1. Swipe down from the middle of a mailbox list to reveal the search field.
2. Tap in the search field and type the text you're looking for.
3. Choose between searching all mailboxes or the current mailbox above the results list.
4. Tap an email in the results list to see it.

Searching looks at the address fields, the subject, and the email body. The most relevant emails appear in Top Hits above the search suggestions as you type.

Search by timeframe


Swipe down from the middle of a mailbox list to reveal the search field, tap in the search field, then type something like "February meeting" to find all emails from February with the word "meeting."

Search by email state

You can search for emails by various attributes. For example, you can do any of the following:


- *Find all flagged emails:* Type “flag” in the search field, then tap “Flagged Messages” below Other.
 - *Find all emails from people in your VIP list:* Type “vip” in the search field, then tap “Messages from VIPs” below Other.
 - *Find all unread emails:* Type “unread” in the search field, then tap “Unread Messages” below Other.
 - *Find all email with attachments:* Type “attachment” in the search field, then tap “Messages with Attachments” below Other.
-

Delete and recover emails in Mail on iPad

In the Mail app , delete emails you no longer need.

Delete emails


There are multiple ways to delete emails. Do any of the following:

- *While viewing an email:* Tap  (either at the top or bottom of the screen, depending on screen size and orientation).
- *While viewing the email list:* Swipe an email left, then choose Trash.

To delete the email in a single gesture, swipe it all the way to the left.


- *Delete multiple emails at once:* While viewing a list of emails, tap Edit, select the emails you want to delete, then tap Trash.

To select multiple emails quickly, swipe down through the checkboxes.


To turn the confirmation of deletion on or off, go to Settings  > Mail, then turn on or off Ask Before Deleting.

If you change your mind, immediately swipe left with three fingers to undo.

Recover a deleted email


1. Go to the account’s Trash mailbox, then open the email.
2. Tap , then select a mailbox.


If you change your mind, immediately swipe left with three fingers to undo.

 **Tip:** To see deleted emails across all your accounts, tap Mailboxes at the top left, tap Edit at the top of the list, then select the All Trash mailbox.

Archive instead of delete


Instead of deleting emails, you can archive them in the Archive mailbox. (You can still delete emails, even if you set up an Archive mailbox.)

1. Go to Settings  > Mail, then tap Accounts.
2. Tap your email account, tap Mail (below Advanced), then tap Advanced.
3. In the Advanced settings, change the destination mailbox for discarded emails to Archive Mailbox.

When this option is turned on, to delete an email instead of archiving it, touch and hold , then tap Trash Message.

Decide how long to keep deleted emails

You can set how long deleted emails stay in the Trash mailbox.

1. Go to Settings  > Mail, then tap Accounts.
2. Tap your email account, tap Mail (below Advanced), then tap Advanced.
3. In the Advanced settings, tap Remove, then select a time interval.

Note: Some email services might override your selection; for example, iCloud doesn't keep deleted emails longer than 30 days, even if you select Never.

Work with email attachments on iPad

In the Mail app , preview, save, open, and annotate email attachments.

Preview an attachment

Touch and hold an attachment to preview it and see a list of actions you can perform.

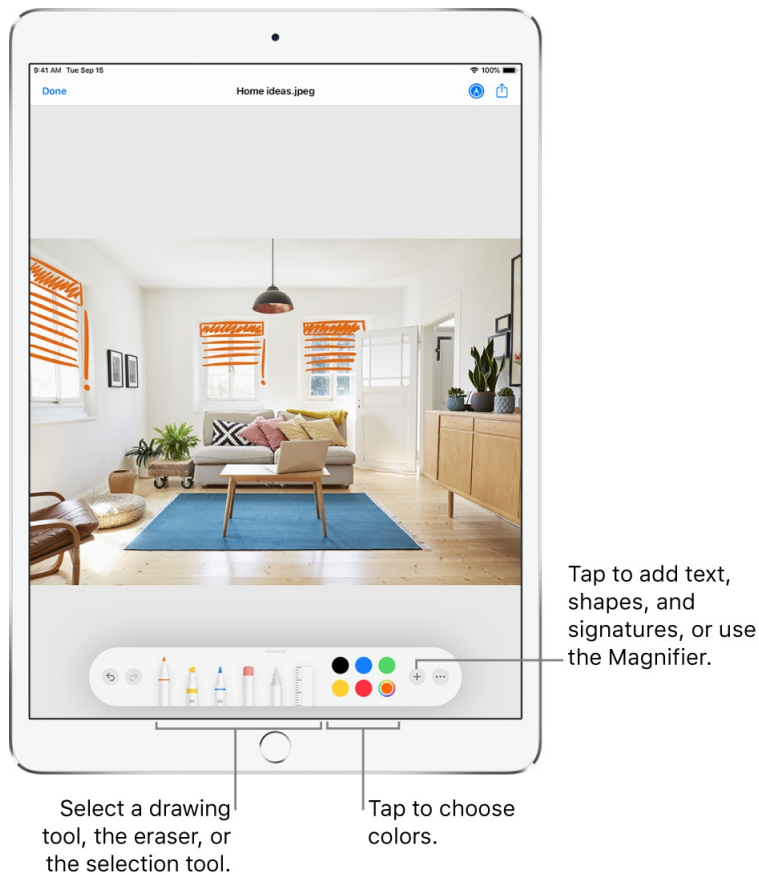
Save a photo or video attachment to Photos

Touch and hold the photo or video, then tap Add to Photos.


Mark up attachments

Use Markup to annotate an image or a PDF attachment.

1. 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).
2. Use the drawing and annotation tools. See [Draw in apps with Markup on iPad](#). On supported models, you can annotate with Apple Pencil.




Open an attachment with another app

1. Touch and hold the attachment until a menu appears.
2. Tap , then choose the app you want to use to open the attachment.

Note: Some attachments automatically show a banner with buttons you can use to open other apps.


See emails with attachments

1. Tap  to turn on filtering.
2. Tap "Filtered by," then turn on "Only Mail with Attachments."

You can also use the Attachments mailbox, which shows emails with attachments from all accounts. To view it, tap Mailboxes at the top left, tap Edit above the Mailboxes list, then select Attachments.


Send large attachments

Mail Drop is an iCloud feature you can use to send files exceeding the maximum size allowed by your email account. To use Mail Drop, tap Send when you're ready to send an email with large attachments, then follow the onscreen instructions.


Mail must be turned on in Settings  > [your name] > iCloud. See the Apple Support article [Mail Drop limits](#).

To learn how to send any attachment, see [Add attachments to an email on iPad](#).


Print an email or attachment in Mail on iPad

In the Mail app , print an email or an attachment.

Print an email

Tap , then tap Print.


Print an attachment or picture

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

See [Print from iPad](#).

Maps

View maps on iPad




In the Maps app , you can find your location on a map and zoom in and out to see the detail you need.

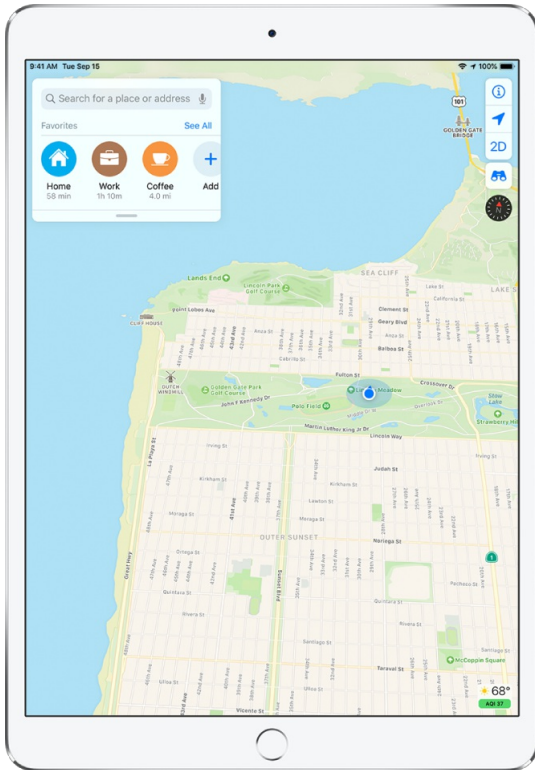
To find your location, iPad must be connected to the internet, and Location Services must be on. (See [Control the location information you share on iPad](#).) On Wi-Fi + Cellular models, cellular data rates may apply. (See [View or change cellular data settings on iPad \(Wi-Fi + Cellular models\)](#).)

WARNING: For important information about navigation and avoiding distractions that could lead to dangerous situations, see [Important safety information for iPad](#).



Show your current location

Tap .

Your position is marked in the middle of the map. The top of the map is north. To show your heading instead of north at the top, tap . To resume showing north, tap  or .




Choose between road, transit, and satellite views

Tap , choose Map, Transit, or Satellite, then tap .


If transit information is unavailable, tap View Routing Apps to use an app for public or other modes of transportation.

Move, zoom, and rotate a map

- *Move around in a map:* Drag the map.
- *Zoom in or out:* Double-tap and hold your finger to the screen, then drag up to zoom in or drag down to zoom out. Or, pinch open or closed on the map.

The scale appears in the upper left while you're zooming. To change the unit of distance, go to Settings  > Maps, then select In Miles or In Kilometers.

- *Rotate the map:* Touch and hold the map with two fingers, then rotate your fingers.

To show north at the top of the screen after you rotate the map, tap .

View a 3D map

- *On a 2D road or transit map:* Drag two fingers up.
- *On a 2D satellite map:* Tap 3D near the upper right.


While viewing a 3D map, you can do the following:

- *Adjust the angle:* Drag two fingers up or down.
 - *See buildings and other small features in 3D:* Zoom in.
 - *Return to a 2D map:* Tap 2D near the upper right.
-

Allow Maps to use your precise location

To figure out where you are and provide accurate directions to your destinations, Maps works best when Precise Location is turned on.


To turn on Precise Location, do the following:

1. Go to Settings  > Privacy > Location Services.
2. Tap Maps, then turn on Precise Location.


See [Control the location information you share on iPad](#).

Find and save destinations

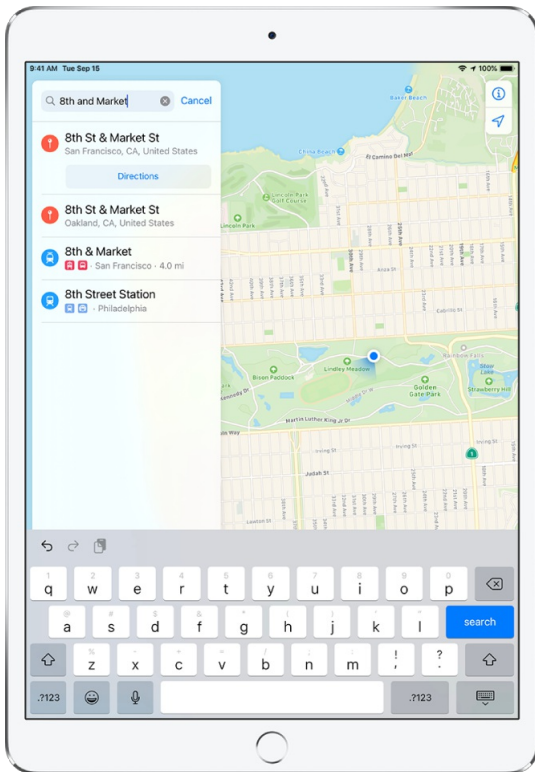
Search for places in Maps on iPad

You can use the Maps app  to search for addresses, landmarks, services, and more.

Search for a place

 **Ask Siri.** Say something like: "Show me the Golden Gate Bridge." [Learn how to ask Siri.](#)

Or you can tap the search field, then begin typing.



You can search in different ways. For example:

- Intersection ("8th and Market")
- Area ("Greenwich Village")
- Landmark ("Guggenheim")
- Zip code ("60622")
- Business ("movies," "restaurants San Francisco CA," "Apple Inc New York")

To see all results, swipe up on the search card. To get directions to a result, tap it.

Note: If you see an information card instead of the search field, tap **X** in the top right of the information card.

Quickly find or delete recent searches


To see a list of recently viewed search results, swipe down from the bottom of the search card.

To delete an item from the list, swipe the item left. Or tap See All directly above the list, then do one of the following:


- *Delete a group:* Tap Clear above the group.
- *Delete a single item:* Swipe the item left.

See also [Delete significant locations on iPad](#).

Find nearby attractions and services in Maps on iPad

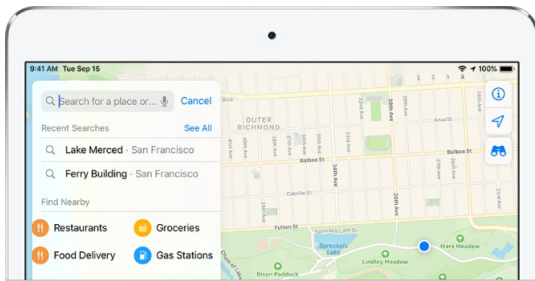
You can use the Maps app  to find nearby attractions, services, and more.

Find a nearby service

 **Ask Siri.** Say something like: “Find a gas station” or “Find coffee near me.” [Learn how to ask Siri.](#)

Or you can tap the search field, tap a category such as Groceries or Hotels, then do any of the following:


- *See all results for the category:* Swipe up on the information card.
- *Change the search area:* Drag the map to another area or zoom in or out, then tap Search Here near the top of the screen.
- *See more information about a result:* Tap the item on the information card.



Note: Nearby suggestions aren't available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).

Find your way around an airport or shopping mall

1. Do one of the following:

- *When you're at the airport or mall:* Open Maps, tap , then tap Look Inside—or zoom in, then tap the Browse button in the upper right.
- *Before you get there:* Search for the airport or mall in Maps, or drag the map to show it. Zoom in, then tap the Browse button.

2. To find nearby services, tap a category (like Food, Restrooms, or Gates) on the information card, then swipe up to see all results, listed alphabetically.


To see more information about a result, tap it.

- To see a map of a different floor, tap the button showing the floor level (zoom in if you don't see the button).



Note: Indoor maps are available for select airports and shopping malls. See the [iOS and iPadOS Feature Availability website](#).

Get information about places in Maps on iPad

You can find street addresses and other information about places that appear in the Maps app .

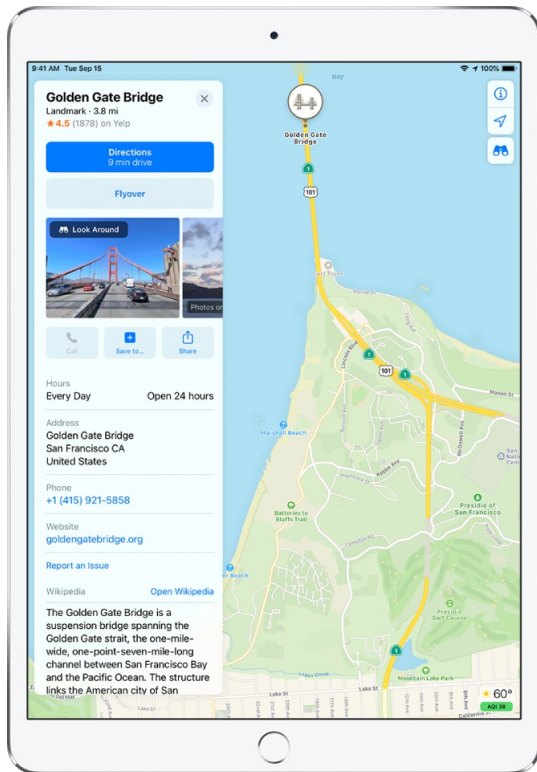
See information about a place

Tap the place (for example, a landmark on a map, a spot that you marked with a pin, or a search result), then do any of the following:

- *Get a route to the location:* Tap Directions.
- *View more information:* Swipe up on the information card.

The information might include the street address, a phone number, a webpage link, business hours, and customer reviews.

- *Close the information card:* Tap .



Save information about a place


Tap a location on a map or an item in a list of search results, then do any of the following:

- *Add the place to a guide:* Tap "Save to."
Scroll part way down the information card if you don't see "Save to."
- *Add the place to your favorites:* Scroll to the bottom of the information card, then tap Add to Favorites.
- *Add the place to Contacts:* Scroll to the bottom of the information card, then tap Create New Contact or Add to Existing Contact.

See [Save favorite places in Maps on iPad](#) and [Organize places in My Guides in Maps on iPad](#).

Mark places in Maps on iPad

You can mark places in the Maps app  with pins to help you find those places later.

 **Tip:** To quickly mark your location so you can find your way back later, touch and hold the Maps icon on the Home Screen, then choose Mark My Location. See [Perform quick actions on iPad](#).

Mark an unlabeled location on the map


1. Touch and hold the map until a pin marker appears.
 2. To help you find the location later, you can save it to your favorites, to a guide, or to Contacts. Swipe up on the information card, then choose an option.
 3. To close the information card, tap ✕.
-


Delete a pin marker

1. Tap the marker.
2. On the information card, tap Remove Marker.


You can also touch and hold the marker, then tap Remove Marker.

Share places in Maps on iPad


In the Maps app , you can share places with others. For example, you can send a message or email to show people where to meet you.

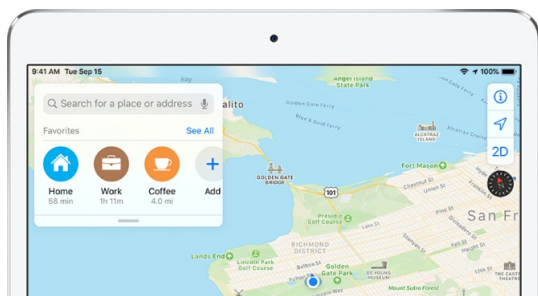
1. Tap a place on the map.
 2. Tap  on the information card, then choose an option.
-

You can also touch and hold the place, then tap Share Location.

 **Tip:** To quickly share your current location, touch and hold Maps on the Home Screen, then choose Send My Location. See [Perform quick actions on iPad](#).

Save favorite places in Maps on iPad

In the Maps app , you can save places—such as your home, your work, and where you go for coffee—to your favorites list. You can quickly find your favorites on the search card.



Add a place to your favorites

1. Swipe down from the bottom of the search card to show Favorites.
2. Tap **+** on the right side of the row.

If you don't see **+**, swipe the Favorites row left.

3. Do one of the following:
 - Choose a suggestion below the search field.
 - Enter a place or address in the search field, then choose a search result.
4. To rename the favorite, tap the title, then enter a new name.
5. Tap Done.

You can also tap a location on a map or choose an item in a list of search results, then tap Add to Favorites (at the bottom of the information card).

Add a transit stop to your favorites

1. [Get transit directions](#), then tap a transit stop or station.
 2. Scroll to the bottom of the information card, tap Add to Favorites, then tap **X**.
-

Quickly find your favorites

Swipe down from the bottom of the search card to see several favorites.

To see more, swipe the row of favorites left or tap See All above the row.

Edit a favorite

1. Swipe down from the bottom of the search card to show Favorites, then tap See All above the row of favorites.
2. Tap **i** next to the favorite.

3. Depending on the location, you may be able to make the following changes:


- *Rename the favorite:* Tap the title, then enter a new name.
- *Change the address:* Tap the address, then tap Open Contact Card.
- *Change the label:* Tap a label type.
- *Delete the location from your favorites list:* Tap Remove Favorite.
- *Tell someone your ETA:* (Wi-Fi + Cellular models) Tap Add Person, then choose one or more suggested contacts, or search for a contact. Whenever you start turn-by-turn navigation to this location, the person automatically receives a notification about your estimated time of arrival (ETA). See [Share your driving ETA \(Wi-Fi + Cellular models\)](#).

4. Tap Done.

Delete a place from your favorites

Swipe down from the bottom of the search card to show Favorites, tap See All above the row of favorites, then swipe the item left.


Explore new places with Guides in Maps on iPad

Guides from trusted brands and partners are available in the Maps app  to help you discover great places around the world to eat, shop, and explore. Guides are automatically updated when new places are added, so you always have the latest recommendations.




1. To open one of the Guides, tap the search field, scroll down the search card, then do any of the following:

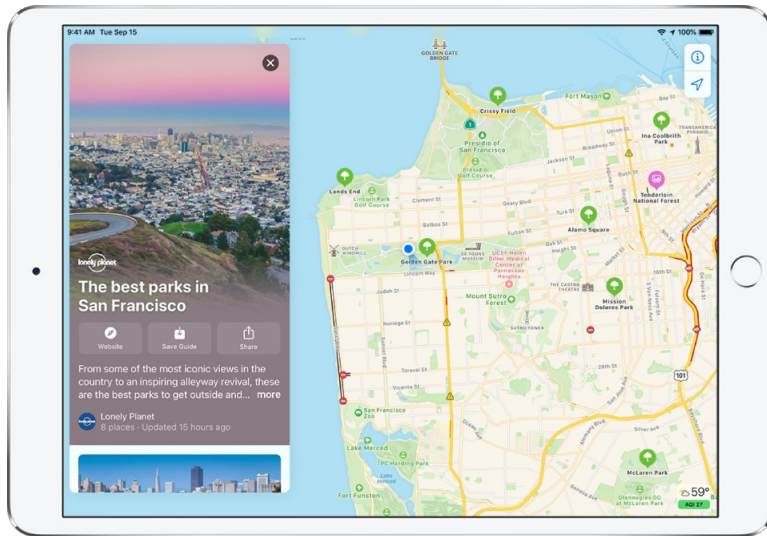
- Tap a cover that appears below Editors' Picks.
- Tap See All Guides, swipe left at the top of the All Guides card to view available cities, choose a city or other option, then tap a cover.
- Choose a publisher, then tap a cover.

2. Do any of the following:

- *Save it:* Tap .


It's saved in your collection of My Guides. See [Organize places in My Guides in Maps on iPad](#).

- *Share it:* Tap .
- *Add one of its destinations to My Guides:* Tap , then select one of your guides.
- *Return to the search field:* Tap .



Note: Guides are available for many cities worldwide, with more cities coming. See the [iOS and iPadOS Feature Availability website](#).

Organize places in My Guides in Maps on iPad

In the Maps app , you can organize places into your own guides for easy reference. For example, you can add destinations for an upcoming vacation into a guide named *Summer Road Trip*. You can quickly get to your guides from the search card, and you can share your guides with others.

Create a guide

Swipe down from the bottom of the search card, scroll down the search card, then do one of the following:

- Tap **New Guide**, enter a name, then tap **Create**.
- When the **New Guide** button no longer appears, tap **See All** for the list of **My Guides**, tap **+** at the bottom of the list, enter a name, tap **Create**, then tap **X**.

Add a place to My Guides


1. Tap a location on a map or an item in a list of search results.
2. Tap **"Save to,"** then choose one of your guides.

You can also add **Editors' Picks** and more to **My Guides**. See [Explore new places with Guides in Maps on iPad](#).

Share a guide

1. Swipe down from the bottom of the search card to show My Guides, then choose a guide.

If you don't see My Guides, scroll down the search card.


2. Tap , then choose an option.
-

Edit a guide

1. Swipe down from the bottom of the search card to show My Guides, then choose a guide.


2. Tap Edit.

3. Do any of the following:

- *Select your own cover image:* Tap , then choose a photo from your library.
- *Rename the guide:* Tap the title.
- *Delete a place from the guide:* Tap the place, then tap Delete.
- *Add a place to another guide:* Tap the place, then tap Add To.
- *Change the sort order:* Tap Date Added, Name, or Distance, then choose an option.

4. Tap .
-

Get traffic and weather info in Maps on iPad

In the Maps app , you can view traffic conditions and find out about the weather.

Find out about traffic conditions





1. From map or satellite view, tap .

If you're in transit view, tap , then choose Map or Satellite.

2. Turn on Traffic, then tap .

Orange indicates slowdowns, and red indicates stop-and-go traffic.

3. To see an incident report, tap an incident marker (not available in all countries or regions).


Incident markers show information such as lane closures , road closures , road construction , accidents , and more.

Note: Traffic information is not available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).


Find out about the weather

Zoom in on a map until the weather icon appears in the lower-right corner; the icon shows the current conditions for that area. In some regions, the air quality index also appears in the lower-right corner.



To see the hourly forecast, touch and hold the weather icon. Tap the hourly forecast to see a multiday forecast in Safari.

If you don't want to see the weather information or the air quality index in Maps, go to Settings  > Maps, then turn off Weather Conditions or Air Quality Index.

Delete significant locations on iPad


The Maps app  keeps track of the places you recently visited, as well as when and how often you visited them. Maps uses this information to provide you with personalized services like predictive traffic routing. You can delete this information.


Note: Significant locations are end-to-end encrypted and cannot be read by Apple.

1. Go to Settings  > Privacy > Location Services > System Services, then tap Significant Locations.
 2. Do one of the following:
 - *Delete a single location:* Tap the location, tap Edit, then tap .
 - *Delete all locations:* Tap Clear History. This action clears all your significant locations on any devices that are signed in with the same Apple ID.
-




Take tours

Look around streets in Maps on iPad

You can view cities in the Maps app  in an interactive 3D experience that lets you pan 360 degrees and move through the streets.

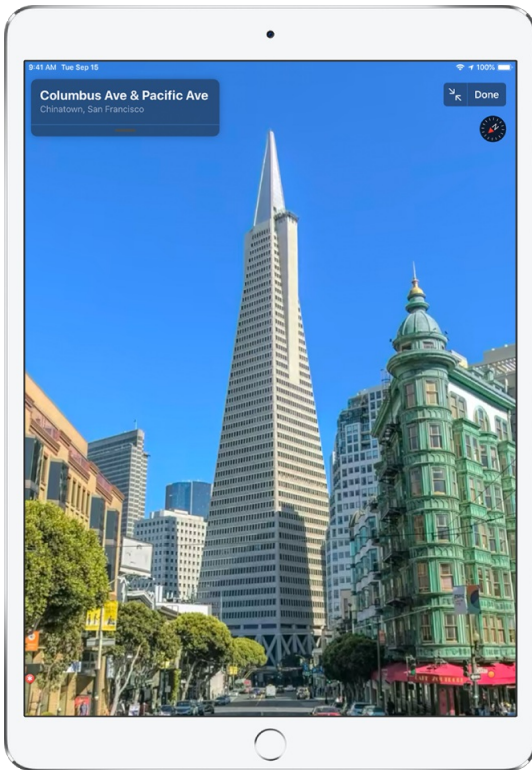
1. In select cities, tap  on a map or information card.

2. To change the view, do any of the following:

- *Pan*: Drag a finger left or right.
- *Move forward*: Tap the scene.
- *Zoom in or out*: Pinch open or closed.
- *View another point of interest*: Tap elsewhere on the map.
- *Switch to or from full-screen view*: Tap  or .
- *Hide labels in full-screen view*: Tap the address card at the upper left, then tap .



If an information card appears in the upper left, tap  to show the address card.

3. When finished, tap Done.



Look Around is available in select cities. See the [iOS and iPadOS Feature Availability website](#).



Take Flyover tours in Maps on iPad

In the Maps app , you can fly over many of the world's major landmarks and cities. Flyover landmarks are identified by the Flyover button on their information cards. Flyover cities are indicated by  next to their names in map view.

View a city or landmark from above

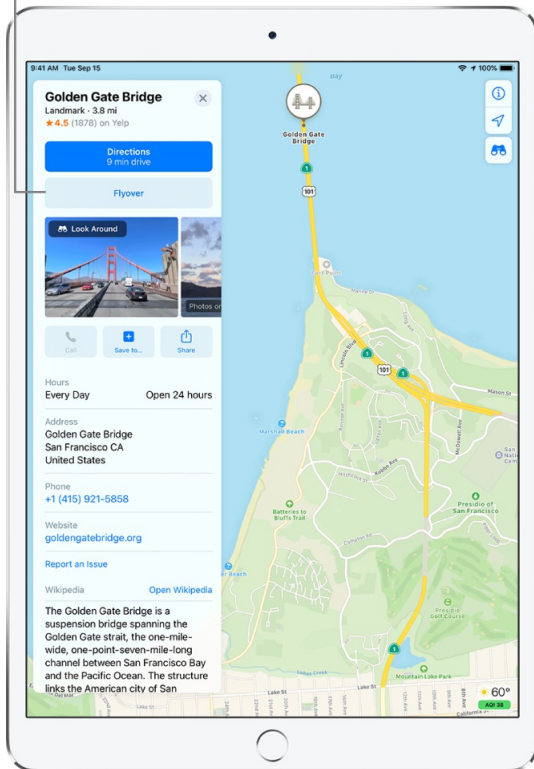
On supported models, move the iPad screen to seemingly fly over a city or landmark.

1. Tap the name of a city (in map or satellite view) or the name of a landmark.

If you don't see  markers for cities, zoom out, or if you're using transit view, tap , then choose Map or Satellite.



2. Tap Flyover on the information card.

View a city or landmark from above.




3. Do any of the following:

- *Change viewing direction:* Point or tilt iPad in the direction you want to view.
- *Move around:* Drag a finger in any direction. To rotate perspective, touch and hold the screen with one finger, then continue holding it in place while you drag another finger around it.
- *Watch an aerial 3D tour:* Tap Start Tour or Start City Tour in the card at the bottom of the screen. (If you don't see the card, tap anywhere on the screen.)

4. To return to the map, tap  in the card at the bottom of the screen (tap anywhere on the screen if you don't see ).

Watch an aerial 3D tour


On iPad mini 4, take a Flyover tour of a city or landmark.

1. Tap the name of a city (in map or satellite view) or the name of a landmark.
2. Tap Flyover Tour on the information card.
3. To return to the map, tap .


For a list of sites with Flyover, see the [iOS and iPadOS Feature Availability website](#).

Get directions

Use Siri, Maps, and the Maps widget to get directions on iPad


You can get travel directions in the Maps  app in several ways.

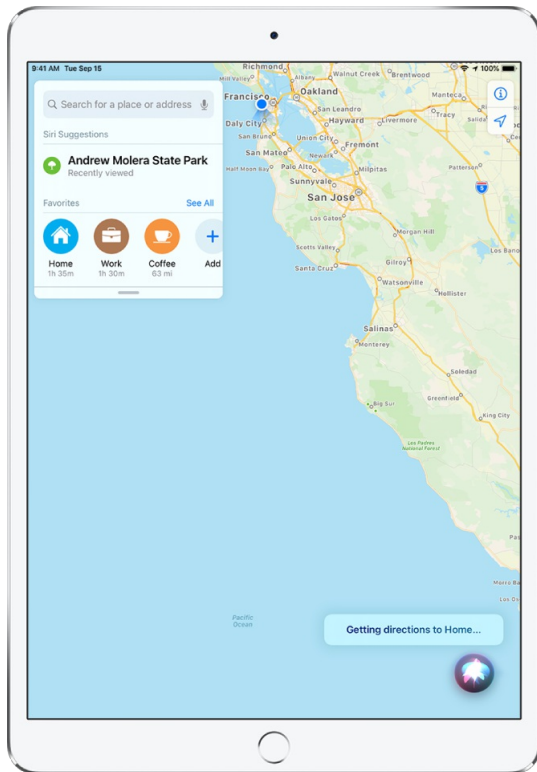
Ask Siri for directions

 **Ask Siri.** Say something like:

- "Get directions to the nearest coffee shop"
- "Find a charging station"
- "Give me directions home"

[Learn how to ask Siri](#)

 **Tip:** To use "home" or "work" when searching in Maps or asking Siri, add your home and work addresses to your My Info card in Contacts. See [Add your contact info on iPad](#).



Tap for directions in Maps

1. Do one of the following:

- Tap a destination (for example, a landmark on a map, a spot that you marked with a pin, or a search result in Maps).
- Touch and hold any spot on the map.