Create a link to a FaceTime call on iPad

In the FaceTime app 🟢 on iPad, you can create a link to a FaceTime call and send the link to a friend or a group (using Mail or Messages), which they can use to join or start a call.

1. Tap Create Link near the top of the screen.

2. Choose an option for sending the link (Mail, Messages, and so on).

In Calendar, you can schedule a remote video meeting by inserting FaceTime as the location of the meeting.

Note: You can invite anyone to join you in a FaceTime call, even people who don't have an Apple device. They can join you in one-on-one and Group FaceTime calls from their browser—no login is necessary. (They need the latest version of either Chrome or Edge. Sending video requires H.264 video encoding support.)

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 🟢.

Note: You must set up FaceTime before you can make and receive calls.

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).

Turn off your video

Turn off your mic.

Make a FaceTime call

Siri: Say something like: "Make a FaceTime call" or "Call Eliza's mobile." Learn how to use Siri.

1. In FaceTime, tap New FaceTime near the top of the screen.

2. Type the name or number you want to call in the entry field at the top, then tap ▢◁ to make a video call or ☏ to make a FaceTime audio call (not available in all countries or regions).

   Alternatively, you can tap ⊕ to open Contacts and start your call from there; or tap a suggested contact in your call history 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.

To call multiple people, see Make a Group FaceTime call on iPad.

Receive a FaceTime call

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

- *Take the call:* Drag the slider or tap Accept.

- *Decline the call:* Tap Decline.

- *Set a reminder to call back:* Tap Remind Me.

- *Send a text message to the caller:* Tap Message.
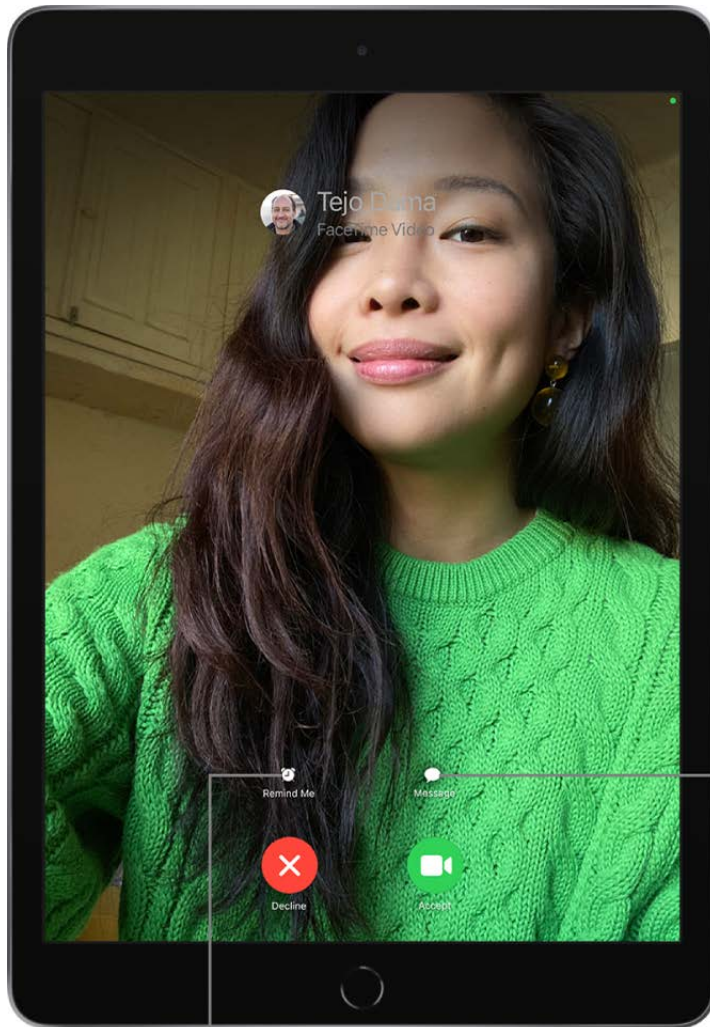
Send the caller a text message.

Set up a reminder to return a call.

If you're on another 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.

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. Tap ▢◁ at the top right of the Messages conversation.

2. Do any of the following:

- Tap FaceTime Audio.

- Tap FaceTime Video.

Leave a message

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

- Tap Leave a Message.

- Tap Cancel.

- Tap Call Back.

Call again

In your call history, tap the name or number of the person (or group) you want to call again.

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.

Turn on Live Captions in a FaceTime call on iPad

While you're on a video call in the FaceTime app 🟢, you can turn on Live Captions (beta) to see the conversation transcribed on the screen. If you're having difficulty hearing the conversation, Live Captions can make it easier to follow along.

The accuracy of Live Captions (beta) may vary and shouldn't be relied upon in high-risk situations. Live Captions uses additional battery.

Note: Live Captions is currently in beta.

1. During a FaceTime video call, tap the screen to show the FaceTime controls (if they aren't visible).

2. Tap ⓘ at the top of the controls, turn on Live Captions, then tap Done.

   A Live Captions window appears, showing the automatically transcribed dialogue of the call near the top of the screen and who's speaking.

To stop showing the conversation on the screen, tap the screen, tap ⓘ at the top of the FaceTime controls, then turn off Live Captions.

Use other apps during a FaceTime call on iPad

While you're on a call using the FaceTime app 🟢, you can use other apps—for example, to look up information or perform a calculation.

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.

You can also share your screen with the other people in your FaceTime call while using another app. See Share your screen in a FaceTime call.

Make a Group FaceTime call on iPad

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

Start a Group FaceTime call

1. In FaceTime, tap New FaceTime near 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. Or tap suggested contacts in your call history.

3. Tap 🔲◁ to make a video call or tap 📞 to make a FaceTime audio call.
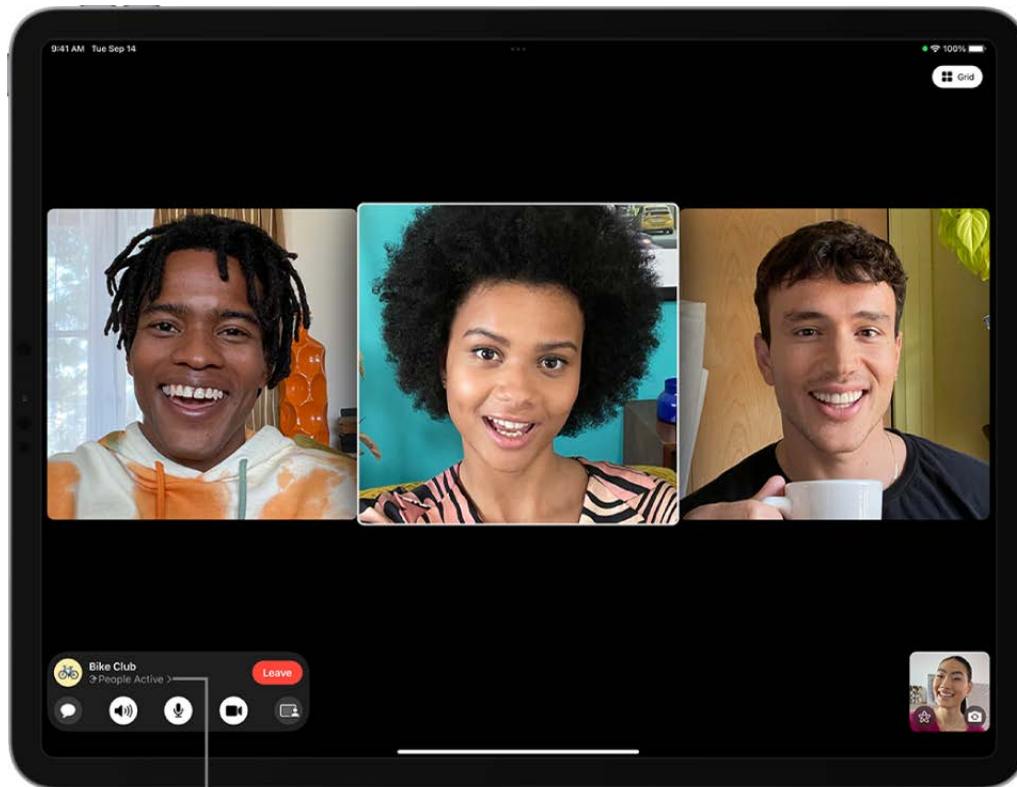
Tap to add more
people to the call.

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 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 11, or later.

Start a Group FaceTime call from a group Messages conversation

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

1. Tap 🎥 at the top right of the Messages conversation.

2. Do any of the following:

   • Tap FaceTime Audio.

   • Tap FaceTime Video.

Add another person to a call

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

1. During a FaceTime call, tap the screen to show the FaceTime controls (if they aren't visible), tap ⓘ at the top of the controls, then tap Add People.

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 People.

Join a Group FaceTime call

When someone invites you to join a Group FaceTime call, you receive a notification of the incoming call—you can either join or decline. See Receive a FaceTime call.

Leave a Group FaceTime call

To leave a group call at any time, tap Leave.

The call remains active if two or more participants remain.

View participants in a grid layout in FaceTime on iPad

During a call with four or more people in the FaceTime app 📷, you can view participants in same-size tiles, arranged in a grid. The speaker's tile highlights automatically, so it's easy to know who's talking. (Depending on your iPad model, some tiles may appear blurred.)
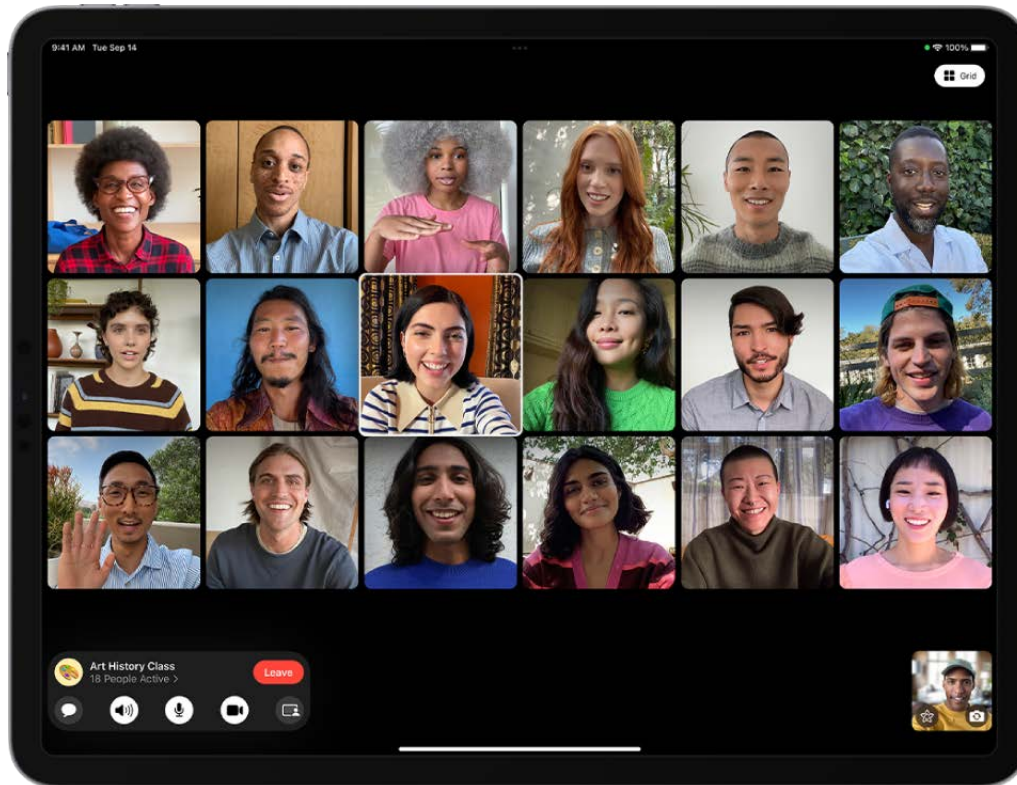
In a FaceTime call, tap the Grid button near the upper-right corner of the screen (if the button isn't visible, tap the screen).

To turn the Grid off, tap it again.

Use SharePlay to watch and listen together in FaceTime on iPad

With SharePlay in the FaceTime app 📷, you can stream TV shows, movies, and music in sync with friends and family while on a FaceTime call together. Enjoy a real-time connection with everyone on the call—with synced playback and shared controls, you all see and hear the same moments at the same time. With Smart Volume, media audio is adjusted automatically, so you can continue to chat while watching or listening.

SharePlay can also be used in other apps during a FaceTime call. To see which apps can be used for SharePlay during a call, tap ⬛, then scroll through the apps below Apps for SharePlay.

Note: Some apps that support SharePlay require a subscription. To watch a movie or TV show together, every participant needs to have access to the content on their own device, through either a subscription or purchase, on a device that meets the minimum system requirements. SharePlay may not support the sharing of some movies or TV shows across different countries or regions. FaceTime, some FaceTime features, and other Apple services may not be available in all countries or regions.

Watch video together while on a FaceTime call

You can watch movies and TV shows during a FaceTime call with your friends and family.
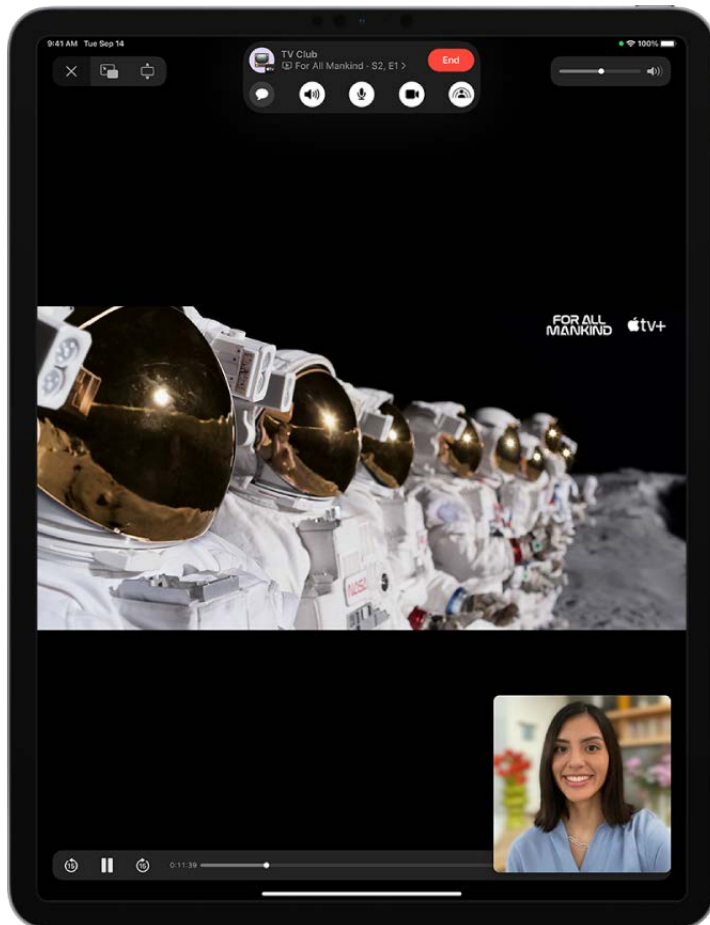
1. Start a FaceTime call.

2. Go to the Home Screen, then open a video streaming app that supports SharePlay (for example, the Apple TV app ⬛).

3. Select a show or movie you want to watch, tap the Play button, then select Play for Everyone (if it appears) to begin watching with everyone on the call. (Others on the call may have to tap Join SharePlay to see the video.)

   For everyone on the call who has access to the content, the video starts playing at the same time. People who don't have access are asked to get access (through a subscription, a transaction, or a free trial, if available).

Each person watching the content can use the playback controls to play, pause, rewind or fast-forward. (Settings like closed captioning and volume are controlled separately by each person.)

You can use Picture in Picture to keep watching the video while using another app—order food, check your email, or jump into the Messages app and discuss the video by text when you want no interruptions to the sound of the movie or TV show.

Invite friends to watch video together from a supported app during a FaceTime call

On an iPad that meets the minimum system requirements, you can start a FaceTime call in the Apple TV app (or other supported video app) while you're browsing or watching video content, and share the item in sync with others using SharePlay. Everyone on the call needs to have access to the content on their own device (for example, through a subscription or purchase).

1. In the Apple TV app (or other supported video app), find a show or movie you want to share, then tap the item to see its details.

2. Tap ⬆, then tap SharePlay.

3. In the To field, enter the contacts you want to share with, then tap FaceTime.

4. When the FaceTime call connects, tap Start or Play to begin using SharePlay.

   The recipients tap Open to begin viewing.

Note: If the content requires a subscription, people who aren't subscribers can subscribe before watching.

After the video starts playing, you can stream it to Apple TV. See Send what you're watching in SharePlay to Apple TV.

Send what you're watching in SharePlay to Apple TV

If you've already started watching a video together on iPad, you can send it to Apple TV to enjoy on the big screen.

On iPad, do one of the following:

- In the streaming app, tap ⬛, then choose Apple TV as the playback destination.

- Open Control Center, tap ⬛, then choose Apple TV as the playback destination.

The video plays in sync on Apple TV, and you can keep the conversation going on your iPad.

See Watch together using SharePlay in the Apple TV User Guide.

Listen to music together while on a FaceTime call

You can get together and listen to an album or favorite playlist with others on a FaceTime call. Anyone on the call who has access to the music (for example, through a subscription, a transaction, or a free trial) on a device that meets the minimum system requirements can listen along, see what's next, add songs to a shared queue, and more.
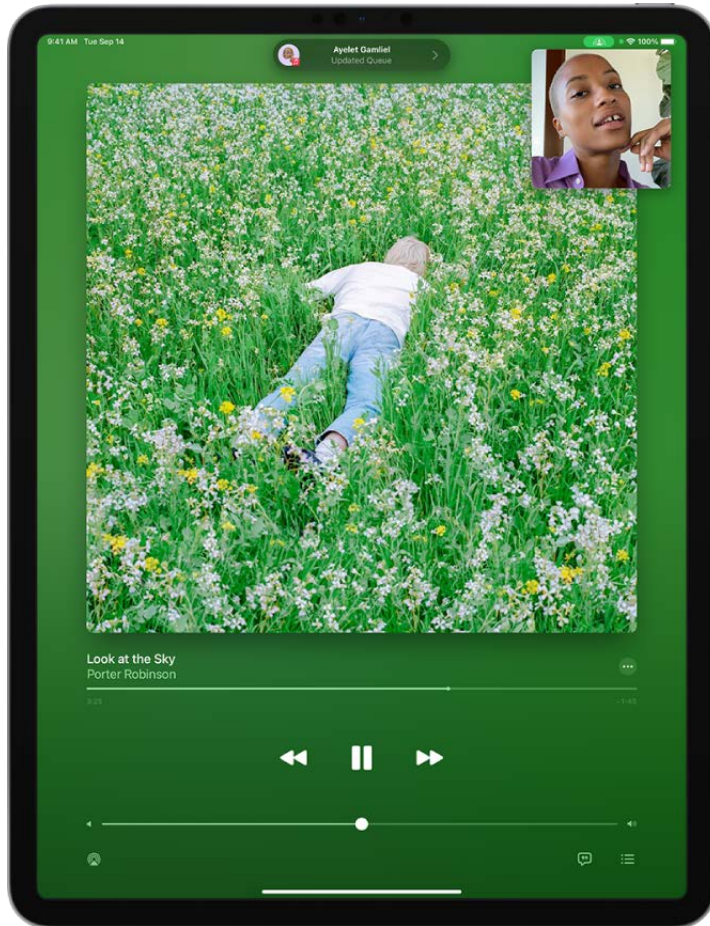
1. Start a Group FaceTime call.

2. Go to the Home Screen, then open a music streaming app that supports SharePlay (for example, the Music app 🎵).

3. Select the music you want to listen to, then tap the Play button to begin listening to the music together. (Others on the call may have to tap Join SharePlay to hear the music.)

   For everyone on the call who has access to the content, the music starts playing at the same time. People who don't have access are asked to get access (through a subscription, a transaction, or a free trial, if available).

Each person can use the music controls to pause, rewind, fast-forward, scrub to a different part of the song, or go to the next track. And anyone on the call can add songs to the shared queue.

Invite friends to listen to music together on FaceTime from a supported app

On an iPad that meets the minimum system requirements, you can start a FaceTime call in the Music app (or other supported music app) and use SharePlay to share the music in sync with others on the call. Each person can use the music controls to pause, rewind, fast-forward, or scrub to a different part of the song. And anyone using SharePlay can add songs to the shared queue. Everyone on the call must have access to the content (for example, through a subscription).

1. Open the Music app 🎵 (or other supported music app), then tap the music you want to share.

2. Do one of the following:

   - Tap ⋯ next to the music, then tap SharePlay.

   - Tap ⋯ at the top right, tap 􀈂, then tap SharePlay.

3. In the To field, enter the contacts you want to share with, then tap FaceTime.

4. When the FaceTime call connects, tap Start.

   To begin listening, recipients tap the song title at the top of the FaceTime controls, then tap Open. The music starts playing at the same time for everyone on the call who has access to the content.

Note: Every participant needs to have access to the content on their own device. either through a subscription or a purchase. People who don't have access to the content you share are asked to get access.

With SharePlay, you can also share your screen to show apps, webpages, and more during the conversation. See Share your screen in a FaceTime call.

SharePlay also lets you work out with others using Apple Fitness+. See Work out together using SharePlay.

Share your screen in a FaceTime call on iPad

In the FaceTime app 🟢 on a device that meets the minimum system requirements, you can share your screen in a FaceTime call—you can bring apps, webpages, and more into the conversation. You can get feedback on something you're working on, collaborate on a document with others, show off a photo album, or plan your next vacation together, all while seeing and hearing the reactions of others on the call.

Start sharing your screen

1. During a Group FaceTime call, tap the screen to show the FaceTime controls (if they aren't visible), tap 🖥, then tap Share My Screen.

   A countdown from 3 to 1 appears on 🖥, then your screen appears in the FaceTime call for everyone to see.

2. Go to the Home Screen, then open any app, document, or webpage you want to share in the call.

To stop sharing your screen, tap 🖥.

Collaborate on a group project

In a Group FaceTime call, you can collaborate on a shared document with a group. You can initiate a Group FaceTime call from a group conversation in Messages in which you're already collaborating on the document. You can also initiate collaboration with a group during an ongoing FaceTime call.

See Collaborate on projects with Messages on iPad.

Hand off a FaceTime call to another device

During a call in the FaceTime app 📹, you can move the call to another device where you're signed in with the same Apple ID.

1. Make sure your other device is turned on, then tap the screen that's showing the call.

   A notification of the call appears on the other device, along with the suggestion "Move call to this [*device*]."

2. Tap the notification to switch the call, or tap ▭◨.

   The call moves to the other device, and Switch appears in the FaceTime Controls.

   You can tap Switch to move the call back to the first device, or to another device. If you do, Switch moves to the device with the call.

Change FaceTime video settings on iPad

During a call in the FaceTime app 🟢 on iPad, you can turn Center Stage and Portrait mode on or off, switch between cameras, or turn your camera on or off.

Turn on Center Stage

On supported models, you can use Center Stage, which automatically adjusts your front camera to frame you as you move around the field of view during a FaceTime call.

1. When you're on a FaceTime call, Open Control Center.

2. Tap Video Effects, then tap Center Stage to turn it on.

   To turn Center Stage off, tap it again.

On some iPad models, 😀 appears in your tile. To turn on Center Stage, you can tap your tile, then tap 😀.

Blur the background with Portrait mode

On supported models, you can turn on Portrait mode, which automatically blurs the background and puts the visual focus on you, the same way Portrait mode does in the Camera app.

1. When you're on a FaceTime call, tap your tile.

2. Tap 🔘 in your tile.

   To turn Portrait mode off, tap the button again.

You can also turn on Portrait mode in Control Center. Open Control Center, then tap Video Effects.

Switch to the rear camera

When you're on a FaceTime call, tap your tile, then tap 📷.

To switch back to the front camera, tap 📷 again.

Note: While you're using the rear camera, you can enlarge the image by tapping 1x. Tapping it again returns the image to normal size.

Turn off your camera

When you're on a FaceTime call, tap the screen to make the controls appear, then tap ▢◣. (Tap it again to turn the camera back on.)

Change FaceTime audio settings on iPad

Spatial Audio in the FaceTime app 🎥 makes it sound like your friends are in the room with you. Their voices are spread out and sound like they're coming from the direction in which each person is positioned on the screen.

Note: Spatial Audio is available on supported models and works with AirPods (2nd generation and later), AirPods Pro, and AirPods Max (sold separately).

Filter out background sounds

When you want your voice to be heard clearly in a FaceTime call and other sounds filtered out, you can turn on Voice Isolation mode (available on supported models). Voice Isolation mode prioritizes your voice in a FaceTime call and blocks out the ambient noise.

During a FaceTime call, open Control Center, tap Mic Mode, then select Voice Isolation.

Include the sounds around you

When you want your voice and all the sounds around you to be heard in a FaceTime call, you can turn on Wide Spectrum mode (available on supported models).

During a FaceTime call, open Control Center, tap Mic Mode, then select Wide Spectrum.

Turn off the sound

When you're on a FaceTime call, tap the screen to show the FaceTime controls (if they aren't visible, then tap 🎤 to turn the sound off.

To turn the sound back on, tap the button again.

When your sound is turned off, your mic detects whether you're speaking, and you're notified that your mic is muted and that you can tap 🎤 to unmute it.

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 your tile, then 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. During a FaceTime call, tap your tile, then tap ✩ (supported models).

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 your tile, 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 ⊗.

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 to show the FaceTime controls (if they aren't visible), then tap [the Leave Call button].

Switch to a Messages conversation

To jump to a Messages thread that includes everyone on the call, tap the screen to show the FaceTime controls (if they aren't visible), tap ⓘ at the top of the controls, then tap ⊙.

Block unwanted callers in FaceTime on iPad

In the FaceTime app 📹, you can block FaceTime calls from unwanted callers.

1. In your FaceTime call history, tap ⓘ next to the name, phone number, or email address of the contact you want to block.

2. Scroll down, tap Block this Caller, then tap Block Contact.

3. Select the contact you want to block.

To unblock a contact, tap ⓘ next to the contact's name, phone number, or email address in your call log, scroll down, then tap Unblock this Caller.

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 and modify files and folders in Files on iPad

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

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.

   To view recently opened files, tap Recents at the bottom of the screen.

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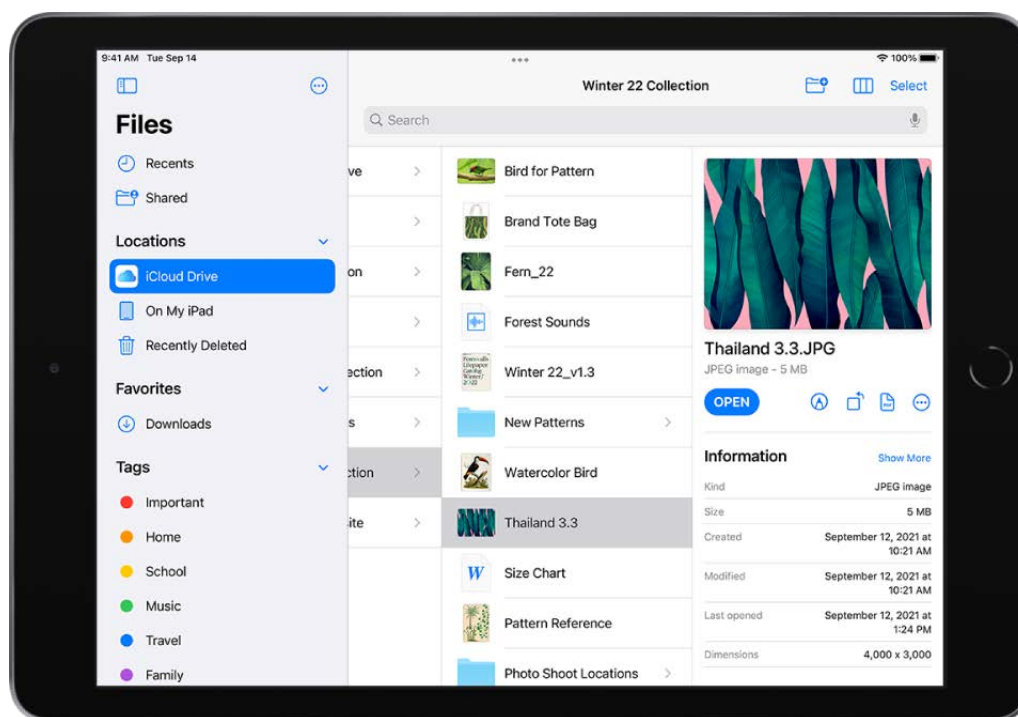
For information about marking folders as favorites or adding tags, see Organize files and folders in Files on iPad.

Modify and rearrange documents

When viewing a file in a supported document format, you can modify and rearrange the document's contents using the Files app.

1. Open a document.

2. Tap , then chose any of the following:

   - *Rotate Left:* Rotate the highlighted page left.

- *Rotate Right:* Rotate the highlighted page right.

- *Insert Blank Page:* Insert a blank page after the highlighted page.

- *Insert from File:* Insert pages from a file after the highlighted page.

- *Scan Pages:* Insert pages from a scanned document after the highlighted page.

- *Delete:* Delete the highlighted page.

To rearrange a document, touch and hold a highlighted page and drag it to a new location.

To mark up a document, tap Ⓐ.

Note: Not all document formats are supported by the Files app.

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.

Rearrange the
sidebar.

Change between icon,
list, and column view.
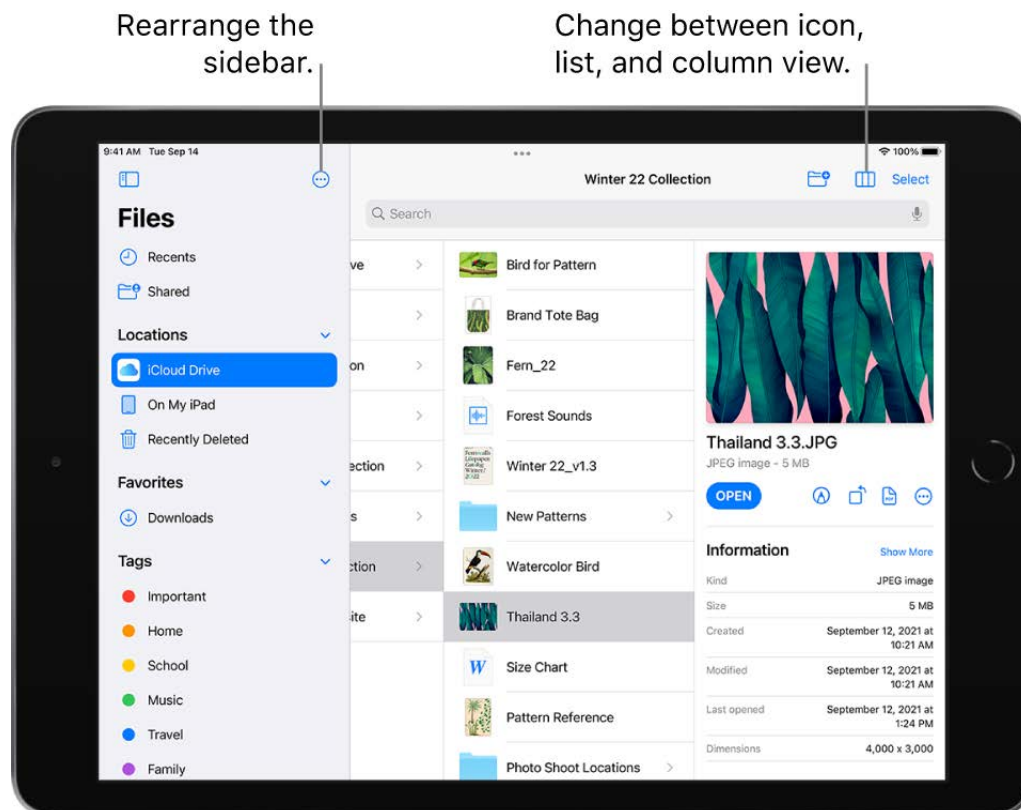
Change to icon, list, or column view

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 and modify 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 in iCloud or Share 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.

   - *Allow anyone to invite more people:* Tap Share Options, then tap "Anyone can add people."

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 Manage Shared 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 Manage Shared 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 Manage Shared 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 Manage Shared 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 Manage Shared File.

3. Tap Stop Sharing.

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

Find My

Find people

Share your location in Find My on iPad

Before you can use the Find My app 🟢 to share your location with friends, you need to set up location sharing.

Note: If you set up location sharing and others still can't see your location, make sure Location Services is on in Settings 🔘 > Privacy & Security > Location Services > Find My. See Control the location information you share on iPad.

Set up location sharing

1. In the Find My app, tap Me at the bottom-left side of the screen, then turn on Share My Location.

   The device sharing your location appears next to From.

2. If your iPad isn't currently sharing your location, you can tap Use This iPad as My Location.

Note: To share your location from another device, open Find My on the device and change your location to that device.

You can also change your location sharing settings in Settings 🔘 > [*your name*] > Find My.

Set a label for your location

You can set a label for your current location to make it more meaningful (like Home or Work). When you tap Me, you see the label in addition to your location.

1. Tap Me at the bottom-left side of the screen, then tap Location.

2. Select a label.

   To add a new label, tap Add Custom Label, enter a name, then tap Done.

Share your location with a friend

1. Tap ＋, then choose Share My Location.

2. In the To field, type the name of a friend you want to share your location with (or tap ⊕ and select a contact).

3. Tap Send and choose how long you want to share your location.

You can also notify a friend or family member when your location changes.

If you're a member of a Family Sharing group, see Share your location with family members.

Stop sharing your location

You can stop sharing your location with a specific friend or hide your location from everyone.

- *Stop sharing with a friend:* Tap People at the bottom-left side of the screen, then tap the name of the person you don't want to share your location with. Tap Stop Sharing My Location, then tap Stop Sharing Location.

- *Hide your location from everyone:* Tap Me at the bottom-left side of the screen, then turn off Share My Location.

Respond to a location sharing request

1. Tap People at the bottom-left side of the screen.

2. Tap Share below the name of the friend who sent the request and choose how long you want to share your location.

   If you don't want to share your location, tap Cancel.

Stop receiving new location sharing requests

Tap Me at the bottom-left side of the screen, then turn off Allow Friend Requests.

Add or remove a friend in Find My on iPad

In the Find My app 🟢, once you share your location with a friend, you can ask to see their location on a map.

Ask to see a friend's location

1. Tap People at the bottom-left side of the screen, then tap the name of the person whose location you want to see.

   If you don't see a person in the list, make sure you're sharing your location with them.

2. Tap Ask To Follow Location.

After your friend receives and accepts your request, you can see their location. See Respond to a location sharing request.

Note: If you see your friend's name in the People list but can't see their location on the map, ask them to make sure they're sharing their location and that Location Services is on in Settings ⚙ > Privacy & Security > Location Services > Find My.

Remove a friend

When you remove a friend, that person is removed from your People list and you are removed from theirs.

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to remove.

2. Tap Remove [*name*], then tap Remove.

Locate a friend in Find My on iPad

When a friend shares their location with you, you can use the Find My app 📍 to locate them on a map.

Note: If you want to see how far away your friends are from you, make sure you turn on Precise Location for the Find My app. See Control the location information you share on iPad.
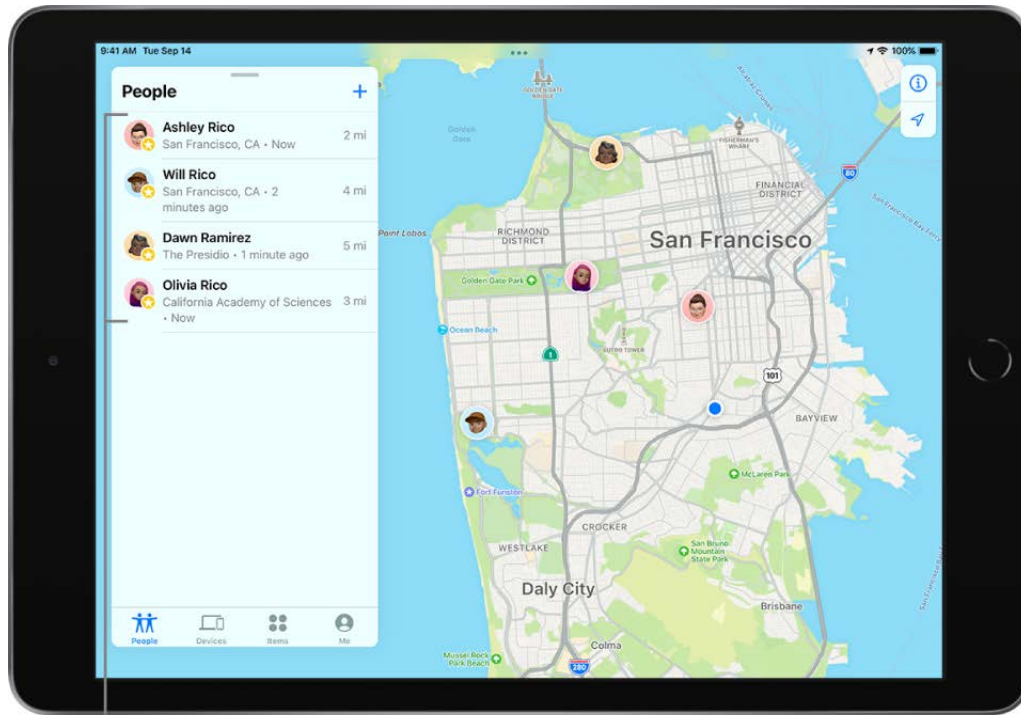
Tap a person to see contact information, get directions, and more.

See the location of a friend

Tap People at the bottom-left side of the screen, then tap the name of the person you want to locate.

- *If your friend can be located:* They appear on a map so you can see where they are.

- *If your friend can't be located:* You see "No location found" below their name.

- *If you aren't following your friend:* You see "Can see your location" below their name. You can ask to see a friend's location.

You can also use Siri to locate a friend who has shared their location with you.

Siri: Say something like: "Where's Gordon?" Learn how to use Siri.

Contact a friend

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to contact.

2. Tap Contact and choose how you want to contact your friend. See Add and use contact information on iPad.

Get directions to a friend

You can get directions to a friend's current location in the Maps app 🗺️.

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to get directions to.

2. Tap Directions to open Maps.

See Get directions in Maps.

Set a label for a friend's location

You can set a label for a friend's current location to make it more meaningful (like Home or Work). The label appears below your friend's name when they're at that location.

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to set a location label for.

2. Tap Edit Location Name, then select a label.

   To add a new label, tap Add Custom Label, enter a name, then tap Done.

Mark favorite friends

Favorite friends appear at the top of the People list and are marked by a star.

1. Tap People at the bottom-left side of the screen, then find the person you want to mark as a favorite.

2. Do one of the following:

   - Tap the name of the person, then tap Add [*name*] to Favorites.

   - Swipe left across the person's name, then tap the star.

To remove a friend from your Favorites, swipe left and tap the star, or tap the friend, then tap Remove [*name*] from Favorites.

Get notified when a friend's location changes in Find My on iPad

Use the Find My app 🟢 to get a notification when your friend's location changes. You can get notified when a friend arrives at a location, leaves a location, or is not at a location.

Important: In order to receive a notification when your friend's location changes, make sure you allow notifications for the Find My app. See Change notification settings on iPad.

You can also let friends know when your location changes. See Notify a friend when your location changes in Find My on iPad.

Get notified when your friend arrives at or leaves a location

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to be notified about.

2. Below Notifications, tap Add, then tap Notify Me.

3. Choose whether you want to be notified when a friend arrives at or leaves a location.

4. Choose a location, or tap New Location to create a new location and set a location radius.

   With a larger radius, you're notified when your friend is near the location instead of right at the location.

5. Choose whether you want to be notified only once or every time.

6. Tap Add, then tap OK.

   Your friend gets an alert after you set the notification.

   If you set a recurring notification, your friend must approve it before it's set. They get an alert asking for approval when they arrive at or leave the location you chose for the first time.

Get notified when your friend isn't at a location

You can receive a notification if your friend or family member isn't at a specific location during a set schedule. For example, you can be notified if your child isn't at school during school hours.

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to be notified about.

2. Below Notifications, tap Add, then tap Notify Me.

3. Below When, tap [*your friend's name*] Is Not At.

4. Choose a location, or tap New Location to create a new location and set a location radius.

   With a larger radius, you're notified when your friend is near the location instead of right at the location.

5. Select when you want to be notified.

   - *Time:* Select a start and end time.

   - *Days:* Select the days of the week.

6. Tap Add, then tap OK.

   Your friend must approve the notification before it's set. They get an alert asking for approval on the time and day the notifications start.

Change or turn off a notification you set

1. Tap People at the bottom-left side of the screen, then tap the name of the person whose notification you want to change or turn off.

   This could be a notification you receive about a friend, or a notification your friend receives about you.

2. Below Notifications, tap the notification.

3. Do either of the following:

   - *Change a notification:* Change any details, then tap Done.

   - *Turn off a notification:* Tap Delete Notification, then tap Delete Notification again.

You can create up to 25 Notify Me notifications.

Note: You can only create recurring notifications for friends who have two-factor authentication turned on.

Notify a friend when your location changes in Find My on iPad

Use the Find My app 🟢 to let a friend know when your location changes.

You can also get a notification when your friend's location changes. See Get notified when a friend's location changes in Find My on iPad.

Notify a friend when your location changes

1. Tap People at the bottom-left side of the screen, then tap the name of the person you want to notify.

2. Below Notifications, tap Add, then tap Notify [*your friend's name*].

3. Choose whether you want to notify your friend when you arrive at or leave a location.

4. Choose a location, or tap New Location to create a new location and set a location radius.

   With a larger radius, your friend is notified when you're near the location instead of right at the location.

5. Choose whether you want your friend to be notified only once or every time.

6. Tap Add.

You can stop notifying friends when your location changes at any time. See Change or turn off a notification you set.

See all notifications about you

1. Tap Me at the bottom-left side of the screen.

   Below Notifications About You, you see a list of people who are notified when your location changes.

   If you don't see the Notifications About You section, you aren't notifying any friends when your location changes.

2. Select a name to see more details.

Turn off notifications about you

You can turn off any location notification about you. This includes notifications you set and notifications your friends create.

1. Tap Me at the bottom-left side of the screen.

   Below Notifications About You, you see a list of people who are notified when your location changes.

   If you don't see the Notifications About You section, you aren't notifying any friends when your location changes.

2. Select a name, then tap a notification.

3. Tap Delete Notification, then tap Delete Notification again.

Find devices

Add your iPad to Find My

Before you can use the Find My app 🟢 to locate a lost iPad, you need to connect the device to your Apple ID.

When you add your iPad to Find My, you can also get notified if you leave it behind. See Set separation alerts in case you leave a device behind in Find My on iPad.

Add your iPad

1. On your iPad, go to Settings ⚙️ > [*your name*] > Find My.

   If you're asked to sign in, enter your Apple ID. If you don't have one, tap "Don't have an Apple ID or forgot it?" then follow the instructions.

2. Tap Find My iPad, then turn on Find My iPad.

3. You can also turn on or off either of the following:

   - *Find My network:* If your device is offline (not connected to Wi-Fi or cellular), Find My can locate it using the Find My network.

   - *Send Last Location:* If your device's battery charge level becomes critically low, its location is sent to Apple automatically.

Your iPad also includes a feature called Activation Lock that prevents anyone else from activating and using your device, even if it's completely erased. See the Apple Support article Activation Lock for iPhone, iPad, and iPod touch.

Add another device

See any of the following:

- *iPhone:* Add your iPhone to Find My in the iPhone User Guide

- *iPod touch:* Add your iPod touch to Find My in the iPod touch User Guide

- *Mac:* Set up Find My on Mac in the Find My User Guide for Mac

- *Apple Watch:* Set up and pair your Apple Watch with iPhone in the Apple Watch User Guide

- *AirPods:* Pairing instructions for your model in the "Pair and connect" section in the AirPods User Guide and Turn on the Find My network for AirPods (3rd generation), AirPods Pro, and AirPods Max

- *iPhone Wallet with MagSafe and Find My support:* Add your iPhone Wallet with MagSafe to Find My on iPhone

You can also add AirTags and other items to Find My using your iPad. See any of the following:

- Add an AirTag in Find My on iPad

- Add or update a third-party item in Find My on iPad

Add a family member's device

You can see your family members' devices in Find My if you set up Family Sharing first. Their devices appear below yours in the Devices list. See Share locations with family members and locate their lost devices on iPad.

You can't add friends' devices to Find My. Friends who lose a device can go to icloud.com/find and sign in with their Apple ID.

Set separation alerts in case you leave a device behind in Find My on iPad

In the Find My app 🟢, you can turn on separation alerts for a device so you don't accidentally leave it behind. You can also set Trusted Locations, which are locations where you can leave your device without receiving an alert.

If you have an iPhone Wallet with MagSafe and Find My support, you can get an alert if it detaches from your iPhone.

Important: In order to receive separation alerts, make sure you allow notifications for the Find My app. See Change notification settings on iPad.

Set up alerts for your iPhone, iPad, iPod touch, Mac, or AirPods

You can set up separation alerts for your iPhone, iPad, or iPod touch with iOS 15, iPadOS 15, or later; Mac with Apple silicon and macOS 12 or later; or AirPods with the Find My network turned on.

You can only set up a separation alert from the device sharing your location. You receive an alert every time the device sharing your location separates from the device you set an alert for.

1. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to set up an alert for.

2. Below Notifications, tap Notify When Left Behind.

3. Turn on Notify When Left Behind, then follow the onscreen instructions.

4. If you want to add a Trusted Location, you can choose a suggested location, or tap New Location, select a location on the map, then tap Done.

5. Tap Done.

Get notified when your iPhone Wallet with MagSafe detaches from your iPhone

You can get an alert one minute after your iPhone Wallet with MagSafe and Find My support separates from your iPhone. Then you can use the Find My app to see its last known location on a map.

1. Tap Devices at the bottom-left side of the screen, then tap the name of your iPhone Wallet with MagSafe.

2. Below Notifications, tap Notify When Detached.

3. Turn off or on Notify When Detached, then tap Done.

Locate a device in Find My on iPad

Use the Find My app 🟢 to locate and play a sound on a missing iPhone, iPad, iPod touch, Mac, Apple Watch, AirPods, or Beats headphones (supported models). In order to locate a device, you must turn on Find My [device] *before* it's lost.

Note: If you want to see how far away your devices are from you, make sure you turn on Precise Location for the Find My app. See Control the location information you share on iPad.

If you lose your iPad and don't have access to the Find My app, you can locate or play a sound on your device using Find My iPhone on iCloud.com.
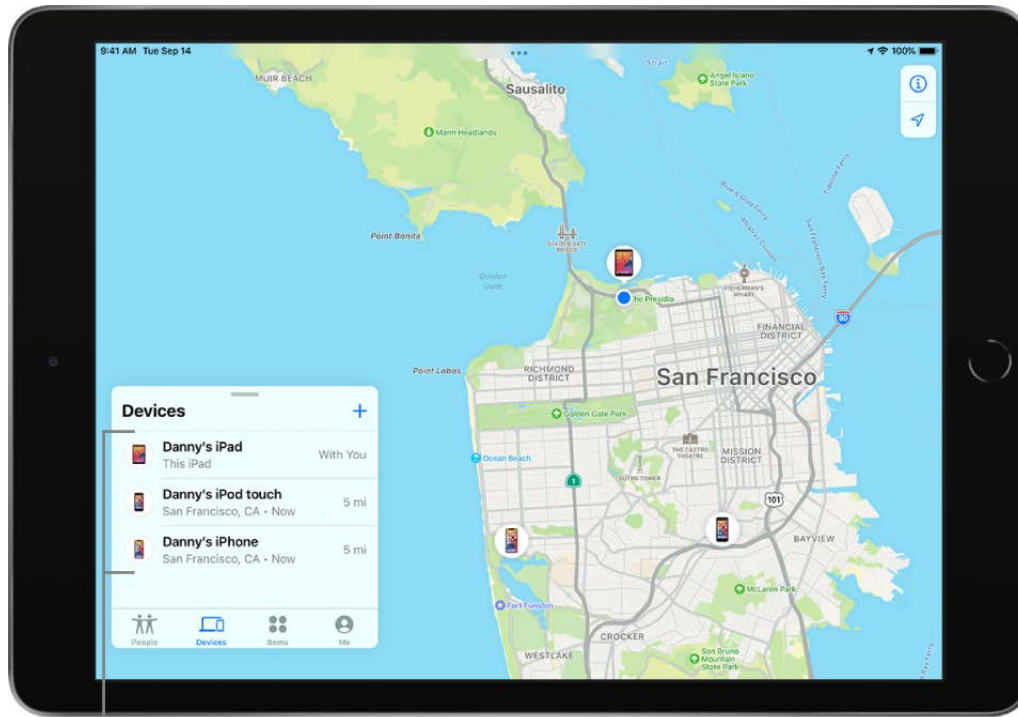
Tap a device to play a sound, get directions, and more.

About locating a device

- You can use Find My on your iPad to see the location of your device on a map and play a sound on it to help you find it. If the device is online, you see the location of the device. If the device is offline, you see the location of the device the last time it went online or connected to the Find My network.

- For AirPods and supported Beats headphones, you can locate them when they're nearby your device and connected to Bluetooth. For supported AirPods, you can also see their location via the Find My network for up to 24 hours after they last connected to your device, even if they're not nearby.

- For iPhone Wallet with MagSafe and Find My support, you can see its location when it's attached to your iPhone and its last known location if it detaches from your iPhone.

See the location of your device on a map

You can see your device's current or last known location in the Find My app.

Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to locate.

- *If the device can be located:* It appears on the map so you can see where it is.

- *If the device can't be located:* You see "No location found" below the device's name. Below Notifications, turn on Notify When Found. You receive a notification when it's located.

  Important: Make sure you allow notifications for the Find My app. See Change notification settings on iPad.

For troubleshooting steps, see the Apple Support article If Find My iPhone is offline or not working.

Play a sound on your device

1. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to play a sound on.

2. Tap Play Sound.

   - *If the device is online:* A sound starts after a short delay and gradually increases in volume, then plays for about two minutes. If applicable, a Find My [*device*] alert appears on the device's screen.

     A confirmation email is also sent to your Apple ID email address.

   - *If the device is offline:* You see Sound Pending. The sound plays the next time the device connects to a Wi-Fi or cellular network. For AirPods and Beats headphones, you receive a notification the next time your device is in range of your iPhone or iPad.

If your AirPods are separated, you have additional options to play a sound. See Locate AirPods in Find My in the AirPods User Guide.

Stop playing a sound on a device

If you find your device and want to turn off the sound before it stops automatically, do one of the following:

- *iPhone, iPad, or iPod touch:* Press the power button or a volume button, or flip the Ring/Silent switch. If the device is locked, you can also unlock it, or swipe to dismiss the Find My [*device*] alert. If the device is unlocked, you can also tap OK in the Find My [*device*] alert.

- *Apple Watch:* Tap Dismiss in the Find My Watch alert, or press the Digital Crown or side button.

- *Mac:* Click OK in the Find My Mac alert.

- *AirPods or Beats headphones:* Tap Stop in Find My.

Get directions to a device

You can get directions to a device's location in the Maps app 🗺.

1. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to get directions to.

2. Tap Directions to open Maps.

See Get directions in Maps.

Locate or play a sound on a friend's device

If your friend loses a device, they can locate it or play a sound on it by going to icloud.com/find and signing in with their Apple ID and password. To learn more, see Locate a device in Find My iPhone on iCloud.com in the iCloud User Guide.

If you set up Family Sharing, you can use Find My to locate a family member's missing device.

You can also use Siri to help locate a device.

Siri: Say something like: "Play a sound on my iPhone" or "Where's my iPad?" Learn how to use Siri.

Mark a device as lost in Find My on iPad

Use the Find My app 🟢 to mark a missing iPhone, iPad, iPod touch, Apple Watch, Mac, supported AirPods, or iPhone Wallet with MagSafe as lost. In order to mark a device as lost, you must turn on Find My [device] *before* it's lost.

Add a custom message with your phone number.
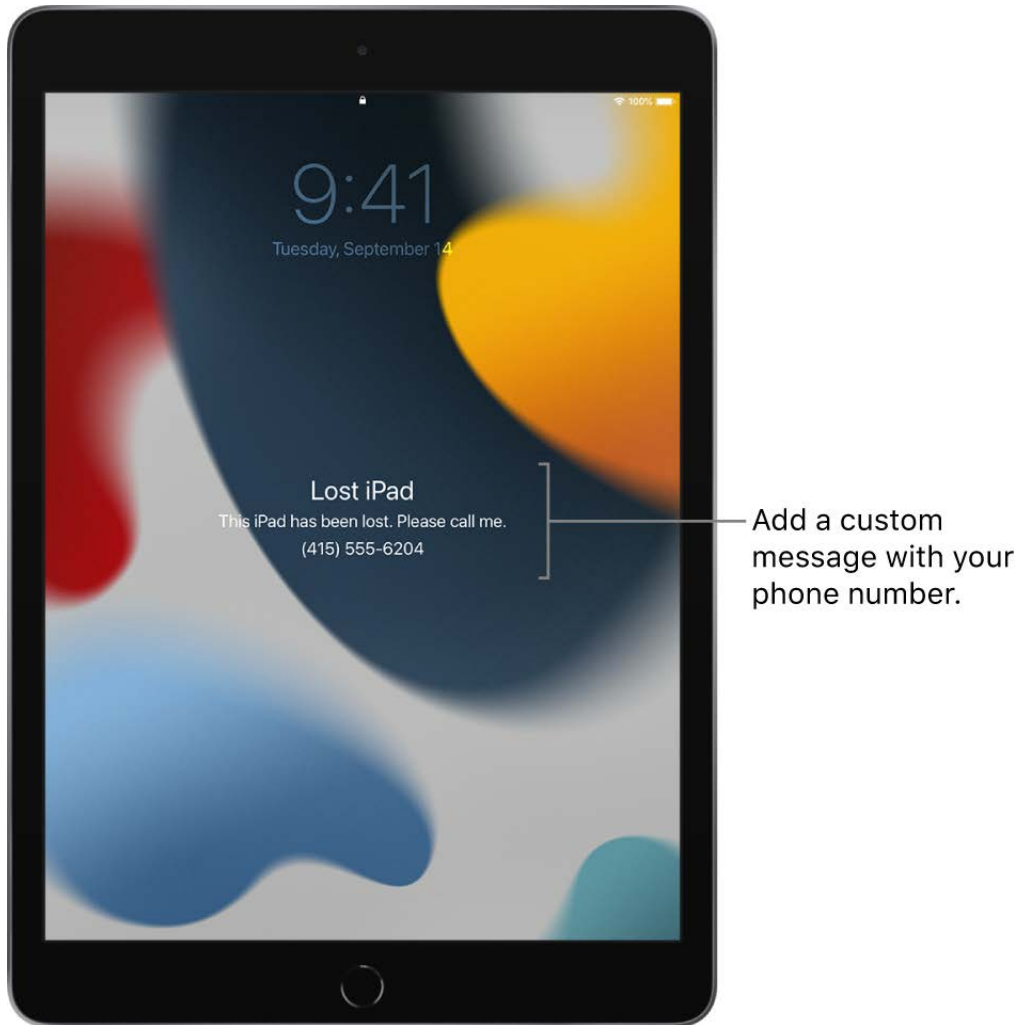
What happens when you mark a device as lost?

- A confirmation email is sent to your Apple ID email address.

- You can create a message for the device that says it's lost and how to contact you.

- For an iPhone, iPad, iPod touch, Mac, or Apple Watch, your device doesn't display alerts or make noise when you receive messages or notifications, or if any alarms go off. Your device can still receive phone calls and FaceTime calls.

- For applicable devices, payment cards and other services are suspended.

Mark a device as lost

If your device is lost or stolen, you can turn on Lost Mode (for your iPhone, iPad, iPod touch, Apple Watch, supported AirPods, or iPhone Wallet with MagSafe), or lock your Mac.

1. Tap Devices at the bottom-left side of the screen, then tap the name of the lost device.

2. Below Mark As Lost, tap Activate.

3. Follow the onscreen instructions, keeping the following in mind:

   - *Passcode:* If your iPhone, iPad, iPod touch, or Apple Watch doesn't have a passcode, you're asked to create one now. For a Mac, you must create a numerical passcode, even if you already have a password set up on your Mac. This passcode is distinct from your password and is only used when you mark your device as lost.

   - *Contact information:* For iPhone, iPad, iPod touch, Mac, or Apple Watch, the contact information and message appear on the device's Lock Screen. For AirPods or iPhone Wallet with MagSafe, the information appears when someone tries to connect with your device.

4. Tap Activate (for an iPhone, iPad, iPod touch, Apple Watch, AirPods, or iPhone Wallet with MagSafe) or Lock (for a Mac).

When the device has been marked as lost, you see Activated below the Mark As Lost section. If the device isn't connected to a network when you mark it as lost, you see Pending until the device goes online again.

See also Mark AirPods as lost in the AirPods User Guide.

Change the information for a lost device

After you mark your iPhone, iPad, iPod touch, Apple Watch, or iPhone Wallet with MagSafe as lost, you can adjust the information in the Lost Mode message.

1. Tap Devices at the bottom-left side of the screen, then tap the name of the lost device.

2. Below Mark As Lost, tap Pending or Activated.

3. Update the information, then tap Done.

Turn off Lost Mode for an iPhone, iPad, iPod touch, Apple Watch, AirPods, or iPhone Wallet with MagSafe

When you find your lost device, you can turn off Lost Mode.

1. In Find My, tap Devices at the bottom-left side of the screen, then tap the name of the device.

2. Tap Pending or Activated below Mark As Lost, tap Turn Off Mark As Lost, then tap Turn Off.

For iPhone, iPad, iPod touch, or Apple Watch, you can also turn off Lost Mode by entering your passcode on the device. For iPhone Wallet with MagSafe, you can turn off Lost Mode by attaching the wallet to your iPhone.

Unlock a Mac

When you find your lost Mac, enter the numeric passcode on the Mac to unlock it (the one you set up when you marked your Mac as lost).

If you forget your passcode, you can recover it using Find My iPhone on iCloud.com. For more information, see Use Lost Mode in Find My iPhone on iCloud.com in the iCloud User Guide.

If you lose your iPad, you can turn on Lost Mode using Find My iPhone on iCloud.com.

Erase a device in Find My on iPad

Use the Find My app 🟢 to erase an iPhone, iPad, iPod touch, Apple Watch, or Mac. In order to remotely erase a device, you must turn on Find My [device] *before* it's lost.

What happens when you erase a device in Find My?

- A confirmation email is sent to your Apple ID email address.

- When you erase a device remotely using Find My, Activation Lock remains on to protect it. Your Apple ID and password are required to reactivate it.

- If you erase a device that had iOS 15, iPadOS 15, or later installed, you can use Find My to locate or play a sound on the device. Otherwise, you won't be able to locate or play a sound on it. You may still be able to locate your Mac or Apple Watch if it's near a previously used Wi-Fi network.

Erase a device

1. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to erase.

2. Tap Erase This Device, then tap Continue.

   If the device is a Mac, enter a passcode to lock it (you need to use the passcode to unlock it).

3. If the device is lost and you're asked to enter a phone number or message, you may want to indicate that the device is lost or how to contact you. The number and message appear on the device's Lock Screen.

4. Tap Erase.

5. Enter your Apple ID password, then tap Erase again.

If your device is offline, you see Erase Pending. The remote erase begins the next time it connects to a Wi-Fi or cellular network.

Cancel an erase

If you erase an offline device and find it before it comes online again, you can cancel the erase request.

1. Tap Devices at the bottom-left side of the screen, then tap the name of the device whose erase you want to cancel.

2. Tap Cancel Erase, then enter your Apple ID password.

If you lose your iPad, you can erase it using Find My iPhone on iCloud.com.

Remove a device from Find My on iPad

You can use the Find My app 🟢 to remove a device from your Devices list or turn off Activation Lock on a device you already sold or gave away. When you remove Activation Lock, someone else can activate the device and connect it to their Apple ID.

If you still have the device, you can turn off Activation Lock and remove the device from your account by turning off the Find My [*device*] setting on the device.

Remove a device from your Devices list

If you're not planning on using a device, you can remove it from your Devices list. The device must be offline in order for you to remove it.

The device appears in your Devices list the next time it comes online if it still has Activation Lock turned on (for an iPhone, iPad, iPod touch, Mac, or Apple Watch), or is paired with your iOS or iPadOS device (for AirPods or Beats headphones).

1. Do one of the following:

   - *For an iPhone, iPad, iPod touch, Mac, or Apple Watch:* Turn off the device.

   - *For AirPods:* Put AirPods in their case and close the lid or turn the AirPods off.

   - *For Beats headphones:* Turn off the headphones.

2. In Find My, tap Devices at the bottom-left side of the screen, then tap the name of the offline device.

3. Tap Remove This Device, then tap Remove.

Remove an iPhone Wallet with MagSafe

You can remove an iPhone Wallet with MagSafe and Find My support from your Devices list if you don't want it to appear in the Find My app. Removing it from Find My allows someone else to connect it to their Apple ID.

1. In Find My, tap Devices at the bottom of the screen, then tap the name of your iPhone Wallet with MagSafe.

2. Tap Remove This Device, then follow the onscreen instructions.

Turn off Activation Lock on a device you have

Before you sell, give away, or trade in a device, you should remove Activation Lock so the device is no longer associated with your Apple ID.

See the Apple Support articles:

- What to do before you sell, give away, or trade in your iPhone, iPad, or iPod touch and Activation Lock for iPhone, iPad, and iPod touch

- What to do before you sell, give away, or trade in your Mac and Activation Lock for Mac

- What to do before you sell, give away, or trade in your Apple Watch, or buy one from someone else and About Activation Lock on your Apple Watch

Turn off Activation Lock on a device you no longer have

If you sold or gave away your iPhone, iPad, iPod touch, Mac, or Apple Watch and you forgot to turn off Find My [*device*], you can still remove Activation Lock using the Find My app.

1. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to remove.

2. Erase the device.

   Because the device isn't lost, don't enter a phone number or message.

   If the device is offline, the remote erase begins the next time it connects to a Wi-Fi or cellular network. You receive an email when the device is erased.

3. When the device is erased, tap Remove This Device, then tap Remove.

   All your content is erased, Activation Lock is turned off, and someone else can now activate the device.

You can also remove a device online using iCloud.com. For instructions, see Remove a device from Find My iPhone on iCloud.com in the iCloud User Guide.

Find items

Add an AirTag in Find My on iPad

You can register an AirTag to your Apple ID using your iPad. When you attach it to an everyday item, like a keychain or a backpack, you can use the Find My app 🟢 to locate it if it's lost or misplaced.

You can also get notified if you leave your AirTag behind. See Set separation alerts in case you leave an AirTag or item behind in Find My on iPad.

You can also add supported third-party products to Find My. See Add or update a third-party item in Find My on iPad.

Add an AirTag

1. Go to the Home Screen on your iPad.

2. Remove the battery tab from the AirTag (if applicable), then hold it near your iPad.

3. Tap Connect on the screen of your iPad.

4. Choose a name from the list or choose Custom Name to type a name and select an emoji, then tap Continue.

5. Tap Continue to register the item to your Apple ID, then tap Finish.

You can also register an AirTag in the Find My app. Tap ＋, then choose Add AirTag.

If the item is registered to someone else's Apple ID, they need to remove it before you can add it. See Remove an AirTag or other item from Find My on iPad.

Change the name or emoji of an AirTag

1. Tap Items at the bottom-left side of the screen, then tap the AirTag whose name or emoji you want to change.

2. Tap Rename Item.

3. Choose a name from the list or choose Custom Name to type a name and select an emoji.

4. Tap Done.

View more details about an AirTag

When you register an AirTag to your Apple ID, you can view more details about it in the Find My app.

1. Tap Items at the bottom-left side of the screen, then tap the AirTag you want to see more details about.

2. Tap the name of the AirTag to see the serial number and the firmware version.

If the battery level is low, a message appears below the location of the AirTag. You can also see a low battery indicator next to the name of the AirTag in the Items list.

Add or update a third-party item in Find My on iPad

You can use certain third-party products with the Find My app 🟢. You can register these products to your Apple ID using your iPad, and then use Find My to locate them if they're lost or misplaced.

You can also get notified if you leave your item behind. See Set separation alerts in case you leave an AirTag or item behind in Find My on iPad.

You can also add an AirTag to Find My. See Add an AirTag in Find My on iPad.

Add a third-party item

1. Follow the manufacturer's instructions to make the item discoverable.

2. In the Find My app, tap ＋, then choose Add Other Item.

3. Tap Connect, type a name and select an emoji, then tap Continue.

4. Tap Continue to register the item to your Apple ID, then tap Finish.

If you have trouble adding an item, contact the manufacturer to see if Find My is supported.

If the item is registered to someone else's Apple ID, they need to remove it before you can add it. See Remove an AirTag or other item from Find My on iPad.

Change an item's name or emoji

1. Tap Items at the bottom-left side of the screen, then tap the item whose name or emoji you want to change.

2. Tap Rename Item.

3. Choose a name from the list or choose Custom Name to type a name and select an emoji.

4. Tap Done.

Keep your item up to date

Keep your item up to date so you can use all the features in Find My.

1. Tap Items at the bottom-left side of the screen, then tap the item you want to update.

2. Tap Update Available, then follow the onscreen instructions.

   Note: If you don't see Update Available, your item is up to date.

   While the item is updating, you can't use Find My features.

View details about an item

When you register an item to your Apple ID, you can use Find My to see more details about it, like the serial number or model. You can also see if a third-party app is available from the manufacturer.

1. Tap Items at the bottom-left side of the screen, then tap the item you want more details about.

2. Do either of the following:

   • *View details:* Tap Show Details.

   • *Get or open third-party app:* If an app is available, you see the app icon. Tap Get or ☁ to download the app. If you've already downloaded it, tap Open to open it on your iPad.

Set separation alerts in case you leave an AirTag or item behind in Find My on iPad

In the Find My app 🟢, you can turn on separation alerts for an AirTag or other item so you don't accidentally leave it behind. You receive an alert every time the device sharing your location separates from the item.

You can also set Trusted Locations, which are locations where you can leave an item without receiving an alert.

Important: In order to receive separation alerts, make sure you allow notifications for the Find My app. See Change notification settings on iPad.

1. Tap Items at the bottom-left side of the screen, then tap the name of the item you want to set an alert for.

2. Below Notifications, tap Notify When Left Behind.

3. Turn on Notify When Left Behind.

4. If you want to add a Trusted Location, you can choose a suggested location, or tap New Location, select a location on the map, then tap Done.

5. Tap Done.

Locate an AirTag or other item in Find My on iPad

You can use the Find My app 🟢 to locate a missing AirTag or third-party item that you've registered to your Apple ID.

Learn how to register an AirTag or third-party item.

See the location of an item

Tap Items at the bottom-left side of the screen, then tap the item you want to locate.

- *If the item can be located:* It appears on the map so you can see where it is. The location and timestamp appear below the item's name. The item's location is updated when it connects to the Find My network.

- *If the item can't be located:* You see where and when it was last located. Below Notifications, turn on Notify When Found. You receive a notification once it's located again.

  Important: Make sure you allow notifications for the Find My app. See Change notification settings on iPad.

Play a sound

If the item is nearby, you can play a sound on it to help you find it.

Note: If you can't play a sound on an item, you won't see the Play Sound button.

1. Tap Items at the bottom-left side of the screen, then tap the item you want to play a sound on.

2. Tap Play Sound.

   To stop playing the sound before it ends automatically, tap Stop Sound.

Get directions to an item

You can get directions to an item's current or last known location in the Maps app 🗺️.

1. Tap Items at the bottom-left side of the screen, then tap the item you want to get directions to.

2. Tap Directions to open Maps.

See Get directions in Maps.

Mark an AirTag or other item as lost in Find My on iPad

If you lose an AirTag or third-party item registered to your Apple ID, you can use the Find My app 🟢 to mark it as lost.

Learn how to register an AirTag or third-party item.

What happens when you mark an item as lost?

- You can add a message saying that the item is lost and include your phone number or email address.

- If someone else finds your item, they can use a supported device to see a website with the Lost Mode message.

Turn on Lost Mode for an item

To mark an item as lost, you need to turn on Lost Mode.

1. Tap Items at the bottom-left side of the screen, then tap the name of the lost item.

2. Below Lost Mode, tap Enable.

3. Follow the onscreen instructions to enter a phone number where you can be reached. To enter an email address instead, tap "Use an email address."

   Important: Make sure you allow notifications for the Find My app. See Change notification settings on iPad.

4. Tap Activate.

Change the contact information in the Lost Mode message

1. Tap Items at the bottom-left side of the screen, then tap the name of the lost item.

2. Below Lost Mode, tap Enabled.

3. Edit the phone number or email address, then tap Save.

Turn off Lost Mode for an item

When you find your lost item, turn off Lost Mode.

1. Tap Items at the bottom-left side of the screen, then tap the name of the item.

2. Below Lost Mode, tap Enabled.

3. Tap Turn Off Lost Mode, then tap Turn Off.

Remove an AirTag or other item from Find My on iPad

You can use the Find My app 🟢 to remove an AirTag or third-party item from your Apple ID so someone else can register it.

Learn how to register an AirTag or third-party item.

1. Tap Items at the bottom-left side of the screen, then tap the item you want to remove.

2. Bring the item near your iPad.

   If the item is not near your device, you can still remove it from your account. However, the item must be reset before anyone can register it to their Apple ID.

3. Tap Remove Item, then follow the onscreen instructions.

Note: Follow the manufacturer's instructions to reset an item. For an AirTag, see the Apple Support article How to reset your AirTag.

Adjust map settings in Find My on iPad

You can change the map view or distance units that appear in the Find My app 📲.

Change the map view

The button at the top right of a map indicates if the current map is for exploring 📖 or viewing from a satellite 🌐. To choose a different map, do the following:

1. Tap the button at the top right.

2. Choose another map type.

   You can also tap 💬 to further customize the map.

3. Tap ⊗.

You can also tap 2D or 3D at the top right to change the view (not available in all locations).

   Tip: If you don't see 2D or 3D, zoom in. You can also swipe up with two fingers to see the 3D view.

For information about how to interact with maps, see View maps on iPad.

Change distance units

You can change the default distance units in Settings ⚙. See Change the language and region on iPad.

Home

Intro to Home on iPad

You can use the Home app 🏠 to securely control and automate HomeKit-enabled accessories, such as lights, smart TVs, and thermostats. When you set up supported security cameras, you can capture video, and receive a notification when a camera recognizes someone or when a package is left at the door. You can also group multiple speakers to play the same audio, and send and receive Intercom messages on supported devices.

You can create automation to run automatically at certain times, or when you activate a particular accessory (for example, when you unlock the front door). You can also control your home remotely with the aid of a *home hub*—an Apple TV (4th generation or later), HomePod in your home, or iPad (with iOS 10.3, iPadOS 13, or later). This lets you, and others you invite, securely control your home while you're away.

Home overview

The Home app lets you easily navigate and control your accessories. In the Home app, tap Home at the bottom of the screen to show the following sections.

- *Categories:* Tap a category such as Lights or Security to show all related accessories on one screen, organized by room.

- *Cameras:* Video from up to four cameras can appear below Cameras. Swipe left to see more cameras.

- *Scenes:* Create scenes to control multiple accessories with a tap or Siri request—tap a scene to turn on all the lights and smart switches in the living room, for example.

- *Rooms:* Accessories are organized by room, letting you find just the accessory you need.

- *Favorites:* Add the accessories you use most often to Favorites to quickly control them from Home View.

Change home settings.

Tap, or touch and hold an accessory to control it.
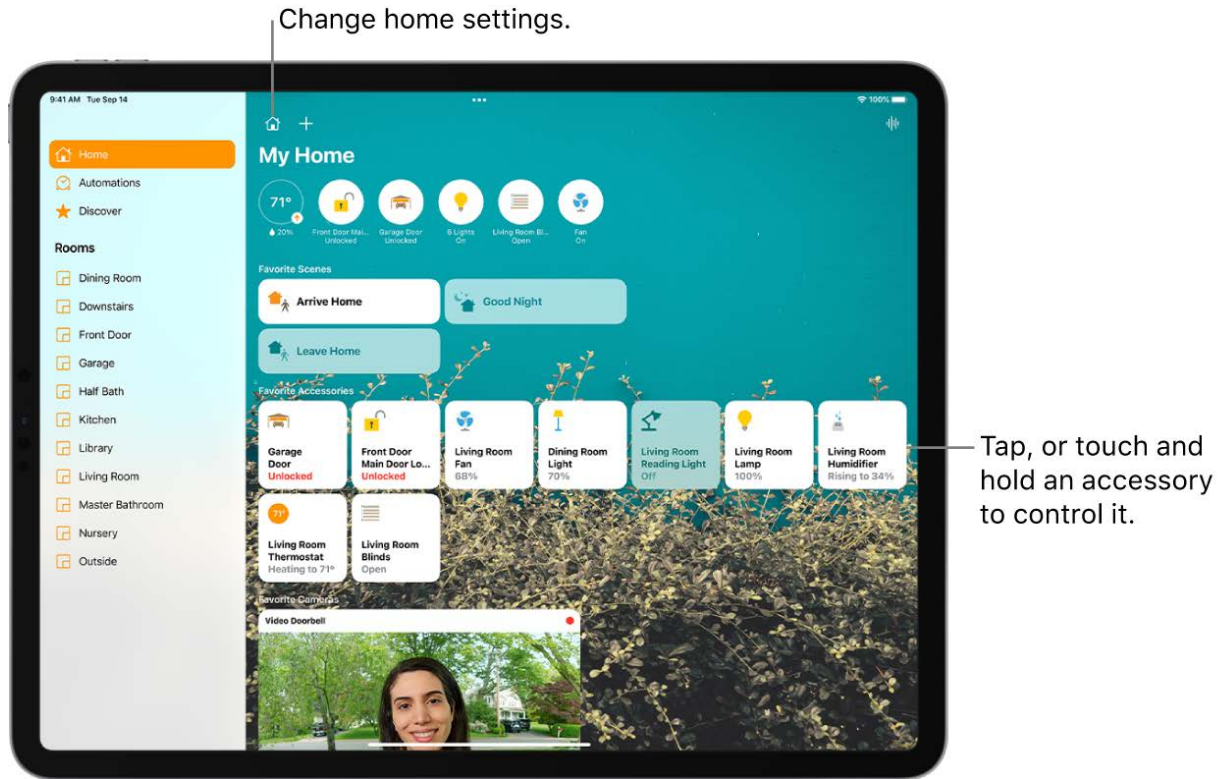
Edit Home

You can organize the Home app in ways that suit you best.

Tap Home in the sidebar, tap ⊙, then do any of the following.

- *Rearrange items:* Select Edit Home View, then drag tiles to a different position. Tap Done when you're finished.

- *Reorder sections:* To change the way sections are ordered in the Home screen, choose Reorder Sections, then drag ≡ next to a section to a new position. Tap Done when you're finished.

- *Resize icons:* Select Edit Home View, tap a tile, tap [resize button], then tap Done.

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've already created a home when setting up a different accessory, you 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 Add Accessory.

   You can also tap ✛ at the top of the screen, then choose Add Accessory.

2. Follow the onscreen instructions.

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.

Show accessories in a room

You can show individual rooms, scenes assigned to them and a room's accessories organized by category.

Do one of the following:

- Tap the room in the sidebar.

- Tap > next to the room's name.

Change an accessory's room assignment

1. Touch and hold an accessory tile, tap Accessory Details, then swipe up or tap ⚙.

2. Tap Room, then choose a room.

Edit a room

You can change a room's name and wallpaper, remove the room, and more. When you remove the room, the accessories assigned to it move to Default Room.

1. Tap a room in the sidebar.

2. On the Home tab, tap > next to a room, or tap ⊙, then choose a room.

Organize rooms into zones

You can 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 > next to a room on the Home tab or tap ⊙, then choose a room.

2. Tap ⊙, then tap Room Settings.

3. Tap Zone, then tap an existing zone, or tap Create New to add the room to a new zone.

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

On the Home tab, tap an accessory's icon on the left side of the tile—a light, for example—to quickly turn the accessory on or off. Tap the accessory's name on the right side of the tile to show the accessory's control.

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.

View categories and home status

The Lights, Climate, Security, Speakers and TV, and Water categories let you quickly access all the relevant accessories organized by room.

1. Open the Home app 🏠.

   Below your home's name, buttons show the status of accessories belonging to a category—for example, a Lights category that shows "3 on."

2. Tap one of the category buttons at the top of the screen or in the sidebar to show all accessories within that category, organized by room.

3. While viewing a category, tap the icon on the left side of an accessory tile to perform an action—turn a light or group of lights on or off, start playing music on a HomePod, or lock the front door.

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. For a light that supports Adaptive Lighting, follow these steps.

1. Tap the right side of the light's tile to show the controls.

   You can also touch and hold the tile, then choose Accessory Details.

2. Tap 🔆.

Edit home accessories

To edit accessory settings, tap the right side of an accessory tile, 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. Tap the right side of an accessory tile, swipe up 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.

   Turn on Include in Favorites to include the group in Favorites in Home.

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"

- "Turn on the bedroom lights at 9 PM"

- "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 use Siri.

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

   Note: Any member of the Home can choose when they receive Intercom messages. Only a home owner or admin can choose who can send or receive Intercom messages and which HomePod speakers can use Intercom.

3. Tap Back, then tap Done.

4. Tap 🎙, say something like "Who ate the last cookie?" then tap Done.

   Your Intercom message 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, tap the right side of a HomePod tile, swipe up, then do any of the following:

- *Add an alarm:* Tap New, create the alarm, then tap Done.

- *Edit an alarm:* Tap the alarm, change the time, then tap Done.

- *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, tap the right side of a HomePod tile.

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, and more.

Add a Siri-enabled accessory

You can extend access to HomePod throughout your home by enabling Siri on compatible HomeKit accessories. If you enable "Hey Siri" on these accessories, you can control them with your voice, get help with everyday questions or tasks, and play your favorite music and podcasts.

See Set up a Siri-enabled accessory in the HomePod User Guide.

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).

Go to Settings ⚙ > [*your name*] > iCloud, tap Show All, 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. To set up iPad as a home hub, tap Settings > Home, then turn on Use this iPad as a Home Hub.

Note: iPad will not be supported as a home hub on the new Home architecture, which will be available as an update in the Home app. You can still use iPad as a home hub if you can't update to the new architecture, or choose not to.

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. On the Home tab, 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.

5. Test the scene and choose whether or not to show it on the Home tab (scenes appear on the Home tab by default), then tap Done.

Use scenes

Do one of the following:

- *Run a scene:* Tap the scene on the Home tab.

   If you've decided not to show the scene on the Home tab, tap ⊙, choose the room the scene is assigned to, then tap the scene.

- *Edit a scene:* Touch and hold a scene, then tap Edit Scene.

   You can change the scene's name, test the scene, add or remove accessories, and more.

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. On the Home tab, touch and hold an accessory, tap Accessory Details, 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. On the Home tab, tap $+$.

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.

You can also tap the right side of an automation tile, tap ⚙, then add, enable, or disable automations.

Manage and edit automations

1. Tap Automation in the sidebar.

2. Tap an automation, then do any of the following:

   - Enable or disable the automation

   - Choose when the automation happens

   - Add or remove accessories

   - Test the automation

   - Delete the automation

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.

Set up security cameras in Home on iPad

You can use the Home app 🏠 to view video activity captured by your home's cameras. With any HomeKit-compatible camera, you can view video streams in the Home app, choose who can view those streams, and set up notifications when activity is detected.

See the Home accessories website for a list of compatible security cameras.

If you have one or more HomeKit Secure Video cameras, you can additionally take advantage of these features:

- *Encrypted video:* 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.

- *Record video:* If you subscribe to iCloud+, you can view the last 10 days of activity from one to an unlimited number of cameras. The 50 GB iCloud+ plan supports a single camera, the 200 GB iCloud+ plan supports up to five cameras, and the 2 TB

iCloud+ plan supports an unlimited number of cameras.

Note: Video content doesn't count against your iCloud storage limit.

- *Activity Zones:* Create zones that focus your camera on the most important areas within its view.

- *Face recognition:* Receive notifications when people you've tagged in the Photos app are within the camera's view.

See Store encrypted security camera footage in iCloud with HomeKit Secure Video and Set up HomeKit Secure Video on all your devices in the iCloud User Guide.

Camera options

When you add a camera in the Home app, you can choose streaming options and assign the camera to a room. With a HomeKit Secure Video camera, you can also choose recording options. By default, up to four cameras are marked as favorites and appear on the Home tab. To edit those settings later, tap the Camera tile, 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:* Choose to receive notifications when the camera detects activity, changes status, or goes offline.

- *Recording options for HomeKit Secure Video cameras:* You can create separate recording 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 from 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 iPad, the camera switches from the When Home settings to the When Away settings.

Set up notifications

1. On the Home tab, tap ⊙, then tap Home Settings.

2. Tap Cameras & Doorbells.

3. Tap the camera for which you'd like to configure notifications.

4. Tap Notifications, then turn on Activity Notifications.

   All HomeKit-compatible cameras can send a notification when motion is detected. HomeKit Secure Video cameras can additionally send notifications based on these factors:

   - The time of day

   - When someone is or isn't home

   - When a clip is recorded

   - When any or a specific motion is detected

   When you choose a specific motion, you receive a notification when the camera detects people, animals, or vehicles, or when a package is delivered. For a package to be detected, it must be within the camera's view after delivery.

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

Create Activity Zones for HomeKit Secure Video cameras

You can create zones that focus your HomeKit Secure Video 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 set up to record when a specific motion is detected. Activity Zones don't affect motion detection automations.

1. On the Home tab, tap the camera tile, then tap ⊗.

2. Tap Select Activity Zones, tap 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 Done.

To remove an activity zone, tap Select Activity Zones, tap inside a zone, then tap Clear.
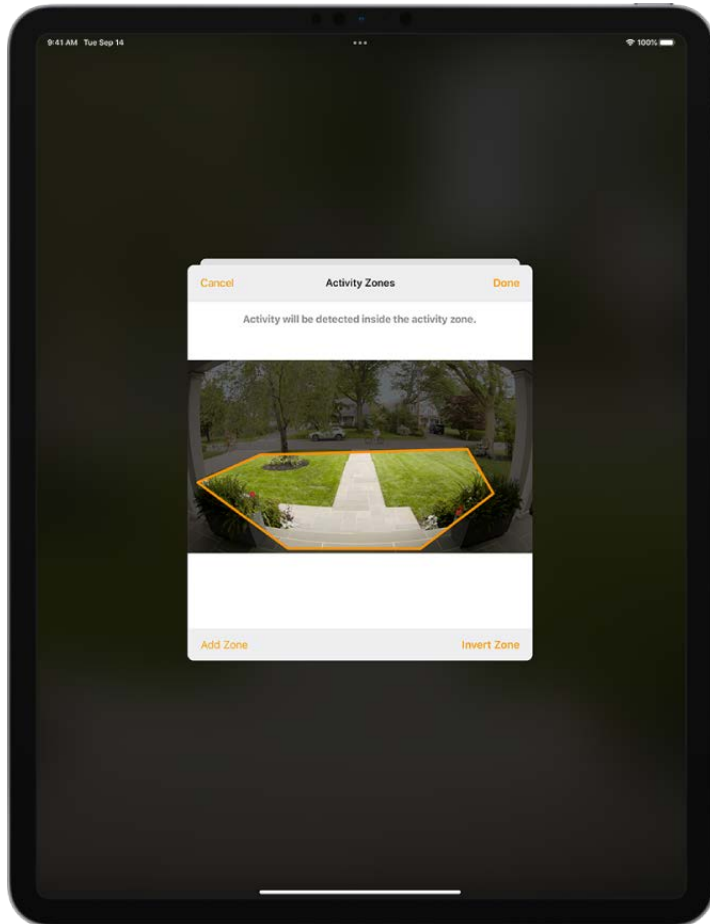
View video

1. On the Home tab, tap the camera tile.

   Live video should play automatically.

2. If you've chosen to record video, 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, vehicles, and packages.

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

Choose access options

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

1. Tap ⊙, then tap Home Settings.

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 HomeKit Secure Video camera or doorbell, you can use the Home app 🏠 to receive notifications 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 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 on the Home app, 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.
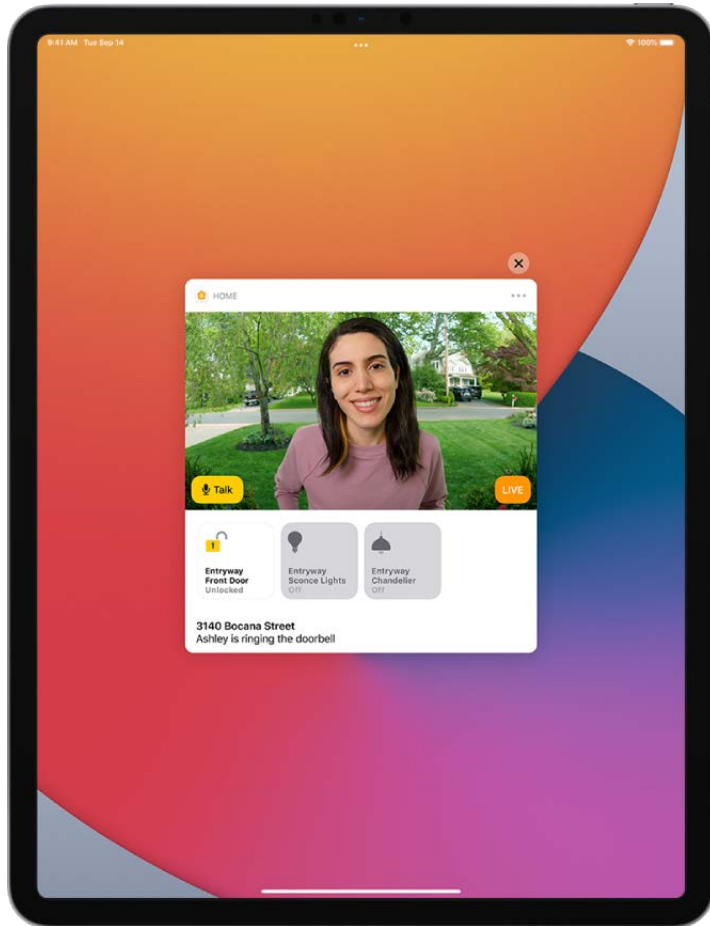
Identify recent visitors

You can use Face Recognition to help identify people that aren't in your photo 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. On the Home tab, tap the camera or doorbell, then tap ⚙.

3. Tap Face Recognition, tap an unidentified person listed below 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.

Note: People with a face mask don't appear in this list.

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. On the Home tab, tap ⊙.

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

4. Turn on HomeKit Accessory Security, tap an accessory, then choose one of these settings:

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

     This option may prevent firmware updates or other services.

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

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

     This provides the lowest level of security.

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. On the Home tab, tap ⊙, tap Home Settings, then tap Invite People..

2. Tap ⊕ to choose people with an Apple ID from your contacts list, or enter their Apple ID email addresses in the To field.

3. Tap Send Invite.

4. 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. On the Home tab, 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.

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.

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 a child later.

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.

Magnifier

Magnify objects around you with iPad

In the Magnifier app 🔍, you can use your iPad as a magnifying glass to zoom in on objects near you. You can also use your iPad to detect people, objects, and scenes around you with Detection Mode and Image Descriptions.
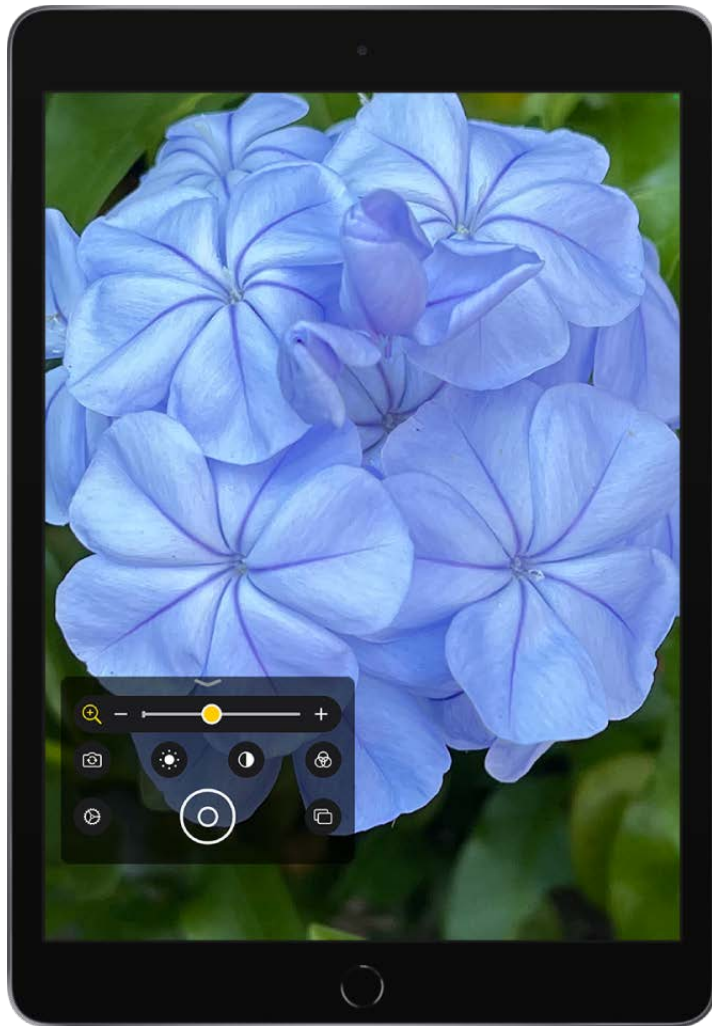
Turn on Magnifier

Open the Magnifier app in any of the following ways:

- Tap 🔍. (If you don't see the Magnifier app icon on the Home Screen, go to App Library, then look in the Utilities folder.)

- Use accessibility shortcuts.

- Open Control Center, then tap ⊕.

  (If you don't see ⊕, add it to Control Center—go to Settings ⚙ > Control Center, then tap ⊕ next to Magnifier.)

Adjust the image

1. To adjust the zoom, drag the slider left or right.

2. Swipe up to reveal more controls. If you don't see the controls you want, you can add more controls.

3. Use any of the following controls:

   - *Adjust the brightness:* Tap ☀.

   - *Adjust the contrast:* Tap ◐.

   - *Apply color filters:* Tap ⬡. (See Choose your favorite color filters.)

   - *Add more light:* Tap 🔦 to turn on the flashlight (available on iPad models with True Tone Flash).

   - *Lock the focus:* Tap 🔒.

   - *Switch to a different camera:* Tap 🔄 to switch to the front or rear camera.

Freeze the frame

You can freeze one or more frames and review them.

Note: Freeze frames aren't saved to Photos.

1. Tap ◎.

   When you're finished, tap ⊗

2. To freeze more frames, tap ▢, reposition the camera, then tap ⊕.

3. To review the freeze frames, tap View, then tap the frames you want to see.

4. To return to the live lens, tap End.

Create activities in Magnifier on iPad

In the Magnifier app 🔍 you can save your preferred Magnifier controls, such as zoom level, brightness, contrast, or filters for recurring tasks and situations—like reading a menu at a restaurant, for example.

Create an activity

You can use any customized Magnifier controls to create an activity.

1. Adjust the Magnifier controls, such as the zoom, contrast, or brightness.

2. Tap ⚙, then tap Save New Activity.

3. Enter a name for this activity (like "restaurant menu," for example), then tap Done.

If you make changes to an activity you created, tap ⚙, then tap Update [*activity name*].

Edit an activity

You can also edit a saved activity directly from the Magnifier settings. See Change Magnifier settings on iPad.

1. Tap ⚙, tap Settings, then tap ⚙.

2. Tap an activity, then customize any of the settings.

3. When you're finished, tap Done.

Delete an Activity

You can delete any activity that you created.

1. Tap ⚙, tap Settings, then tap ⚙.

2. Tap the activity you want to delete, then tap Delete Activity.

Change Magnifier settings on iPad

In the Magnifier app 🔍, you can add controls to lock the focus, change the camera, and more. You can also reorder the controls and choose your favorite color filters.

Add and organize the controls you use most often

Tap ⚙, tap Settings, then do any of the following:

- *Add or remove controls:* Tap 🟢 or 🔴 next to a control.

- *Reorder controls:* Drag ≡ next to a control to move it up or down.

Choose your favorite color filters

If you have color blindness or other vision challenges, you can use color filters to help you differentiate between colors. To customize the filters shown in the Filters control, do the following:

1. Tap ⚙, tap Settings, then tap Filters (below Other Controls).

2. Choose your favorite filters.

   Filters with a checkmark are shown when you tap ⚛.

Detection Mode

Detect people around you using Magnifier on iPad

On supported models, you can use the Magnifier app 🔍 to detect people and help you maintain a physical or social distance from others. When iPad detects people nearby, you're notified with sound or speech feedback. The feedback is more frequent when a person is closer to you.

Important: Don't use People Detection for navigation or in circumstances where you could be harmed or injured.

Customize the settings for People Detection

1. Tap ⚙, then tap Settings.

2. Tap People Detection to customize any of the following:

   - *Units:* Choose Meters or Feet.

   - *Sound pitch distance:* Tap ➖ or ➕ to adjust the distance. When people are detected within this distance, the pitch of the sound feedback increases.

   - *Feedback:* Turn on Sounds, Speech, or both. If you turn on Speech, iPad speaks the distance between you and another person.

3. When you're finished, tap Back, then tap Done.

Detect people near you

1. Turn on Magnifier, tap ⬚, then tap 👥.

2. Position iPad so the rear camera can detect people around you.

   If you don't hear the sound or speech feedback, make sure silent mode is turned off. See Adjust the volume on iPad.

3. When you're finished, tap End to return to the Magnifier screen.

Detect doors around you using Magnifier on iPad

On supported models, you can use the Magnifier app 🔍 to detect doors around you, help you understand how far you are from a door, how to open the door, and get a description of the door's attributes.

When doors are detected nearby, you're notified with sound or speech feedback. The feedback is more frequent when a door is closer to you.

Important: Don't use Door Detection for navigation or in circumstances where you could be harmed or injured.

Customize the settings for Door Detection

1. Tap ⚙️, then tap Settings.

2. Tap Door Detection to customize any of the following:

   - *Units:* Choose Meters or Feet.

   - *Sound pitch distance:* Tap − or + to adjust the distance. When a door is detected within this distance, the pitch of the sound feedback increases.

   - *Feedback:* Turn on any combination of sounds and speech. If you turn on Speech, iPad speaks the distance between you and the door.

   - *Color:* Select a color to outline detected doors.

   - *Door Attributes:* Turn on any combination of door attributes, such as the size of the detected door, how to open the door, and if the door is currently open.

   - *Door Decorations:* Turn on door decorations to get information about text and signs on or near the detected door.

3. When you're finished, tap Back, then tap Done.

Detect doors near you

1. Turn on Magnifier, tap ⌞ ⌝, then tap ▊.

2. Position iPad so the rear camera can detect doors around you.

   If you don't hear the sound or speech feedback, make sure silent mode is turned off. See Adjust the volume on iPad.

3. When you're finished, tap End to return to the Magnifier screen.

Get image descriptions of your surroundings in Magnifier on iPad

On all models, you can use the Magnifier app 🔍 to scan your surroundings and get live image descriptions of the scenes and people detected in the camera view.

You're notified of live descriptions by text or speech feedback.

Customize settings for image descriptions

1. Tap ⚙, then tap Settings.

2. Tap Image Descriptions to customize feedback settings.

3. Turn on any combination of text and speech.

   - *Text:* Image descriptions appear in the camera view.

   - *Speech:* When you turn on Speech, iPad speaks the description of the scenes and people detected in the camera view.

4. When you're finished, tap Back, then tap Done.

Take live image descriptions

1. Turn on Magnifier, then do one of the following:

   - *On models with a LiDAR Scanner:* Tap ⬚, then tap 💬.

   - *On other models:* Tap 💬.

2. Position iPad so the rear camera can take image descriptions around you.

   If you don't hear the speech feedback, make sure silent mode is turned off. See Adjust the volume on iPad.

3. When you're finished, tap End to return to the Magnifier screen.

Set up shortcuts for Detection Mode

- *Accessibility shortcut:* Go to Settings ⚙ > Accessibility > Accessibility Shortcut, then select People Detection.

- *VoiceOver gesture:* By default, the four-finger triple-tap gesture turns Detection Mode on or off. To assign a different gesture, go to Settings > Accessibility > VoiceOver > Commands > Touch Gestures.

Mail

Add or remove email accounts

Add and remove email accounts on iPad

In the Mail app ✉️ on iPad, you can add email accounts to send and receive emails, and remove email accounts you no longer need.

Add email accounts

The first time you open the Mail app on your iPad, you may be asked to set up an email account—just follow the onscreen instructions.

To add additional email accounts, do the following:

1. Go to Settings ⚙️ > Mail > Accounts > Add Account.

2. Do one of the following:

   - Tap an email service—for example, iCloud or Microsoft Exchange—then enter your email account information.

   - Tap Other, tap Add Mail Account, then enter your email account information.

Remove email accounts

1. Go to Settings ⚙️ > Mail > Accounts.

2. Tap the email account you want to remove, then do one of the following:

   - *If you're removing an iCloud email account:* Tap iCloud, tap iCloud Mail, then turn off "Use on this iPad".

   - *If you're removing another email account:* Turn off Mail.

     Note: To remove the email account from all apps on your iPad, tap Delete Account.

Set up a custom email domain with iCloud Mail on iPad

When you subscribe to iCloud+, you can add up to five custom email domains and create email addresses for those domains on your iPad (iPadOS 15.4 or later). Then, you can send and receive mail in the Mail app ✉ on your iPhone, iPad, iPod touch, and Mac, in your Mail account on iCloud.com, and in the email app on a Windows computer.

To learn more, see Personalize iCloud Mail with a custom email domain and share with others in the iCloud User Guide.

Note: Make sure you're signed in with the same Apple ID on each device. If you have devices where you're not signed in with your Apple ID or that have the Mail feature turned off, you won't be able to see your custom email domains and mail on those devices.

Add a custom email domain to iCloud Mail

You can add a custom email domain you already own to iCloud Mail, or buy a new one.

Note: You need to have a primary iCloud Mail address before you can add a custom email domain on iPad. See Create a primary email address for iCloud Mail in the iCloud User Guide.

1. Go to Settings ⚙ > [*your name*] > iCloud > iCloud Mail, then make sure "Use on this iPad" is turned on.

2. Tap Custom Email Domain, then tap one of the following:

   - *Buy a Domain:* Choose this option if you don't yet have a custom domain. After you purchase it, you will be able to create custom email addresses.

   - *Use a Domain You Own:* Choose this option if you already have a domain, and you want to use it with iCloud Mail. You will be able to configure email addresses you already have at that domain, and create more.

3. Follow the instructions on screen.

   If you're adding a domain you already own, some registrars require you to change DNS records to set up your domain. See the Apple Support article Set up an existing domain with iCloud Mail.

Import existing email messages

After you or a member of your Family Sharing group sets up a custom email domain for iCloud Mail, you can use iCloud.com to import existing email messages from your previous email provider (not available for all email providers). See Import existing email messages to your custom iCloud Mail address in the iCloud User Guide.

Create and delete email addresses

After you add a custom domain name, you can easily create and delete email addresses for that domain.

1. Go to Settings ⚙ > [*your name*] > iCloud > iCloud Mail, then make sure "Use on this iPadis turned on.

2. Tap Custom Email Domain, then tap the domain you want to make changes to.

3. Tap Manage Email Addresses, then do one of the following:

   - *Add a new email address:* Tap Create Email Address, enter the new address, then tap Continue.

   - *Delete an email address:* Swipe left on an email address, tap Delete, then tap Remove.

Remove a custom email domain

If you no longer want to use a custom email domain, you can remove it using your iPad. When you remove a custom email domain, you can't send or receive email for any addresses at that domain in iCloud Mail.

1. Go to Settings ⚙ > [*your name*] > iCloud > iCloud Mail, then make sure "Use on this iPad" is turned on.

2. Tap Custom Email Domain, then tap Edit next to Your Domains.

3. Tap 🔴, then tap Delete.

4. If you're moving your domain to a new provider, make sure to do the following:

   - Go to your domain registrar to update the domain records to your new email provider and remove iCloud-related records.

   - Set up any email addresses you want to continue using with your new provider.

Note: When you remove a custom email domain, you can still send and receive email from your primary @icloud.com address.

Allow all incoming messages to your domain

You can use your iCloud email address as a catch-all address. This allows you to receive all messages sent to your custom email domain, even if the exact address they were sent to hasn't already been created.

1. Go to Settings ⚙ > [*your name*] > iCloud > iCloud Mail.

2. Tap Custom Email Domain, then tap your custom domain.

3. Turn on Allow All Incoming Messages.

If the domain owner allows all incoming messages, any messages that aren't sent to an active email address go to the domain owner's inbox. If this setting isn't turned on, those messages are returned to the sender.

Note: Messages sent to deleted email addresses are automatically returned to the sender.

Check your email in Mail on iPad

In the Mail app 📧, you can read emails, add contacts, and preview the contents of an email without opening it.
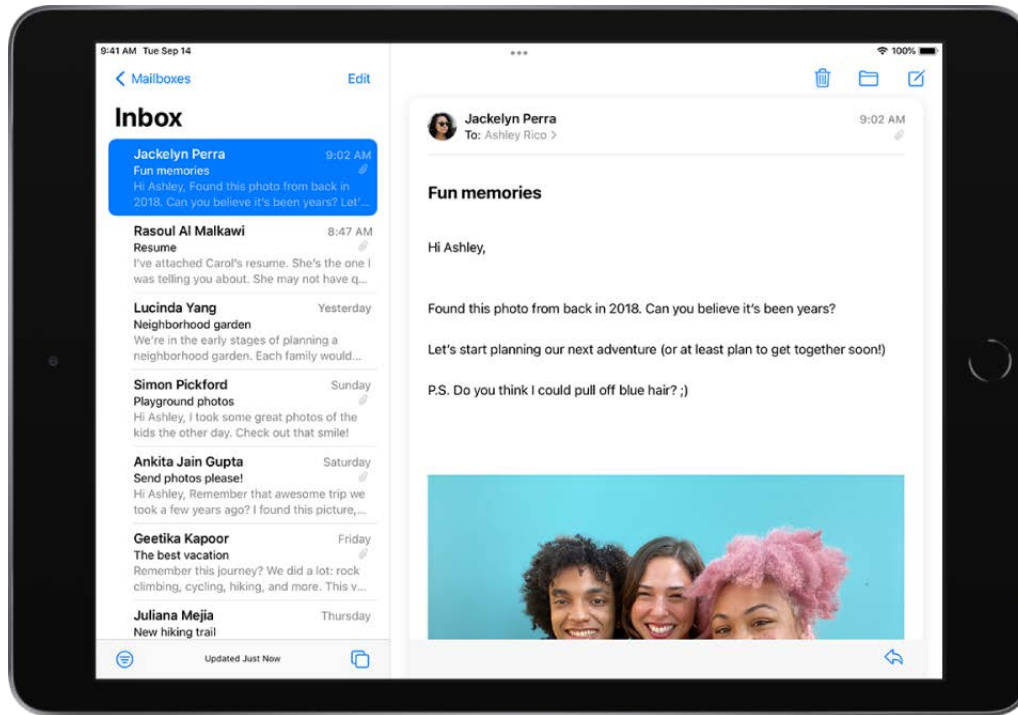
Read an email

From your mailbox list, tap the email you want to read.

Use Remind Me to come back to emails later

If you don't have time to handle an email right away, you can set a time and date to receive a reminder and bring a message back to the top of your inbox.

Tap ↩ at the bottom right of the email, tap Remind Me, then choose when to be reminded.

> **Tip:** You can add Remind Me to the toolbar in the Mail App, to make it easier to access. See Customize your Mail toolbar.

Preview an email and a list of options

From your mailbox list, touch and hold an email to preview its contents and see a list of options for replying, moving it, and more.

Show a longer preview for every email

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 (below Message List), then choose up to five lines.

Show the whole conversation

Go to Settings ⚙ > Mail, then turn on Organize by Thread (below Threading).

Note: 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 (below Message List).

You can also view the To/Cc mailbox, which gathers all mail addressed to you. To show or hide it, tap ▯ in the upper-left corner of the Mail app, tap Edit above Mailboxes, 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 twice, then do one of the following:

- *Add to your contacts:* Tap Create New Contact or Add to Existing Contact.

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

- *Add to your VIP list:* Tap Add to VIP.

Write and send email

Send email in Mail on iPad

With the Mail app ✉, you can write and edit email from any of your email accounts.

Change mailboxes
or accounts.

Delete, move, or mark
multiple messages.

Compose a
message.
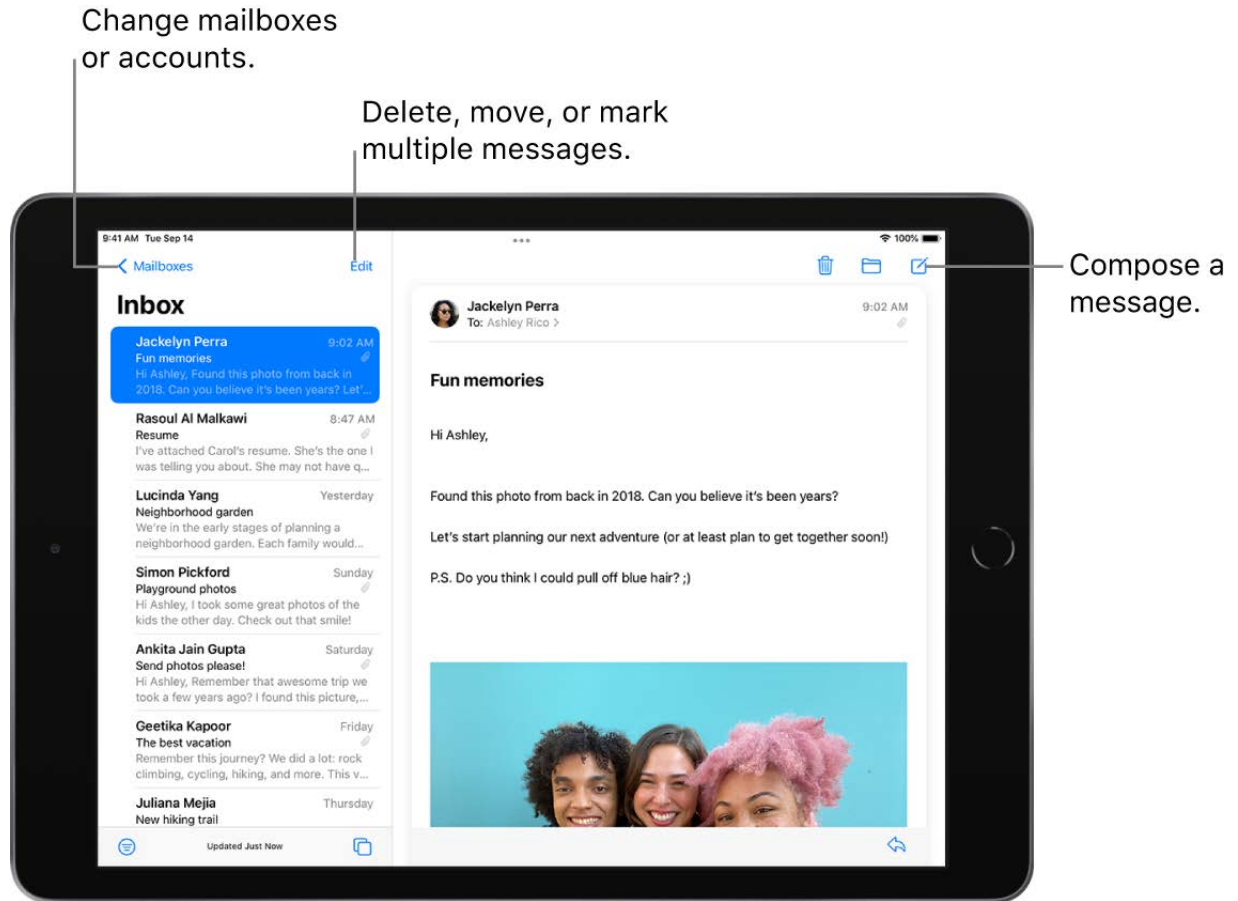
Write an email message

1. Tap ⬜️.

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

   With the onscreen keyboard, you can tap individual keys. Or pinch closed with three fingers to use the smaller QuickType keyboard, then slide your finger from one letter to the next, lifting your finger only after each word.

3. To change the formatting, tap Aa above the keyboard.

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

4. Tap ⬆️ to send your email.

   Note: If you forget to add an attachment or recipient that you mention in your message, you may get a reminder to add them before sending.

Add recipients

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

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

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

2. If you want to send a copy to other people, tap the Cc/Bcc field, then do any of the following:

   - Tap the Cc field, then enter the names of people you're sending a copy to.

   - Tap the Bcc field, then enter the names of people whose names you don't want other recipients to see.

Capture an email address from a photo

You can use Live Text to interact with an email address printed on a business card, poster, and more using the Photos app on iPad. This allows you to quickly begin emails without entering an address manually.

1. Open a photo in the Photos app, then tap the email address you want to capture.

2. After the yellow frame appears around detected text, tap 🗒️.

3. Tap or use the grab points to select the email address, then tap New Mail Message.

Tip: You can use the same Live Text feature to capture an email address using the Camera app. See Use Live Text with your iPad camera.

Schedule an email with Send Later

Touch and hold ⬆, then choose when you want to send the email.

To see more options, tap Send Later.

Automatically send a copy to yourself

Go to Settings ⚙ > Mail, then turn on Always Bcc Myself (below Composing).

Send an email from a different account

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

1. In your email draft, tap the Cc/Bcc, From field.

2. Tap the From field, then choose an account.

Recall email with Undo send in Mail on iPad

With the Mail app ✉, you can change your mind and unsend an email. You can also set a delay for all emails to give yourself a little more time to unsend them.

Undo a sent email

You have ten seconds to change your mind after you send an email.

Tap "Undo send" at the bottom of the screen to pull back the email.

Delay sending emails

You can give yourself a little more time to change your mind and unsend emails by setting a delay.

Go to Settings ⚙ > Mail, tap Undo Send Delay, then choose a length of time to delay outgoing email messages.

Reply to and forward emails in Mail on iPad

With the Mail app ✉, you can reply to and forward emails.

Reply to an email

1. Tap in the email, tap , then do one of the following:

   - *Reply to just the sender:* Tap ↩.

   - *Reply to the sender and the other recipients:* Tap ↞.

2. Type your response, then tap ⬆ to send.

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.)

2. Tap ↩, tap Reply, then type your message.

To turn off the indentation of quoted text, go to Settings ⚙ > Mail > Increase Quote Level (below Composing), then turn off Increase Quote Level.

Forward an email

You can send an email forward to new recipients.

1. Tap in the email, tap , then tap Forward .

2. Enter the email addresses of the new recipients.

3. Tap in the email, then type your response. The forwarded message appears below.

Follow up on emails

If you send a message and don't receive a response for several days, the email automatically moves back to the top of your inbox to help you remember to follow up.

Go to Settings ⚙ > Mail, then turn Follow Up Suggestions on or off.

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 resume work on an email you saved as a draft, touch and hold ✏️, then select a draft.

If you have a Mac with OS X 10.10 or later, you can also hand off unfinished emails between your iPad and your Mac. See Hand off tasks between iPad and your other devices.

Look at another email while you're writing one

1. Tap ••• at the top of an email you're writing.

2. Tap to slide the draft over to the side so you can look at your inbox.

3. You can continue editing your draft on the side, or tap ••• at the top of your draft, then tap Full Screen to center the email message.

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

View all your current email drafts

If you have multiple email accounts, you can use the All Drafts mailbox to view thumbnails of your recent drafts along the bottom of the screen.

1. Tap 🔲 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.

While you're working on a draft, swipe down. Tap any thumbnail to open the draft, then continue editing.

Work with attachments

Add email attachments in Mail on iPad

In the Mail app ✉️, you can attach photos, videos, and documents to an email. You can also scan a paper document and send it as a PDF attachment, or draw directly in an email and send the drawing as an attachment. Depending on the file size, the attachment might appear inline with the text in the email or as 📄 at the end of the email.
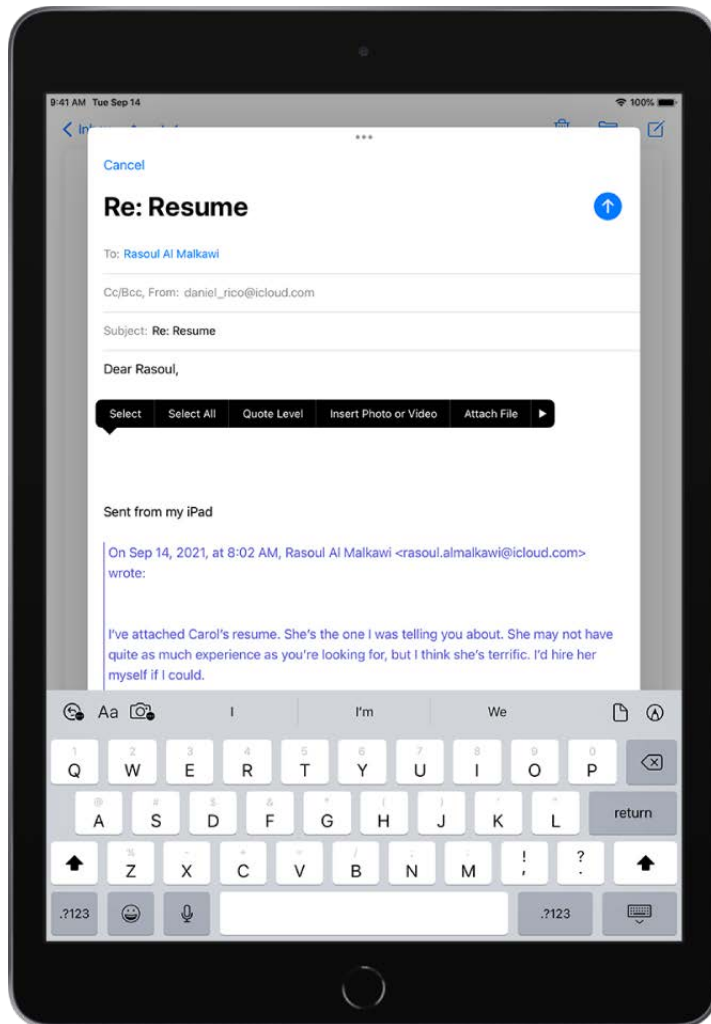
Attach a photo, video, or document to an email

You can attach and send documents, videos, and photos in your emails for recipients to easily download and save.

1. Tap in the email where you want to insert the attachment, then do one of the following:

   - *Attach a document:* Tap ⬜ above the keyboard, then locate the document in Files.

     In Files, tap Browse or Recent, then tap a file, location, or folder to open it.

   - *Attach a saved photo or video:* Tap 🖼, then choose a photo or video.

   - *Take a new photo or video and attach it to the email:* Tap ⬚ above the keyboard, tap Take Photo or Video, then take a new photo or video. Tap Use Photo or Use Video to insert it into your email, or tap Retake if you want to reshoot it.

Note: If your file exceeds the maximum size allowed by your email account, follow the onscreen instructions to send it using Mail Drop. See the Apple Support article Mail Drop limits.

Scan and attach a document to an email

You can scan a paper document and send it as a PDF.

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 🗑.

Create and attach a drawing to your email

You can draw in an email to demonstrate ideas that are hard to put into words. Your drawing is added to the email as an attachment for recipients to view and download.

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

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 Ⓐ.

Download email attachments in Mail on iPad

In the Mail app 📧, you can download attachments that are sent to you in email or easily search for emails with attachments in your mailboxes.

Download an attachment sent to you

Touch and hold the attachment, then choose Save Image or Save to Files.

If you choose Save Image, you can find it later in the Photos app. If you choose Save to Files, you can find it later in the Files app.
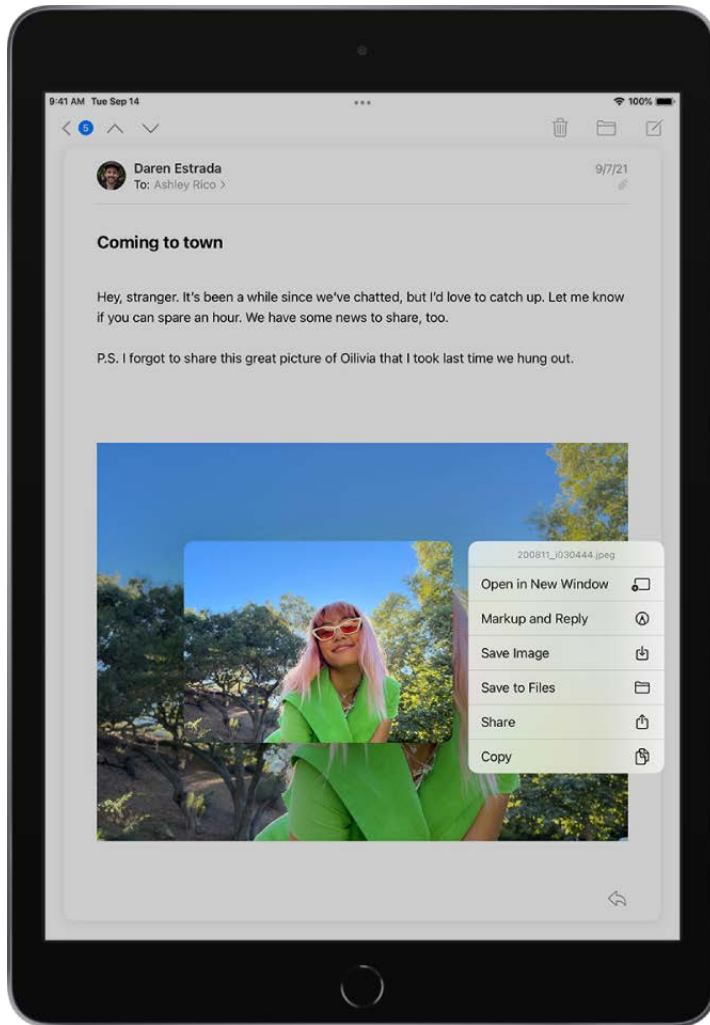
Tip: To open the attachment with another app, tap Share ⬆️, then choose the app.

Find emails with attachments

If you're having trouble finding an attachment someone sent you, you can filter your emails to show only those with attachments.

1. In a mailbox, tap ☰ to turn on filtering.

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

   Tip: You can also show emails with attachments from all accounts in one mailbox. To set up the attachment mailbox, tap ▦ at the top left to view your mailboxes, tap Edit, then select Attachments. The attachments mailbox appears in the mailboxes list with your other mailboxes.

Annotate email attachments on iPad

In the Mail app ✉, you can give feedback on a draft, decorate a photo, and more. You can also draw and write on a photo, video, or PDF attachment, then save or send it back.

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.
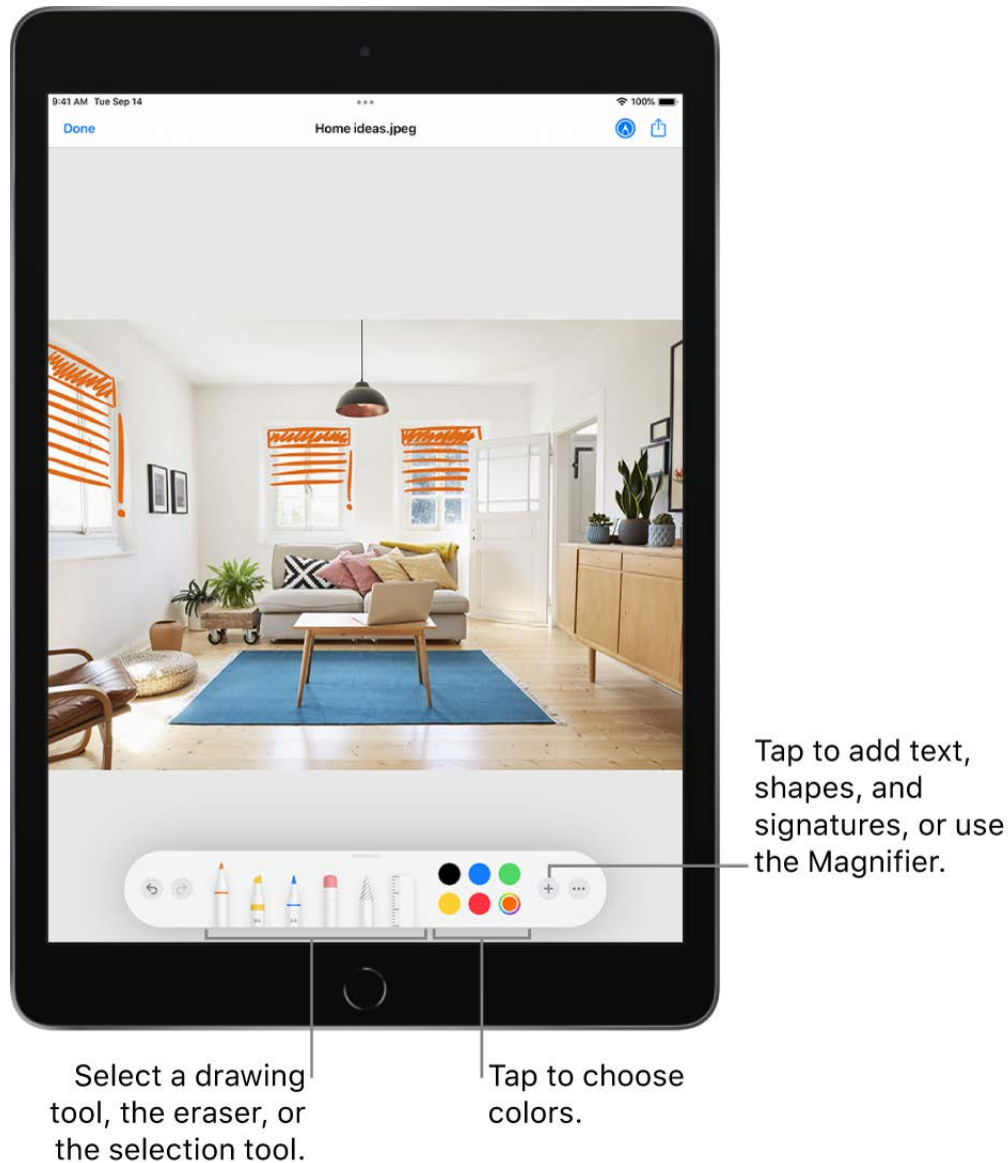
1. In the email, tap the attachment, then tap Ⓐ.

2. Using the drawing tools, draw with your finger.

3. When you're finished, tap Done, then choose to save, send, or discard your edited attachment.

Set email notifications on iPad

In the Mail app ✉️, you can change your Mail notification settings and choose which mailboxes and email threads to receive notifications from.

Mute email notifications

To reduce interruptions from busy email threads, you can mute notifications from messages in a conversation.

1. Open an email in the conversation.

2. Tap ↩ in the bottom-right corner, then tap Mute.

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

> **Tip:** You can add the Mute button to the toolbar in the Mail App, to make it easier to access. See Customize your Mail toolbar.

Receive notifications about replies to an email or thread

You can set up mail notifications that let you know when you receive emails in your favorite mailboxes or from your VIPs.

- *When reading an email:* Tap ↩ in the bottom-right corner, then tap Notify Me.

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

To change how notifications appear, go to Settings ⚙️ > Notifications > Mail, then turn on Allow Notifications.

Change your Mail notifications

1. Go to Settings ⚙️ > Mail > Notifications, then make sure that Allow Notifications is on.

2. Tap Customize Notifications, then tap the email account you want to make changes to.

3. Select the settings you want, like Alerts or Badges. When you turn on Alerts, you have the option to customize your sounds by changing the alert tone or ringtone.

You can set times when you want to allow notifications from the Mail app. See Change notification settings.

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 to reveal the search field.

2. Tap 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 search, then tap an email in the results list to read it.

Mail searches the address fields, the subject, the email body, documents, and links. The most relevant emails appear in Top Hits above the search suggestions as you type.

Search by timeframe

1. Tap the search field of a mailbox list.

2. Enter a timeframe, like "September," then tap an option below Dates to see all emails from that timeframe.

   To narrow the search, tap the search field again, then enter a keyword, like "meeting."

Search by email attributes

1. In an inbox, tap the search field.

   Before you begin typing, you may see suggested recent seraches, recent documents, and links listed.

2. Enter your search criteria, then tap one of the listed items, or do any of the following:

   - *Find all flagged emails:* Enter "flag" in the search field, then tap Flagged Messages below Other.

   - *Find all unread emails:* Enter "unread" in the search field, then tap Unread Messages below Other.

   - *Find all emails with attachments:* Enter "attachment" in the search field, then tap Messages with Attachments below Other.

Organize email in mailboxes on iPad

In the Mail app ✉️, you can 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. Do any of the following:

- To reveal a list of actions, slowly drag an email to the left until the menu appears, then tap an item.

- To quickly use the rightmost action, 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 (below Message List).

Organize your mail with mailboxes

You can choose which mailboxes to view, reorder your mailboxes, create new ones, or rename or delete mailboxes. (Some mailboxes can't be changed.)

To organize your mailboxes, tap 🔲 in the upper-left corner, tap Edit, then do any of the following:

- *View mailboxes:* Select the checkboxes next to the mailboxes you want to include in the mailboxes list.

- *Reorder mailboxes:* Touch and hold ≡ next to a mailbox until it lifts up, then drag it to the new position.

- *Create a new mailbox:* Tap New Mailbox in the lower-right corner, then follow the onscreen instructions.

- *Rename a mailbox:* Tap the mailbox, then tap the title. Delete the name, then enter a new name.

- *Delete a mailbox:* Tap the mailbox, then tap Delete Mailbox.

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. Tap Mark, Move, or Trash at the bottom of the screen.

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

View emails from one account at a time

If you use multiple email accounts with the Mail app, you can use the mailboxes list to view emails from one account at a time.

Tap 🔲 in the upper-left corner, then tap a mailbox below the email account you want to access.

Each mailbox listed below a particular email account only displays emails from that email account. For example, to view only emails sent from your iCloud account, tap iCloud, then tap Sent.

Move an email to junk

To move an email to the Junk folder, open it, tap ↩ in the bottom-right corner, then tap Move to Junk.

Flag and filter email

Flag emails in Mail on iPad

In the Mail app ✉️, you can flag your emails, create flagged mailboxes, and flag emails from VIPs.

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.

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

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

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

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.

> **Tip:** You can add the Flag button to the toolbar in the Mail App, to make it easier to access. See Customize your Mail toolbar.
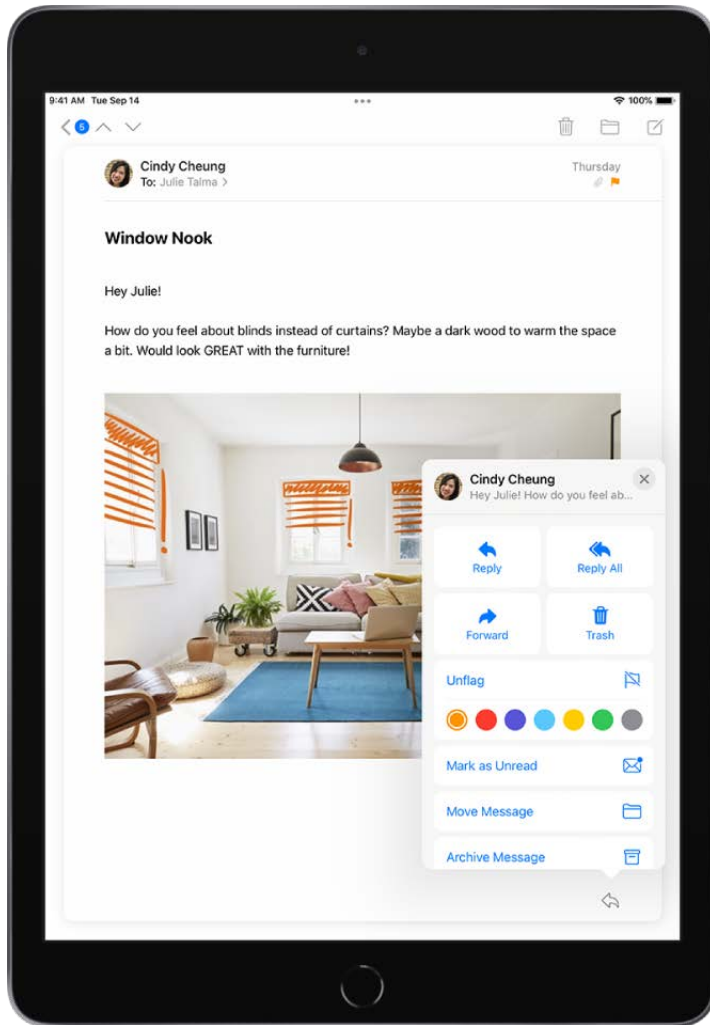
Create a Flagged mailbox

You can add a Flagged mailbox so all your flagged emails are easily accessible in one location.

1. Tap ⊟ in the upper-left corner.

2. Tap Edit, then select Flagged.

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.

Block email from specified senders

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

Filter emails in Mail on iPad

In the Mail app ✉️, 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," then select or turn on the criteria for emails you want to view.

3. 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 all filters, tap ▢. To turn off a specific filter, tap "Filtered by," then deselect it.

Privacy and Security

Use Hide My Email in Mail on iPad

When you subscribe to iCloud+, Hide My Email lets you send and receive email messages that forward to your real email account, to keep your real email address private. With iPadOS 15.2 or later, you can generate unique email addresses on demand in the Mail app ✉️.

Send an email with Hide My Email .
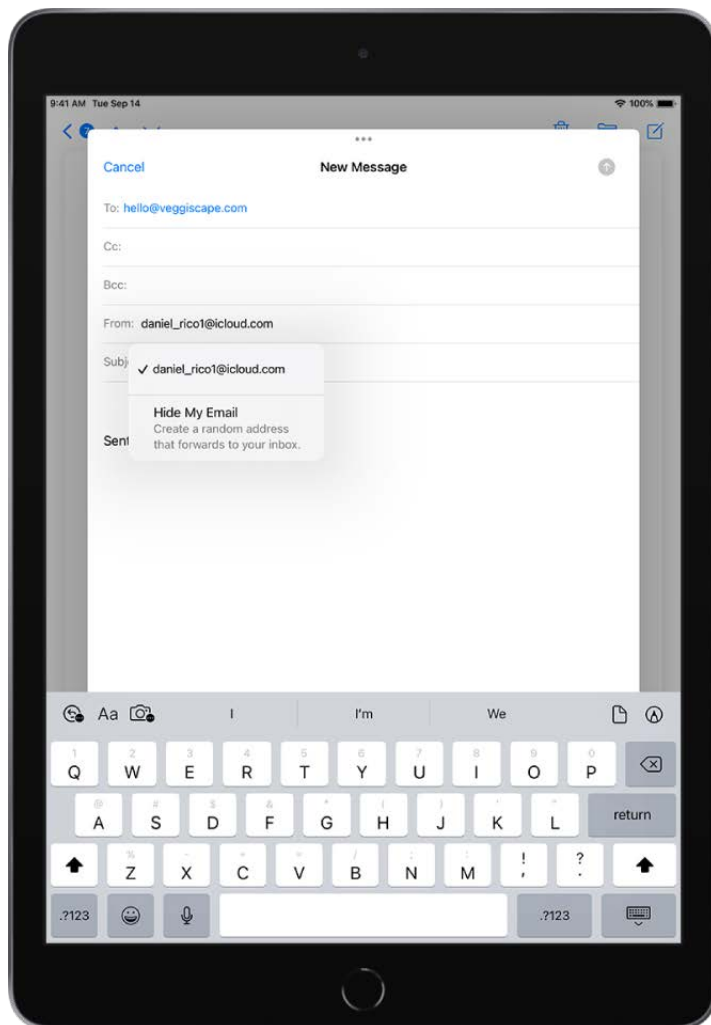
1. Tap ✏️.

2. Add a recipient and subject for your email.

Note: You can only send a message using Hide My Email to one recipient at a time.

3. Tap the From field, tap it again, then tap Hide My Email. A new, unique email address appears.

4. Tap ⬆ to send your email.

Tip: When the recipient replies to an email you sent with Hide My Email, their reply forwards to your real email address. To set a Forward To address, see Create and manage Hide My Email in Settings.

Reply to an email using Hide My Email

When you receive an email to one of your unique, random addresses, you can reply using the same address. This allows you to continue the conversation and keep your real email address private. To reply, do the following:

1. Tap ↩ above the email.

2. Type your response.

   You can tap the From field to view the email address the recipient sees.

Manage the addresses generated by Hide My Email

You can create, deactivate, reactivate, and manage the random addresses you create with Hide My Email. See Create and manage Hide My Email in Settings.

Use Mail Privacy Protection on iPad

In the Mail app 📧, turn on Mail Privacy Protection to make it harder for senders to learn about your Mail activity. Mail Privacy Protection hides your IP address so senders can't link it to your other online activity or determine your exact location. It also prevents senders from seeing if you've opened the email they sent you.
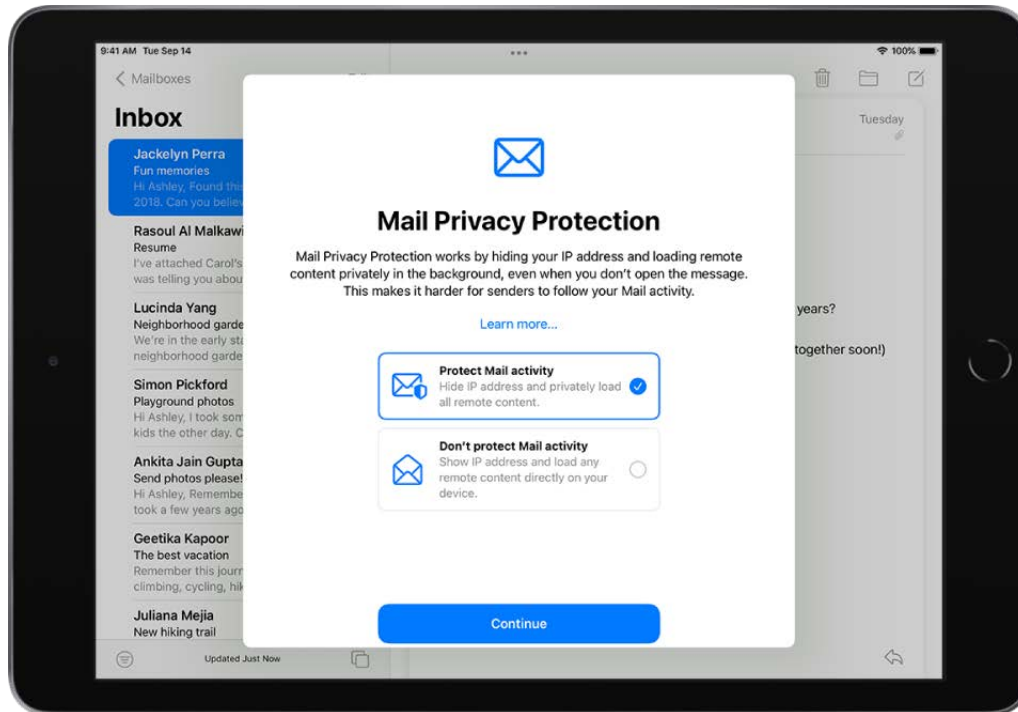
1. Go to Settings ⚙ > Mail > Privacy Protection.

2. Turn on Protect Mail Activity.

   Note: When you subscribe to iCloud+, you can also use Hide My Email to generate unique, random email addresses that forward to your personal email account, so you don't have to share your personal email address when filling out forms on the web or signing up for newsletters.

Change email settings in Mail on iPad

In the Mail app ✉, you can customize your email signature and mark addresses outside specific domains.

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 (below Composing).

2. Tap the text field, then edit your signature.

You can only use text in your Mail signatures.

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

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").

   The names of recipients in domains outside your organization appear in red, whether you send them an email or receive one from them.

Customize your Mail toolbar

You can choose which buttons are visible at the top of the Mail app, to keep the actions most useful to you front and center.

1. In the Mail app, tap 😕, then tap Customize Toolbar.

2. Drag buttons to add or remove them from the toolbar.

Delete and recover emails in Mail on iPad

In the Mail app ✉️, you can delete or archive emails you no longer need. If you change your mind, you can recover deleted emails.

Delete emails

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

- *While viewing an email:* Tap ↩️ at the bottom right, then tap 🗑️.

- *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 deletion confirmation on or off, go to Settings ⚙ > Mail, then turn Ask Before Deleting on or off (below Messages).

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

Recover a deleted email

1. Tap ▣ in the upper-left corner to view your mailboxes, then tap an account's Trash mailbox.

2. Tap the email you want to recover.

3. Tap 🗀, then select a mailbox.

   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

You can archive emails in the Archive mailbox. (You can still choose to delete emails, even if you set up an Archive mailbox.)

1. Go to Settings ⚙ > Mail, then tap Accounts.

2. Do one of the following:

   - *If you're using an iCloud email account:* Tap iCloud, tap iCloud again, tap iCloud Mail, then tap iCloud Mail Settings.

   - *If you're using another email account:* Tap your email provider, then tap your email account.

3. Tap Advanced, then change the destination mailbox for discarded emails to the Archive mailbox.

Decide how long to keep deleted emails

With some email clients, you can set how long deleted emails stay in the Trash mailbox.

1. Go to Settings ⚙ > Mail, then tap Accounts.

2. Do one of the following:

    - *If you're using an iCloud email account:* Tap iCloud, tap iCloud again, tap iCloud Mail, then tap iCloud Mail Settings.

    - *If you're using another email account:* Tap your email provider, then tap your email account.

3. Tap Advanced, then tap Remove.

4. 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.

Add a Mail widget to your iPad Home Screen

Widgets show you current information from your favorite apps at a glance. On iPad, you can add a Mail widget and customize which mailbox it shows on your Home Screen. Choose between displaying recent unread emails, new emails from your VIPs, or any other mailbox.

See Add widgets 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 ↩ in the bottom-right corner, then tap Print.

Print an attachment or picture

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

Keyboard shortcuts in Mail on iPad

With the Mail app ✉️, you can quickly accomplish many tasks using keyboard shortcuts if your iPad is connected to an Apple external keyboard.

To view available keyboard shortcuts, connect your keyboard, then press and hold the Command key.

Note: Keyboard shortcuts in apps may vary depending on the language and keyboard you're using on your 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.

On supported models and in select cities, Maps provides enhanced detail for elevation, roads, trees, buildings, landmarks, and more. (For availability, see Detailed City Experience on the iOS and iPadOS Feature Availability website.)
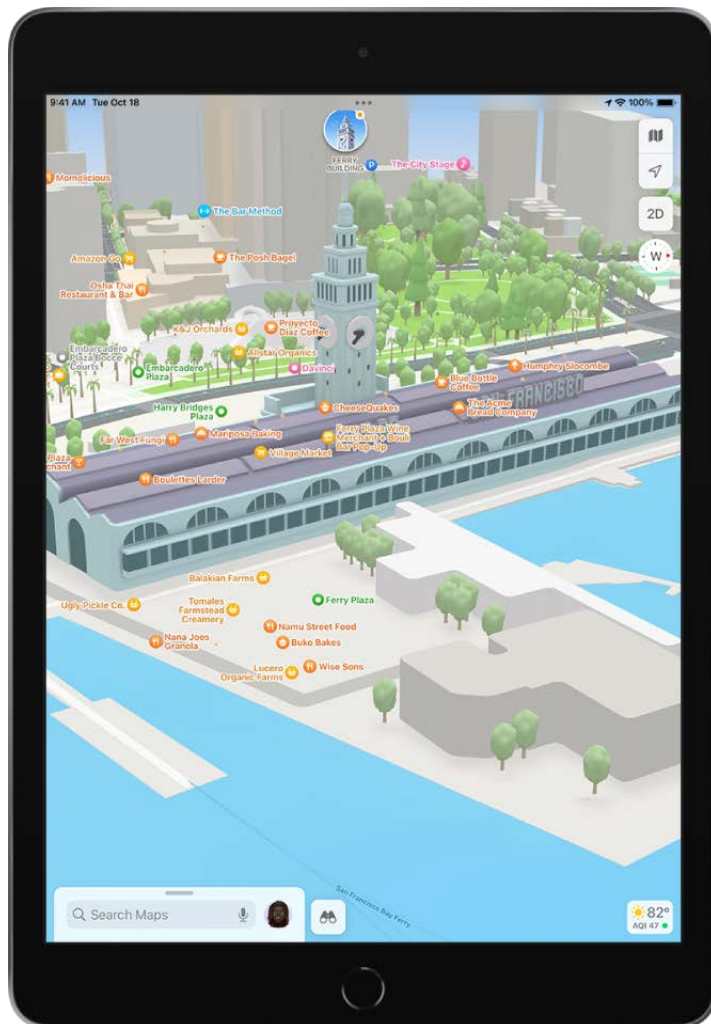
WARNING: For important information about navigation and avoiding distractions that could lead to dangerous situations, see Important safety information for iPad.

Allow Maps to use Location Services

To find your location and provide accurate directions, iPad must be connected to the internet, and Location Services must be turned on.

If Maps displays a message that Location Services is off, tap the message, tap Turn On in Settings, then turn on Location Services.

Cellular data rates may apply (Wi-Fi + Cellular models; see [View or change your cellular data account](#)).

Note: To obtain useful location-related information in Maps, leave Significant Locations turned on in Settings 🔘 > Privacy & Security > Location Services > System Services.

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 the right map

The button at the top right of a map indicates if the current map is for exploring 🗺️, driving 🚗, riding transit 🚆, or viewing from a satellite 🌐. To choose a different map, do the following:

1. Tap the button at the top right.

2. Choose another map type, then tap ✕.

View a 3D map

On a 2D map, do one of the following:

- Drag two fingers up.

- On the Satellite map, tap 3D near the top right.

- On supported models and in select cities, tap 3D near the top right. (See Detailed City Experience on the [iOS and iPadOS Feature Availability website](#).)

On 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 top right.

Move, zoom, or rotate a map or 3D globe

- *Move around in a map:* Drag the map.

- *Zoom in or out:* Double-tap (leaving your finger on the screen after the second tap), then drag up to zoom in or drag down to zoom out. Or, pinch open or closed on the map.

  On a 2D map, a scale appears near the top while you zoom. 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 the earth with an interactive 3D globe:* Zoom out until the map changes to a globe. Drag the globe to rotate it, or zoom in or out to explore details for mountain ranges, deserts, oceans, and more (supported models).
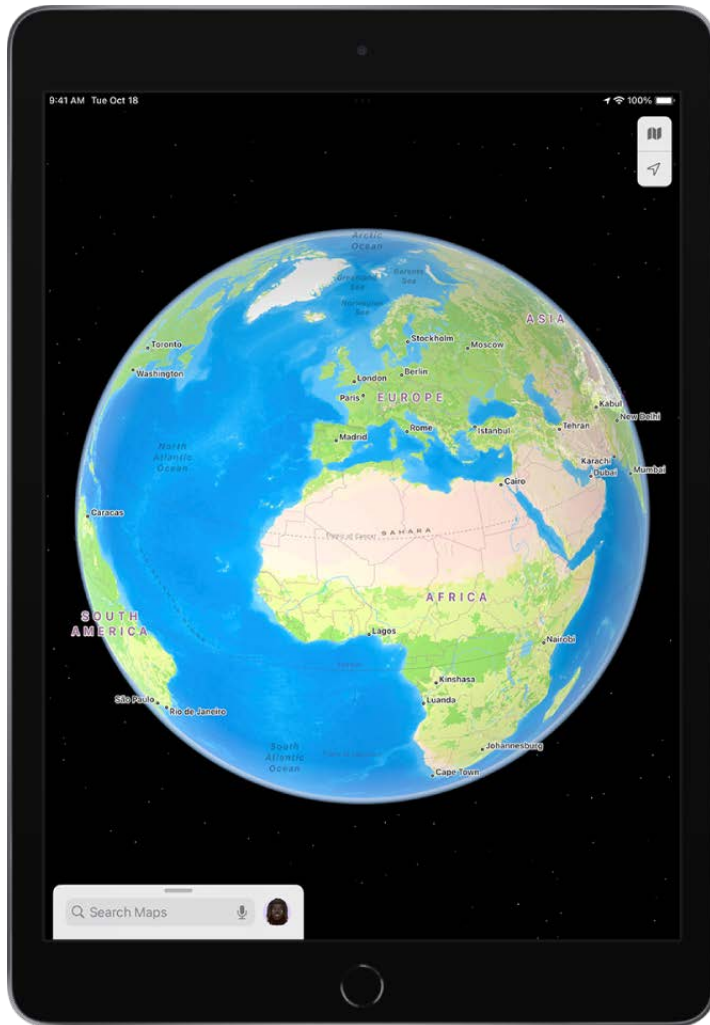
Add a name to Maps, or report an issue with Maps

1. Tap your picture or initials next to the search field, then tap Reports.

   If neither your picture nor initials appears, tap Cancel next to the search field, or tap the search field, then tap Cancel.

2. Choose one of the options, then provide your information.

Apple is committed to keeping personal information about your location safe and private. To learn more, go to Settings ⚙ > Maps, then tap About Apple Maps and Privacy.

Find places

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

Siri: Say something like: "Show me the Golden Gate Bridge." Learn how to use Siri.

Or you can tap the search field (at the top of the search card), then begin typing.
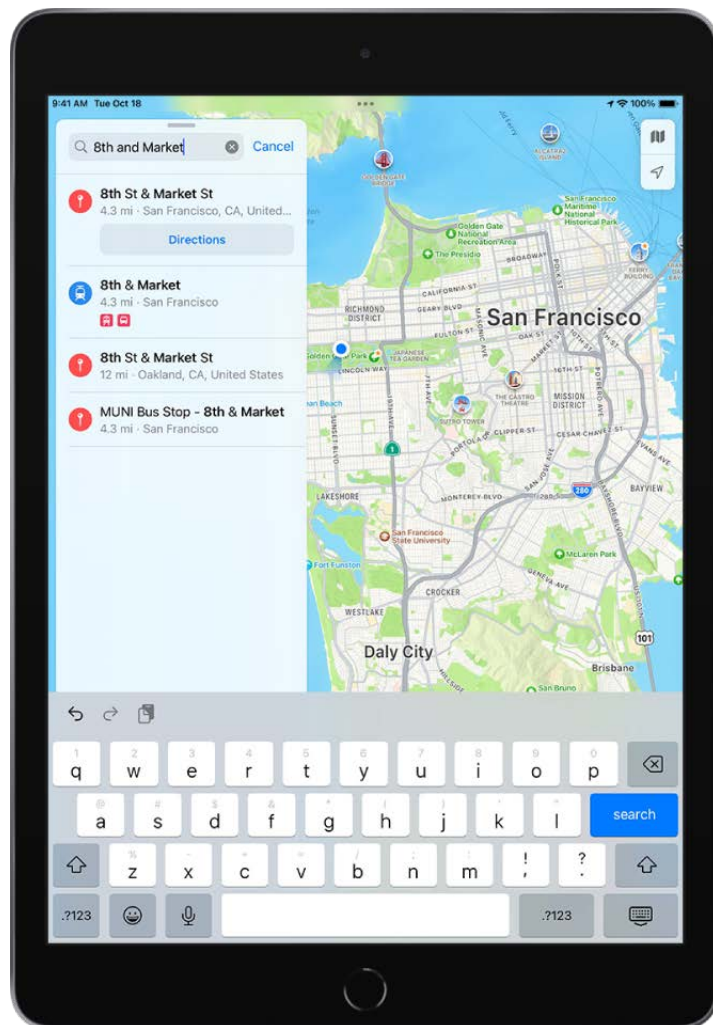
You can search in different ways. For example:

- Intersection ("8th and Market")

- Area ("Greenwich Village")

- Landmark ("Guggenheim")

- Zip code ("60622")

- Business ("movies," "restaurants San Francisco CA," "Apple Inc New York")

If you get a list of results, scroll the list to see more. To learn about a place or get directions to it, tap a search result.

Display, lengthen, or shorten the search card

If you see a different kind of card instead of the search card, tap ✕ at the top right of the card.

To show more or less information on the search card, drag the top of the search card down or up.

Quickly find or delete recent searches

To get a list of recent search results, scroll down in the search card to Recents.

To delete an item from the list, swipe the item left. Or tap More 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 Delete recent directions in Maps on iPad, Delete significant locations on iPad, Delete a place from your favorites, and Delete a pin marker.

Find nearby attractions, restaurants, and services in Maps on iPad

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

Find a nearby attraction, restaurant, or other service

Siri: Say something like: "Find a gas station" or "Find coffee near me." Learn how to use Siri.

Or without using Siri, you can tap the search field, then do one of the following:

- Tap a category like Grocery Stores or Restaurants in the Find Nearby section of the search card.

- Enter something like "playgrounds" or "parks" in the search field, then tap the Search Nearby result.
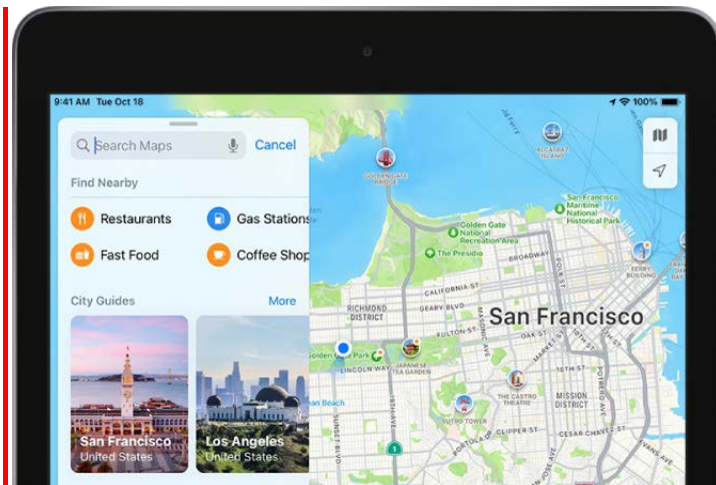
To change the nearby area, drag the map.

Depending on what you look for, you may be able to apply more search criteria, tap a suggestion to get additional information, and more.

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:

   - *Before you get there:* Search for the airport or mall in Maps (tap Indoor Map if it appears in the search result). Or drag the map to show it, zoom in, then tap Look Inside.

   - *When you're at the airport or mall:* Open Maps, tap ◁, then tap Look Inside.

2. To find nearby services, tap a category (like Food, Restrooms, or Gates) on the place card, then scroll down to see all results.

   To get more information about a result, tap it.

3. To get a map of a different floor, tap the button showing the floor level (zoom in if the button doesn't appear).

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 🗺️.
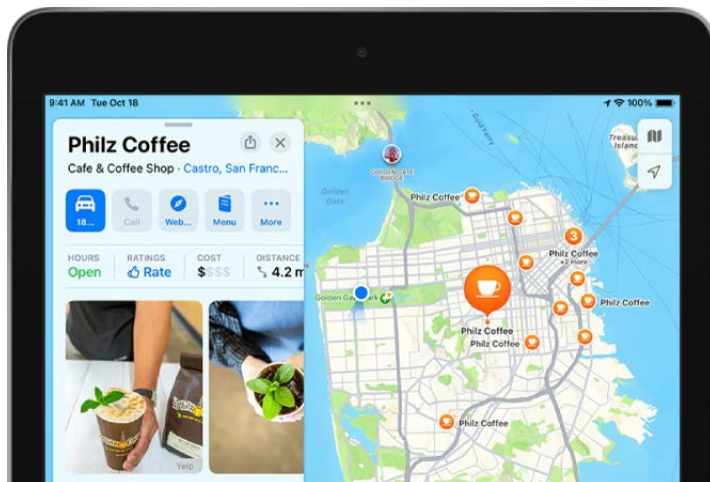
Get information about a place

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

- *Get a route to the location:* Tap the directions button.

- *View more information:* Scroll down in the place card.

  The information might include the street address, a phone number, a webpage link, customer reviews, and more. Many restaurants and other businesses offer App Clips that allow you to order or make a reservation by tapping buttons on their place cards.

- *Close the place card:* Tap ✕.

Note: If you install an app that has a table booking extension, it can also help you make reservations at restaurants. If you want to stop sending the names of restaurants that you view to the extension, go to Settings ⚙ > Maps > Restaurant Booking, then turn off the app extension.

Save information about a place

You can save a place as one of your favorites, in one of your My Guides, and as one of your contacts.

Tap a place on a map or a search result in Maps, tap ••• (to the right of the directions button on the place card), then choose an option.

Mark places in Maps on iPad

You can mark places in the Maps app 🗺 with pins to help you find those places later.
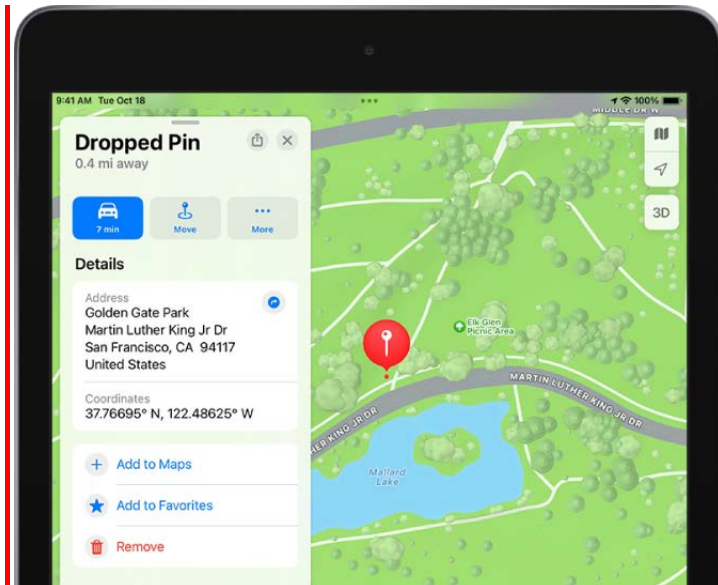
Tip: To quickly mark your location so you can find your way back later, touch and hold the Maps icon on the Home Screen, then choose Mark My Location. See Perform quick actions on iPad.

Mark an unlabeled location

Touch and hold the map until a pin marker appears, then do any of the following:

- *Refine the location:* Tap Move, then drag the map.

- *Save the location to your favorites:* Tap ••• (to the right of the directions button on the place card), then Tap Add to Favorites. (You can give the location a name in your Favorites.)

- *Save the location to a guide you created:* Tap •••, tap Guides, choose a guide, enter a name for the location, then tap Save. See Organize places in My Guides in Maps on iPad.

- *Close the place card:* Tap ✕.

Delete a pin marker

1. Tap the marker.

2. On the place card, tap Remove.

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

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.

Tip: To quickly share your current location, touch and hold Maps on the Home Screen, then tap Send My Location. See Perform quick actions on iPad.

1. Tap a place on the map or a search result in Maps.

2. Tap ⬆️ (at the top of the place card), then choose an option.

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

Rate places in Maps on iPad

In the Maps app 🗺️, you can provide ratings and photos of places you visit to help others.

Note: Apple Ratings and Photos is not available in all countries or regions.

Provide ratings and photos for a place

1. Tap a place on the map or a search result in Maps.

2. Depending on the location, either scroll down the place card or tap Rate (near the top of the place card), then do any of the following:

   - *Provide ratings:* Tap 👍 or 👎 for the available categories.

   - *Submit photos:* Tap Add Your Photos, then follow the onscreen instructions.

     Before you tap Add to submit your photos, you can credit yourself for the photos you contribute, using either your name or a nickname. Tap Photo Credit, then turn on Show Credit and if desired, enter a nickname for yourself. (The photo credit option you choose applies to all photos you previously submitted and continue to submit.)

   Note: If neither ratings categories or the Rate button appear on the place card, you can't rate the location or add a photo.

   To upload your ratings and photos to Apple, you must have an Apple ID.

View or edit your ratings and photos

You can view and change your ratings, add and remove photos, add or remove your photo credit, and provide a nickname for your photo credit.

1. Tap your picture or initials at the top right of the search card, then tap Ratings & Photos.

   If neither your picture nor initials appears, tap Cancel next to the search field, or tap the search field, then tap Cancel.

2. Select one of your rated places.

3. To edit your ratings, tap Rate, make your changes, then tap Done.

4. To edit your photos, tap the Your Photos album, then do any of the following:

   - *Submit another photo:* Tap Add.

   - *Remove a photo:* Select the photo, tap 😀, then tap Delete Your Photo.

   - *Change your photo credit:* Select the photo, tap 😀, then tap Change Photo Credit. The photo credit option you choose applies to all photos you previously submitted and continue to submit.

Your ratings and photos appear on all devices where you're signed in with the same Apple ID.

You may receive suggestions in Maps to submit a rating or photo if you recently visited or took a photo of a point of interest. These suggestions use on-device processing and cannot be read by Apple. If you wish to stop receiving these suggestions, go to Settings 🔘 > Maps, then turn off Show Ratings and Photos Suggestions.

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.
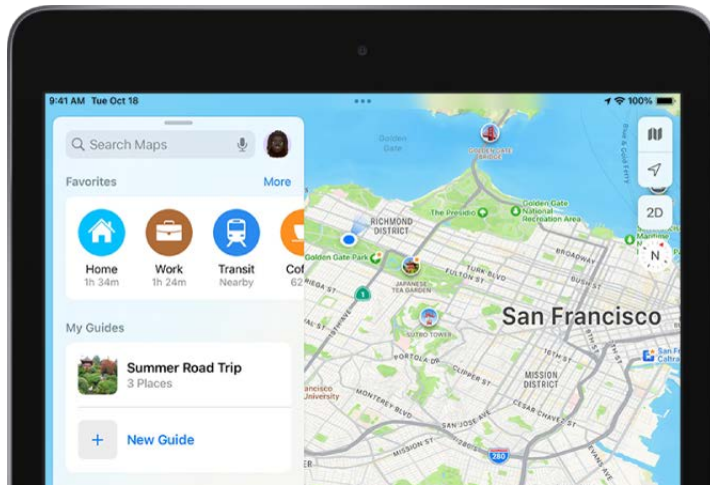
Tip: To make Home and Work automatically appear as favorites, add your work and home addresses to My Card in Contacts.

Add a place to your favorites

1. In the row of Favorites on the search card, tap ✚.

   If ✚ doesn't appear, swipe the Favorites row left.

2. 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.

You can also tap a place on a map or a search result in Maps, tap ••• (to the right of the directions button on the place card), then tap Add to Favorites.

Quickly find your favorites

A row of Favorites appears near the top of the search card.

To see more, swipe the row left, or tap More above the row.

Edit a favorite

1. On the search card, tap More 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:* Double-tap the Label field, then enter a new name.

   - *Change the address:* Tap Contact Card, then make your changes.

   - *Delete the location from your favorites list:* Tap Remove Favorite.

   - *Tell someone your ETA:* 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 ETA in Maps on iPad.

4. Tap Done.

Refine your home or work location

If Maps isn't precisely locating your home or work place, you can help improve directions to and from your home or work by correcting the location.

1. On the search card, tap More above the row of favorites, then tap (i) next to Home or Work.

2. Tap Refine Location on Map, drag the map to move the marker over the correct location, then tap Done.

Delete a place from your favorites

On the search card, tap More above the row of favorites, then swipe the item left.

Explore new places with Guides in Maps on iPad

Editorially curated 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.

Explore cities of the world with Guides

Scroll down in the search card, then tap Explore Guides.

You can browse by interest, publisher, city, and more. For example, to browse Guides for locations worldwide, tap ⊙ at the top of the screen.

View, share, and save a Guide

To open a Guide, tap its cover. To view its contents, scroll down.
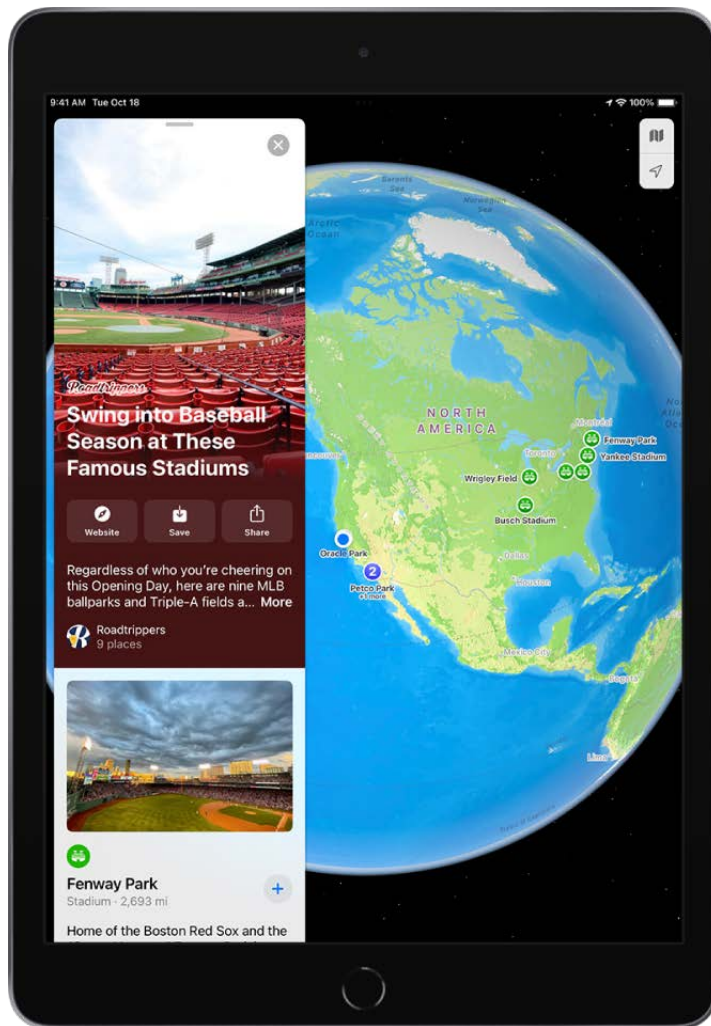
You can also do the following:

- *Save the Guide:* Scroll to the top of the Guide, then tap ⬇.

  It's saved in your collection of My Guides. See Organize places in My Guides .

- *Share the Guide:* Scroll to the top of the Guide, tap ⬆, then choose an option.

- *Add a destination to My Guides:* Tap ⊕, then select one of your guides.

- *Explore related media:* In select Guides, tap links to find relevant music, books, and more.

- *Close the Guide:* Tap ⊗.

    Tip: Look for App Clips buttons that allow you to do things like reserve a table directly from a Guide.

Guides are available for many cities worldwide, with more places coming.

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

Scroll down in the search card, tap New Guide, enter a name, then tap Create.

Add a place to My Guides

1. Tap a place on a map or a search result in Maps.

2. Tap ••• (to the right of the directions button on the place card).

3. Tap Guides, then choose one of your guides.

You can also add editorially curated Guides to My Guides. See Explore new places with Guides in Maps on iPad.

Share a guide

1. Tap your picture or initials at the top right of the search card, then tap Guides.

    If neither your picture nor initials appears, tap Cancel next to the search field, or tap the search field, then tap Cancel.

2. Choose a guide.

3. Tap ⬆️ at the bottom of the guide card, then choose an option.

Edit a guide that you created

For any guide that you create, you can supply a cover image, change the title, and remove places.

1. Tap your picture or initials at the top right of the search card, then tap Guides.

   If neither your picture nor initials appears, tap Cancel next to the search field, or tap the search field, then tap Cancel.

2. Choose a guide that you created.

3. Tap Edit at the bottom of the guide card.

4. Make your changes, then tap ✕ at the top right of the guide card.

Remove a guide

1. Tap your picture or initials at the top right of the search card, then tap Guides.

   If neither your picture nor initials appears, tap Cancel next to the search field, or tap the search field, then tap Cancel.

2. Tap Edit at the bottom of the screen.

3. Select a guide, the tap Delete.

Get traffic and weather info in Maps on iPad

Find out about traffic conditions

1. With a map showing, tap the button at the top right, choose Driving or Satellite, then tap ✕.

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

2. To get an incident report, tap an incident marker.

   Markers indicate incidents such as hazards ⚠️, road closures ⛔, road construction 🔶, accidents 🔶, and more.

You can also report traffic incidents.

Note: Traffic features and information are not available in all countries or regions. See the iOS and iPadOS Feature Availability website.

Find out about the weather and the air quality

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 (AQI) also appears in the lower-right corner.

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

If you don't want to get 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 records these significant locations to provide you with personalized services like predictive traffic routing. These records are end-to-end encrypted and cannot be read by Apple. You can delete this information at any time—for example, to reset predictive traffic routing and similar personalized services.

1. Go to Settings ⚙ > Privacy & Security > Location Services > System Services, then tap Significant Locations.

2. Tap Clear History. This action clears all your significant locations on any devices that are signed in with the same Apple ID.

Quickly find your Maps settings on iPad

In the Maps app 🗺, you can quickly find your settings for preferences, guides, favorites, and more.

Tap your picture or initials at the top right of the search card, then choose an option.

(If neither your picture nor initials appears next to the search field, tap Cancel next to the field, or tap the search field, then tap Cancel.)

To find more Maps settings, choose Preferences, scroll down, then tap Maps Settings at the bottom of the screen.

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.

Important: To get directions, iPad must be connected to the internet, and Location Services must be turned on. (On Wi-Fi + Cellular models, cellular data rates may apply. See View or change your cellular data account.)

Use Siri to get directions

You can keep focused on the road by using Siri to get directions. And by listening to turn-by-turn spoken directions (Wi-Fi + cellular models), you can follow driving, cycling, and walking directions without even looking at your iPad.

Siri: Say something like:

- "Get directions to the nearest coffee shop"

- "Find a charging station"

- "Give me directions home"

Learn how to use Siri

Tip: To use "home" or "work" when using Siri or searching in Maps, add your home and work addresses to My Card in Contacts.
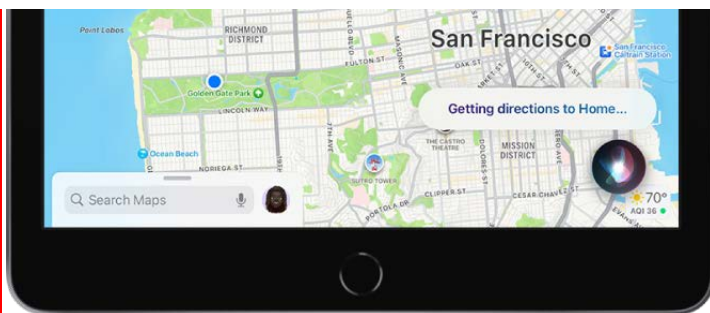
Get directions in Maps

1. Do one of the following:

   - Tap a destination (for example, a landmark on a map or a spot that you marked with a pin).

   - Touch and hold anywhere on the map.

   - Tap the search field, begin typing, then tap a result.

2. Tap the directions button on the place card.

   After you tap the directions button, you can choose a different mode of travel, a different starting point, and other options. See Select other route options in Maps on iPad.

3. Tap Go for the route you want.

   After you tap Go, you can share your ETA, get an overview of your route or a list of directions, add stops to your driving directions, and more.
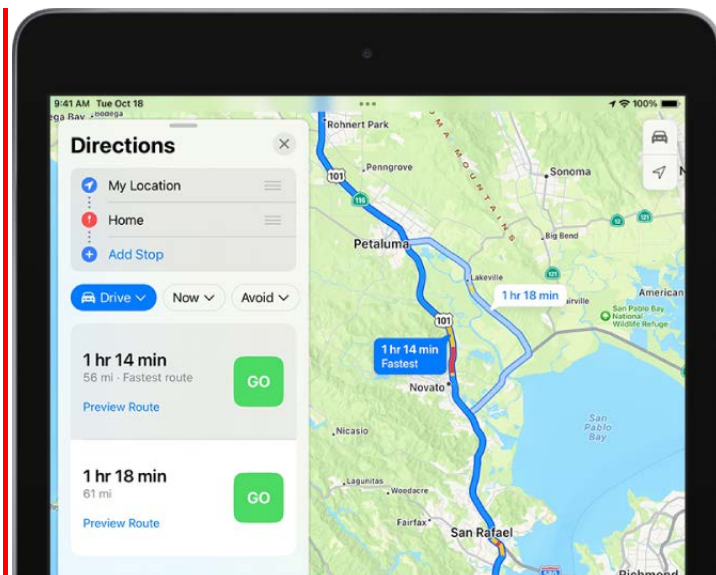
Use the Maps widget

To quickly get directions to a likely destination from the Home Screen or Today View, add the Maps widget.

Choose your default mode of travel

Maps defaults to your preferred way to travel when providing directions. To change your preference, do the following:

1. Tap your picture or initials at the top right of the search card, then tap Preferences.

   If neither your picture nor initials appears, tap Cancel next to the search field, or tap the search field, then tap Cancel.

2. Tap Driving, Walking, Transit, or Cycling.

Use Maps on your Mac to get directions

Before a big trip or a day of cycling, you can plan your route on your Mac, and then share the details to your iPad. You must be signed in with the same Apple ID on both your Mac and your iPad.

1. In Maps on your Mac, create a route for your trip.

   For information, see Plan a route on your Mac in the Maps User Guide.

2. Choose File > Share > Send to [*your device*].

You can also use Handoff to send directions from iPad to Mac. See Hand off tasks between iPad and your other devices.

Select other route options in Maps on iPad

With a route showing in the Maps app 🗺️, you can select various options before you tap Go.

Switch travel mode.

Drag to reverse the
starting point and
destination.

View the directions in a list.
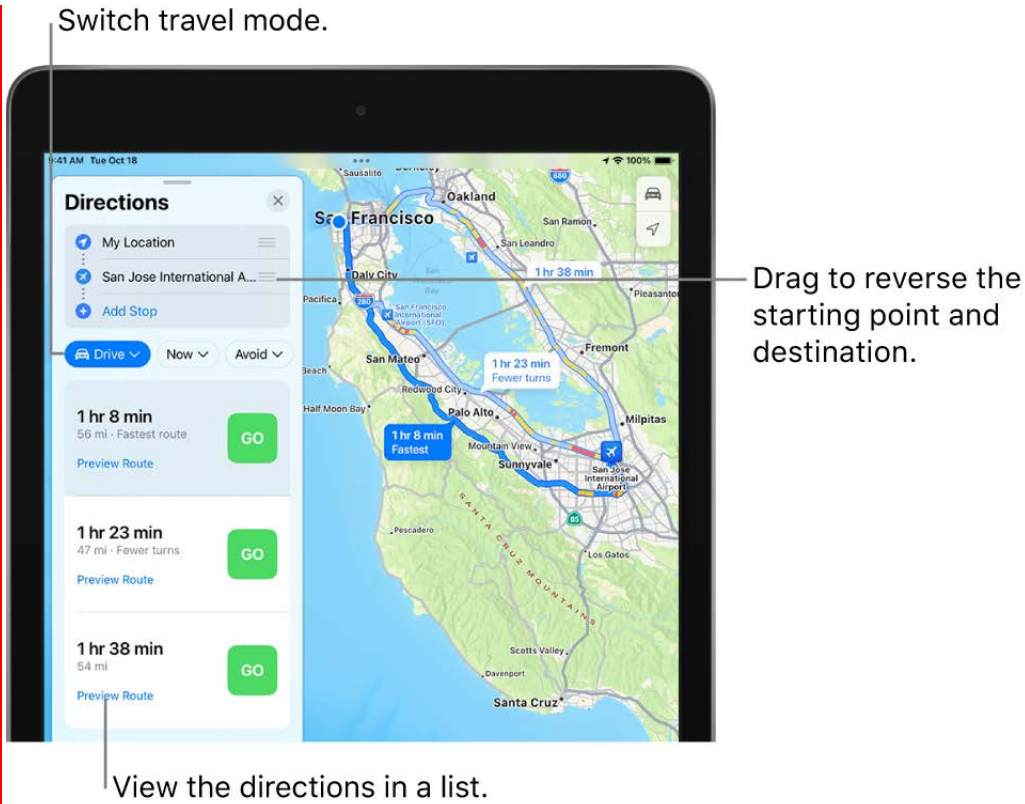
Change the starting point or destination

- *Reverse the starting point and destination:* In the Directions list, touch and hold ☰ for the starting location, then drag it below the destination.

- *Choose a different starting point or destination:* In the Directions list, tap either the start or destination, then use the search field or a recent search result to find and select a different location.

Switch to a different mode of travel

Tap the travel mode button (below the Directions list), then tap 🚗, 🚶, 🚆, or 🚲.

View a route's directions in a list

1. Tap Preview Route (below the estimated travel time).

2. When you're finished, tap Done.
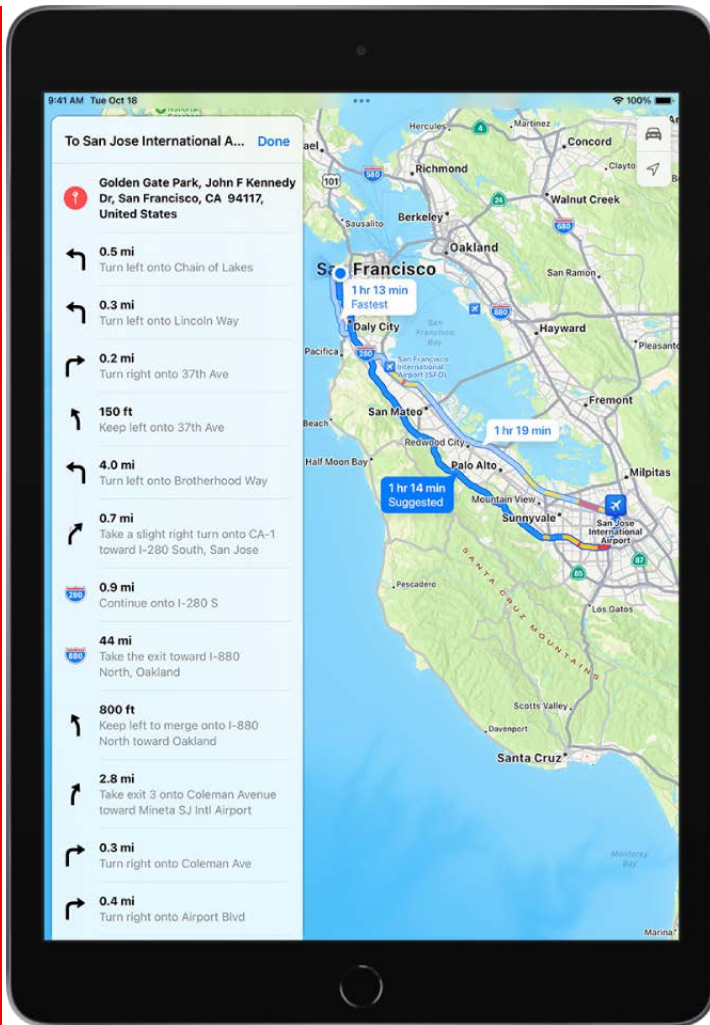
Add a stop to your driving directions

You can add up to 14 stops along your route.

1. Do one of the following:

   - Tap Add Stop (below Directions), use the search field or a recent search result to find and select a place to stop, then tap Add (in the list of search results) or Add Stop (in the place card for a search result).

   - Zoom in and move the map, tap a place (for example, a landmark or business), then tap Add Stop in the place card. Or touch and hold a spot to mark it with a pin, then tap Add Stop in the place card.

   Your selected stop appears as the final destination in the Directions list.

2. Touch and hold ☰ for the stop, then drag it ahead of your final destination.

   To delete the stop, swipe it left.

Depending on the mode of travel, you may have other route options, such as choosing an arrival time when driving, avoiding heavy traffic when cycling or walking, or choosing which transit method you prefer.

Note: Directions for multiple stops are not available in all countries or regions. See the iOS and iPadOS Feature Availability website.

Things you can do while following a route

Share your ETA in Maps on iPad

On Wi-Fi + Cellular models, you can share your estimated time of arrival (ETA) while following driving, cycling, and walking directions in the Maps app 🗺️.

Note: Features for Wi-Fi + Cellular models require a cellular data plan and Cellular Data turned on in Settings ⚙️ > Maps.

Share your estimated time of arrival (ETA) (Wi-Fi + Cellular models)

Siri: Say something like: "Share my ETA." Learn how to use Siri.

Or without using Siri, you can do the following:

1. Tap the route card at the bottom of the screen, then tap Share ETA.

2. Choose one or more suggested contacts, or tap Open Contacts to find a contact.

You can also add a location to your Favorites, then choose a contact to automatically receive your ETA whenever you start turn-by-turn navigation to that location.

To stop sending ETA information, tap Sharing at the bottom of the screen, then tap a name.

People using devices with iOS 13.1, iPadOS 13.1, or later receive a Maps notification with your ETA, and they can track your progress in Maps. People using devices with earlier versions receive the notification through iMessage. People using other mobile devices receive an SMS message.

Note: Standard carrier data and text rates may apply.

To turn off Share ETA, go to Settings ⚙️ > Maps.

Find stops along your route in Maps on iPad

While following driving or cycling directions in the Maps app 🗺️ (Wi-Fi + Cellular models), you can find places to stop along your route.

Note: Features for Wi-Fi + Cellular models require a cellular data plan and Cellular Data turned on in Settings ⚙️ > Maps.

Add a stop while following a driving route (Wi-Fi + Cellular models)

1. Tap the route card at the bottom of the screen.

2. Tap Add Stop, then use the search field or a recent search result to find and select a place to stop.

3. Tap Add (in the list of search results) or Add Stop (in the place card for a search result).

   Your directions are rerouted to take you to the stop next.

4. While on your route, you can do the following:

   - *Remove the stop:* Tap the route card at the bottom of the screen, then tap 🔴 next to the stop.

   - *Pause directions when you stop:* Tap Pause Route; when you get back on the road, tap Resume Route.

You can plan a multistop route before you start your trip. See Add a stop to your driving directions.

Find a place to stop while following a cycling route (Wi-Fi + Cellular models)

1. Tap the route card at the bottom of the screen.

2. Tap Add a Stop, then tap a category.

3. Tap Go for one of the nearby suggestions.

4. To get directions again to your original destination, tap Resume Route at the top of the screen.

View a route overview or a list of turns in Maps on iPad

While following driving, cycling, and walking directions in the Maps app 🗺️ (Wi-Fi + Cellular models), you can get an overview of your route and a list of upcoming turns.

Note: Features for Wi-Fi + Cellular models require a cellular data plan and Cellular Data turned on in Settings ⚙️ > Maps.

Get an overview of your route (Wi-Fi + Cellular models)

Tap 🖍. To return to turn-by-turn directions, tap 🛆.

View a list of upcoming directions (Wi-Fi + Cellular models)

Tap the banner at the top of the screen. Scroll down to see more directions. When finished, tap ⌃.

Change settings for spoken directions in Maps on iPad

On Wi-Fi + Cellular models, you can turn spoken directions off, change the volume, and more in Maps.

Note: Features for Wi-Fi + Cellular models require a cellular data plan and Cellular Data turned on in Settings ⚙ > Maps.

Turn spoken directions on or off (Wi-Fi + Cellular models)

On the map, tap the audio button (for example, 🔊), then choose an option.

Button	Description
🔊	All directions are spoken.
🔇⚠	Only driving alerts are spoken.
🔇	No directions are spoken.

Change the volume for spoken directions (Wi-Fi + Cellular models)

Press the volume buttons on the side of iPad.

Change other settings for spoken directions (Wi-Fi + Cellular models)

Go to Settings ⚙️ > Maps > Spoken Directions, then turn on or off the following options:

- *Directions Pause Spoken Audio:* Turn on this setting to pause spoken audio (like podcasts and audio books) when you receive spoken directions.

- *Directions Wake Device:* Turn on this setting to wake the iPad display when you receive spoken directions while following driving or cycling directions.

- *Directions on Radio:* On supported cars, turn on this setting to hear spoken directions when you're listening to the radio.

Turn-by-turn spoken directions require iPad to be connected to the internet, and Location Services must be turned on. Cellular data rates may apply. See View or change your cellular data account.

Turn-by-turn spoken directions are not available in all countries or regions. See the iOS and iPadOS Feature Availability website.

Get driving directions in Maps on iPad

In the Maps app 🗺️, you can get detailed driving directions to your destination.

When you drive in select cities, you see enhanced details for crosswalks, bike lanes, buildings, and a street-level perspective that helps you find the right lane as you approach complex interchanges (supported models). See the iOS and iPadOS Feature Availability website.

Note: Features for Wi-Fi + Cellular models require a cellular data plan and Cellular Data turned on in Settings ⚙️ > Maps.

Get directions for driving

1. Do one of the following:

   - Say something like "Hey Siri, give me driving directions home." Learn how to use Siri.

   - Tap your destination (such as a search result in Maps or a landmark on a map), or touch and hold anywhere on the map, then tap the directions button.

2. When a suggested route appears, you can do any of the following:

- *Switch to driving directions:* If driving isn't your default mode of travel or if you're viewing a transit map, tap the travel mode button (below the Directions list), then tap 🚗.

- *View a route's directions in a list:* On the route card, tap Preview Route (below the estimated travel time). To share the directions, scroll to the bottom of the card, then tap Share.

- *Choose a future departure or arrival time:* Tap Now (below the Directions list), select a time or date for departure or arrival, then tap Done. The estimated travel time may change based on predicted traffic.

- *Add stops along your route:* You can add up to 14 stops on the way to your destination. See Add a stop to your driving directions.

- *Avoid tolls or highways:* Tap Avoid (below the Directions list), choose your options, the tap Apply.

- *Choose other route options:* You can reverse the starting point and destination, select a different starting point or destination, and more. See Select other route options in Maps on iPad.

3. Tap Go for the route you want.

On Wi-Fi only models, Maps shows turn directions in a banner at the top left. To see the next direction, swipe the banner left. To view a list of upcoming directions, tap the route card at the bottom of the screen, then tap Details.

On Wi-Fi + Cellular models, Maps speaks turn-by-turn directions to your destination. While following the route, you can share your ETA, find a place to stop, turn off spoken directions, and view a route overview or a list of turns. Maps remains onscreen and continues to speak directions even if you open another app or if iPad locks. (To return to Maps from another app, tap the directions banner at the top of the screen or the navigation indicator ⬤ in the status bar.)

End driving directions before you arrive

Siri: Say something like: "Hey Siri, stop navigating." Learn how to use Siri.

Or without using Siri, you can tap the card at the bottom of the screen, then tap End Route.

Show or hide the compass or the speed limit (Wi-Fi + Cellular models)

Go to Settings ⚙ > Maps, tap Driving (below Directions), then turn Compass or Speed Limit on or off.

Turn-by-turn spoken directions require iPad (Wi-Fi + Cellular models) to be connected to the internet, and Location Services must be turned on. Cellular data rates may apply. See View or change your cellular data account.

Turn-by-turn spoken directions and directions for multiple stops are not available in all countries or regions. See the iOS and iPadOS Feature Availability website.

Report traffic incidents in Maps on iPad

Using iPad (Wi-Fi + Cellular models) in select regions and countries, you can report accidents, hazards, speed checks, and road work, and you can report when they're cleared (features vary by region and country).

Apple evaluates incoming incident reports. When there's a high level of confidence in the reports, incident markers—such as for hazards ⚠ and accidents 🔴—are displayed in the Maps app 🗺 for other users too.

Note: Speed checks, where supported, are not displayed with incident markers. Instead, notifications for speed checks appear when you follow turn-by-turn driving directions.

Report traffic incidents (Wi-Fi + Cellular models)

Siri: Say something like:

- "Report an accident"

- "There's something on the road"

- "There's a speed check here"

[Learn how to use Siri](#)

Or when following turn-by-turn driving directions, you can tap the route card at the bottom of the screen, tap Report an Incident, then choose an option.

Report on the status of a hazard or accident (Wi-Fi + Cellular models)

A map may display hazard ⚠️ and accident 🔶 markers. When you're near the incidents in select countries or regions, you can report whether they cleared.

Siri: Say something like: "The hazard is gone" or "Clear the accident." [Learn how to use Siri](#).

Or without using Siri, you can do the following:

1. Tap the incident marker.

2. Tap Cleared or Still Here.

Apple evaluates incoming incident reports. When there's a high level of confidence in reports that an incident has been cleared, its marker is removed from Maps.

Note: You can't clear reports of speed checks.

Features for Wi-Fi + Cellular models require a cellular data plan and Cellular Data turned on in Settings 🔘 > Maps.

Get cycling directions in Maps on iPad

In the Maps app 🗺️, you can get detailed cycling directions. Maps offers routes on bike paths, bike lanes, and bike-friendly roads (when available). You can preview the elevation for your ride, check how busy a road is, and choose a route that best avoids hills.

Note: Features for Wi-Fi + Cellular models require a cellular data plan and Cellular Data turned on in Settings 🔘 > Maps.
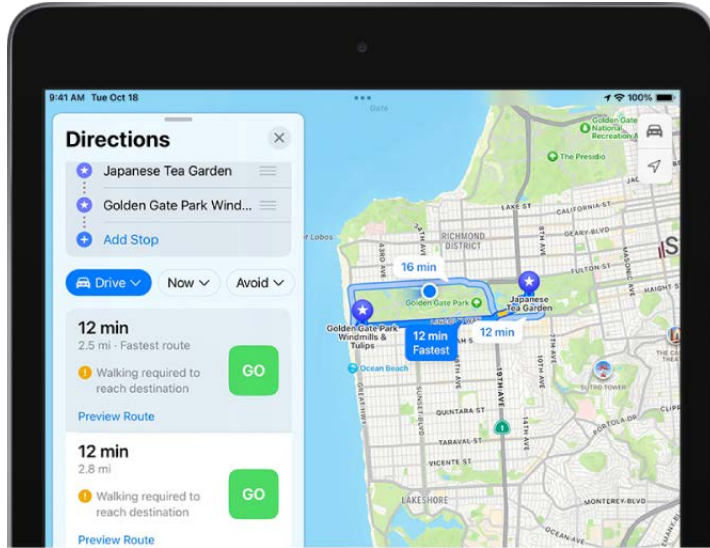
Note: Cycling directions are available in select areas. Features vary by country and region. See the iOS and iPadOS Feature Availability website.

Get directions for cycling

1. Do one of the following:

   - Say something like "Hey Siri, give me cycling directions home." Learn how to use Siri.

   - Tap your destination (such as a search result in Maps or a landmark on a map), or touch and hold anywhere on the map, then tap the directions button.

2. When a suggested route appears, you can do the following:

   - *Switch to cycling directions:* If cycling isn't your default mode of travel or if you're viewing a transit map, tap the travel mode button (below the Directions list), then tap 🚲.

   - *Avoid hills or busy roads:* Tap Avoid (below the Directions list), choose your options, the tap Apply.

   - *View a route's directions in a list:* On the route card, tap Preview Route (below the estimated travel time). This list is especially helpful if you know you'll lose your internet connection on your route, because you can refer to these directions even after you lose your connection.

     To share the directions, scroll to the bottom of the card, then tap Share.

   - *Choose other route options:* You can reverse the starting point and destination, select a different starting point or destination, and more. See Select other route options in Maps on iPad.

3. Tap Go for the route you want.

   On Wi-Fi only models, Maps shows turn directions in a banner at the top left. To see the next direction, swipe the banner left. To view a list of upcoming directions, tap the route card at the bottom of the screen, then tap Details.

   On Wi-Fi + Cellular models, Maps speaks cycling-specific directions for turns and maneuvers. While following the route, you can share your ETA, find a place to stop, turn off spoken directions, and view a route overview or a list of turns.

End cycling directions before you arrive

Siri: Say something like: "Hey Siri, stop navigating." Learn how to use Siri.

Or without using Siri, you can tap the card at the bottom of the screen, then tap End Route.

Turn-by-turn spoken directions (Wi-Fi + Cellular models) are not available in all countries or regions. See the iOS and iPadOS Feature Availability website.

Get walking directions in Maps on iPad

In the Maps app 🗺️, you can get detailed walking directions to your destination. You can preview the elevation for your walk and choose a route that best avoids hills, stairs, and busy roads.

Note: Features for Wi-Fi + Cellular models require a cellular data plan and Cellular Data turned on in Settings ⚙️ > Maps.
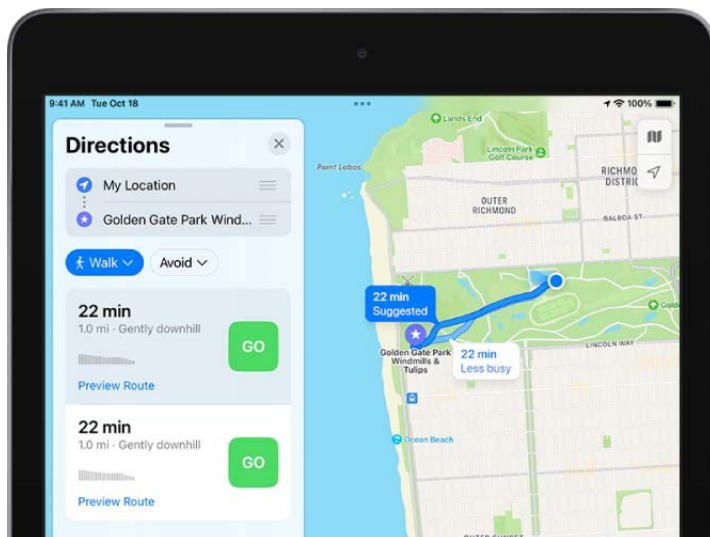
Get directions for walking

1. Do one of the following:

   - Say something like "Hey Siri, give me walking directions home." Learn how to use Siri.

   - Tap your destination (such as a search result in Maps or a landmark on a map), or touch and hold anywhere on the map, then tap the directions button.

2. When a suggested route appears, you can do the following:

   - *Switch to walking directions:* If walking isn't your default mode of travel or if you're viewing a transit map, tap the travel mode button (below the Directions list), then tap 🚶.

   - *Avoid hills, busy roads, or stairs:* Tap Avoid (below the Directions list), choose your options, the tap Apply.

   - *View a route's directions in a list:* On the route card, tap Preview Route (below the estimated travel time). This list is especially helpful if you know you'll lose your internet connection on your route, because you can refer to these directions even after you lose your connection.

     To share the directions, scroll to the bottom of the card, then tap Share.

   - *Choose other route options:* You can reverse the starting point and destination, select a different starting point or destination, and more. See Select other route options in Maps on iPad.

3. Tap Go for the route you want.

   On Wi-Fi only models, Maps shows turn directions in a banner at the top left. To see the next direction, swipe the banner left. To view a list of upcoming directions, tap the route card at the bottom of the screen, then tap Details.

   On Wi-Fi + Cellular models, Maps speaks turn-by-turn directions to your destination. While following the route, you can share your ETA.

   While following a route on all models, you can view a route overview or a list of turns.

End walking directions before you arrive

   Siri: Say something like: "Hey Siri, stop navigating." Learn how to use Siri.

Or without using Siri, you can tap the card at the bottom of the screen, then tap End Route.

Turn-by-turn spoken directions (Wi-Fi + Cellular models) are not available in all countries or regions. See the iOS and iPadOS Feature Availability website.

Get transit directions in Maps on iPad

In the Maps app 🗺️, you can get detailed transit directions to your destination, including departure times, connection information, and fare amounts.
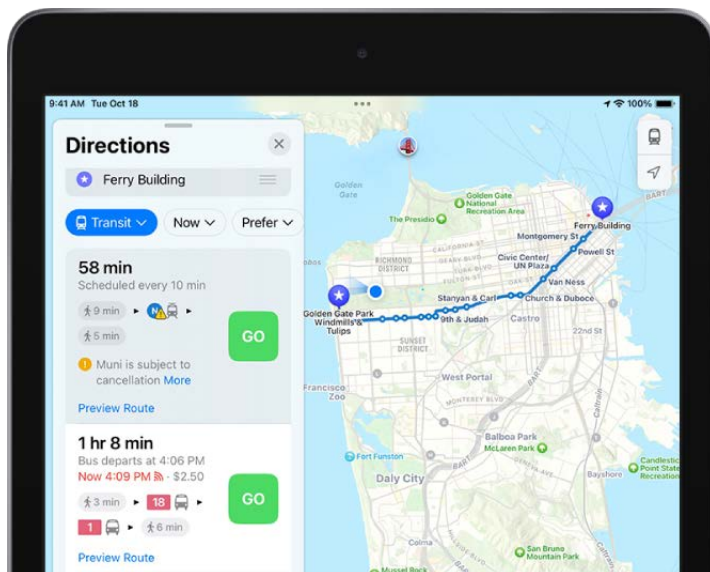
Note: Public transportation information is not available in all countries or regions. See the iOS and iPadOS Feature Availability website.

Find a transit route

1. Do one of the following:

   - Say something like "Hey Siri, give me transit directions to the Ferry Building." Learn how to use Siri.

     Note: Siri transit directions aren't available in all countries or regions.

   - Tap your destination (such as a search result in Maps or a landmark on a map), or touch and hold anywhere on the map, then tap the directions button.

2. When a suggested route appears, you can do any of the following:

   - *Switch to transit directions:* If transit isn't your default mode of travel, tap the travel mode button (below the Directions list), then tap 🚊.

   - *Choose a future departure or arrival time:* Tap Now (below the Directions list), select a time or date for departure or arrival, then tap Done.

   - *Select which transit method you prefer:* Tap Prefer (below the Directions list), then select your preferences.

   - *Switch from transit card to cash fares:* In some countries and regions, fares are listed for the suggested routes. To view cash fares (where available), tap Transit Card Fares (below the Directions list), then tap Cash Fares.

   - *Choose other route options:* You can reverse the starting point and destination, select a different starting point or destination, and more. See Select other route options in Maps on iPad.

3. Tap Go for the route you want.

   To get upcoming directions during your trip, scroll down in the route card.

Quickly find nearby transit departures in Favorites

You can get one-tap access to the departure times for stops and stations near you.
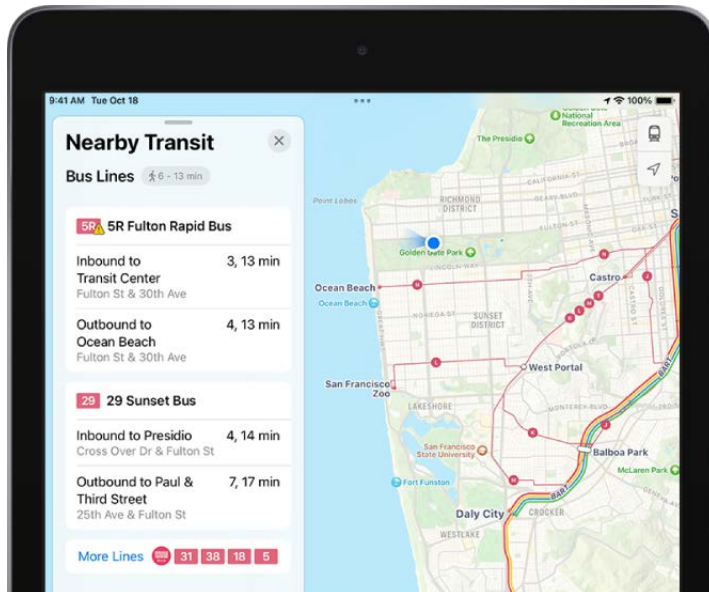
- *Add Nearby Transit to Favorites:* In the row of Favorites on the search card, tap ╋, tap Nearby Transit, then tap Done. (If ╋ doesn't appear, swipe the Favorites row left.)

- *View upcoming departures:* Tap Transit in the row of Favorites on the search card. To see stop details and additional departure times, tap any row on the Nearby Transit card.

- *Choose a line to appear at the top of the Nearby Transit list:* Tap Transit in the row of Favorites on the search card, touch and hold a line, then tap Pin. (To remove the pin, touch and hold the line again, then tap Remove Pin.)

Add a transit station or stop to Favorites

You can get one-tap access to the departure times for and directions to your favorite stop or station.

1. Do one of the following:

   - Use Siri or search to find a transit station or stop.

   - View a transit map, zoom in or move the map until you see the transit stop or station, then tap the transit stop or station.

2. Tap ••• (to the right of the directions button on the place card), then Tap Add to Favorites.

See the major transit lines

1. With a map showing, tap the button at the top right.

2. Select Transit, then tap ✕.

End transit directions before you arrive

Siri: Say something like: "Hey Siri, stop navigating." Learn how to use Siri.

Or without using Siri, you can tap ✕ on the route card.

Delete recent directions in Maps on iPad

You can delete directions that you recently viewed in the Maps app 🗺.

Scroll down in the search card to Recents, then do one of the following:

- Swipe a recent route left.

- Tap More directly above the list, then swipe a recent route left, or to delete a group of routes, tap Clear above the group.

Take tours

Look around streets in Maps on iPad

You can view cities in the Maps app 🗺 in interactive 3D that lets you pan 360 degrees and move through the streets.
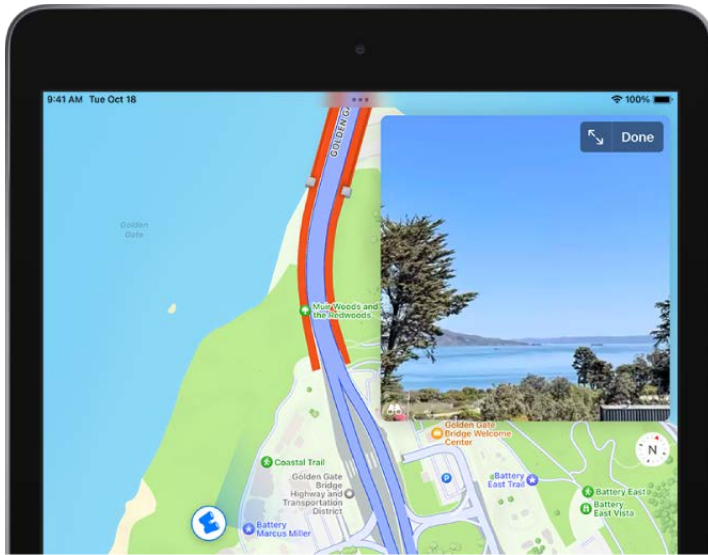
1. In select cities, tap 🔭 near the bottom of a map.

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 bottom of the screen, then tap 🚫.

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 place cards.

View a city or landmark from above

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

1. Use the button at the top right to select any map except Transit.

2. Tap the name of a city or the name of a landmark.

3. Tap Flyover on the place card.

   For some landmarks, if Flyover doesn't appear on the place card, tap ⋯, then tap Flyover.
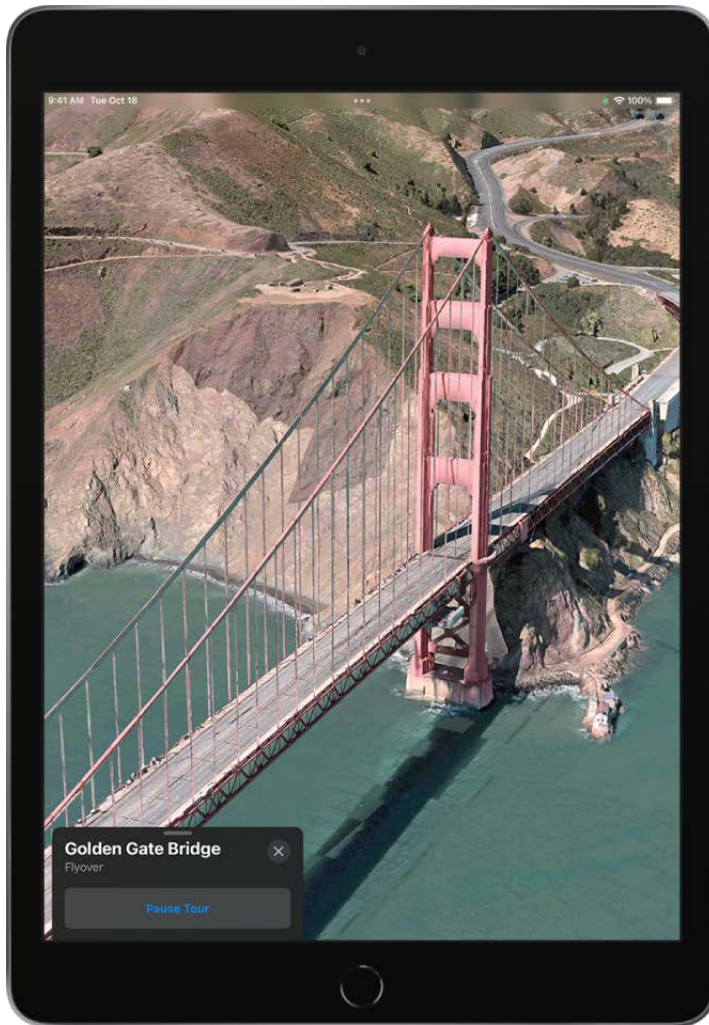
4. Do any of the following:

- *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 the card doesn't appear, tap anywhere on the screen.)

5. To return to the map, tap ✕ in the card at the bottom of the screen (tap anywhere on the screen if see ✕ doesn't appear).

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 place card.

3. To return to the map, tap ✕.

For a list of sites with Flyover, see the iOS and iPadOS Feature Availability website.

Measure

Measure dimensions with iPad

On supported models, use the Measure app ▦ and your iPad camera to measure nearby objects and surfaces—you can manually set the start and end points of a measurement, have iPad automatically detect the dimensions of rectangular objects, and more.

For best results, use Measure on well-defined objects located 0.5 to 3 meters (2 to 10 feet) from iPad.

Note: Measurements are approximate.

Start a measurement

1. Open Measure 🔲, then use the iPad camera to slowly scan nearby objects.

2. Position iPad so that the object you want to measure appears on the screen.

Note: For your privacy, when you use Measure to take measurements, a green dot appears at the top of the screen to indicate your camera is in use.

Take an automatic rectangle measurement

1. When iPad detects the edges of a rectangular object, a box frames the object; tap the box to see the dimensions.

2. To take a photo of your measurement, tap ⚪.

Take a manual measurement

1. Align the dot at the center of the screen with the point where you want to start measuring, then tap ⊕.

2. Slowly pan iPad to the end point, then tap ⊕ to see the measured length.

3. To take a photo of your measurement, tap ⚪.

4. Take another measurement, or tap Clear to start over.

   To start over on supported models, tap ☰, then tap Clear All.

Use edge guides

On supported models , you can easily measure the height and straight edges of furniture, countertops, and other objects using guide lines that appear automatically.

1. Position the dot at the center of the screen along the straight edge of an object until a guide appears.

2. Tap ⊕ where you want to begin measuring.

3. Slowly pan along the guide, then tap ⊕ at the endpoint to see the measured length.

4. To take a photo of your measurement, tap ⚪.

Use Ruler view

On supported models, you can see more detail in your measurements with Ruler view.

1. After measuring the distance between two points, move iPad closer to the measurement line until it transforms into a ruler, showing incremental inches and feet.

2. To take a photo of your measurement, tap ⃝.

View and save measurements on iPad

In the Measure app ▦ on supported models, you can save a list of all the measurements you take in a single session, complete with screenshots, so you can easily share and access them whenever you need them.

1. Tap ☰ to see a list of your recent measurements.

   Swipe up from the top of the list to see more measurements.

2. To save the measurements, tap Copy, open another app (for example, Notes), tap in a document, then tap Paste.

   Note: People's height measurements aren't included in this list. To save a person's height measurement, see Measure a person's height.

Measure a person's height with iPad

On supported models, you can use the Measure app ▦ to instantly measure a person's height from the floor to the top of their head, hair, or hat. (You can even measure the seated height of a person in a chair.)
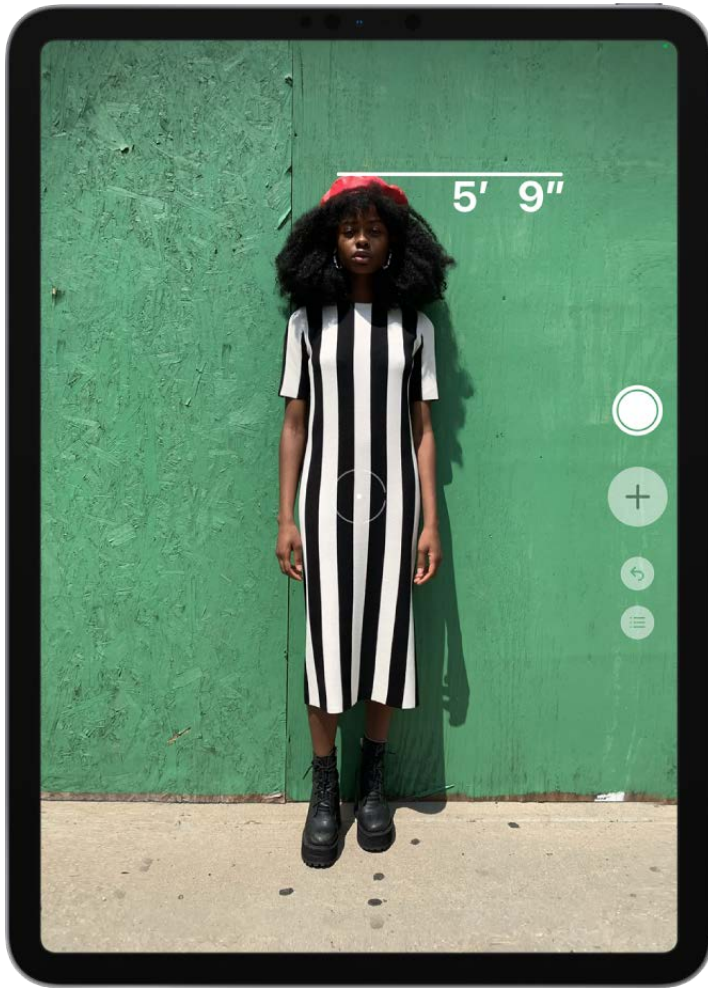
1. Position iPad so that the person you want to measure appears on the screen from head to toe.

   A line appears at the top of the person's head (or hair, or hat), with the height measurement showing just below the line.

2. To take a photo of the measurement, tap ○.

3. To save the photo, tap the screenshot in the lower-left corner, tap Done, then choose Save to Photos or Save to Files.

   You can easily access and share the height measurement image from Photos or Files on iPad whenever you want.

To take the measurement again, turn iPad away for a moment to reset the height.

Messages

Set up Messages on iPad

In the Messages app ⬜, you can send text messages in two different ways:

- Over Wi-Fi or cellular service, using iMessage with others who also use iMessage on an iPhone, iPad, iPod touch, or Mac. iMessage texts appear in blue bubbles.

- Through your cellular service as SMS/MMS messages. SMS/MMS messages appear in green bubbles.

Texts you send and receive using iMessage don't count against your SMS/MMS allowances in your cellular messaging plan, but cellular data rates may apply.

iMessage texts can include photos, videos, and other content. You can see when other people are typing, and send read receipts to let them know when you've read their messages. You can also undo and edit sent messages. For security, messages sent using iMessage are encrypted before they're sent.

SMS messages are short text messages, while MMS messages may include text, graphics, audio, video, and other media. For more information about the difference between iMessage and SMS/MMS, see the Apple Support article About iMessage and SMS/MMS.

Sign in to iMessage

Signing in to iMessage keeps your messages up to date and available wherever you're signed in, and it backs up all the messages that you send and receive on iPad. When you communicate with others using iMessage, you can use more apps and features, like collaboration, read receipts, undo send, audio messages, Memoji, and more.

1. Go to Settings ⚙ > Messages, then turn on iMessage.

2. To select the phone numbers and email addresses you want to use with iMessage, go to Settings > Messages > Send & Receive, then choose from the available options below "You can receive iMessages to and reply from."

You can see all the messages you send and receive on all your Apple devices where you're signed in with the same Apple ID and have iMessage turned on.

Use Messages in iCloud

When you turn on Messages in iCloud, every message you send and receive on your iPad is saved in iCloud. And, when you sign in with the same Apple ID on a new device that also has Messages in iCloud turned on, all your conversations show up there automatically.

Go to Settings 🟢 > [*your name*] > iCloud, then turn on Messages (if it's not already turned on).

After you turn on Messages in iCloud, any messages or attachments you delete from iPad are also deleted from your other Apple devices (iOS 11.4, iPadOS 13, macOS 10.13.5, or later) where Messages in iCloud is turned on. See the Apple Support article Use Messages in iCloud.

Note: Messages in iCloud uses iCloud storage. See Manage Apple ID settings on iPad for information about iCloud storage.

Share your name and photo

In Messages, you can share your name and photo when you send or receive a message from someone new. Your photo can be a Memoji or custom image. When you open Messages for the first time, follow the instructions on your iPad to choose your name and photo.

To change your name, photo, or sharing options, open Messages, tap 🔵, tap Edit Name and Photo, then do any of the following:

- *Change your profile image:* Tap Edit below the circle, then choose an option.

- *Change your name:* Tap the text fields where your name appears.

- *Turn sharing on or off:* Tap the button next to Name and Photo Sharing.

- *Change who can see your profile:* Tap an option below Share Automatically (Name and Photo Sharing must be turned on).

Your Messages name and photo can also be used for your Apple ID and My Card in Contacts.

Send and receive messages on iPad

Use the Messages app 🟢 to send and receive texts, photos, videos, and audio messages.

Start a new conversation.

View and manage conversation details.

iMessage apps.
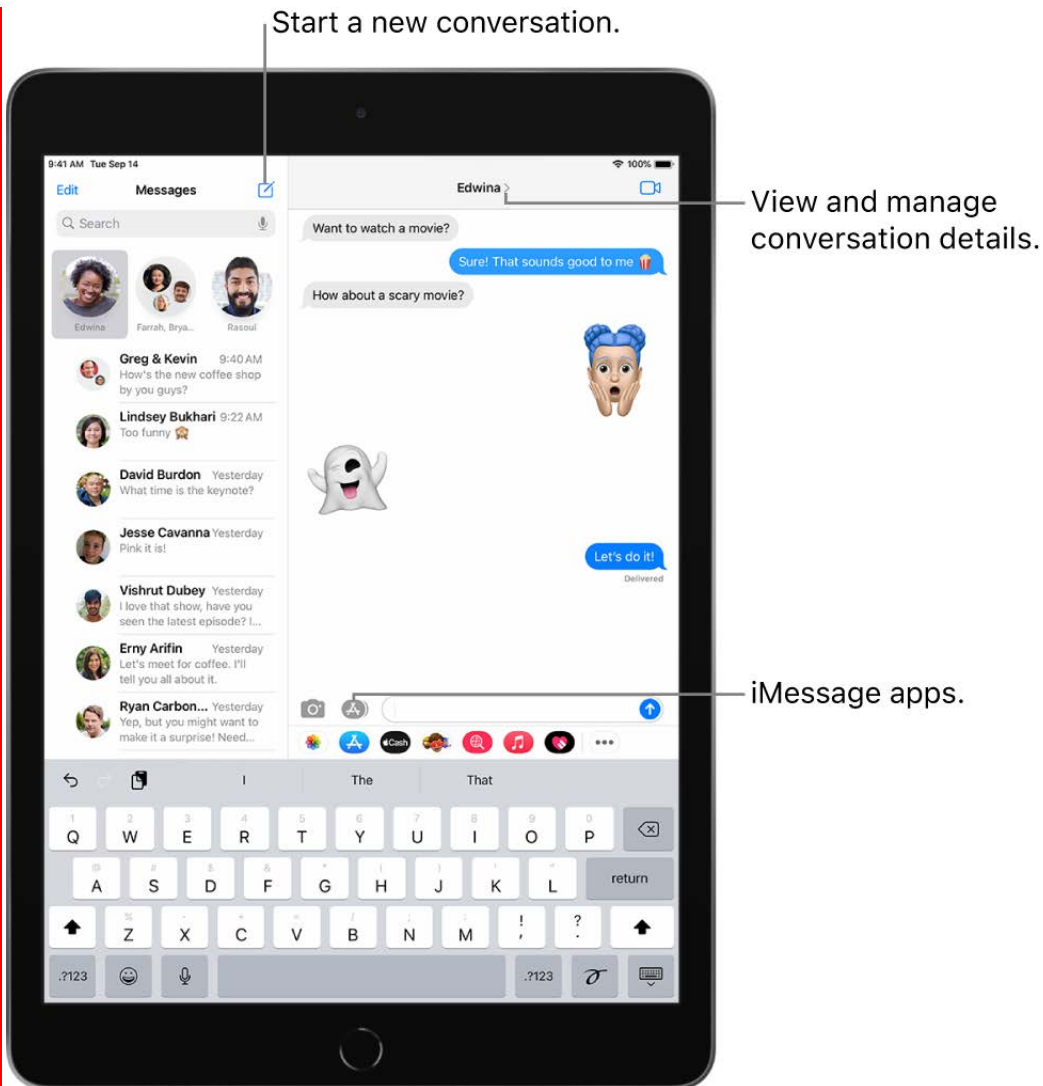
Tip: Send a message from whichever device is closest to you, then use Handoff to continue the conversation elsewhere.

Send a message

You can send a text message to one or more people to start a conversation.

1. Tap ✏️ at the top of the screen to start a new message, or tap an existing message.
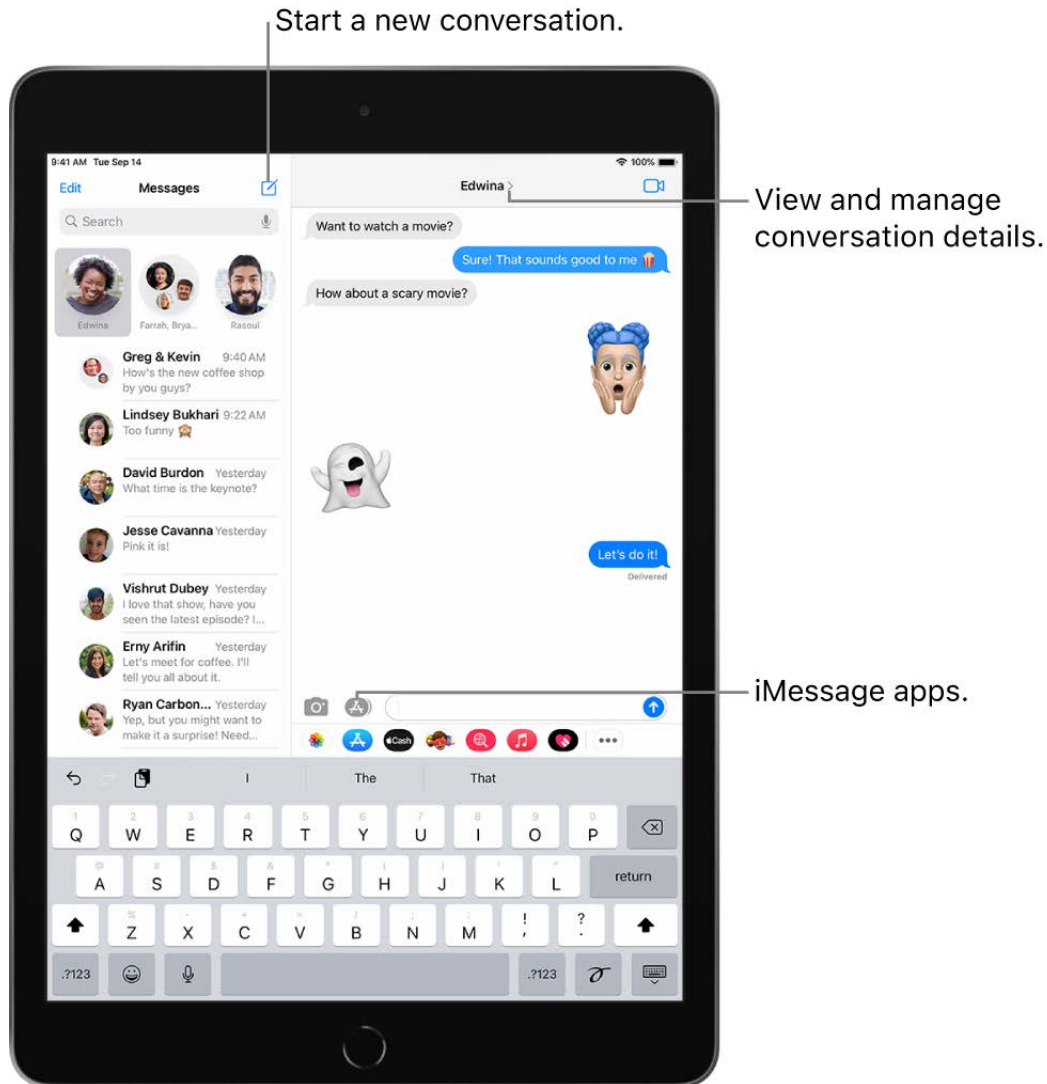
Start a new conversation.

View and manage conversation details.

iMessage apps.

2. Enter the phone number, contact name, or Apple ID of each recipient. Or, tap ⊕, then choose contacts.

3. Tap the text field, type your message, then tap ⬆ to send.

- A blue send button indicates the message will be sent with |iMessage ; a green send button indicates the message will be sent with SMS/MMS, or your cellular service.

- An alert ⓘ appears if a message can't be sent. Tap the alert to try sending the message again.

Tip: Rather than typing every letter of your message, tap 🎤 to dictate text.

To view conversation details, tap the name or phone number at the top of the screen. You can tap the contact to edit the contact card, share your location, view attachments, leave a group conversation, and more.

To return to the Messages list from a conversation, tap ❮ or swipe from the left edge.

Continue a conversation

When someone sends you a message for the first time, a conversation opens. If you've interacted with that person in Messages before, their message is added to the end of the earlier conversation.

1. In the Messages list, tap the conversation that you want to participate in.

   To look for contacts and content in conversations, tap the search field above the Messages lists. (You may need to swipe down to reveal the search field.) The search field also opens suggested contacts, links, photos, and more.

2. Tap the text field, then type your message. To replace text with emoji, tap 😀 or 🌐, then tap each highlighted word.

3. Tap ⬆ to send your message.

To let your recipients know when you read their messages, go to Settings > Messages, then turn on Send Read Receipts.

   Tip: To see what time a message was sent or received, drag the message bubble to the left.

Reply to a specific message in a conversation

You can respond to a specific message inline in group or individual conversations to improve clarity and help keep the conversation organized.

1. In a conversation, touch and hold a message, then tap Reply ↩.

2. Write your response, then tap ⬆.

   Tip: You can quickly reply to messages with a Tapback expression (for example, a thumbs-up or a heart). Double-tap the message bubble that you want to respond to, then select a Tapback.

People can respond inline as long as they're using an iPhone, iPad, iPod touch, or Mac and have iMessage turned on.

Use Siri to send and receive messages

Siri can read your incoming messages out loud to you, and you can speak a reply for Siri to send. Learn more about what Siri can do on iPad.

Siri: Say something like:

- "Send a message to Eliza saying how about tomorrow"

- "Read my last message from Bob"

- "Reply that's great news"

Tip: If you want to use Siri to listen and respond to messages while wearing AirPods (2nd generation and later). To learn more, see the Listen and respond to messages with AirPods.

You can set up Siri to automatically send a message after it has been read back to you. If you want to skip the confirmation step when sending messages, go to Settings 🔘 > Siri & Search > Automatically Send Messages.

WARNING: For important information about avoiding distractions while driving, see safety information for iPad.

Send a message to a business

Some businesses allow you to communicate with them directly to ask questions, resolve issues, get advice on what to buy, make purchases with Apple Pay, and more.

1. Search for the business you want to communicate with using Maps, Safari, Search, or Siri.

2. Start a conversation by tapping a messaging link in the search results—the appearance of the link varies, and might look like a button, a text link, or the company logo.

You can send a message to some businesses from their website or app. See the Apple

Support article How to use Messages for Business.

Note: Messages sent to participating businesses appear in dark gray to distinguish them from messages sent using iMessage (in blue) and SMS/MMS messages (in green).

Send a recorded audio message

Instead of writing a text message, you can quickly record an audio message that can be played right in the Messages conversation.

Audio recording is an ⬛ iMessage app. In a Messages conversation, tap Ⓐ to show the app icons below the text field, tap 🔵, then do one of the following:

- *To record and review before sending:* Tap 🎤. Tap ▶ to review, then tap ⬆ to send the recording or or ✕ to cancel.

- *To record a message and send it immediately:* Hold 🎤.

Note: Your audio message disappears from your conversation two minutes after you send it, unless you tap Keep. Recipients can still play your recording. To always keep audio messages, go to Settings ⚙ > Messages > Expire (below Audio Messages), then tap Never.

To make an audio or video call instead of sending a message, you can switch to FaceTime 🟢. In a Messages conversation, tap ▢🎥.

Listen or reply to a recorded audio message

1. Raise iPad to your ear to play incoming audio messages.

2. Raise it again to reply.

To turn this feature on or off, go to Settings ⚙ > Messages, then turn off Raise to Listen.

Forward text messages to other devices

When you send a message to someone who uses a phone other than an iPad, your message is sent as an SMS message. You can set up your iPad so that when you send or receive an SMS message, it appears on your other devices.

1. Go to Settings > Messages.

2. Tap Text Message Forwarding, then turn on any devices you want to include.

3. If you're not using two-factor authentication, a six-digit activation code appears on your other device; enter this code on your iPad, then tap Allow.

Unsend and edit messages on iPad

In the Messages app ⬜, you can unsend or edit recent messages, giving you the opportunity to fix a typo or pull back a message that you accidentally sent to the wrong person. Your recipient sees that you unsent a message and your edit history.

Start a new conversation.

View and manage conversation details.

iMessage apps.
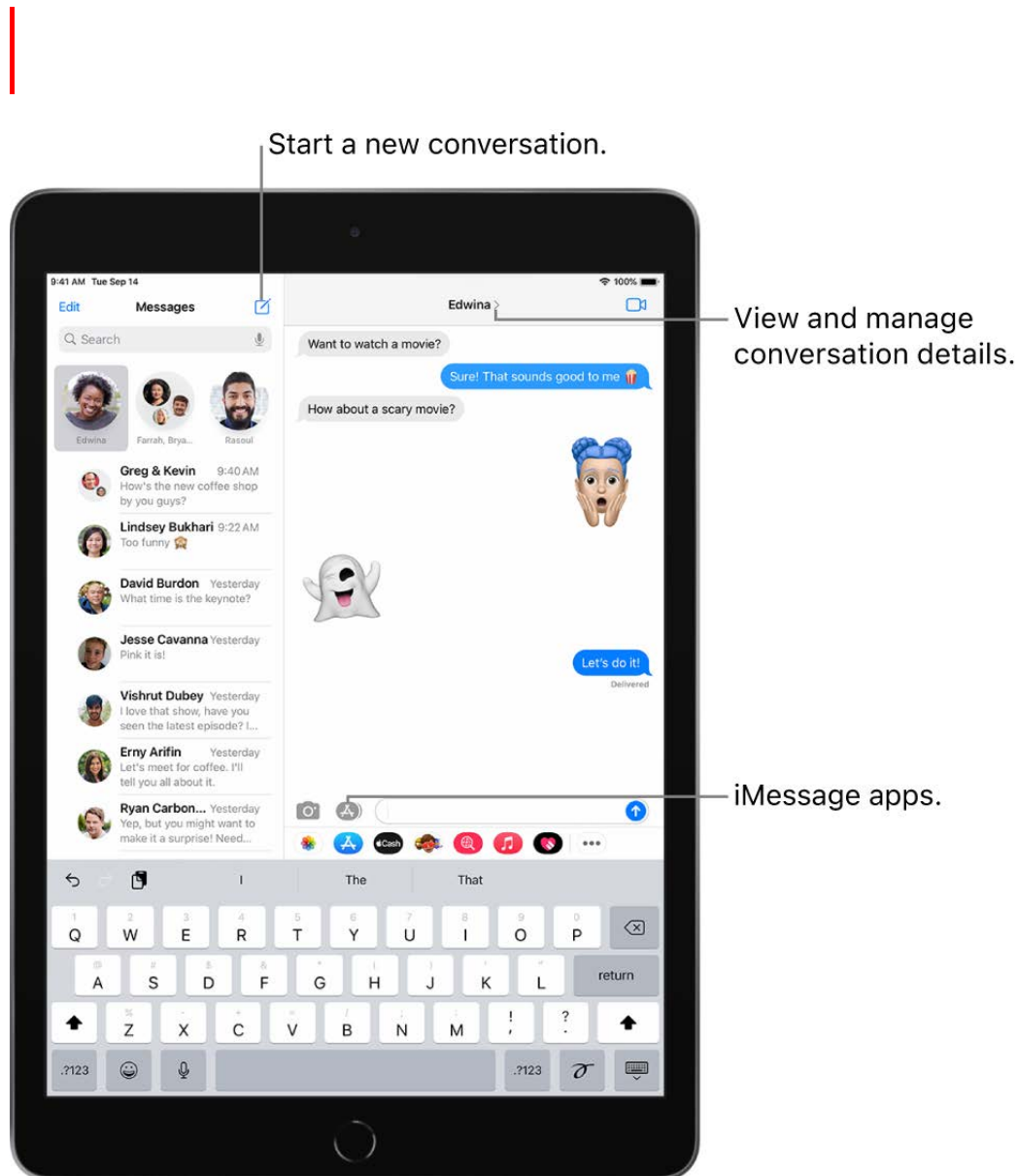
Note: To unsend or edit text messages, you must be using iMessage with iOS 16 or later, iPadOS 16 or later, or macOS Ventura. If your recipients have devices with earlier versions of iOS, they receive follow-up messages with the preface "Edited to" and your new message in quotation marks. SMS messages can't be unsent or edited.

Unsend a message

You can undo a recently sent message for up to two minutes after sending it.

Touch and hold the message bubble, then tap Undo Send.

A note confirming that you unsent the message appears in both conversation transcripts: yours and your recipient's.

If the person you're messaging is using a device with iOS 16 or later, iPadOS 16 or later, or macOS Ventura, unsending removes the message from their device.

If the person you're messaging is using a device with iOS 15.6 or earlier, iPadOS 15.6 or earlier, macOS 12 or earlier, or is using SMS, the original message remains in the conversation. When you unsend a message, you're notified that the recipient may still see the original message in the message transcript.

Edit a sent message

You can edit a recently sent message up to five times within 15 minutes of sending it.

1. In Messages, select a conversation with the message you want to edit.

2. Touch and hold the message bubble, then tap Edit.

3. Make any changes, then tap ✅ to resend with edits or ✕ to revert.

   Note: The message is marked as Edited in the conversation transcript.

If the person you're messaging is using a device with iOS 16 or later, iPadOS 16 or later, or macOS Ventura, the message bubble is updated to reflect your edits on their device, and both of you can tap Edited to see previous versions of your message.

If the person you're messaging is using a device with iOS 15.6 or earlier, iPadOS 15.6 or earlier, macOS 12 or earlier, or is using SMS, they receive a new message with your updated text.

Keep track of messages and conversations on iPad

In the Messages app 💬, you can mark messages as unread or pin and unpin conversations to prioritize messages in the Messages list.

Mark messages as unread

You can mark conversations as unread so you can return to them later when you have time to respond.

In the Messages list, swipe right on a conversation to mark it as unread. Or drag right and tap 💬.

Tip: You can also mark several messages as unread at once. Tap ⊙, tap Select Messages, select the conversations you want to mark as unread, then tap Unread in the bottom-left corner.

See a list of your unread messages

To see a list of your unread messages, you must first turn on Filtering. Go to Settings ⚙️ > Messages, scroll down to Message Filtering, then turn on Filter Unknown Senders.

In the Messages conversation list, tap ‹, then tap Unread Messages.

Pin a conversation

You can pin specific conversations to the top of the Messages list so the people you contact most always come first in the list.

Do any of the following:

- Swipe right on a conversation, then tap 📌.

- Touch and hold a conversation, then drag it to the top of the list.

Unpin a conversation

You can unpin specific conversations at the top of the Messages list.

Do any of the following:

- Touch and hold a conversation, then drag the message to the bottom of the list.

- Touch and hold a conversation, then tap 📌.

Have a group conversation in Messages on iPad

Use the Messages app 💬 to send a group text message. In a group conversation, you can call people's attention to specific messages and even collaborate on projects.

Send a new message to a group

You can send a message to multiple people to start a group conversation.

1. Tap ✏️ at the top of the screen to start a new conversation.

2. Enter the phone number, contact name, or Apple ID of each recipient, or tap ⊕, then choose contacts.

   Note: If one or more of your recipients isn't using iMessage, messages appear in green bubbles instead of blue ones.

3. Tap the text field, type your message, then tap ↑.

Add someone to an existing group conversation

If you have at least three people in a group conversation, you can add additional contacts (as long as everyone in the group is using an iPhone, iPad, iPod touch, or Mac and has turned on iMessage). Otherwise, you need to start a new group conversation.

1. Tap the group message you want to add someone to.

2. Tap the group name at the top of the conversation.

3. Tap Add Contact to add a new person to the conversation.

   Tip: To remove someone from a group conversation, swipe left on their name, then tap Remove.

Leave a group conversation

You can leave a group message (as long as everyone in the group has an iPhone, iPad, iPod touch, or Mac and has turned on iMessage).

1. Tap the group message you want to leave.

2. Tap the group name at the top of the conversation.

3. Scroll down and tap Leave this Conversation.

Regardless of how many people are in your group conversation, you can also mute the conversation so you don't get notifications.

Mention people in a group conversation

You can mention someone by name in a group message to call their attention to a specific message, and they'll get a notification (as long as everyone in the group has an iPhone, iPad, iPod touch, or Mac and has turned on iMessage). Depending on their settings, they'll be notified even if they have the conversation muted.

1. In a conversation, begin typing a contact's name in the text field.

2. Tap the contact's name when it appears.

   You can also mention a contact in Messages by typing @ followed by the contact's name.

   To set your own notification preferences for when you're mentioned in Messages, go to Settings 🔘 > Messages > Notify Me.

Change the name and image of a group conversation

You can name a group conversation and choose an image to represent it (as long as everyone in the group has an iPhone, iPad, iPod touch, or Mac and has turned on iMessage).

1. Tap the name or number at the top of the conversation.

2. Tap Change Name and Photo, then choose an option.

For more information about the group message features available when some members of the group don't have an Apple device with iMessage turned on, see the Apple Support article Send a group text message.

Send photos and videos to Messages on iPad

In the Messages app 🟢, you can send messages with photos and videos. You can also edit the photos and videos before you send them and share, save, or print attachments.

Note: Your carrier may set size limits for attachments; iPad may compress photo and video attachments when necessary.

Send a photo or video

1. In Messages, do any of the following while writing a message:

   - *Take a photo within Messages:* Tap 📷, frame the shot in the viewfinder, then tap ⚪.

   - *Take a video within Messages:* Tap 📷, choose Video mode, then tap 🔴.

   - *Choose an existing photo or video:* Tap 🌸 to see recent shots, then swipe up to search or browse through all photos and albums.

2. Tap 🔼 to send your message or ⊗ to cancel.

If you receive multiple photos or videos at the same time, they're automatically grouped into a collage (two to three items) or a stack (four or more). You can swipe through a stack to view, reply, or interact with each photo or video individually.

To save a photo or video, tap ⬆ next to the photo or stack.

Note: You can turn communication safety for messages on or off on a family member's device. When you turn on this setting, the Messages app can detect nudity in photos on your child's device before the photos are sent or received, and provides resources to help your child handle the situation (not available in all countries or regions). Apple doesn't get access to the photos as a result of this feature.

Mark up or edit a photo

You can mark up or edit a photo before you send it in a Messages conversation.

1. Tap 🌸 below the text field, then choose a photo.

2. Tap the photo in the message bubble, then do any of the following:

   - Tap Markup, use the Markup tools to draw on the photo, then tap Save.

   - Tap Edit, then use the photo editing tools to edit the photo.

3. Tap Done, add a message (optional), then tap 🔼 to send the photo, or tap ⊗ to remove the photo from the message bubble.

Add camera effects to a photo or video

When you take a photo or video in a Messages conversation, you can add camera effects to it—such as filters, stickers, labels, and shapes.

1. In a Messages conversation, tap 📷, then choose Photo or Video mode.

2. Tap ✨, then do any of the following:

   - Tap   , then choose a filter to apply to your picture. 🧑

   - 🎨

   - Tap Aa to add a text label, or 〰️ to add a shape.

   - Tap 🧑 to add a Memoji sticker, or 💬 to add an Emoji sticker.

3. Tap ⊗ to close the effect window.

4. Tap ⚪ to take a photo or 🔴 to record video.

5. Tap Done to add the photo or video to the message bubble, where you can add a message, or tap 🔼 to send the photo or video directly.

Work with attachments

In a conversation, you can do any of the following with attachments:

- *Save an attachment:* Tap 📥 to the right of the message bubble containing the attachment.

- *Share, copy, save, or print an attachment:* Tap the attachment, then tap 📤 and choose an option.

- *Save or copy an attachment:* Touch and hold the attachment, then tap Save or Copy.

- *Forward a message or attachment:* Touch and hold a message or attachment, tap More, select additional items if desired, then tap ↪️.

- *Delete an attachment:* Touch and hold a message or attachment, tap More, select additional items if desired, then tap 🗑️.

Note: Attachments you send over iMessage (such as photos or videos) may be uploaded to Apple and encrypted so that no one but the sender and receiver can access them. To improve performance, your device may automatically upload attachments to Apple while you're composing an iMessage. If your message isn't sent, the attachments are deleted from the server after several days.

Send and receive content in Messages on iPad

When someone shares links, images, and other content with you in the Messages app , you can find that content in a Shared with You section in the corresponding apps. This allows you to view the content at a time that's convenient for you. Apps that support Shared with You include Books, Files, Keynote, Music, News, Notes, Numbers, Pages, Photos, Podcasts, Reminders, Safari, and TV.

Share content with friends

To share photos and videos in the Messages app, paste a link into your message, or tap to add photos and videos, then tap .

To share content from another app (for example Podcasts, News, or Music), select the content you want to share, tap , then choose Messages.

See what others have shared with you

When someone shares content such as a link to a news story or TV show, you can find that content in several places: in the Messages conversation, in a Shared with You section in the Details view of your Messages conversation, and in the Shared with You section of the corresponding app. Here are a few ways to find what's been Shared with You in other apps:

- *Photos:* Tap For You, then scroll to the Shared with You section. See View photos and videos shared with you.

- *Safari:* Tap the address field, then scroll up to Shared with You. See See links from friends in Safari.

- *News:* Tap Following, then tap Shared with You. See Read stories shared with you.

- *Music:* Tap Listen Now, then scroll to the Shared with You section. See Listen to music shared with you.

- *Podcasts:* Tap Listen Now, then scroll to the Shared with You section. See View shared podcasts.

- *Apple TV:* Tap Watch Now, then scroll to the Shared with You section.

You can also find a Shared with You section in Books, Files, Keynote, Notes, Numbers, Pages, Photos, Reminders, and other supported apps.

Content that's been shared with you previously has a label indicating who shared it. To continue the conversation without leaving the app you're in, tap the label below the content and reply in Messages.

Note: Content only appears in Shared with You if the person who sent it is in your contacts.

Pin shared content

If someone shares content that's especially interesting, you can quickly pin it in Messages, and it will be elevated in the Shared with You section of supported apps, Messages search, and the Details view of the conversation.

In Messages, touch and hold a link, then tap ⚲.

Note: Photos can be saved to your library, but not pinned.

### Control what shared content appears in apps

You can adjust your settings to hide an app's Shared with You section.

1. Go to Settings > Messages > Shared with You.

2. Turn off Automatic Sharing, or turn off Shared with You for a specific app.

Enjoy content together live using SharePlay on iPad

In the Messages app 💬, you can get together with friends to watch the latest episode of your favorite show or listen to a new song in real time using SharePlay. On an iPad that meets the minimum system requirements, you can start a Messages conversation right from a supported app like Apple TV 📺 and Music 🎵. Shared playback controls keep everyone in sync.

Start a new conversation.

View and manage conversation details.

iMessage apps.
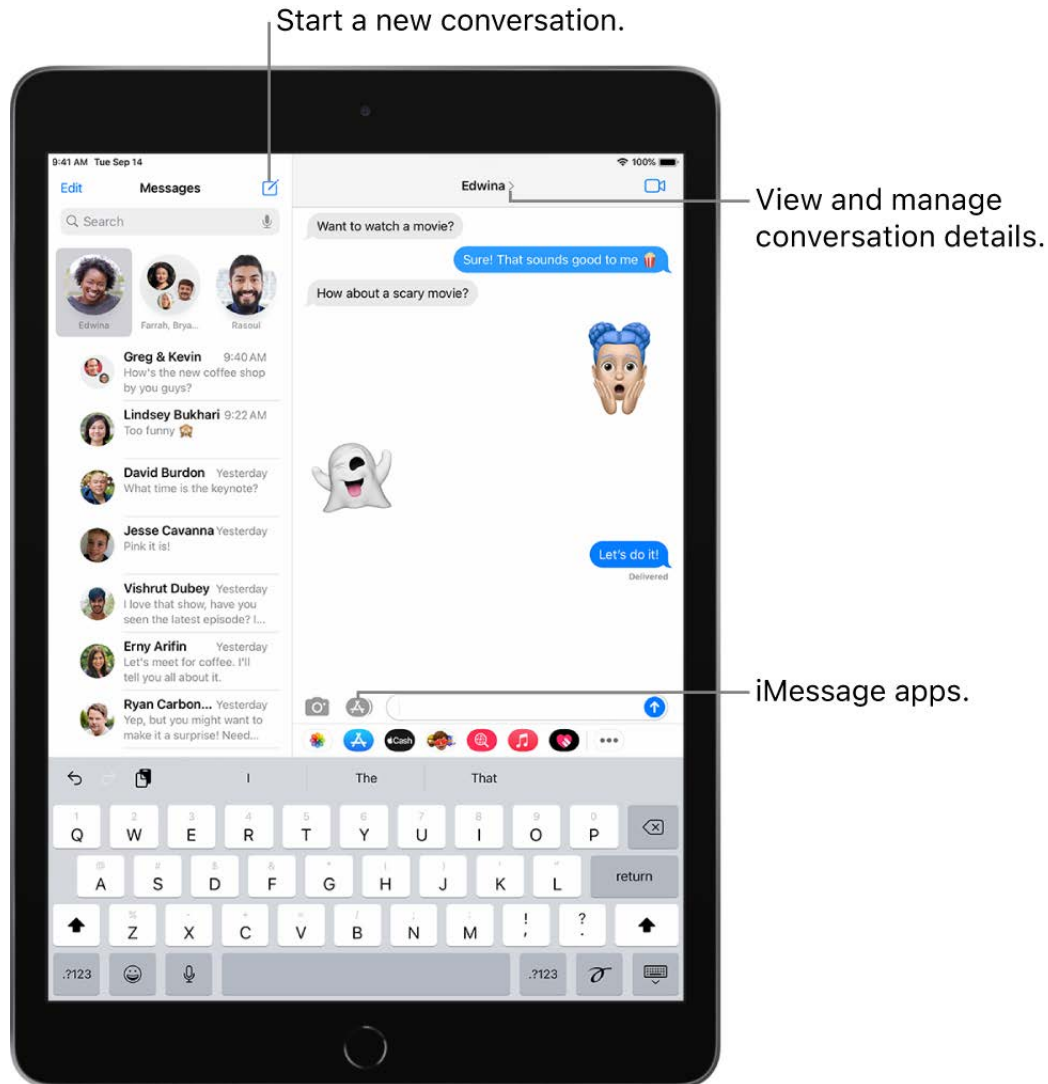
For everyone who has access to the content, the video starts playing at the same time. People who don't have access are asked to get access (through a subscription, a transaction, or a free trial, if available).

1. In a supported app, find a show, movie, song, album, or other content you want to share, then tap the item to see its details.

2. Do one of the following:

   - Tap ⬆️, then tap SharePlay.

   - Tap ••• at the top right, tap ⬆️, then tap SharePlay.

   - Tap ••• next to the content, then tap SharePlay.

3. In the To field, enter the contacts or conversation you want to share with, then tap Messages.

4. Tap Start or Play to begin using SharePlay.

   To begin viewing or listening, recipients tap the content's title at the top of the Messages conversation, then tap Open.

   Note: If the shared content requires a subscription, the service may ask those who don't have access to subscribe, make a transaction, or sign up for a free trial, if available.

   When you select content to share and tap the Play button, you can also select Play for Everyone (if it appears) to begin it for everyone in the conversation. (Others on the thread may have to tap Join SharePlay to see the video.)

Each person in the conversation can use the playback controls to play, pause, rewind, or fast-forward for everyone, but settings like closed-captioning and volume are controlled separately by each person.

Use Messages when you want no interruptions to the sound of the movie, show, song, or podcast, or tap ⬚◁ to switch to FaceTime when you want to see and hear other people as you chat.

Tip: Use Picture in Picture to keep watching a video while using another app—to order food or check your email.

Collaborate on projects with Messages on iPad

You can send an invitation to collaborate on a project in the Messages app 💬, and everyone in the conversation is added to the document, spreadsheet, or other shared file.

Note: To start collaborating on a project with Messages, you and your recipients must be using iMessage with iOS 16 or later, iPadOS 16 or later, or macOS Ventura, and you must first save the content somewhere it can be accessed by others, such as iCloud Drive. For iPad apps, you may need to turn on iCloud to use their collaboration features: go to Settings ⚙ > [*your name*] > iCloud > Show All (below Apps Using iCloud).

Invite people to collaborate

You can invite people to collaborate on a project from another app, and then discuss your content in Messages. Share files from apps like Notes, Reminders, Safari , Keynote, Pages, Numbers, and more, as long as you first turn on their collaboration features in iCloud settings and save the content somewhere it can be accessed by others, such as iCloud Drive .

Send the sketch.

Sketch with different colors.

Drawing canvas.
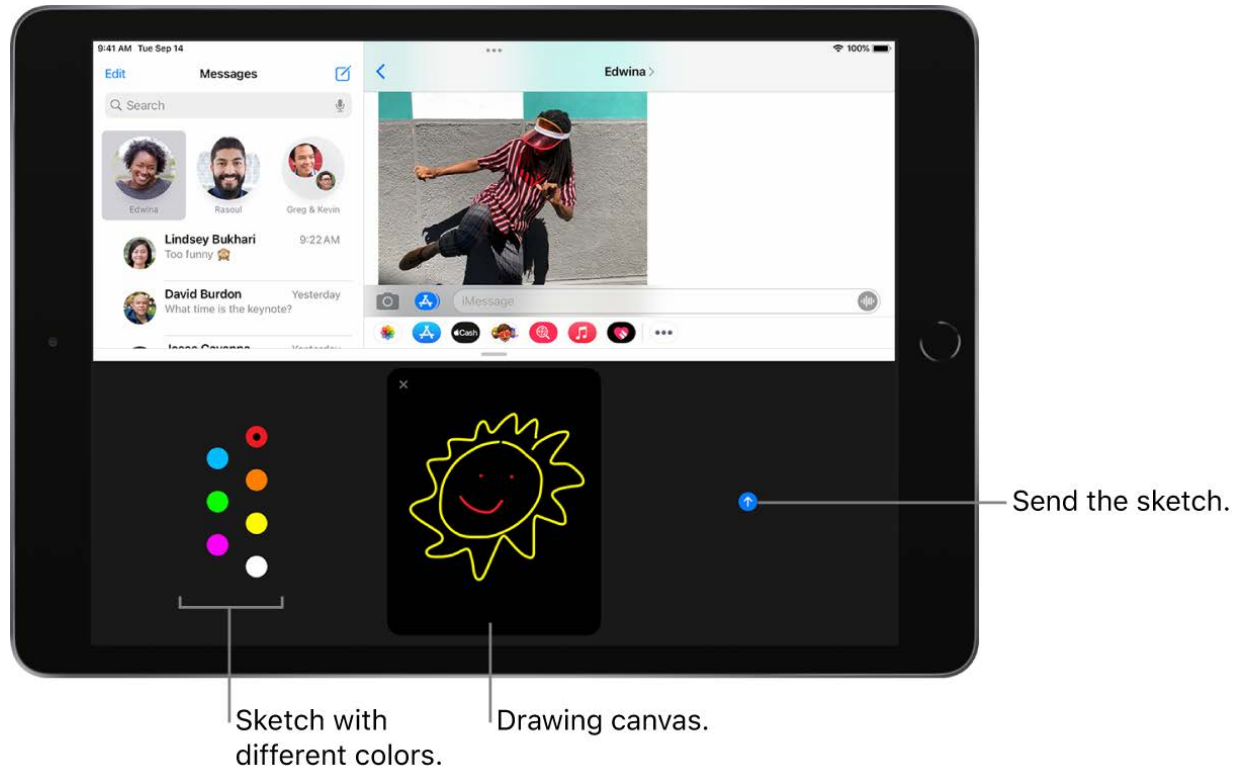
The process for inviting someone to collaborate depends on the app. Here's one way you might start a collaboration in a supported app:

1. Select the file you want to share, then tap Collaborate or ⬆️.

2. Make sure Collaborate (rather than Send Copy) is selected, then tap Messages.

3. Select the group or individual you want to collaborate with. If you don't see them listed, tap the Messages icon.

4. A Messages conversation opens with the invitation ready to send. Add a note (optional), then tap 🔼.

After you invite participants in Messages, you can work on the project in the other app and return to the Messages conversation by tapping the Collaborate button in that app.

Note: Your participants may need to accept your invitation or join the shared item before they can interact with it or see any updates.

Tip: When you have your Files and Messages open in Split Screen, you can start a collaboration by dragging a file into the new message window and choosing Collaborate in the pop-up menu before sending.)

When someone edits the file, you see updates at the top of the Messages thread. To return to the shared project and see changes, tap an update.

Collaborate on a project in Messages

After you share your project, you see activity updates at the top of the Messages conversation whenever someone makes an edit.

Send the sketch.

Sketch with different colors.

Drawing canvas.
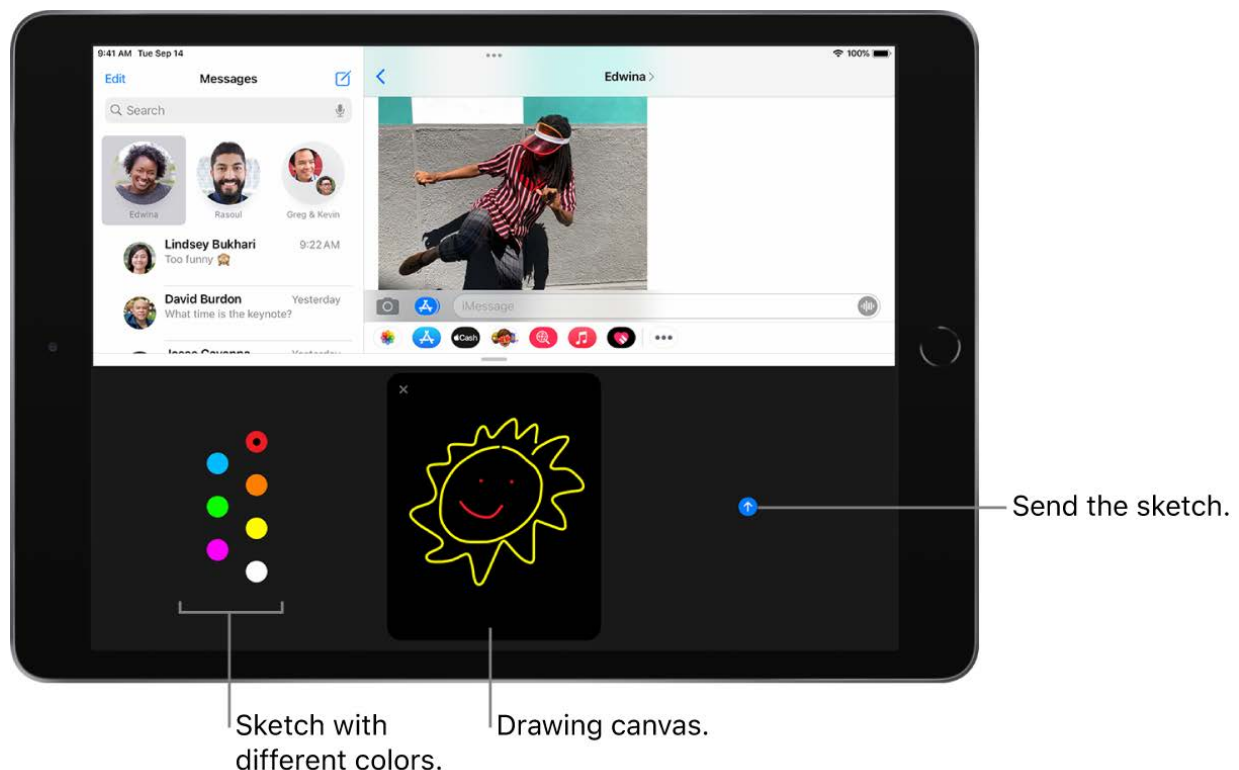
To return to the project, open the conversation that has a project you've started collaborating on, then do any of the following:

- Tap the file in your conversation to open it.

- If you you see an update at the top of the conversation, tap Show.

- Tap the name of your participant or group at the top of the screen, scroll to Collaboration, then tap the shared project.

When you make any changes or edits to the project, your participants get updates in the conversation.

Note: If you add a new person to a group message conversation, you have to grant them access to the projects you're collaborating on. If they've been added to the group conversation recently, you can tap a notification at the top of screen to add them. Or invite them to collaborate.

Manage the collaboration and group

The group of people in the Messages collaboration and the group collaborating on the file may not match. For example, you may invite people to collaborate on the file outside of Messages. Or you may have two different groups in Messages, each with its own collaboration conversation.

If you share a project with two or more people in a Messages conversation, you can add or remove participants. Tap the group icon at the top of the conversation to open conversation details, tap the button showing the participants in the conversation, then do any of the following:

- *Add new participants:* Scroll to the bottom of the list and tap ⊕, then add contacts.

  If you started collaborating with just one other person, you must start a new conversation to add people to the collaboration.

  Note: You must add new participants to any files shared in the conversation before they joined. As you add participants, a notification appears at the top of the conversation. Tap Show in the notification to grant access to each file.

- *Remove participants from the conversation:* Swipe left on the name of the person you want to remove, then tap Remove.

  Important: The apps where the collaboration happens usually control access to the project. Check participant access in the app itself to remove viewing or editing privileges completely.

Stop collaborating on a project in Messages

The apps where the collaboration happens usually control access to the project. For example, if you're collaborating on a document in the Pages app, the Pages settings take precedence over the Messages settings. You can, however, unsend or delete the invitation from the conversation just as you would any other message.

Important: Deleting an invitation removes the conversation from the collaboration, it does not remove participants from the file. Check participant access in the app to remove viewing or editing privileges completely.

Animate messages on iPad

In the Messages app 💬, you can animate a single message with a bubble effect or fill the entire message screen with a full-screen effect (for example, balloons or confetti). You can even send a personal message with invisible ink that remains blurred until the recipient swipes to reveal it.

You need iMessage to send and receive message effects.

Send a handwritten message or doodle

Use your finger to write a message or draw a doodle. Recipients see what you wrote or drew, re-created before their eyes.

1. In a conversation, rotate iPad to landscape orientation.

2. Tap ☐ on the keyboard.

3. Write a message with your finger or choose a saved message at the bottom, then tap Done.

4. Tap 🔵 to send your message or ⊗ to cancel.

Send the sketch.

Sketch with
different colors.

Drawing canvas.
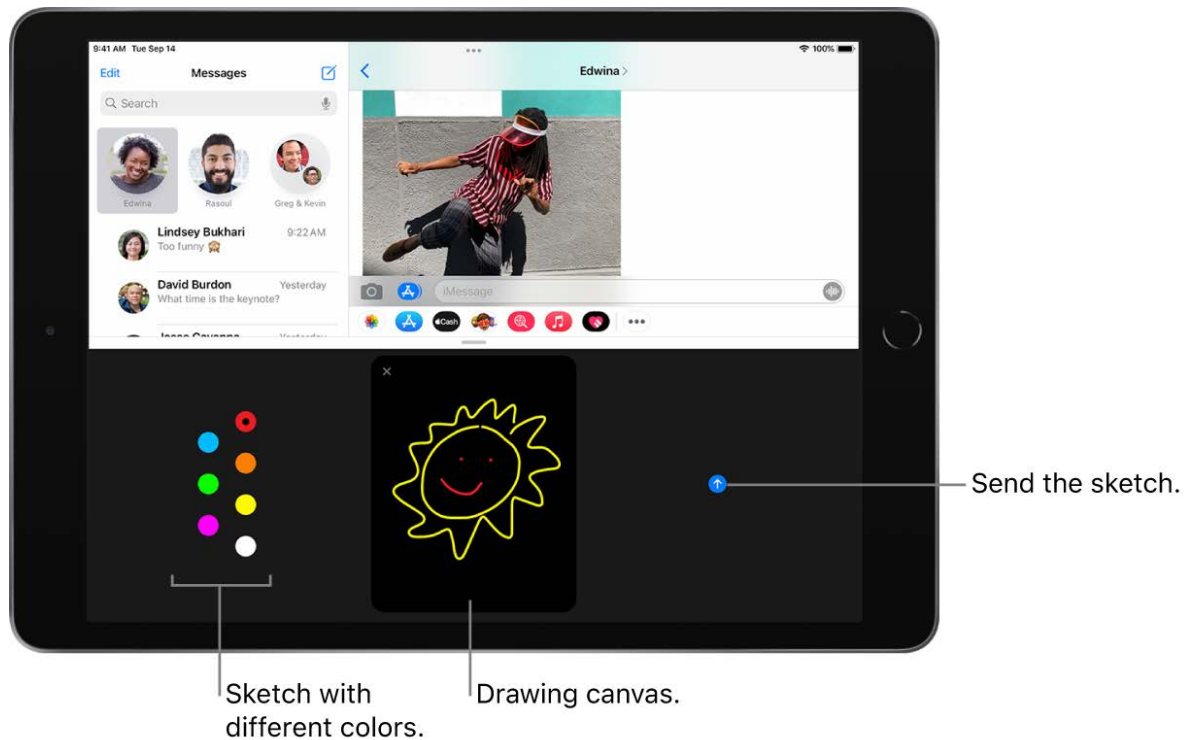
After you create and send a handwritten message, the message is saved at the bottom of the handwriting screen. To use the saved messages again, tap it. To delete the saved message, touch and hold it until the messages jiggle, then tap ⊗.

Animate the message bubble

Use bubble effects to animate within the message bubble.

1. In a new or existing conversation, type a message or insert a photo or Memoji.

2. Touch and hold ⬆, then tap the gray dots to preview different bubble effects.

3. Tap ⬆ to send the message or ⊗ to cancel the effect and return to your message.
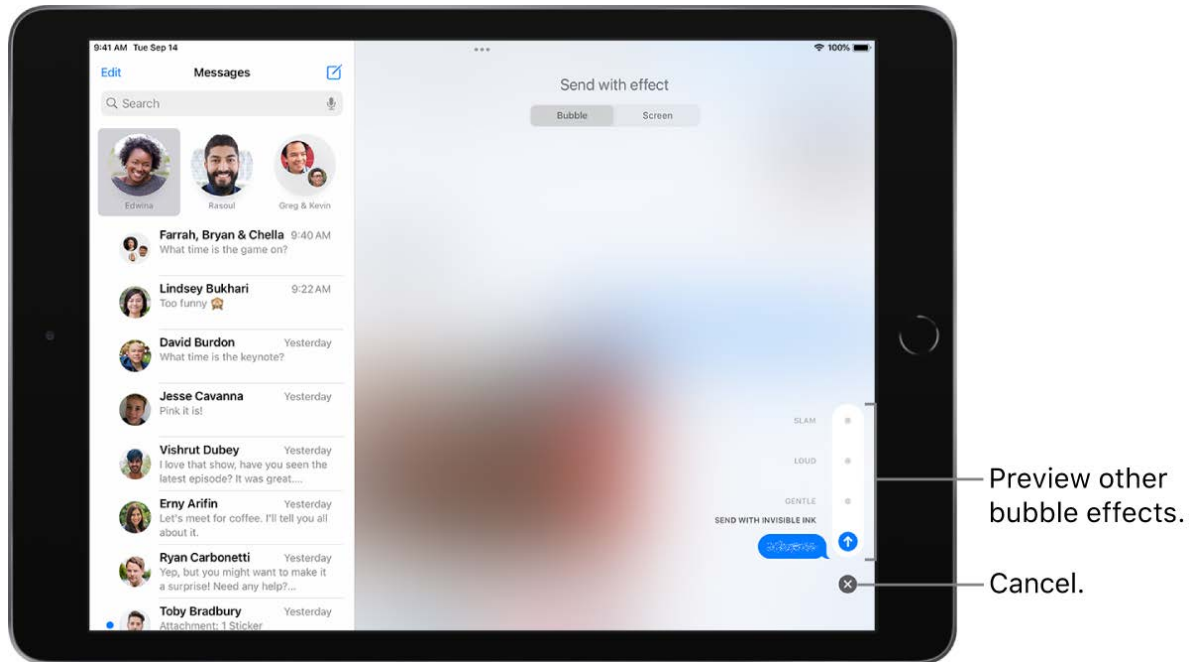
Preview other bubble effects.

Cancel.

Animate effects over the full screen

You can send messages with full-screen effects—such as lively lasers, a moving spotlight, or echoing bubbles—that play when your recipient gets your message.

1. In a new or existing conversation, type a message or insert a photo or Memoji.

2. Touch and hold ⬆, then tap Screen.

3. Swipe left to preview different screen effects.

4. Tap ⬆ to send the message or ✕ to cancel the effect and return to your message.

Send.
Cancel.

Swipe left or right to preview
other screen effects.

Messages automatically uses the following screen effects for specific text strings:

- Balloons for "Happy birthday"

- Confetti for "Congratulations"

- Fireworks for "Happy New Year"

Use iMessage apps in Messages on iPad

In the Messages app 💬, you can decorate a conversation with stickers, play a game, share songs, and more—all through iMessage apps—without leaving Messages. You can expand your message options by downloading more iMessage apps from the App Store.
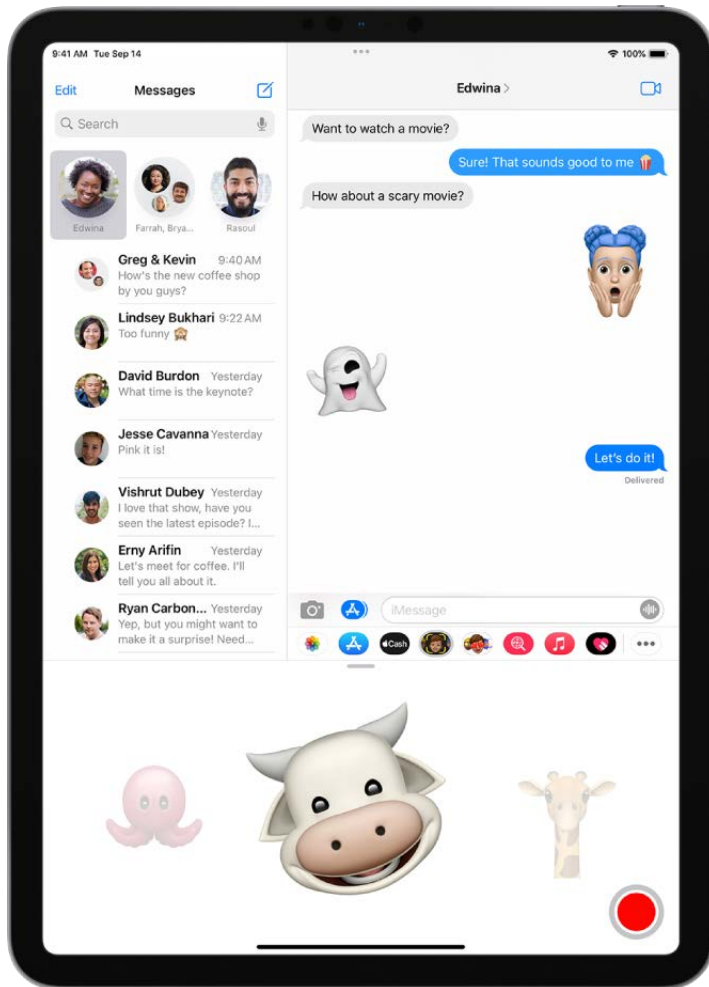
Browse and download iMessage apps

1. In a Messages conversation, tap ⒜ to show the app icons below the text field.

2. Tap ⒜ to open the App Store for iMessage.

3. Tap an app to see more details and reviews, then tap the price to purchase an app or tap Get to download a free app.

   All purchases are made with the payment method associated with your Sign in with your Apple ID.

Use an iMessage app

1. In a Messages conversation, tap ⒜ to show the app icons below the text field.

2. Tap an iMessage app, then choose an item to add it to a message bubble.

3. Add a comment (optional), then tap ⬆ to send your message or ⊗ to cancel.

Decorate with stickers

If you've downloaded a sticker app from the App Store, you can enhance your photos and videos with stickers in Messages.

1. In a Messages conversation, tap a sticker app below the text field.

2. Touch and hold a sticker, then drag it on top of a message in the conversation. Before you release it, you can do any of the following:

   - *Adjust the angle:* Rotate a second finger around the finger dragging the sticker.

   - *Adjust the size:* Move a second finger closer to or away from the finger dragging the sticker.

   You can also place the sticker on top of another sticker, or on a photo.

To see text that's covered by a sticker, double-tap the sticker.

To see more information about the sticker, touch and hold the sticker, then tap Sticker Details. You can do the following:

- See who sent the sticker.

- View the iMessage app that sent the sticker.

- Delete the sticker—swipe left, then tap Delete.

Manage iMessage apps

1. In a Messages conversation, swipe right on the app icons below the text field, then tap ⋯.

2. Tap Edit, then do any of the following with your iMessage apps:

   - *Reorder apps:* Drag ☰.

   - *Add an app to your Favorites:* Tap 🟢.

   - *Remove an app from your Favorites:* Tap 🔴.

   - *Hide an app:* Turn the app off.

   - *Delete an app:* Swipe left on the app, then tap Remove from Favorites. Swipe left on the app again, then tap Delete.

Use Memoji in Messages on iPad

Use the Messages app ⬜ to express yourself with Memoji and personalized Memoji sticker packs that match your personality and mood. On models with a TrueDepth camera, you can send animated Memoji messages that record your voice and mirror your facial expressions.

Create your own Memoji

You can design your own personalized Memoji—choose skin tone, headwear, glasses, and more. You can create multiple Memoji for different moods.
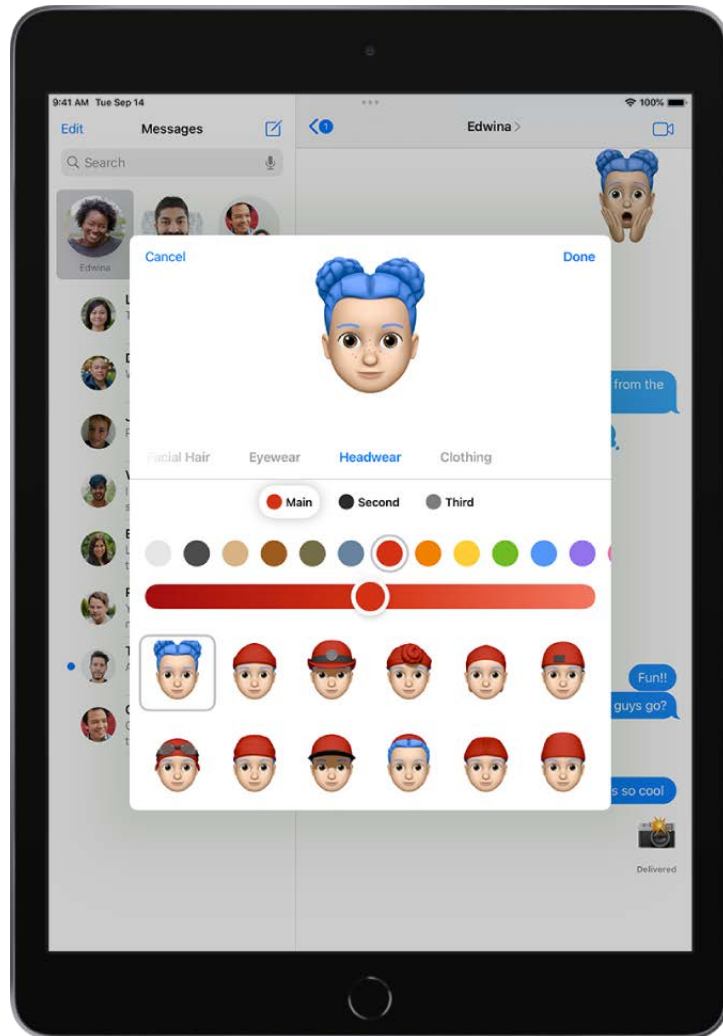
1. In a conversation, tap 😀, then tap ➕.

2. Tap each feature and choose the options you want. As you add features to your Memoji, your character comes to life.

3. Tap Done to add the Memoji to your collection.

To edit, duplicate, or delete a Memoji, tap 🧑, tap the Memoji, then tap ⋯.

Send Memoji and Memoji stickers

Messages automatically generates sticker packs based on your Memoji and Memoji characters. You can use stickers to express a range of emotions in new ways.

1. In a conversation, tap 🧑.

2. Tap a Memoji in the top row to view the stickers in the sticker pack.

3. To send a sticker do one of the following:

   • Tap the sticker to add it to the message bubble. Add a comment if you want, then tap ⬆ to send.

   • Touch and hold a sticker, then drag it on top of a message in the conversation. The sticker is sent automatically when you add it to the message.

Send animated Memoji or Memoji recordings

On supported models, you can send Memoji messages that use your voice and mirror your facial expressions.

[?]

1. In a conversation, tap 🧑, then choose a Memoji.

2. Tap 🔴 to record your facial expressions and voice. Tap the red square to stop recording.

   Tap Replay to review your message.

3. Tap 🔵 to send your message or 🗑 to cancel.

You can also take a picture or video of yourself as a Memoji, decorate it with stickers, then send it; see Add camera effects to a photo or video. Or you can become a Memoji in a FaceTime conversation.

Send a Digital Touch effect in Messages on iPad

In an iMessage conversation in the Messages app 🟢, you can use Digital Touch to send animated sketches, taps, kisses, heartbeats, and more. You can even add a Digital Touch effect to a photo or video.

Send a sketch

1. Tap 🔴 in the app drawer.

2. Tap the color dot to choose a color, then draw with one finger.

   You can change the color, then start drawing again.

3. Tap ⬆️ to send your message, or tap ☐ to delete it.

Express your feelings

1. Tap 🔴 in the app drawer.

2. Send one of the following animations using gestures on the canvas. Your feelings are sent automatically when you finish the gesture:

   - *Tap:* Tap with one finger to create a burst of color. You can change the color, then tap again.

   - *Fireball:* Touch and hold with one finger.

   - *Kiss:* Tap with two fingers.

   - *Heartbeat:* Touch and hold with two fingers.

   - *Heartbreak:* Touch and hold with two fingers until you see a heartbeat, then drag down to break the heart.

   Note: If you have Apple Watch or another sensor that records heartbeat data, Messages may use the recorded data when you send a Digital Touch heartbeat.

Add a Digital Touch effect to a photo or video

1. Tap 🔴 in the app drawer.

2. Tap ⬜.

3. Tap ⚪ to take a photo or 🔴 to record a video.

4. Add a Digital Touch effect, such as a sketch or kiss.

5. Tap 🔼 to send your message, or tap ❌ to delete it.

Send, receive, and request money in Messages on iPad (U.S. only)

You can use Apple Cash to send, receive, and request money quickly and easily in the Messages app 💬 or Wallet app 🎫. There's no additional app to download, and you can use the cards you already have in Apple Pay.

When you receive money in Messages, it's added to your Apple Cash card in Wallet. See Set up and use Apple Cash on iPad (U.S. only).

Send or receive a payment in Messages

1. In an iMessage conversation, tap 💰, then enter the amount.

    Tip: If there's an underlined monetary amount in a message, tap it to preset the payment.

2. Tap Pay, then add a comment (optional).

3. To complete the payment, tap 🔼, then authenticate the payment with Face ID (supported models), Touch ID (supported models), or your passcode. If you don't have sufficient funds in Apple Cash, you can pay the balance using your debit card in Wallet.

You can cancel a payment that hasn't been accepted. Tap the payment bubble, then tap Cancel Payment.

Request a payment

You can also do the following:

1. In an iMessage conversation, tap 💲Cash.

2. Enter the amount, then tap Request.

Apple Cash and sending and receiving payments through Apple Pay are services provided by Green Dot Bank, member FDIC.

Change message notifications on iPad

In Settings ⚙️, you can set up and manage message notifications for the Messages app 💬 and filter unknown senders.

Manage notifications for messages

1. Go to Settings ⚙️ > Notifications > Messages.

2. Choose options, including the following:

    - Turn Allow Notifications and immediate delivery for Time Sensitive Notifications on or off.

    - Set the position, locations, style, and sounds for alerts.

    - Choose when message previews should appear on the Lock Screen, and how they should be grouped.

    - Set how many times to repeat an alert (from Never to 10 Times) below Customize Notifications.

See Change notification settings on iPad.

Set a Focus and schedule a summary of your notifications

Focus is a feature that helps you concentrate on a task by minimizing distractions. When you need to focus, or step away from your iPad, Focus can temporarily silence all notifications—or allow only specific notifications (for example, ones that match your task).

When you turn on a Focus, Messages lets apps and people know you're busy. If something is urgent, people can choose to notify you anyway.

You can also schedule a summary of your notifications to arrive each day at a specific time. This helps you to reduce interruptions throughout the day, and then quickly catch up at a time more convenient for you.

See Set your focus and Schedule a notification summary.

Set the alert sound for messages

1. Go to Settings 🌐 > Sounds.

2. Tap Text Tone, then do one of the following:

   - Tap a sound below Alert Tones.

   - Tap Tone Store to download an alert sound from the iTunes Store.

See Change or turn off iPad sounds.

Assign a different ringtone to a contact

1. Open Contacts, then select a contact.

2. Tap Edit, then tap Text Tone.

3. Choose an option below Alert Tones.

   To allow alerts for messages sent by this contact even when Do Not Disturb is on, turn on Emergency Bypass.

Mute notifications for a conversation

1. In the Messages list, touch and hold a conversation.

2. Tap Hide Alerts.

Block, filter, and report messages on iPad

In the Messages app ⬜, you can block unwanted messages, filter messages from unknown senders, and report spam or junk messages.

Block messages from a specific person or number

1. In a Messages conversation, tap the name or number at the top of the conversation.

2. Tap the 👤 info button, scroll down, then tap Block this Caller.

To view and manage your list of blocked contacts and phone numbers, go to Settings ⚙️ > Messages > Blocked Contacts. See the Apple Support article Block phone numbers, contacts, and emails on your iPhone, iPad, or iPod touch.

Filter messages from unknown senders

With iMessage , you can filter messages from unknown senders, and you won't get notifications from them.

Go to Settings ⚙️ > Messages, scroll down to Message Filtering, then turn on Filter Unknown Senders.

When this setting is on, you can only see messages from people who aren't in your contacts when you go to Filters > Unknown Senders.

Note: You can't open any links in a message from an unknown sender until you add the sender to your contacts or reply to the message.

Report spam or junk messages

When you use iMessage, you can report spam messages to Apple. Depending on your carrier and country or region, you can also report spam you receive with SMS and MMS.

In the list of messages, touch and hold the spam message, then tap Report Junk. Or, if you've opened the message, scroll to the bottom of the message, tap Report Junk, then tap Delete and Report Junk.

The sender's information and the message are sent to Apple, and the message is permanently deleted from your device.

Note: Reporting junk or spam doesn't prevent the sender from sending messages, but you can block the number to stop receiving them.

You may also want to report spam or junk messages you receive with SMS or MMS to your carrier. See the Apple Support article Wireless carrier support and features for iPhone.

Delete messages on iPad

In the Messages app 🟢, you can delete messages and entire conversations from your device.

With Messages in iCloud, anything you delete from iPad is also deleted from your other Apple devices where Messages in iCloud is turned on. See Use Messages in iCloud.

Note: Deleting messages changes only your own Messages conversations, not those of your recipients. To retract a message you sent accidentally, use unsend instead.

Delete a message

1. Touch and hold a message bubble, then tap More.

2. Select the message bubbles you want to delete, then tap 🗑.

Delete a conversation

In the Messages list, swipe left on the conversation, then tap 🗑.

Recover deleted messages in a conversation

You can restore messages you deleted for up to 30 days.

1. At the top of the Messages conversation, tap 〈, then do one of the following:

   - Tap Edit, then tap Show Recently Deleted.

   - Tap Filters, then tap Recently Deleted.

2. Select the conversations whose messages you want to restore, then tap Recover.

3. Tap Recover Messages.

Note: Any message that you delete from a conversation using Unsend is permanently deleted.

Music

Get music on iPad

Use the Music app 🎵 to enjoy music stored on iPad as well as music streamed over the internet. With an optional Apple Music subscription, you can listen to millions of songs ad-free, stream and download files encoded using lossless compression, listen to thousands of Dolby Atmos tracks, be notified when a favorite artist releases new music, and discover music together with friends. With an Apple Music Voice subscription, you can use Siri to stream any song, album, playlist, or radio station in the Apple Music catalog.

WARNING: For important information about avoiding hearing loss, see Important safety information for iPad.

Get music to play on iPad in the following ways:

- *Become an Apple Music subscriber:* With a subscription and a Wi-Fi or cellular connection, stream as much music as you like from the Apple Music catalog and your music library. You can download songs, albums, and playlists, and share music with your friends. See Subscribe to Apple Music on iPad.

- *Become an Apple Music Voice subscriber:* With a subscription and a Wi-Fi or cellular connection, stream as much music as you like from the Apple Music catalog and play the purchased music you've added to your music library. See Listen to music with Apple Music Voice.

- *Participate in Family Sharing:* Purchase an Apple Music family subscription, and everyone in your Family Sharing group can enjoy Apple Music. See Share Apple and App Store subscriptions with family members on iPad.

- *Purchase music from the iTunes Store:* See Get music, movies, and TV shows in the iTunes Store on iPad.

- *Sync music with Music (macOS 10.15 or later) or iTunes (macOS 10.14 or earlier and Windows PCs) on your computer:* See Sync supported content.

- *Listen to Apple Music radio:* Apple Music radio offers three worldwide radio stations broadcasting live on Apple Music—Apple Music 1, Apple Music Hits, and Apple Music Country. Apple Music radio is available on Apple and Android devices as well as popular web browsers at music.apple.com.

Note: Services and features aren't available in all countries or regions, and features may vary by region. Additional charges may apply when using a cellular connection.

View albums, playlists, and more in Music on iPad

In the Music app 🎵, the library includes music you added or downloaded from Apple Music, music and videos you synced to iPad, TV shows and movies you added from Apple Music, and your iTunes Store purchases.

Note: Not all features are available in the Apple Music Voice Plan. For more information, see the Apple Support article About Apple Music Voice.

Choose a sorting method.
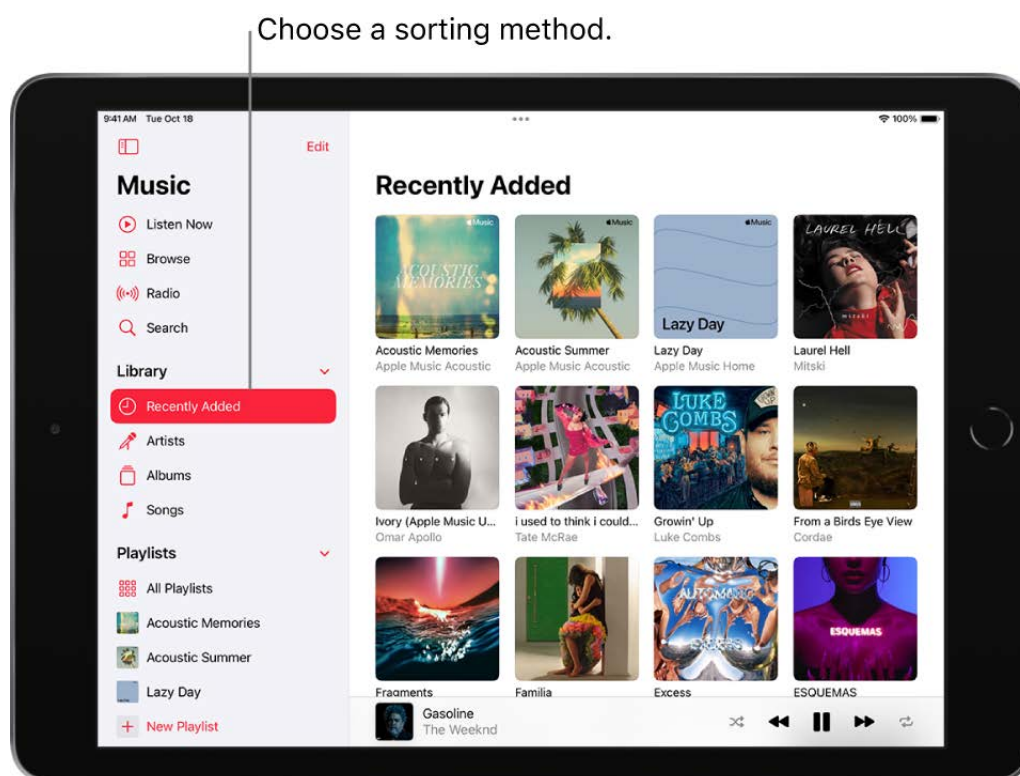
Browse and play your music

1. Under the Library heading in the sidebar, tap a category, such as Albums or Songs; tap Downloaded to view only music stored on iPad.

2. Type in the search field to filter your results and find what you're looking for.

3. Tap an item, then tap Play, or tap Shuffle to shuffle an album or playlist.

   You can also touch and hold the album art, then tap Play.

To change the list of categories, tap Edit in the sidebar, then select categories you'd like to add, such as Genres and Compilations. Tap any existing categories to remove them.

Sort your music

1. Under the Library heading in the sidebar, tap Playlists, Albums, Songs, TV & Movies, or Music Videos.

2. Tap Sort, then choose a sorting method, such as title, artist, recently added, or recently played.

Play music shared on a nearby computer

If a computer on your network shares music through Home Sharing, you can stream its music to your iPad.

1. Go to Settings ⚙ > Music, tap Sign In below Home Sharing, then sign in with your Apple ID.

2. Open the Music app 🎵, tap Edit in the sidebar, select Home Sharing, then tap Done.

3. Tap Home Sharing, then choose a shared library.

Remove Apple Music songs from iPad

Go to Settings ⚙ > Music, then turn off Sync Library.

The songs are removed from iPad, but remain in iCloud. Music you purchased or synced also remains.

Play music on iPad

Use Now Playing in the Music app 🎵 to show lyrics and play, pause, skip, shuffle, and repeat songs. You can also use Now Playing to view album art and choose what plays next in the queue.

Note: Not all features are available in the Apple Music Voice Plan. For more information, see the Apple Support article About Apple Music Voice.

Control playback

Tap the player at the bottom right to show the Now Playing screen, where you can use these controls:

Control	Description
▶	Play the current song.
❚❚	Pause playback.
▶▶	Skip to the next song. Touch and hold to fast-forward through the current song.
◀◀	Return to the song's beginning. Tap again to play the previous song in an album or playlist. Touch and hold to rewind through the current song.
🔁	Tap to repeat an album or playlist. Double-tap to repeat a single song.
🔀	Tap to play your songs in random order. Tap again to turn off shuffle.
—	Hide the Now Playing Screen button.
•••	Tap for more options.
💬	Show time-synced lyrics (lyrics not available for all songs).
📡	Stream music to Bluetooth or AirPlay-enabled devices.
☰	See the queue.

Tap to hide Now Playing.
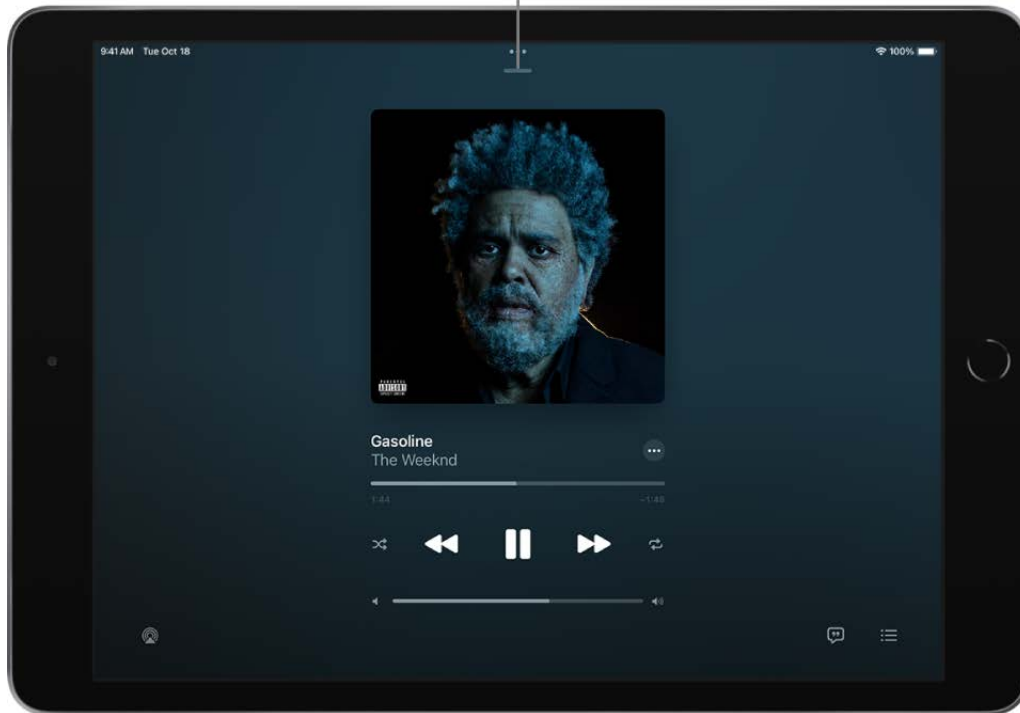
Adjust the volume, see song details, and more

The Now Playing screen contains additional options for controlling and accessing music.

- *Adjust volume:* Drag the volume slider.

  You can also use the volume buttons on iPad.

- *Navigate to the artist, album, or playlist:* Tap the artist name below the song title, then choose to go to the artist, album, or playlist.

- *Scrub to any point in a song:* Drag the playhead.

See time-synced lyrics

Time-synced lyrics appear for many songs in Apple Music.

Tap the player to open Now Playing, then tap 💬. Lyrics scroll in time with the music.

To hide lyrics, tap 💬.

Tip: Tap a specific lyric—the first line of the chorus, for example—to go to that part of the song.

To see all of a song's lyrics, tap •••, then tap View Full Lyrics.

Note: You need an Apple Music subscription to view lyrics.

Share lyrics

You can share up to 150 characters of a song's lyrics if time-synced lyrics are available.

1. Tap the player to open Now Playing.

2. Tap •••, then tap Share Lyrics.

   You can also touch and hold a lyrics line to open the sharing screen.

3. Tap the first and last lyrics you want to share, then choose a sharing option.

Note: You need an Apple Music subscription to share lyrics.

Report a concern

To report a concern about time-synced lyrics, touch and hold a lyrics line, then tap Report a Concern at the bottom of the screen.

Get audio controls from the Lock Screen or when using another app

Open Control Center, then tap the audio card.

Stream music to Bluetooth or AirPlay-enabled devices

1. Tap the player to open Now Playing.

2. Tap ⓐ, then choose a device.

See Play audio on HomePod, Apple TV, or a smart TV.

Note: You can play the same music on multiple AirPlay 2-enabled devices, such as two or more HomePod speakers. You can also pair two sets of AirPods to one iPad and enjoy the same song or movie along with a friend. See Control audio on multiple AirPlay 2-enabled devices in this user guide and Share audio with AirPods and Beats in the AirPods User Guide.

Queue up your music on iPad

Use the queue in the Music app 🎵 to see a list of upcoming songs, add songs and videos to the queue, and see what you've recently played.

*Note:* Not all features are available in the Apple Music Voice Plan. For more information, see the Apple Support article About Apple Music Voice.

Use the queue

1. Tap the player to open Now Playing.

2. Tap ☰, then tap a song to play it and the songs that follow.

   To reorder the list, drag ☰.

3. Tap ☰ again to hide the queue.

By default, if you're an Apple Music subscriber, Autoplay adds music similar to what you last played to the end of the queue. To turn off Autoplay, tap ∞.

Note: When you turn off Autoplay on a device that uses your Apple ID—your iPad, for example—Autoplay is turned off on all other devices that use the same Apple ID.

Add music and videos to the queue

When browsing or playing music, touch and hold a song, album, playlist, or video, then choose an option.

- *Add music right after the currently playing item:* Tap Play Next.

- *Add music to the end of the queue:* Tap Play Last.

   Tip: If you're using HomePod to stream music and your friends are on the same Wi-Fi network, they can add and reorder items in the queue. To learn more about HomePod speaker access, see the HomePod User Guide.

See what you've recently played

1. Tap the player to open Now Playing.

2. Tap ☰, then swipe down to see your playing history.

   To play a song in the history, tap it. To remove your playing history, tap Clear.

Listen to broadcast radio on iPad

You can play thousands of broadcast radio stations on iPad.

- *Ask Siri:* Activate Siri, then say something like, "Play Wild 94.9" or "Tune in to ESPN Radio."

- *Search for a station:* Tap Search in the sidebar, enter the station in the search field, then tap a result to play the station.

  You can search for stations by name, call sign, frequency, and nickname.

- *Choose a station:* Tap Radio, swipe up, then choose a station below the Local Broadcasters or International Broadcasters heading.

Note: You don't need a subscription to Apple Music to listen to broadcast radio. Broadcast radio isn't available in all countries or regions and not all stations are available in all countries or regions.

Apple Music

Subscribe to Apple Music on iPad

Apple Music is an ad-free streaming music service that lets you listen to millions of songs and your music library. As a subscriber, you can listen any time—online or off—and create your own playlists, stream and download lossless and Dolby Atmos music, get personalized recommendations, receive notifications when a favorite artist releases new music, see music your friends are listening to, watch exclusive video content, and more.

You can subscribe to Apple Music or to Apple One, which includes Apple Music and other services. See the Apple Support article Bundle Apple subscriptions with Apple One.

Alternatively, you can subscribe to Apple Music Voice and use Siri to stream any song, album, playlist, or radio station in the Apple Music catalog. See Listen to music with Apple Music Voice.

Note: Apple Music, Apple Music Voice, Apple One, lossless, and Dolby Atmos aren't available in all countries or regions. See the Apple Support article Availability of Apple Media Services.

Subscribe to Apple Music

You can subscribe to Apple Music when you first open the Music app 🎵; to subscribe later, go to Settings ⚙ > Music, then tap the subscription button.

New subscribers can start a trial and cancel at any time. If you end your Apple Music subscription, you can no longer stream Apple Music songs or play Apple Music songs you downloaded.

Qualified students can purchase a student subscription at a discounted price. See the Apple Support article Get an Apple Music student subscription.

Share Apple Music with family members

When you subscribe to Apple Music, Apple One Family, or Apple One Premier, you can use Family Sharing to share Apple Music with up to five other family members. Your family group doesn't need to do anything—Apple Music is available to them the first time they open the Music app after your subscription begins.

If you join a family group that subscribes to Apple Music, Apple One Family, or Apple One Premier, and you already subscribe, your subscription isn't renewed on your next billing date; instead, you use the group's subscription. If you join a family group that doesn't subscribe, the group uses your subscription.

Note: To stop sharing Apple Music with a family group, you can cancel the subscription, leave a Family Sharing group, or remove a member from a Family Sharing group.

Listen to music shared with you

When a friend shares music with you using the Messages app, you can easily find it in Shared with You in Apple Music. (Music must be turned on in Settings 🔘 > Messages > Shared with You, and your friend must be in your contacts list in Contacts.)

1. Open the Music app 🎵, then tap Listen Now.

2. Swipe up to Shared with You, then do any of the following:

   - Tap a song to listen to it.

   - Tap the name of the person, people, or group that shared a song to reply to them using the Messages app.

   - Touch and hold the song to take other actions—for example, add it to your library, create a station, or share it.

Show or hide subscription features

Go to Settings 🔘 > Music, then turn Show Apple Music on or off.

Change or cancel your Apple Music subscription

You can change your subscription plan or cancel your subscription.

1. Tap Listen Now in the sidebar, then tap 👤 or your profile picture.

2. Tap Manage Subscription, then follow the onscreen instructions.

If you're not a subscriber, you can use Music to listen to music synced to iPad from a Mac or a Windows PC, play and download previous iTunes Store purchases, and listen to Apple Music radio for free.

Listen to lossless music on iPad

In the Music app 🎵, Apple Music subscribers can access millions of tracks encoded using lossless audio compression.

Lossless compression is a form of compression that preserves all of the original data. Apple has developed its own lossless audio compression technology called Apple Lossless Audio Codec (ALAC). The entire Apple Music catalog is encoded using ALAC in resolutions ranging from 16-bit/44.1 kHz (CD Quality) up to 24-bit/192 kHz.

Note: Lossless music isn't available in the Apple Music Voice Plan. For more information, see the Apple Support article About Apple Music Voice.

What you need to know about lossless in Apple Music

- Streaming lossless audio over a cellular or Wi-Fi network consumes significantly more data. And downloading lossless audio uses significantly more space on your device. Higher resolutions use more data than lower ones.

- AirPods, AirPods Pro, AirPods Max, and Beats wireless headphones use Apple AAC Bluetooth Codec to ensure excellent audio quality. However, Bluetooth connections aren't lossless.

- To get a lossless version of music that you already downloaded from Apple Music, just delete the music and redownload it from the Apple Music catalog.

- To listen to songs at sample rates higher than 48 kHz on iPad, you need an external digital-to-analog converter.

Note: Apple Music and lossless aren't available in all countries or regions. See the Apple Support article Availability of Apple Media Services.

Turn on Lossless Audio and choose audio quality settings

You can choose audio quality settings for cellular streaming, Wi-Fi streaming, and downloads.

1. Go to Settings ⚙️ > Music.

2. Tap Audio Quality, then tap Lossless Audio to turn it on or off.

3. Choose the audio quality for streaming and downloading audio.

   - Choose Lossless for a maximum resolution of 24-bit/48 kHz.

- Choose Hi-Res Lossless for a maximum resolution of 24-bit/192 kHz.

The audio quality of streamed music depends on song availability, network conditions, and the capability of connected headphones or speakers.

Identify lossless music

If music is available in lossless, 〰️ appears on album pages. When you turn on Lossless Audio in Settings ⚙️ > Music > Audio Quality, the lossless badge also appears in Now Playing. To learn more about a song's lossless encoding, tap 〰️ on an album page or in Now Playing.

For more information, see the Apple Support article About lossless audio in Apple Music.

Listen to Dolby Atmos music on iPad

In the Music app 🎵, Apple Music subscribers can listen to available tracks in Dolby Atmos. Dolby Atmos creates an immersive, three-dimensional audio experience on stereo headphones and speakers or receivers compatible with Dolby Atmos.

Note: Dolby Atmos music isn't available in the Apple Music Voice Plan. For more information, see the Apple Support article About Apple Music Voice.

Albums available in Dolby Atmos have the Dolby Atmos badge ◗◖. If a track is playing in Dolby Atmos, the badge also appears on the Now Playing screen.

Note: Apple Music and Dolby Atmos aren't available in all countries or regions. See the Apple Support article Availability of Apple Media Services.
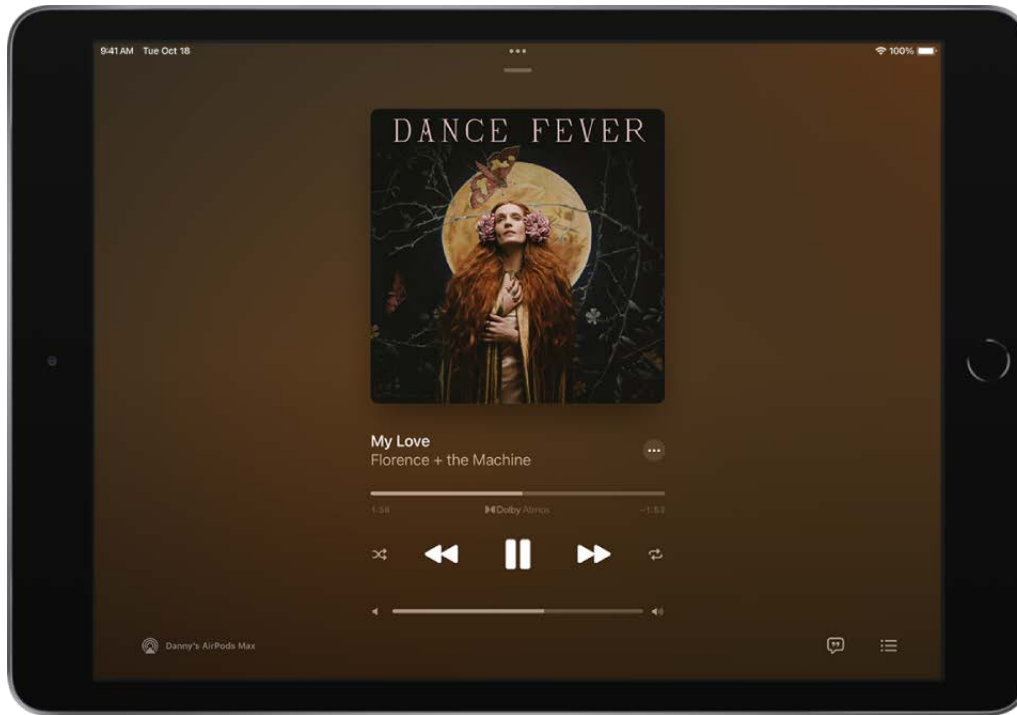
Turn on Dolby Atmos

1. Go to Settings ⚙️ > Music > Dolby Atmos.

2. Choose Automatic or Always On.

    *   *Automatic:* Plays Dolby Atmos whenever iPad is connected to compatible headphones such as AirPods (3rd generation), AirPods Pro, or AirPods Max, or to speakers or receivers compatible with Dolby Atmos.

    *   *Always On:* Plays Dolby Atmos on any headphones or speakers. The Music app will attempt to play Dolby Atmos tracks on any headphones or speakers connected to iPad.

Dolby Atmos will play on any headphones, but not all speakers will play Dolby Atmos as intended.

    Tip: When you use AirPods (3rd generation), AirPods Pro, or AirPods Max to listen to a song or music video that supports Dolby Atmos, you hear the surround sound channels in the correct place, even as you turn your head. Open Control Center, touch and hold the volume bar, then tap Spatial Audio. To learn more, see Use Spatial Audio and dynamic head tracking in the AirPods User Guide.

Control Spatial Audio and head tracking on iPad

When you listen to supported music on your iPad with AirPods (3rd generation), AirPods Pro, or AirPods Max, you can use Spatial Audio and head tracking to create an immersive theater-like environment with sound that surrounds you. Follow these steps to control Spatial Audio and head tracking in Control Center.

1. Wear your AirPods, then open Control Center.

2. Touch and hold the volume control, then tap Spatial Audio at the lower right.

3. Tap one of the following:

   - *Off:* Turns off both Spatial Audio and head tracking.

   - *Fixed:* Turns on Spatial Audio without head tracking.

   - *Head Tracked:* Turns on both Spatial Audio and head tracking. This setting allows the sound to follow the movement of your head.

The settings you choose are saved and applied automatically the next time you use that app. For example, if you tap Fixed while listening to a song in Apple Music, the Fixed setting is automatically used the next time you play a song in Apple Music.

Note: To disable head tracking for all apps on your iPad, go to Settings > Accessibility > AirPods, tap your AirPods, then turn off Follow iPad.

Download songs in Dolby Atmos

1. Go to Settings ⚙ > Music.

2. Turn on Download in Dolby Atmos.

For more information, see the Apple Support article About Dolby Atmos in Apple Music.

Find new music with Apple Music on iPad

In the Music app 🎵, Apple Music subscribers can browse new and noteworthy music, music videos, playlists, and more.

Note: Browsing isn't available in the Apple Music Voice Plan. For more information, see the Apple Support article About Apple Music Voice

Browse Apple Music

Tap Browse to find new music. Do any of the following:

- *Explore featured music:* Swipe through featured songs and videos at the top of the Browse screen.

- *Browse playlists created by music experts:* Tap one of the many playlists created by music experts.

- *Explore new music:* Swipe through the albums list below New Music.

- *Play music that matches your mood:* Tap a mood, such as Feel Good, Romance, or Party, then tap a playlist.

- *See what's hot:* Tap a song below the Best New Songs heading. Swipe left to see more songs.

- *Listen to the top songs from around the world:* Tap one of the Daily Top 100 playlists. These playlists reflect the day's most popular songs in countries across the globe.

- *Listen to songs from upcoming albums:* Tap an album below Coming Soon, then tap an available song to play it.

- *Browse your favorite categories:* Tap Browse by Category, choose a category, then tap a featured playlist, song, album, artist, radio station, or music video to enjoy music handpicked by music experts.

- *Play the day's most popular songs:* Tap Charts, then tap a song, playlist, album, or music video to play it. Tap All Genres at the top of the screen to see the top songs and music videos in a genre you choose.

- *Watch music videos:* Tap Music Videos, then tap a featured music video or playlist of music videos.

Note: To see more music, swipe left on the album art. To see all the music in a section —New Music, for example—tap > next to the section's name.

Swipe left to see featured music and videos.
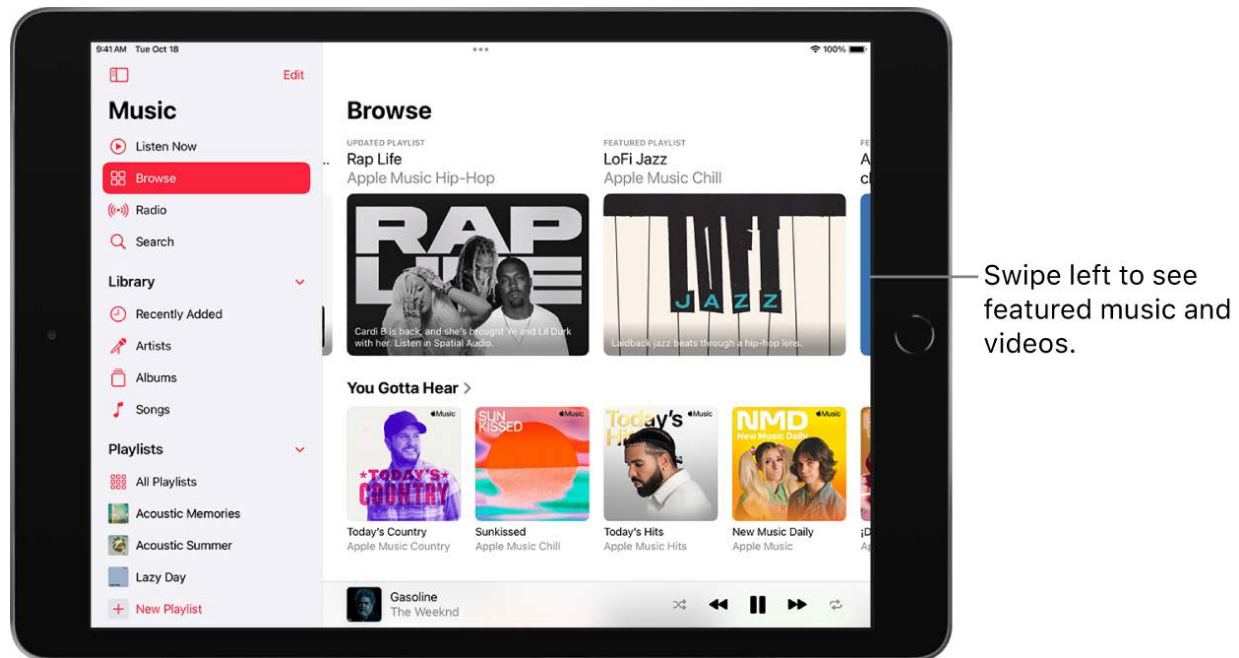
Add music to iPad and listen offline

In the Music app 🎵, Apple Music subscribers can add and download songs and videos from Apple Music. You can stream music you add to iPad when you have an internet connection. To play music when you're not connected to the internet, you must first download it.

Note: You can't add and download music in the Apple Music Voice Plan. For more information, see the Apple Support article About Apple Music Voice.

Add music from Apple Music to your library

Do any of the following:

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

- When viewing the contents of an album or playlist, tap ⊕ near the top of the screen to add the album or playlist, or tap •••, then tap Add to Library to add individual songs.

- On the Now Playing screen, tap •••, then tap Add to Library.

To delete music from the library, touch and hold the song, album, playlist, or music video, then tap Delete from Library.

Music you add to your iPad is also added to other devices if you're signed in to the iTunes Store and App Store using the same Apple ID and have Sync Library turned on (go to Settings ⚙ > Music, then turn on Sync Library).

Add music to a playlist

1. Touch and hold an album, playlist, song, or music video.

2. Tap Add to a Playlist, then choose a playlist.

Download music from Apple Music to your iPad

- *Download a song, album, or playlist:* Touch and hold music you've added to your library, then tap Download.

  After you've added a playlist or album, you can also tap ⬇ at the top of the screen.

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

- *Always download music:* Go to Settings > Music, then turn on Automatic Downloads.

  Songs you add are automatically downloaded to iPad.

- *See download progress:* In the Library menu, tap Downloaded Music, then tap Downloading.

Note: If the music you're downloading is available in Dolby Atmos, ◖◗ appears next to the item, and you can download it either in Dolby Atmos or in stereo. To download music in Dolby Atmos when available, go to Settings ⚙ > Music, then turn on Download in Dolby Atmos. See Listen to Dolby Atmos music on iPad.

Manage storage space

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

- *Remove music and videos stored on iPad:* Touch and hold a song, album, playlist, music video, TV show, or movie that you've downloaded. Tap Remove, then tap Remove Downloads.

  The item is removed from iPad, but not from iCloud Music Library.

- *Remove all songs or certain artists from iPad:* Go to Settings > Music > Downloaded Music, tap Edit, then tap ⛔ next to All Songs or the artists whose music you want to delete.

Choose cellular data options for Music

On iPad (Wi-Fi + Cellular models), go to Settings 🔘 > Music, turn on Cellular Data, then do any of the following:

- Turn Download over Cellular on or off.

- Tap Audio Quality, turn on Lossless Audio, then tap Cellular Streaming to choose a setting (None, High Efficiency, High Quality, Lossless, or High-Resolution Lossless).

  High Quality, Lossless, and High-Resolution Lossless use significantly more cellular data than High Efficiency, which may incur additional charges from your cellular carrier. Songs may also take longer to start playing.

See recommended music on iPad

In the Music app 🎵, Apple Music subscribers can use Listen Now to discover and play your favorite albums, playlists, interviews, and personal mixes, based on your taste.

Note: Not all features are available in the Apple Music Voice Plan. For more information, see the Apple Support article About Apple Music Voice.
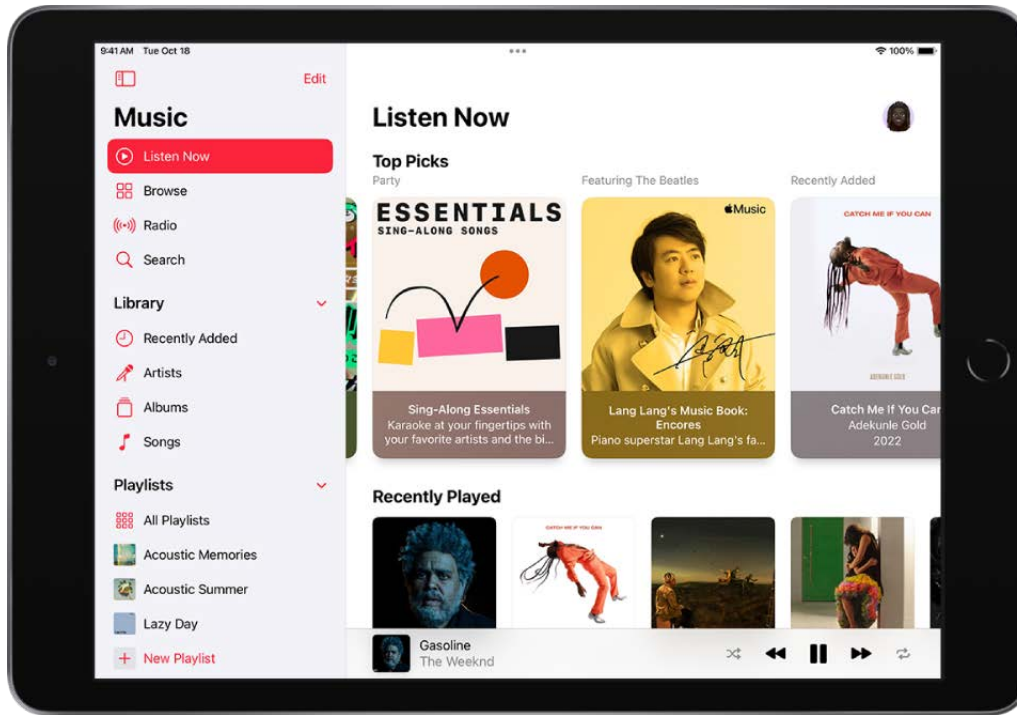
Select your favorite genres and artists

When you first tap Listen Now in the sidebar, you're asked to tell Apple Music about your preferences. Apple Music uses these preferences when recommending music.

1. Tap the genres you like (double-tap those you love, and touch and hold the genres you don't care for).

2. Tap Next, then do the same with the artists that appear.

To add a specific artist who isn't listed, tap Add an Artist, then enter the artist's name.

Play music

1. Tap Listen Now in the sidebar, then tap a playlist or album.

2. Tap Play, or tap Shuffle to shuffle the playlist or album.

You can also touch and hold a playlist or album, then tap Play.

Play songs from an artist's catalog

Go to an artist page, then tap ⏵ next to the artist's name.

The Music app 🎵 plays songs from the artist's entire catalog, mixing hits and deep cuts.

Add favorite artists

Go to an artist page, then tap ⭐ at the top of the screen.

When you mark an artist as a favorite, they appear under Favorite Artists in For You, and their music is recommended more often. You can also choose to receive notifications when they release new music.

Tell Apple Music what you love

Do one of the following:

- Touch and hold an album, playlist, or song, then tap Love or Suggest Less Like This.

- On the Now Playing screen, tap •••, then tap Love or Suggest Less Like This.

Telling Apple Music what you love and dislike improves future recommendations.

Rate music in your library

1. Go to Settings 🎛 > Music.

2. Turn on Show Star Ratings.

3. In Music, touch and hold a song in your library, tap Rate Song, then choose a rating from one to five stars.

Song ratings sync to all devices that use the same Apple ID.

This option appears only if you already have star ratings from a synced library on your device.

Tell Apple Music to ignore your listening habits

If you don't want your followers on Apple Music to see any of the music you play, follow these steps.

1. Go to Settings 🎛 > Music.

2. Turn off Use Listening History.

Turning off your listening history impacts new music recommendations and the contents of Replay playlists.

Listen to radio on iPad

In the Music app 🎵, Apple Music subscribers can listen to Apple Music radio in the Radio tab. Apple Music radio features three world-class radio stations (Apple Music 1, Apple Music Hits, and Apple Music Country), the latest music from a variety of genres, and exclusive interviews. You can also listen to featured stations that have been created by music experts, and create your own custom stations from songs or artists you choose.

Listen to Apple Music radio

Tap Radio, then tap one of the currently playing Apple Music radio stations. No subscription is required to listen to Apple Music 1, Apple Music Hits, or Apple Music Country.

Note: Because Apple Music radio stations are live radio, you can't rewind or skip songs.

Listen to your favorite music genre

1. Tap Radio in the sidebar, then tap a genre listed below More to Explore.

2. Tap a featured station.

Create a station

You can create a radio station based on a particular artist or song. Chances are, if you like that artist or song, you'll like the music the station plays.

1. Touch and hold an artist or song.

2. Tap Create Station.

To create a station in Now Playing, tap ···, then tap Create Station.

Search for music on iPad

Using Search in the Music app 🎵, you can quickly browse through music categories, see recent searches, and search Apple Music or your library.

Note: Not all features are available in the Apple Music Voice Plan. For more information, see the Apple Support article About Apple Music Voice.

1. Tap Search in the sidebar, then do any of the following:

- Tap a category such as Pop or Fitness.

- Tap the search field, then tap something you recently chose while searching—a song or artist, for example.

- Tap the search field, tap Apple Music, then enter a song, artist, album, playlist, radio show or episode, station, video, category, curator, record label, or profile.

- Tap the search field, tap Your Library, then enter a song, album, playlist, artist, video, compilation, or composer.

2. Tap a result to play it.

Tap to search Apple Music
or your music library.
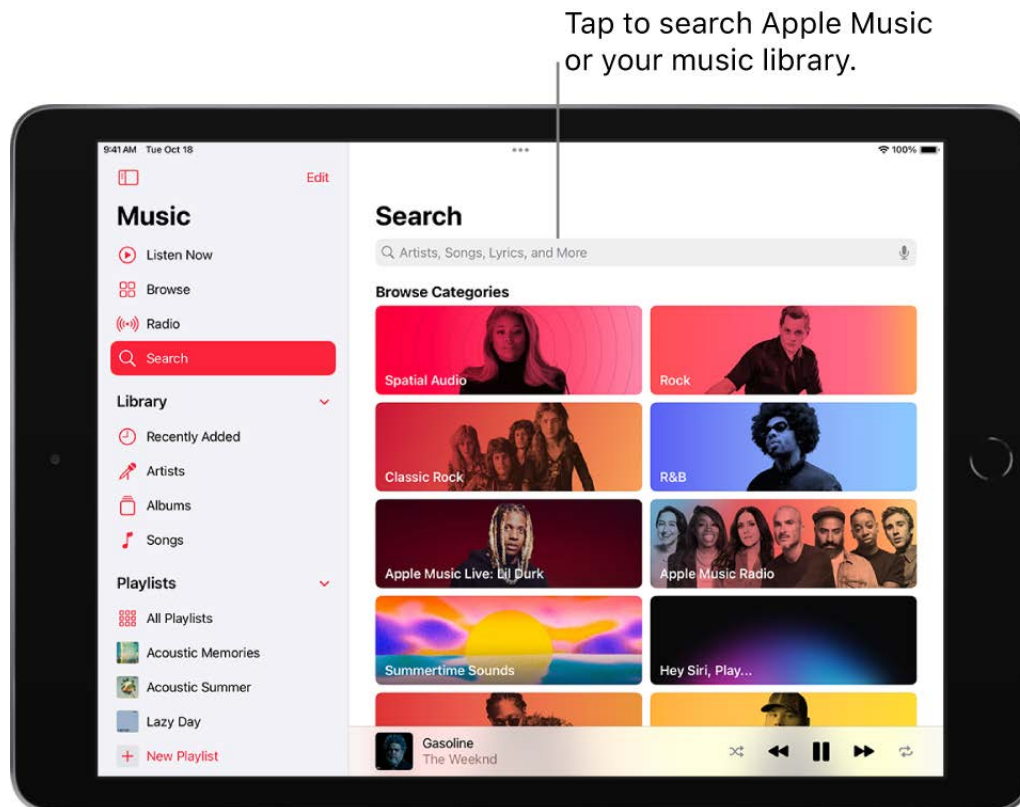
You can search for a song in Apple Music based on its lyrics. In the search field, enter a few of the words you remember to find a song.

Siri: Say something like: "Play the song with the lyrics" and then say a key phrase from the lyrics. Learn how to use Siri.

Explicit lyrics and lyrics search aren't available in all countries or regions.

Create playlists on iPad

In the Music app 🎵, you can organize music into playlists that you can share with your friends.

Note: You can't create playlists in the Apple Music Voice Plan. For more information, see the Apple Support article About Apple Music Voice.

Create playlists to organize your music

1. To create a new playlist, do any of the following:

   - Tap Library, tap Playlists, then tap New Playlist.

   - Touch and hold a song, album, or playlist; tap Add to a Playlist; then tap New Playlist.

   - On the Now Playing screen, tap •••, tap Add to a Playlist, then tap New Playlist.

2. To more easily identify the playlist later, enter a name and description.

3. To give your playlist cover art, tap 📷, then take a photo or choose an image from your photo library.

4. To add music to the playlist, tap Add Music, then tap Listen Now, Browse, Library, or the search field.

5. Choose or search for music, then tap ⊕ to add it to the playlist.

   Tip: If you want to add songs to your library when you add them to a playlist, go to Settings ⚙️ > Music, then turn on Add Playlist Songs.

Edit a playlist you created on iPad

Tap the playlist, tap •••, tap Edit, then do any of the following:

- *Add more songs:* Tap Add Music, then choose music.

  You can also touch and hold a song, album, playlist, or music video; tap Add to a Playlist; then choose a playlist.

- *Delete a song:* Tap ⊖, then tap Delete. Deleting a song from a playlist doesn't delete it from your library.

- *Change the song order:* Drag ☰ next to a song.

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

Sort a playlist

1. Tap a playlist, then tap ⊙ at the top right of the screen.

2. Tap Sort By, then choose an option—Playlist Order, Title, Artist, Album, or Release Date.

Delete a playlist

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

You can also tap the playlist, tap •••, then tap Delete from Library.

See what your friends are listening to

When you're an Apple Music subscriber, you can see music your friends are listening to by following them. You can also see the playlists they've shared. Likewise, your followers can see your shared playlists and the music you're listening to. You see this information on your profile screen in the Music app 🎵.

Note: Not all features are available in the Apple Music Voice Plan. For more information, see the Apple Support article About Apple Music Voice.

Create a profile

When you first open Music, you're asked to set up a profile and start following friends. If you skipped this step, you can set up a profile at any time.

1. Tap Listen Now in the sidebar, then tap 👤.

2. Tap Start Sharing with Friends.

   Friends can now follow you.

View your profile

1. Tap Listen Now in the sidebar, then tap 👤 or your profile picture.

2. Tap View Profile at the top of the screen.

Follow your friends

There are several ways to follow people:

- Add friends when you set up your profile.

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

  You can follow friends who are in your contacts list and who use Apple Music.

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

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

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

To see the people you're following and those who follow you, open the profile screen, then swipe up.

If a profile picture has a lock on it, you need to ask that person to follow them. After your request is accepted, you see the person's shared playlists and the music they're listening to.

Respond to follow requests

You can allow everyone to follow you, or just people you choose. You receive follow requests only if you choose who can follow you.

1. Tap Listen Now in the sidebar, then tap 👤 or your profile picture.

2. Tap View Profile.

3. Tap Edit, then tap People You Approve if you want to be followed only by people you choose.

4. Tap Follow Requests, then accept or decline the requests.

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

Stop following and block followers

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

- *Block followers:* Touch and hold a profile picture, then tap Block.

  People you block won't see your music or be able to find your profile. They can still listen to your shared playlists if they've added them to their library.

Share music with followers

By default, your followers see the playlists you create, but you can choose not to share some playlists.

1. Tap Listen Now in the sidebar, then tap ⊙ or your profile picture.

2. Tap View Profile.

3. Tap Edit, then turn playlists on or off.

4. Drag ≡ to reorder them.

Your followers will see the playlists you create on your profile unless you turn off those playlists you don't want to share. You can turn off this option when you create a playlist or later, when you edit the playlist.

To share playlists with people who don't follow you, touch and hold a playlist, then tap Share Playlist.

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

Hide music from your followers

1. Tap Listen Now in the sidebar, then tap ⊙ or your profile picture.

2. Tap View Profile.

3. Touch and hold the playlist or album (below Listening To).

4. Tap Hide from Profile.

The listening history for this item won't appear in your profile or be visible to the people who follow you. If you don't want your followers to see any of the music you listen to, tap Edit on the profile screen, then turn off Listening To.

Note: It may take up to 10 minutes before music you hide is no longer visible to your followers.

See what others are listening to

Tap Listen Now in the sidebar, then do any of the following:

- *See what your friends are listening to:* Scroll down to Friends Are Listening To. Tap an item to play it.

- *Listen to a mix of songs your friends are listening to:* Scroll down to Made For You, then tap Friends Mix.

- *See what a follower or person you follow is listening to:* Tap 👤 or your profile picture, then tap View Profile. Tap a person's profile picture to see shared playlists and music they're listening to. You also see their followers and the people they follow.

Share your profile

You can share your profile using email, Messages, or another app you choose.

1. Tap Listen Now in the sidebar, then tap 👤 or your profile picture.

2. Tap View Profile.

3. Tap •••, tap Share Profile, then choose a sharing option.

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

Report a concern

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

Use Siri to play music on iPad

You can use Siri to control music playback in the Music app 🎵.

Activate Siri, then make your request. Siri can help you enjoy your music library in a wide variety of ways:

- *Play Apple Music:* You can play any song, artist, album, playlist, or station. Say, for example, "Play 'Gasoline' by The Weeknd" or "Play Kehlani." Siri can also play popular songs from different genres or years. Say "Play the top songs from 1990." You can also play music on AirPlay 2-enabled devices in a specific room. Say something like "Play the latest album by Camila Cabello in the living room."

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

- *Add music from Apple Music to your library:* Say, for example, "Add 'Evergreen' by Omar Apollo to my library." Or while playing something, say "Add this to my library." (Apple Music subscription required. Not available with Apple Music Voice.)

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

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

  Tip: You can also identify a song playing on or near iPad by adding the Music Recognition control to Control Center. Go to Settings ⚙ > Control Center, then tap ➕ next to Music Recognition. With a song playing, open Control Center, then tap 🔵.

- *Play songs based on their lyrics:* Say "Play the song with the lyrics" and then say a key phrase from the lyrics.

Learn how to use Siri.

Siri can also help you find music in the iTunes Store. See Get music, movies, and TV shows in the iTunes Store on iPad.

Listen to music with Apple Music Voice on iPad

Apple offers the Apple Music Voice Plan, a new subscription option for Apple Music designed around Siri. Using just your voice, you can access millions of songs, tens of thousands of playlists (including hundreds of mood and activity playlists), personalized mixes, genre stations, and Apple Music radio.

In addition to streaming music from Apple Music, you can play music you purchased from the iTunes Store and music you've synced to iPad. You can also stream music with AirPlay, play music using Home Sharing, and search the Apple Music library and your

music library.

Note: Not all features are available in the Apple Music Voice Plan. For more information, see the Apple Support article About Apple Music Voice.

Subscribe to Apple Music Voice

You can subscribe to Apple Music Voice when you first open the Music app 🎵.

As an Apple Music Voice subscriber, you can play music on all your devices that have Siri turned on, including HomePod mini, AirPods, or any other Apple device, and when using CarPlay.

   Tip: If you want to preview Apple Music Voice for a few days, say "Hey Siri, start Apple Music Voice."

New subscribers can start a trial and cancel at any time. If you end your Apple Music Voice subscription, you can no longer stream Apple Music songs.

Play music with Apple Music Voice

To play music with Apple Music Voice, just say "Hey Siri," then make your request:

- "Play 'enough for you' by Olivia Rodrigo"

- "Play Apple Music Country"

- "Play cool jazz"

- "Play the dinner party playlist"

- "Play a playlist to help me relax"

- "Play more like this"

To see Siri suggestions created just for you, open the Music app 🎵, tap Listen Now, then swipe through the suggestions below Just Ask Siri. Say "Hey Siri," then speak the suggestion or tap to play it.

Play music you recently listened to

Open the Music app 🎵, tap Listen Now, then tap an item. Playlists and albums play in their original order.

Play purchased and synced music

You can play music you purchased from the iTunes Store as well as music you synced to your iPad from a computer.

Open the Music app 🎵, tap Library, tap a category such as Playlists, Artists, or Albums, then tap an item.

To play music from a Home Sharing library, tap Library, tap Home Sharing, then tap a library.

Change the way music sounds on iPad

Change the way music sounds on iPad with EQ, volume limit settings, and Sound Check.

- *Choose an equalization (EQ) setting:* Go to Settings ⚙️ > Music > EQ.

- *Normalize the volume level of your audio:* Go to Settings > Music, then turn on Sound Check.

News

Get started with News on iPad

The News app ⬛ collects all the stories you want to read, from your favorite sources, about the topics that interest you most. To personalize News, you can choose from a selection of publications (called *channels*) and topics such as Entertainment, Food, and Science.

You need a Wi-Fi or cellular connection to use News.

The more you read, the better News understands your interests. Siri learns what's important to you and suggests stories you might like. You can receive notifications about important stories from channels you follow.

And you can subscribe to Apple News+, which includes hundreds of magazines, popular newspapers, and premium digital publishers.

Note: Apple News and Apple News+ aren't available in all countries or regions.

Personalize your news

The first time you open News, you can "follow channels and topics" to personalize the stories you see more often in the Today feed and the channels and topic that appear in the Following tab.

1. In News, tap Following, then tap ⊕ next to the channels and topics you want to follow.

    To make a channel or topic a favorite, tap Edit, then tap ★ next to the channel or topic.

    If there's a channel or topic that you don't want to appear in your feed, touch and hold it, then choose Block Channel, Block Topic, or Stop Suggesting.

    When you block a channel or topic, its stories don't appear in the Today feed and widgets. To see the channels and topics you've blocked, tap Blocked Channels & Topics (near the bottom of the sidebar below Manage).

    Note: When you browse Top Stories and other areas that feature stories curated by Apple News editors, placeholders may appear for stories from channels you blocked. See Follow, unfollow, block, and unblock channels and topics.

2. Tap Discover Channels at the bottom of the sidebar, then tap ⊕ for each channel you want to follow.

To stop following a channel or topic, swipe it to the left, then tap Unfollow.

To easily follow specific channels and topics, tap the Search field in the sidebar, enter the channel or topic's name, then tap ⊕ in the results below.

Get notifications

Some channels you follow may send notifications about important stories.

1. At the bottom of the sidebar, tap Notifications & Email below Manage.

2. Turn on notifications for your preferred channels.

If you subscribe to Apple News+, you can get notifications when new issues are available.

Receive Apple News newsletters

You can choose to receive newsletters in your email inbox from Apple News editors. Newsletters feature top stories, personalized based on your interests.

1. Swipe to the bottom of the sidebar, then tap Notifications & Email.

2. Swipe to the bottom of the window, then turn on Apple News Newsletter.

   If you subscribe to Apple News+, the newsletter also highlights new issues of your favorite magazines.

To stop receiving newsletters, return to the Notifications & Email window, then turn off Apple News Newsletter.

Note: Personalized newsletters aren't available in all countries or regions.

See stories only from the channels you follow

Go to Settings 🔘 > News, turn on Restrict Stories in Today, then confirm your choice.

Note: Restricting stories significantly limits the variety of stories that appear in the Today feed and all other feeds. For example, if you restrict stories and follow only one entertainment-related channel, your Entertainment topic feed will contain stories only from that channel. When you restrict stories, you don't see Top Stories and Trending Stories.

Use News widgets on iPad

You can easily see the day's top and trending stories from the News app ⬛, as well as stories about a topic of your choosing, just by tapping the Today or Topic widget.

Access stories from News widgets

In the Today or Topic widget, tap a story headline to open the story.

See Add widgets on iPad.

See news stories chosen just for you on iPad

The Today feed in the News app ⬛ presents top stories selected by Apple News editors, the best stories from the channels and topics you follow, and stories and issues from Apple News+. The Today feed also includes stories suggested by Siri, trending stories that are popular with other News readers, My Sports, and more. Depending on your location, the Today feed can also include Apple News Today audio briefings, and and local news with your local weather conditions.

Note: Local news isn't available in all locations.

Access stories in the Today feed

- *Open a story:* Tap the story.

- *Read more stories within a group:* Tap the arrow at the bottom of the group.

- *Play a video:* Tap ▶ in the thumbnail.

- *Get newer stories:* Pull down to refresh the Today feed with the latest stories.

Follow, unfollow, block, and unblock channels and topics

You can influence what appears in the Today feed by following and blocking channels and topics.

1. Do any of the following:

   - *Open a channel feed:* Touch and hold a story, tap the channel name, then tap Go to Channel. Or tap a story in the Today feed, then tap the channel name at the top of the story.

- *Open a topic feed:* Tap the topic title—Movies or Travel, for example.

2. At the top of the feed, do any of the following:

   - *Follow:* Tap ⊕.

   - *Unfollow:* Tap ⊙, then tap Unfollow Channel or Unfollow Topic.

   - *Block:* Tap ⊙, then tap Block Channel or Block Topic.

   - *Unblock:* Tap ⊙, then tap Unblock Channel or Unblock Topic.

Note: When you browse Top Stories and other areas that feature stories curated by Apple News editors, placeholders may appear for stories from channels you blocked. To read a story from a blocked channel, tap Show Story Anyway.

Add, remove, and reorder favorites

You can mark channels and topics as favorites. Favorites appear in the sidebar on iPad.

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

- *Add a favorite:* Tap ★ next to an item to mark it as a favorite, then tap Done..

- *Remove a favorite:* Tap ★ next to an item you no longer want as a favorite, then tap Done.

- *Reorder favorites:* Touch and hold ≡, drag favorites to the order you prefer, then tap Done,

Stop suggesting specific channels and topic groups in the Today feed

Suggested channels and topic groups may appear in the Today feed, but you can stop these suggestions.

1. Tap Today in the sidebar.

2. Tap ⊙ in a channel or topic group, then tap Stop Suggesting.

The channel or topic isn't blocked, but News stops displaying the story group in Today.

Tell News what kind of stories you prefer

1. Tap Today in the sidebar.

2. Tap ⊙ below a headline, then tap Suggest More or Suggest Less.

Read stories in News on iPad

You can read and share the stories in the News app ⬛ on iPad.
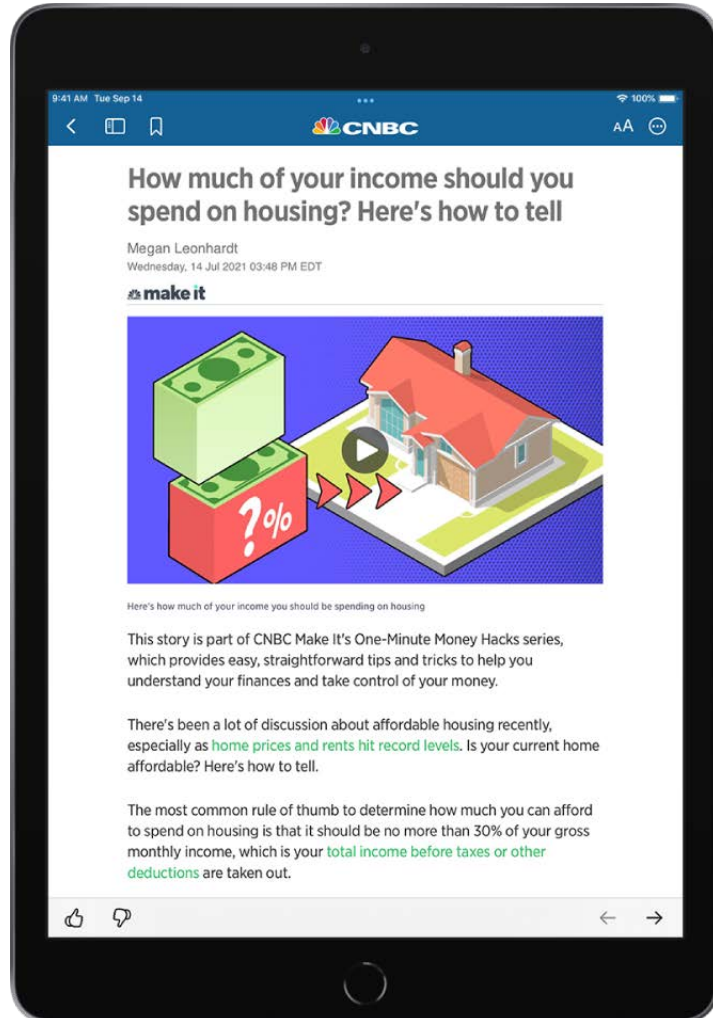

Note: Apple News and Apple News+ aren't available in all countries or regions.

Read a story

Tap a channel or topic in the sidebar to browse its stories, then tap a story to read it. While viewing a story, you have these options:

- *Read the next story:* Tap → in the lower right of the screen or swipe left.

- *Read the previous story:* Tap ← in the lower right of the screen or swipe right.

- *Tell News what stories you prefer:* When viewing a story that's not part of an Apple News+ issue, tap 👍 or 👎 at the bottom of the story. Your feedback is taken into account for future recommendations.

  If you're reading a story in an Apple News+ issue, tap 😊, then tap Suggest More or Suggest Less.

- *Change the text size:* Tap AA, then tap the smaller or larger letter to change the text size in the story and all other stories in the channel. (Not available in all channels.)

- *Share a story:* Tap 😊, tap Share Story, then choose a sharing option, such as Messages or Mail.

- *Report a concern:* If you believe that a story you're viewing is mislabeled, inappropriate, offensive, or doesn't display properly, tap 😊, then tap Report a Concern.

In Apple News+ issues in PDF format, the Suggest More, Suggest Less, Save Story, and Report a Concern options aren't available. See Browse and read Apple News+ stories and issues on iPad.

Read stories shared with you

When a friend shares stories with you using the Messages app, you can easily find them in the Shared with You in Apple News. (News must be turned on in Settings 🔘 > Messages > Shared with You, and your friend must be in your contacts list in Contacts.)

In the News app, tap Shared with You, then do any of the following:

- Tap a shared story to read it in News.

- Tap the name of the person who shared a story to reply to them in the Messages app. You can also reply while reading the story—tap the name shown below the channel's logo.

Follow your favorite teams with My Sports on iPad

In the News app 📰, My Sports lets you follow your favorite sports, teams, leagues, and athletes; receive stories from the top sports publishers; access scores, schedules, and standings for the top professional and college leagues; and watch highlights.

Get started with My Sports

1. Open the Today feed, then swipe up to My Sports.

2. Tap Get Started, then tap Turn On to allow syncing between Apple News and the Apple TV app.

   When you turn on My Sports in the News app, teams you follow are also automatically followed in the Apple TV app, and vice versa. Turning on syncing is required to use My Sports.

3. On the Manage My Sports screen, tap ⊕ next to teams and leagues to follow them.

   Sports you've previously expressed interest in appear below Suggested.

   Sports topics such as golf and tennis appear below All Sports.

4. To search for a sports topic, tap the search field, enter a search term such as a team's name or location, tap ⊕ next to a result, then tap Done.

My Sports and My Sports syncing aren't available in all countries and regions.

View My Sports

The My Sports topic in the Today feed provides the most important sports coverage at a glance.

To view it, tap Today, then swipe up. To view more comprehensive sports coverage, tap the My Sports heading.

You can also tap Following, then tap My Sports.

Browse all available sports

1. Tap My Sports in the sidebar, then tap All Sports at the top of the screen.

2. Tap a sport to show stories about it.

3. To follow that sport, tap ⊕ at the top of the screen.

Manage sports topics

You can add and remove teams, leagues, and sports after you've set up My Sports.

Tap My Sports, tap Manage in the Following section, then do any of the following:

- *Follow topics:* Tap ⊕ next to each topic you want to add, then tap Done.

- *Unfollow topics:* Tap 🔴 next to topics you want to remove, then tap Done.

- *Reorder topics:* Touch and hold ≡, drag topics to the order you prefer, then tap Done.

You can also manage My Sports by tapping ☺, then tapping Manage My Sports.

Show scores and schedules, highlights, and more

My Sports offers schedules and scores for your favorite teams, video highlights, and stories related to your favorite teams.

Tap My Sports in the sidebar, then do any of the following:

- *Show scores and schedules:* Tap See All next to Scores & Schedule, then tap the Schedule or Scores tab. Schedules and scores also appear in the My Sports feed.

- *Watch a live game:* In the Scores & Schedule section, tap Open in Apple TV below a game. If the game is available in your area and you have the proper entitlements, you can watch it in the Apple TV app or in a supported app.

  Supported sports apps may require a separate subscription. Not all games are available in all areas.

- *View highlights:* On the My Sports screen, swipe up to the Highlights section, then tap ▶ in the thumbnail. Tap > to see more highlights.

  Note: Highlights are available only for select leagues.

- *Read sports stories related to topics you follow:* Swipe up to For You, then tap a story.

Remove the My Sports group from Today

1. In Today, swipe up to My Sports, then tap ☺.

2. Tap Block from Today.

To remove My Sports from Following, go to Settings ⚙, tap News, then turn off Sync My Sports.

When you block My Sports, News stops showing stories from the channel except when selected by the Apple News editors or you've chosen to follow individua sports topics. Also, sports content is no longer synced between the News and Apple TV apps.

Apple News+

Subscribe to Apple News+ on iPad

In the News app 📰, Apple News+ lets you enjoy hundreds of magazines, popular newspapers, and content from premium digital publishers directly on your iPad.

You can subscribe to Apple News+ or to Apple One Premier, which includes Apple News+ and other Apple services. See the Apple Support article Bundle Apple subscriptions with Apple One.

As a subscriber, you have access to current and available back issues of publications, and you can download content for offline reading and share stories and issues with others. Apple News+ subscribers can also listen to audio versions of select stories on iPhone and iPod touch.

As a non-subscriber, you can browse, but not read, a collection of story headlines and publications personalized just for you, view the entire Apple News+ catalog, and browse issues by category—Entertainment and Food, for example. To read stories and issues, and listen to Apple News+ audio stories on iPhone and iPod touch, start a free trial or subscribe.

Note: Apple News, Apple News+, Apple One, and the audio feature aren't available in all countries or regions. See the Apple Support article Availability of Apple Media Services.

Subscribe to Apple News+

Tap the subscription button shown in a magazine or story in News, then follow the onscreen instructions.

You may be asked to sign in with your Apple ID.

Share Apple News+ with family members

When you subscribe to Apple News+ or Apple One Premier, you can use Family Sharing to share Apple News+ with up to five other family members. Your family group members don't need to do anything—Apple News+ is available to them the first time they open the News app after your subscription begins.

If you join a family group that subscribes to Apple News+ or Apple One Premier, and you already subscribe, your subscription isn't renewed on your next billing date; instead, you use the group's subscription. If you join a family group that doesn't subscribe, the group

uses your subscription.

Note: To stop sharing Apple News+ with a family group, you can cancel the subscription, leave a Family Sharing group or remove a member from a Family Sharing group.

Cancel or change your Apple News+ subscription

Tap Subscriptions at the bottom of the sidebar, then do one of the following:

- *Apple News+ only:* Tap Cancel Subscription, then follow the onscreen instructions.

- *Apple News+ and individual channels:* Select Apple News+, tap Cancel Subscription, then follow the onscreen instructions.

If you subscribe to Apple News+ as part of an Apple One Premier subscription and want to cancel your subscription, see the Apple Support article How to cancel a subscription from Apple.

Browse and read Apple News+ stories and issues on iPad

To get the most out of Apple News+, follow your favorite publications, and browse through current and back issues.

Note: Apple News and Apple News+ aren't available in all countries or regions. See the Apple Support article Availability of Apple Media Services.

Follow and unfollow publications

You follow an Apple News+ publication by following its channel. Do any of the following:

- Tap Today or News+ in the sidebar, tap a story or issue from an Apple News+ publication, tap the publication's name at the top of the screen, then tap ⊕.

- Tap the Search field in the sidebar, enter the publication's name, then tap ⊕.

- Tap News+ in the sidebar, tap Newspapers or Catalog near the top of the screen, then tap Follow below the publication's cover.

To unfollow a publication, swipe a publication left in the sidebar, then tap Unfollow.

Browse Apple News+ issues and stories

Stories and issues from Apple News+ appear in the Today feed and channel feeds. Stories (but not issues) can also be found in topic feeds and search results. To access entire issues, tap News+ in the sidebar, where you can do any of the following:

- *View all available publications:* Tap Catalog near the top of the screen.

- *View a specific content category:* Tap Catalog, tap Featured, then tap a category such as Business, Entertainment, or Sports.

- *View new and recent issues:* Tap My Magazines. By default, new issues appear near the top of the screen. The issue you've most recently read appears first. If you've recently downloaded an issue, it appears next. To choose a different sorting option, tap ⊙, then tap Sort by Name or Sort by Date.

   Note: If you block an Apple News+ publication, its issues are removed from My Magazines.