

Personalizing your Mobile Device

Introduction

Personalizing your device will help you with some of your everyday tasks and with your safety and security. All these items apply to your iPhone and many to your iPad.

You don't have to set up all of these items, but you can refer to this list if needed.

Here is the list.

1. Name your device
 - Go to Settings, General, About and change the name to something meaningful
2. Set up Face ID and Passcode
3. Set up My Info (or My Card) in your Contacts App
 - First, create a contact with your info
 - Next, go to Settings, Contacts and tap My Info
 - Select the contact with your name that you just created
4. Create a contact named ICE (In case of emergency)
5. Set up Notifications the way you want
 - Go to Settings, Notifications and customize which apps can notify you. I turn most of them off except for Messages obviously. Under Mail, if you have multiple accounts you can set the notification sounds individually.
6. Choose a default format for your photos
 - Go to Settings, Camera, Formats
 - I recommend Most Compatible unless you are running out of space
7. Configure how your email messages are discarded.
 - Go to Settings, Passwords and Accounts
 - Tap an account
 - Tap Account at the top
 - Tap Advanced at the bottom
 - In the Move Discarded Messages Into section, choose the Deleted Mailbox or Archive Mailbox
 - If you choose to Archive the messages, they will remain on your device in the All Mail folder and if you to Delete the messages, they will remain in the Trash folder until you empty the Trash.
8. Choose a ring tone for a specific contact
 - Open a contact, tap Edit and choose a Ringtone

9. Set up Apple Pay if desired

- Go to Settings, Wallet and Apple Pay
- Tap Add Card to get started
- You should be able to scan your card

10. Turn on Apple Keychain

- This is a neat way to save passwords for easy log in to a web site.

11. Turn on Find My iPhone or iPad

- This is a primary way to prevent someone from stealing and unlocking your device

12. Set up your Backup

- Go to Settings, your name, iCloud, scroll down to iCloud Backup and enable it

13. Configure iCloud Photo backup

- Go to Settings, your name, iCloud, tap Photos
- Enable iCloud Photos to back up your photos

14. Enter your Medical ID contacts

- Open the Health App (iPhone only)
- Tap Medical ID on the lower left
- Tap Edit at top right and select Edit Medical ID
- Tap add emergency contact

15. Configure AirDrop

- Go to Settings, General, AirDrop
- From here you can choose Contacts only or Everyone. If you choose Contacts Only, only those in your contacts list will be able to AirDrop to your device

16. Configure your Home Screen Widgets

- Swipe left until you see your Widgets screen
- Scroll down until you see Edit
- Tap Edit
- Tap an entry with a red circle to remove
- Tap an entry with a green circle to add
- Use the 3 bars on the right to change the order
- Tap Done to save changes

17. Organize your App icons into groups

- See the information [here](#)

18. Optionally, set up Two-factor authentication for your iCloud online account for increased security. Go to Settings, your name, Password & Security. Tap Two-factor Authentication to enable it. If you enable this, you will need your device nearby when you log into your online iCloud account.

19. Choose your Wallpaper or Lock Screen. See how [here](#).

20. Change text size

- Go to Settings, General, Accessibility
- Tap Larger Text and enable it
- Drag the size at the bottom to suit your needs

21. If messages about Screen Time annoy you, go to Settings, Screen Time to turn it off

22. Choose default search engine

- Go to Settings, Safari, Search Engine to select your default. There are other settings that you can change here also.

23. Add music to your device before travelling

- See the instructions [here](#)

24. Configure the Screen Auto-Lock setting

- Go to settings, Display and Brightness
- Tap Auto-Lock to choose a setting

25. Customize the Control Center

- Go to Settings, Control Center, Customize Controls
- Tap a Red one to remove or a Green one to add
- You can also drag them up or down to change the order

26. Turn on Auto-Fill passwords (or not)

27. Configure Emergency SOS

- Go to Settings, Emergency SOS
- From here you can configure the buttons
- Make sure you have Emergency Contacts but if not, tap Edit Emergency Contacts in Health to edit or add contacts.

28. Manage your storage

- Device storage – go to Settings, General, iPad or iPhone Storage. From here you can see what's taking up space. If you're running out of space here's what you can do:
 - Go to Settings, your name, iCloud, Photos and enable Optimize iPhone or iPad Storage
 - Go to Settings, Camera, Formats and choose High Efficiency
 - Go to Settings, iTunes and App Stores and enable Offload Unused Apps
 - If desperate, remove unused Apps, delete photos, video and music
- iCloud storage
 - Go to Settings, your name, iCloud and to see your storage
 - Tap Manage Storage to see what's taking up space

29. Configure Location Services

- Go to Settings, Privacy and tap Location Services
- From here you can change individual apps
- For example, tap Camera and from here you can turn off Location or GPS and this information will no longer be stored in your photos
- You can also disable all Location Services which may limit the use of some Apps such as any map application

30. Make sure Safari Bookmarks are being sync'd between devices

- Go to Settings, your name, iCloud
- Make sure Safari is Enabled
- Note: Favorites are not sync'd