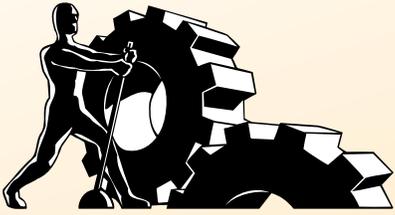


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# Mobile Me

**Joe Kissell**

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# Read Me First

Welcome to *Take Control of MobileMe, Second Edition*, version 2.0, published in October 2010 by TidBITS Publishing Inc. This book was written by Joe Kissell and edited by Dan Frakes.

Membership in MobileMe gives you access to a suite of online services that both complements and integrates tightly with Mac OS X and iLife. Although MobileMe was designed for ease of use, it also has tremendous power—and a few hidden pitfalls. Learn how to make the most of your MobileMe membership by reading this book, which goes far beyond Apple’s online help to give you detailed instructions, tips, and strategies.

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## UPDATES AND MORE

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You can access extras related to this book on the Web (use the link in [Ebook Extras](#), near the end of the book; it’s available only to purchasers). On the ebook’s Take Control Extras page, you can:

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## BASICS

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In reading this book, you may get stuck if you don't know certain basic facts about MobileMe or Mac OS X, or if you don't understand Take Control syntax for things like working with menus or finding items in the Finder.

Please note the following:

- **Menus:** To describe choosing a command from a menu, I use an abbreviated description. For example, my description of the menu command to create a new folder in the Finder would be “File > New Folder,” that is, “choose New Folder from the File menu.”
- **Multiple ways to perform an action:** You can perform many actions in more than one way—for example, using a button, a menu command, or a keyboard shortcut. In this book, for the sake of brevity, I usually mention only one way to perform each action. In general, I describe the most obvious way—buttons are often easier to find than menu commands, which are in turn more obvious than keyboard shortcuts—but choose whichever approach suits you best.
- **Finding preference panes:** I sometimes refer to system-wide Mac OS X preferences you may want to adjust. To do so, open System Preferences by clicking its icon in the Dock (shown beside this paragraph) or choosing System Preferences from the Apple (🍏) menu. Settings are categorized in topic-specific *preference panes*. You access a preference pane by clicking its icon. For example, to see “the MobileMe preference pane,” open System Preferences and click the MobileMe icon.
- **Path syntax:** I occasionally use a *path* to show the location of a file or folder in your file system. For example, Mac OS X stores most utilities, such as Terminal, in the Utilities folder. The path to Terminal is: `/Applications/Utilities/Terminal`. The slash at the start of the path tells you to start from the root level of the disk. You will also encounter paths that begin with `~` (tilde), which is a shortcut for a user's home directory. For example, if a person with the user name `joe` wants to install fonts that only he can access, he would install them in his `~/Library/Fonts` folder, which is another way of writing `/Users/joe/Library/Fonts`.



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## WHAT'S NEW IN THE SECOND EDITION

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A great many changes affecting MobileMe have occurred since version 1.2 of this book was released. The iPad appeared, as did the iPhone 4 and iOS 4; Mac OS X 10.6 Snow Leopard was released, as was iLife '11; and the MobileMe Web site got a major overhaul (especially the Mail and Calendar applications). The second edition of this book is an attempt to bring it up to date with these new developments. Although the book contains numerous changes, the most significant are these:

- Added coverage of the new site layout, navigation controls, toolbars, and other changes in [Navigate the MobileMe Web Site](#).
- Updated the section [A Word about Push Synchronization](#) so that it remains correct for 10.5 Leopard while also more fully describing Snow Leopard and iOS.
- Completely revised the discussion of [Notes](#), which now sync via push across Macs and some iOS devices.
- Thoroughly updated the [Mail](#) chapter to account for changes such as a new layout, styled text, server-based rules, support for multiple From addresses and POP accounts, and greatly revised preferences.
- Gave the [Calendar](#) chapter a massive makeover to reflect the sweeping changes to the MobileMe Calendar application.
- Updated the [iDisk](#) chapter to keep it current with the latest user interface and feature changes.
- Broke out [Find My iPhone](#) as its own chapter and expanded it significantly, now that Apple has added to Find My iPhone's capabilities and put it in a new location on the Mobile Me site.
- When iLife comes up, I discuss iLife '11 and iLife '09. (I dropped coverage of iLife '08, and Apple never released an iLife '10.)

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## WHAT WAS NEW IN VERSION 1.2

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Version 1.2 added instructions for using Apple's then-new MobileMe iDisk app for iPhone and iPod touch (see [Connect Using an iOS Device](#)) and removed one tiny leftover mention of .Mac Groups.

# Introduction

In 2000, Apple introduced iTools, a free set of Internet services including such useful features as an email address in the mac.com domain and online storage space called iDisk. Over the following decade, this package evolved significantly. It switched from a free service to a paid one; it changed its name to .Mac in 2002 and then, in 2008, to MobileMe; it added and removed features; and it repeatedly updated its look and feel. MobileMe continues to change, but at its core is a powerful set of features that can simplify and enhance your digital life.

People frequently ask me whether I still think MobileMe is relevant—and in particular, whether it's still worth the money. It's true that other providers offer services comparable to portions of MobileMe at no cost, that MobileMe has had (and continues to have) some rough spots, and that Apple's service still lacks certain key capabilities that competitors have. For example, you can get free email, online calendars and contacts, Web hosting, and cloud storage from Google. So, the thinking goes, why pay for what you can get for free?

I'm not going to try to talk you into using MobileMe or talk you out of using other services. But I do want to make a brief case for what's uniquely great about MobileMe:

- **Ease of use.** MobileMe is a showcase for Apple's legendary user interface finesse, and tasks that are complicated to perform in other services are a piece of cake in MobileMe. This is especially evident when setting up syncing for multiple types of data across several devices—particularly compared to analogous services from Google.
- **Integration.** The components of MobileMe work brilliantly and seamlessly with each other, as well as with Mac OS X and iOS and their associated applications. Other services require you to go through several distinct setup procedures, and still don't tie in as closely to, for example, iLife and iWork, as MobileMe does.

- **Find My iOS Device.** MobileMe is the only service that lets you locate (and optionally disable) an iPhone, iPad, or iPod touch no matter where in the world that device is located.

In short, if most of the devices you use for computing, communication, and entertainment are made by Apple, MobileMe has a lot to offer.

The goal of this book is to help you get the most out of MobileMe. I want to be clear, however, that this book is not a troubleshooting guide. Although I've included a few tips that address common complaints, I can't offer help for problems that involve errors or outages on Apple's end, network issues between your computer and Apple, or other random problems. If something isn't working the way this book describes, the most likely reason is that Apple's servers or software are misbehaving, or that a network issue is affecting your connection to those servers. I can commiserate with you, because whatever the problem is, I'm probably experiencing it, too, but I can't offer any magic fixes for problems that only Apple can solve.

I've been using MobileMe and its predecessors since day one, and I've been writing books about it since 2005—in other words, for half the product's lifetime! In that time, a lot has changed, but one thing that's stayed the same is the absence of a detailed instruction manual. Although online help is available for MobileMe, it's not terribly thorough or helpful. I've written this book to fill that gap—to help you take control of every aspect of your MobileMe membership and get as much value out of it as you can. As Apple continues to modify the MobileMe services, I plan to update this book, as well, so that you'll always have the latest information.

According to Apple, MobileMe works with Macs, Windows PCs, and iOS devices. In practice, though, Apple products, and especially Macs, are far better supported than other devices. Apple says the minimum system requirement for Macs is Mac OS X 10.5.8 (Leopard); for iPhone and iPod touch, iOS 3.1.3; and for iPad, iOS 3.2. As a result, I say nothing here about older operating systems. And, although I do discuss Windows and, to some extent, iOS devices, most of the book, like MobileMe itself, focuses on Mac OS X. Likewise, because MobileMe is so tightly tied to iLife, which itself gets regular overhauls, I focus on iLife '11, the latest iLife version as I write this, with notes as to where it differs from the previous version, iLife '09.

# MobileMe Quick Start

You can read the entire book in order, or click a blue link below to immediately jump to any particular topic. If you are completely new to MobileMe, however, I strongly recommend reading [Get to Know MobileMe](#) first.

## **Get started:**

- Learn about MobileMe features. See [Get to Know MobileMe](#).
- Set up your Mac, PC, or mobile device to work with MobileMe, and learn how to use the MobileMe Web site. Read [Set Up and Explore MobileMe](#).
- Make sure your computer(s) and mobile device(s) can share information with MobileMe. Read [Keep Your Data in Sync](#).

## **Use the six core MobileMe applications:**

- Send and receive email with [Mail](#).
- Manage your address book using [Contacts](#).
- Keep track of your schedule and to-do items with [Calendar](#).
- Share photos and movies online using [Gallery](#).
- Store and share files on your [iDisk](#).
- Locate a wayward iOS device with [Find My iPhone](#).

## **Go beyond the basics:**

- Manage your MobileMe [Account](#).
- Use [MobileMe and iLife](#) together to create Web sites.
- Access stuff on a faraway Mac using Back to My Mac. See [Access Your Mac Remotely](#).
- [Back Up Your Files](#)—to an iDisk or another destination.
- Convert your MobileMe account from one type to another, if the need arises. See [Appendix A: Account Conversion Methods](#).

# Get to Know MobileMe

What exactly is MobileMe? This set of Internet services has many facets—some of them quite obvious, and others that function invisibly but powerfully in the background. Before going further, I want to review what your MobileMe membership includes.

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## WHAT IS MOBILEME?

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You can go to an Apple Store and walk out with a “MobileMe” box, but it won’t contain any hardware or software. The main thing in it is an activation code that you can use to turn on your MobileMe features; you can just as easily purchase your membership online and save a tree branch or two. Rather, MobileMe is a collection of online services—some of which you can use on their own, and some of which add capabilities to your Mac, Windows PC, iPhone, iPad, or iPod touch.

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## MAJOR MOBILEME FEATURES

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Although Apple is constantly tweaking the capabilities of MobileMe, here are the major features as of September 2010:

- **Synchronization:** If you have more than one computer (or a computer plus an iPhone, iPad, or iPod touch), you can keep key information—your contacts, calendar, and more—in sync on all of them automatically. I cover the details in [Keep Your Data in Sync](#).
- **MobileMe Mail:** Your MobileMe membership includes one or more email addresses (using the format [member-name@me.com](#) or [member-name@mac.com](#)); you can check and send email via the MobileMe Web site or use a program such as Apple Mail. For details, see [Mail](#). You can also use your MobileMe address for instant messaging with iChat or AOL Instant Messenger (AIM).
- **Contacts:** Sync the address book from your Mac or PC with other computers, your iPhone, iPad, or iPod touch, and the MobileMe Web site. To learn more, see [Contacts](#).

- **Calendar:** Synchronize calendar events between devices and with the MobileMe Web site. You can also view and edit your calendars as easily on the Web as you can on your computer or mobile device. See [Calendar](#).
- **Gallery:** Share photos and movies on the Web with MobileMe Gallery, a slick media-viewing interface. You can grant access to friends and family members so they can upload their own media to your gallery, and you can view these galleries using an iPhone, iPad, iPod touch, or Apple TV. Read [Gallery](#).
- **iDisk:** With this online storage space, you can access selected files from nearly any computer with an Internet connection (and even from an iPhone, iPad, or iPod touch). You can also publish Web sites and share files with other people. See [iDisk](#).
- **Find My iPhone:** If you're separated from your iPhone, iPad, or iPod touch, you can use MobileMe to locate it almost anywhere in the world—and remotely erase its data if you can't retrieve the phone. See [Find My iPhone](#).
- **iLife integration:** MobileMe and iLife have always had a friendly relationship, and iLife '11 provides especially rich integration with your MobileMe account. Read [MobileMe and iLife](#).
- **Back to My Mac:** If your Macs are in different locations, you can now access files on and share the screen of a remote Mac with a few clicks. See [Access Your Mac Remotely](#).
- **Backup:** MobileMe members can download a backup application called Backup—though it's generally not the best tool for the job. Consult [Back Up Your Files](#) for an explanation.

MobileMe is not the only way to get most of these features, but the single, easy-to-use package makes it a great choice—especially if you have an iPhone, iPad, iPod touch, or more than one Mac.

MobileMe accounts are designed to be used by a single person. With a Family Pack, you can get accounts for five people for less than the cost of two individual memberships. The catch is that only the main account holder gets the full amount of iDisk and email storage space; the other four Family Members (as Apple calls them) get somewhat reduced quotas—see [iDisk](#) for details.

## **Save Money on Your MobileMe Membership**

Buying a membership or renewal directly from Apple costs \$99 for individuals or \$149 for a five-user Family Pack. But I've seen prices well under \$80 and \$110, respectively, at other sites. (Yes, you can use a retail box to renew an existing membership.) Some good places to check for discounted MobileMe retail boxes are:

- **Amazon.com:** <http://www.amazon.com/>
- **dealmac:** <http://www.dealmac.com/>
- **Buy.com:** <http://www.buy.com/>

# Set Up and Explore MobileMe

Before you can do useful things with MobileMe, you must set up your Mac, PC, and mobile device(s) properly. In this chapter, I describe setup procedures for Mac OS X, Windows, and iOS devices, and walk you through using the MobileMe Web site.

This chapter assumes you've already activated your membership with Apple; if you haven't, go to <http://www.me.com/activate>, enter your activation key, and follow the onscreen instructions.

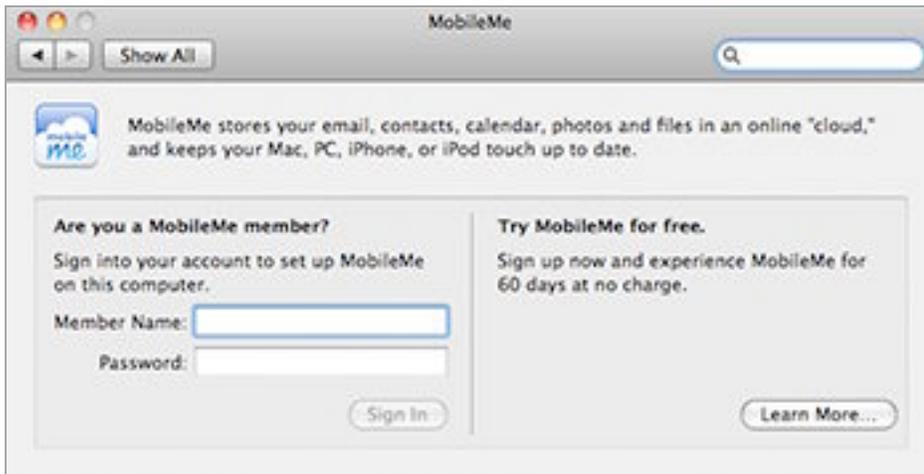
---

## SET UP MOBILEME ON A MAC

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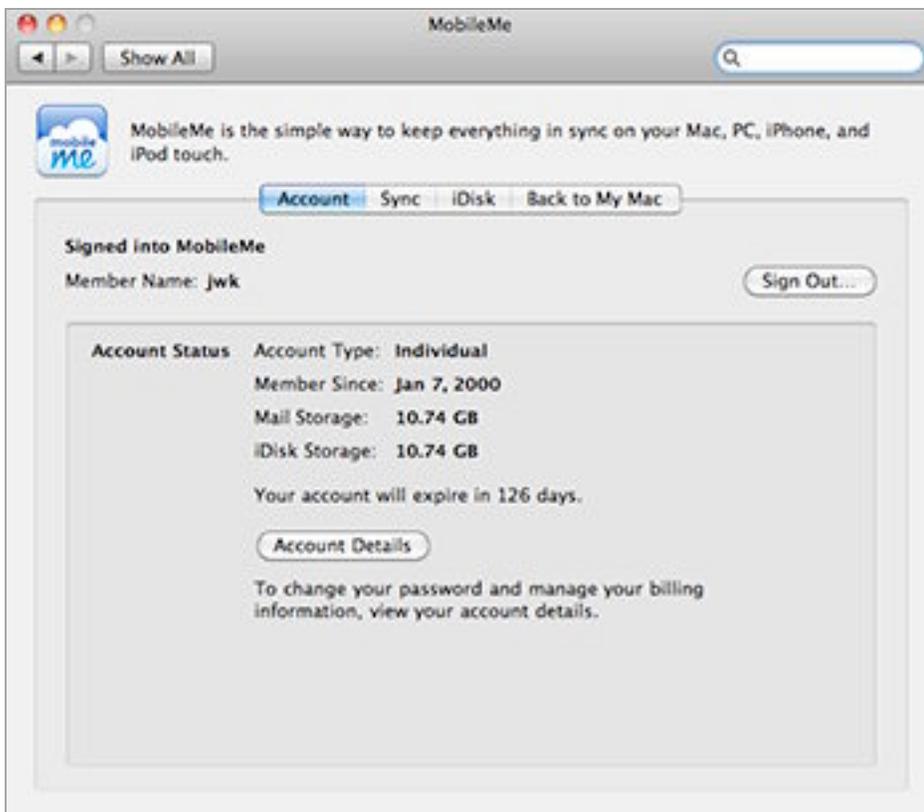
If you're using Mac OS X, only one small item requires your initial attention. (I discuss other settings later.) Follow these steps:

1. Be sure that you're running the latest version of Mac OS X. If you're using Snow Leopard, you must have version 10.6.3 or higher installed; if you're using Leopard, you need version 10.5.8. In either case, if your system software is an earlier version, choose Apple () > Software Update and follow the prompts to install the latest version.
2. Open MobileMe System Preferences.
3. If the window looks like **Figure 1** (with fields provided for Member Name and Password), fill in these fields and click Sign In.



**Figure 1:** Enter your member name and password in the MobileMe pane (if you haven't already done so).

After you sign in, the MobileMe pane displays more information about your account, as well as additional views—Account, Sync, iDisk, and Back to My Mac (**Figure 2**).



**Figure 2:** After you sign in, the pane has more options.

Your Mac is now configured to use MobileMe, and your iDisk should appear in the sidebar of Finder windows.

## Member Name Longevity

Once you choose a MobileMe member name—even for a trial account—that name is yours (more or less) forever. Even if you let your subscription lapse, no one else can claim that member name. You can reactivate your account later, keeping the same member name, although any data stored on Apple’s servers, such as email and contacts, will likely be gone—that data is deleted 15 days after your membership expires.

On the other hand, if you set up an email alias (see [Addresses Preferences](#)) and later delete it, not even you can use that name in the future—it’s permanently removed from the pool of available MobileMe member names.

If you have an older *membername@mac.com* address, you can continue to use it for iChat, even after your subscription has expired, though not for *encrypted* iChat. However, *membername@me.com* addresses can’t be used for iChat at all once your account expires.

---

## SET UP MOBILEME UNDER WINDOWS

---

You can access your MobileMe account and Web applications at <http://www.me.com/> from a Windows Web browser without any preliminary setup. However, to synchronize your contacts, calendars, and bookmarks, you must use the MobileMe control panel, which is (rather unintuitively) installed with iTunes 9.2 or higher.

You can download iTunes from <http://www.apple.com/itunes/download/>. After installing it, skip ahead to [Keep Your Data in Sync](#) for instructions on setting up syncing.

## MobileMe Limitations under Windows

These days, MobileMe has much better support for Windows than it once did. Even so, some limitations remain:

- Because Apple has not released a Windows version of iLife, Windows users can't take advantage of MobileMe's integration with iWeb, iPhoto, iMovie, and GarageBand.
- Windows doesn't include a calendar application that integrates with MobileMe, so only those Windows users running Outlook 2007 or 2010 can sync calendar events.
- Access to your iDisk is more cumbersome than on a Mac, and local iDisk syncing is not an option.
- Some kinds of data (including Dashboard widgets, Dock items, keychains, and preferences) can sync only between Macs.
- There's no equivalent to Back to My Mac for Windows.
- Apple's Backup application isn't available for Windows—but that's a small loss, as I don't even recommend it on a Mac.
- Accessing the MobileMe Web site in Windows requires Safari 4 or later (free from <http://www.apple.com/safari/>), Firefox version 3.6 or later (free from <http://www.getfirefox.com/>), or Internet Explorer 8 or later (<http://www.microsoft.com/windows/internet-explorer/>). Internet Explorer version 7 is only partially supported, and it is slow; older versions of Internet Explorer don't work at all.

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## SET UP MOBILEME ON AN iOS DEVICE

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If you have an iPhone, iPad, or iPod touch, you should also configure it to access your MobileMe account. Apple provides nicely detailed instructions on their Web site for doing this, and rather than repeat them here, I'd like to direct you to the following Web page, where you can read all about it yourself: [http://www.apple.com/mobileme/setup/iphone\\_ipod.html](http://www.apple.com/mobileme/setup/iphone_ipod.html).

The short version of the instructions is: install the latest version of iTunes for Mac OS X or Windows; enter your MobileMe account data on your portable device; and make sure both push synchronization and Find My iPhone are enabled.

---

## NAVIGATE THE MOBILEME WEB SITE

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You'll probably visit the MobileMe Web site at <http://www.me.com/> frequently. Because the site has a rather sparse layout, I'd like to give you the nickel tour to help you get your bearings.

---

**Browser reminder:** *If you're running Windows, keep in mind that although you can sign in to MobileMe with Internet Explorer 7, parts of the site won't work. Use Safari, Firefox, or Internet Explorer 8 or later for best results.*

---

### Sign In

To sign in to the MobileMe site:

1. Go to <http://www.me.com> (**Figure 3**).



**Figure 3:** The MobileMe sign-in page as it appears in Safari.

2. Enter your member name and password.

---

**Name game:** *Your member name is the part of your MobileMe email address before the @ sign. You can also enter your full address ([membername@me.com](mailto:membername@me.com) or [membername@mac.com](mailto:membername@mac.com)) to sign in. (I say more about the me.com-versus-mac.com distinction later, in the sidebar [Me.com vs. Mac.com Addresses](#).)*

---

3. Optionally, check Keep Me Signed In for Two Weeks if you're using your own computer and feel comfortable that no one else will try to access your account with it.
4. If you want to go directly to a particular MobileMe application (Mail, Contacts, Calendar, Gallery, iDisk, or Find My iPhone), click the application name.

---

**Applying a new term:** *Apple now calls the various modules on the MobileMe Web site “applications,” so I use that term here too. Just keep in mind they’re Web applications, as opposed to conventional stand-alone applications.*

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5. Click Sign In.

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**Sign of the times:** *Everything you do on the MobileMe Web site requires you to sign in first, so from here on, I’ll merely mention that you must be signed in, and not walk you through the steps to get there.*

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After you sign in, MobileMe takes you to the application you selected on the sign-in page; if you didn’t select one, MobileMe displays whichever application you last used (or, if this is your first visit, Mail). Keep reading to learn how to navigate to other parts of the site.

## The Toolbar

After you’ve signed in, a dark blue toolbar appears at the top of every page of the MobileMe Web site. The toolbar controls are divided into three main groups—navigation, application-specific controls, and site-wide controls.

### Navigation Controls

Previously, the left side of the toolbar displayed buttons for each of the MobileMe applications, so you simply clicked a button to switch to that application. As part of a mid-2010 redesign, however, Apple replaced this set of buttons with just one, showing the MobileMe cloud icon . Click this button to display a pop-up application switcher (**Figure 4**); then click a button to jump to the corresponding application.



**Figure 4:** Use these buttons to move from application to application within the MobileMe site.

When this application switcher first appeared, I was annoyed that it now took two clicks instead of just one to move from one place to another. However, this aggravation is offset somewhat by the fact that you can now select an application before signing in, by MobileMe’s remembering which application you used last, and by the availability of keyboard shortcuts. Instead of clicking the cloud button, you can press Shift-Esc to display the application switcher; use the arrow keys to move left or right; and then press Return to switch to an application.

### **Application-Specific Controls**

The center of the toolbar contains a group of icons; this area changes depending on which application you’re currently using. For example, the icons for the Mail application (**Figure 5**) include controls for deleting, archiving, moving, replying to, forwarding, and composing email messages. (The Mail and Contacts applications also have Search fields to the left of this set of controls; I discuss those later.)



**Figure 5:** The center group of icons on the toolbar changes as you switch applications (the Mail icons are shown here).

In every application except Find My iPhone, the Actions  pop-up menu also appears near the right side of the toolbar. If you’re trying to figure out how to perform some action and you don’t see any other controls that seem to apply, the Actions menu likely contains what you’re looking for—it’s a sort of catchall menu for commands that aren’t used quite frequently enough to merit their own icons.

For example, the Actions menu usually contains a Preferences command to let you configure settings for the current application; in the Mail application it also includes commands such as Mark as Unread

and Empty Trash. I cover the Actions menu in more detail in the discussions of individual MobileMe applications.

### Account Menu

On the far right side of the toolbar is a pop-up menu showing your name; I call this the Account menu, which contains the following:

- **Account:** Choose Account to manage storage settings, change your password, and do other tasks relating to your account as a whole.
- **Help:** Choose Help to go to the MobileMe Help page (which provides instructions on using most of the site's features).
- **Sign Out:** To end your session, choose Sign Out. If you're using your own computer, and no one else uses it, you needn't ever sign out. But on a public or shared computer, you should sign out to ensure that no one else can access your private data.

### The Sidebar

At the left of each application on the MobileMe site is a region called the *sidebar* that lets you navigate to different subsections, or *panes*, within a given application. For example, in the Mail application, the sidebar lists your mailboxes and folders; in the Contacts application, it lists Address Book groups; and in the Calendar application, it lists your calendars. In any case, the sidebar, like the middle group of controls on the toolbar, is always specific to the application you're currently using.

In most MobileMe applications, you'll see one or more additional controls at the bottom of the sidebar—these usually affect items in the sidebar. The iDisk sidebar, for example, contains an Actions  pop-up menu with contents distinct from those in the Actions pop-up menu on the toolbar , so there are two locations to look for commands.

### Need More Help?

If you run into questions I don't address here, keep in mind these other ways you can get help:

- Use the Help menu in Mac OS X.
- Go to the MobileMe Support page on Apple's Web site at <http://www.apple.com/support/mobileme/>.
- Use the MobileMe discussion forum Apple provides at <http://discussions.apple.com/category.jspa?categoryID=116>.

# Keep Your Data in Sync

MobileMe can synchronize several kinds of information, in several different ways. For example, it can sync contacts, calendars, and Web bookmarks between computers (Mac or PC), the MobileMe Web site, and one or more iOS devices. Other kinds of data (such as Dashboard widgets and keychains) can be synced only between Macs. And the files on your iDisk can be synchronized only between a Mac and the MobileMe servers (read more about this in [iDisk](#)).

In this chapter I cover the main ways of syncing data (including the sometimes-confusing notion of “push” synchronization) and discuss some of the issues you may encounter.

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## UNDERSTAND SYNCING OPTIONS

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Apart from files on your [iDisk](#), the kinds of data you can sync using MobileMe fall into three categories: those that can sync across all your devices ([Calendars, Contacts, and Bookmarks](#), which I discuss in a moment), those that can sync only between Macs ([Mac-Only Data Types](#), shortly ahead), and those that can sync across Macs and iOS devices (but not Windows computers)—a category currently occupied only by notes (see [Notes](#)).

But before I get into the specific kinds of data you can synchronize and how to set that up, I want to make sure you understand a key concept that applies to some kinds of MobileMe data: push.

### **A Word about Push Synchronization**

Let’s say you have an iPhone. One day you sign in to the MobileMe Web site from a computer and change a contact’s phone number. The question is, what has to happen for your phone to be updated?

Well, there are three possibilities:

- Your iPhone could check in with the server every so often (say, every hour, or when you manually tap a button) to see if there are any changes, and when it finds new data, it can download it.

- You could sync the information from the MobileMe server with your Mac or PC, and then plug in your iPhone and update its information over USB.
- The MobileMe server could immediately send the information to your iPhone over the cellular network or Wi-Fi.

That last option is what's known as *push* synchronization—the server pushes the information to your device, rather than the device having to “pull” it or wait for a sync to happen (manually or on a fixed schedule). Push is wonderfully useful in that changes happen almost instantly, so your devices are more likely to be up to date at any given time, and, thus, synchronization conflicts are less likely. (Push doesn't work, of course, if your device is without any sort of network access.)

With MobileMe, changes made to any data on the server are delivered to your other devices (including iOS devices, Macs, and PCs) as soon as they occur—usually within a matter of seconds—assuming all are set up to receive push updates. Likewise, changes you make to certain kinds of data—such as calendars, contacts, and bookmarks—on your Mac or iOS device are sent immediately to the MobileMe servers (as long as you have an active Internet connection), as are changes to calendar and contact data made on a PC running Microsoft Outlook. So to that extent, MobileMe does offer push syncing.

However, push isn't available for all data types or on all platforms. If you update a Mac OS X preference file that syncs via MobileMe, for example, your Mac does *not* send that data immediately to the MobileMe servers—it may take as long as four hours for the information to be uploaded automatically. (Apple spells out how often each kind of data syncs, for each operating system and in each direction, at <http://support.apple.com/kb/TS1155>.) You can, however, manually force an immediate sync at any time.

Email is a special case. Because MobileMe Mail uses IMAP (unless you specifically set up your email client to use POP), synchronization is effectively a non-issue; the server always maintains the master copy of each message, and each device that connects to your account syncs with the server. However, your MobileMe account also offers optional push email delivery for iOS devices—although not for Apple Mail in Mac OS X or other email clients.

If you have an iOS device, also be aware of the following:

- Push is disabled by default; you have to turn it on (see [Set Up Syncing on an iOS Device](#)). If push is off, your device can fetch data over the air at regular intervals (or manually) instead.
- You can choose not to enable over-the-air syncing at all and sync your iPhone, iPad, or iPod touch only when you plug it into your computer.

## Calendars, Contacts, and Bookmarks

I mentioned push at the outset because, as it turns out, the first three kinds of data are the ones for which push is an option (though not a requirement) on every platform and in both directions—up to the cloud and down from the cloud:

- **Calendars:** Calendar data from iCal (Mac OS X) or Outlook (Windows) syncs with MobileMe Calendar on the Web, with other Macs or PCs you own, and with the Calendar app on an iOS device.
- **Contacts:** Contact data from Address Book (Mac OS X or Windows) or Outlook (Windows) syncs with MobileMe Contacts on the Web, with other Macs or PCs you own, and with the Contacts app on an iOS device.

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***A restricted outlook:** If you have an iOS device and a Windows PC running Outlook, you can sync your Outlook calendars and contacts using MobileMe—unless (as is likely) Outlook is syncing with an Exchange server. In that case, your iOS device must access the calendars and contacts directly from the Exchange server, rather than through MobileMe. See <http://support.apple.com/kb/HT2483> for details.*

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- **Bookmarks:** Bookmarks from Safari (Mac OS X or Windows) or Internet Explorer 7 or later (Windows) sync with other Macs or PCs, and with Safari on an iPhone or an iPod touch. Unfortunately, syncing Firefox bookmarks isn't supported on either platform.

I want to make clear that Apple assumes you'll be syncing calendar, contact, and bookmark data only with other devices you own (or of which you are the primary user). MobileMe is *not* designed to synchronize information between users. One exception is calendar data:

MobileMe recently made it possible to share calendars between users in truly useful ways; see [Calendar](#). However, if your calendar-syncing needs go beyond what MobileMe offers, I suggest using BusySync (<http://www.busymac.com/>; \$25 per computer, Mac OS X only).

To learn how to set up syncing, skip ahead to [Set Up Syncing on a Mac or PC](#) or [Set Up Syncing on an iOS Device](#); or keep reading to learn about data that MobileMe can sync only between Macs.

### **Tethered vs. Over-the-Air Syncing**

By default, your iOS device syncs all its data over USB, using iTunes as a conduit. One advantage of tethered syncing is that you can synchronize any iCal calendar—your own or remote ones to which you’ve subscribed. (With over-the-air syncing, only local and MobileMe calendars are synchronized.)

If you turn on over-the-air (MobileMe) syncing as described in [Set Up Syncing on an iOS Device](#), iTunes no longer mediates the syncing of calendars, contacts, and bookmarks—they happen only wirelessly. Push is available only with over-the-air syncing, though you can opt for fetch or manual syncing over the air.

### **Mac-Only Data Types**

If you have more than one Mac, you can use MobileMe to synchronize several other kinds of data:

- **Dashboard widget settings:** MobileMe syncs the *settings* for your widgets—not the widgets themselves. So if you have any third-party widgets, you must separately download and install them on each Mac. Once you’ve done that, their settings will synchronize.
- **Dock item settings:** As with Dashboard widgets, MobileMe allows you to sync Dock settings, but not the files or folders referred to by icons in your Dock. Syncing Dock settings never results in nonfunctional icons—ones pointing to nonexistent files—appearing in your Dock, nor does it actually copy files between your Macs.
- **Keychains:** Mac OS X stores user names, passwords, and other sensitive data in files called keychains. Every user has at least one keychain, but you may have several. By enabling the Keychains option, you can sync your keychains between Macs.

- **Mail settings:** MobileMe can sync account *settings* (user name, server addresses, and so on) for all the accounts set up in Mail—though not your email messages themselves. Separately from the main account settings, MobileMe can sync Mail rules, signatures, and smart mailboxes.

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***Staying in touch:*** *If you have an iOS device, you can also sync your Mail accounts with it via iTunes. However, that’s completely separate from MobileMe syncing.*

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- **Preferences:** With this checked, MobileMe syncs *some* of the preference files from `~/Library/Preferences`. Apple omits system-level preferences (stored in `/Library/Preferences`) and several other kinds of data. (Read Apple’s description of what does and doesn’t sync at <http://support.apple.com/kb/HT2085>.)
- **Other data types:** Some third-party applications, such as Yojimbo and Transmit, may add checkboxes to the list, as well.

## Notes

Notes can contain the same kinds of data as email messages—plain or styled text and graphics—but are typically used to store brief reminders, comments, lists, and other random snippets of information you want to keep track of.

Mail in Mac OS X lets you keep notes in your Inbox or a special Notes mailbox. You can choose, within Mail, whether to store these locally (“On My Mac”) or in the Notes mailbox of a server-based (IMAP, MobileMe, or Exchange) account. To do this, choose Mail > Preferences, click Composing, and make your choice from the Create Notes and To Dos In pop-up menu.

Meanwhile, on iOS devices, there’s a separate app, called Notes, that holds your notes and can sync with the notes stored on your Mac or on a mail server. However, note syncing for iOS devices involves some qualifications:

- Under iOS 3.x, notes can sync with Mail in Mac OS X only via iTunes over a USB connection.
- If your device uses iOS 4.1 or later, notes can sync wirelessly. However, this capability isn’t available on the iPhone 3G or on

the second-generation iPod touch; those devices must sync their notes over USB. (iOS 4.0 didn't have this limitation, but because of the other significant improvements in iOS 4.1 and later, I can't recommend sticking with iOS 4.0.x.)

- Even when wireless syncing is supported, it can be used only with IMAP and MobileMe accounts, not with Exchange accounts.

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**Closed Windows:** Unfortunately, MobileMe offers no way to sync notes on a Mac or an iOS device with Windows.

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If your Mac OS X Mail preferences are set to store your notes on an IMAP or MobileMe server, you need do nothing further on your Mac to set up syncing. If, however, you chose On My Mac as the location to store your notes, then in order to sync those notes using MobileMe, you must turn on syncing for notes as described just ahead. (And, to learn about setting up notes syncing on an iOS device, skip ahead to [Set Up Syncing on an iOS Device](#).)

**Tip:** Mail's handling of notes and to-do items is odd and confusing. To learn more, read [Take Control of Apple Mail in Snow Leopard](#) or an article that I wrote for *Macworld*, "Master Mail's Reminders," at <http://www.macworld.com/article/134122/>.

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## SET UP SYNCING ON A MAC OR PC

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To set up synchronization, follow these steps:

1. Start by turning on syncing:
  - On a Mac, go to the MobileMe pane of System Preferences, click Sync, and then check Synchronize with MobileMe.
  - On a PC, open the MobileMe control panel, click Sync, and then check Sync with MobileMe.
2. Choose an update frequency from the pop-up menu:
  - **Automatically:** This option means that push synchronization is used when possible; when it's not possible, data is synced at

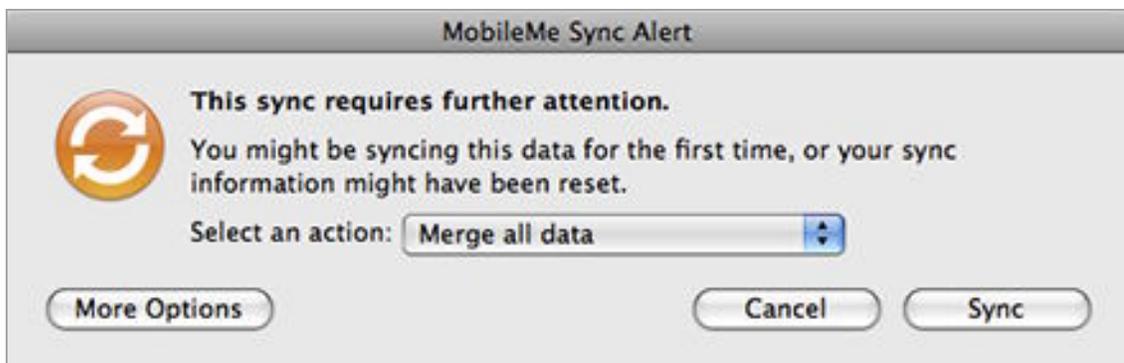
reasonably frequent regular intervals (see complete details at <http://support.apple.com/kb/TS1155>). Apple recommends this setting, and so do I.

- **Manually:** With this setting, you must initiate every sync manually—by clicking the Sync Now button on this pane, or by using a shortcut (see [Use a Sync Shortcut](#), ahead).
  - **Every Hour, Every Day, Every Week:** Synchronization occurs automatically at these fixed intervals, as long as your computer is connected to the Internet.
3. Check the checkbox for each type of data you want to sync. (In most cases, you'll probably want to select them all.)

In Windows, use the pop-up menus to choose the applications you want to sync your contacts, calendars, and bookmarks with. (Note that if you don't have Outlook installed, the Calendars checkbox will be disabled.)

That's it—your computer will now synchronize the designated data with MobileMe at the frequency you set. (If you chose Manually, click Sync Now to perform your first sync.)

The first time you sync, an alert appears, similar to the one shown in **Figure 6**. The default choice, Merge All Data, is almost certainly what you want, so leave that selected and click Sync.



**Figure 6:** The first time you synchronize a computer with MobileMe, you must choose how to merge your data.

## Use a Sync Shortcut

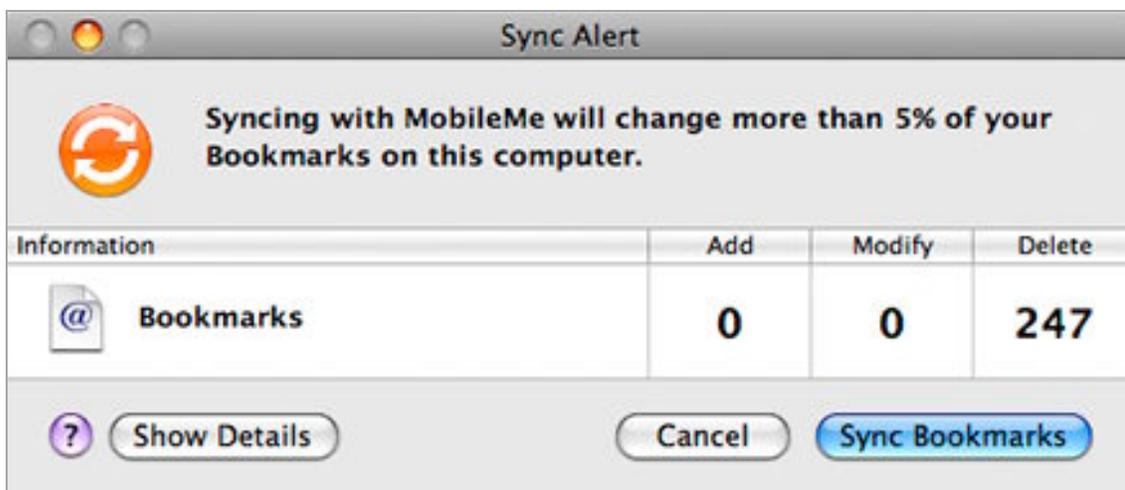
In Mac OS X, you can display a MobileMe Sync  menu in your menu bar that provides a shortcut for performing an immediate sync or opening the MobileMe preference pane. In Windows, you can get a System Tray  icon that serves the same purpose:

- **Mac OS X:** In the Sync view of the MobileMe System Preferences pane, check the Show Status in Menu Bar box.
- **Windows:** In the MobileMe control panel, check Show in System Tray.

## Adjust the Data Change Alert

As a safeguard against accidentally changing more data than you meant to, MobileMe sync includes a Data Change Alert, a window that pops up whenever the amount of information to be changed *on your computer* is greater than a percentage you specify (5% by default). That way, if you see, for example, that MobileMe sync is about to overwrite 50% of your contacts, but you recall changing only a few, you can stop the process before any damage occurs.

The Data Change Alert looks something like **Figure 7**. It lists what type of data has changed beyond the amount you specified, and how many records of the type shown that will be added, deleted, or modified if you permit the sync to complete.



**Figure 7:** This alert appears when a type of data has changed to a greater extent than the threshold you specified.

When you see this alert, click **Show Details** to see exactly what has changed, **Cancel** to cancel the sync, or **Sync Data Type** to permit the changes (for this data type only). If more than one type of data exceeds your threshold, you'll see more than once instance of this dialog.

To configure the Data Change Alert, follow these steps:

1. Open the Sync preferences:
  - On a Mac, open the MobileMe pane of System Preferences. Click **Sync**; then click **Advanced**.
  - On a PC, open the MobileMe control panel and go to the **Sync** tab.
2. Enable the Data Change Alert, by checking the appropriate box:
  - On a Mac: **Show Alert When \_\_\_\_ of the Data on This Computer Will Be Changed**
  - On a PC: **Warn When \_\_\_\_ of This Computer's Data Will Change**
3. If you have enabled the alert, choose a threshold from the pop-up menu. Your choices are:
  - **Any:** An alert will appear if even a single record will change.
  - **More than 5%, More than 25%, More than 50%:** If the number of records that will change exceeds this percentage of the total records for a given data type, an alert will appear.
4. Finish making your changes:
  - On a Mac, click **Done** and then close System Preferences.
  - On a PC, click **OK** and close the MobileMe control panel.

Your new settings will be used the next time you sync.

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## SET UP SYNCING ON AN iOS DEVICE

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The procedure for setting up an iOS device to sync with MobileMe is easy but not obvious. Even if you've configured your mobile device with your MobileMe credentials, you may have to go through some extra steps to turn on *over-the-air* syncing.

Apple provides complete instructions for both Mac OS X and Windows (see <http://www.apple.com/mobileme/setup/>), but let me summarize here what you have to do:

1. Install the latest version of iTunes (<http://www.apple.com/itunes>). On a Mac, also make sure you have the latest version of Mac OS X—choose Apple (🍏) > Software Update.
2. Connect your iOS device, open iTunes, and select your mobile device in the sidebar.
3. On the Info pane, check all the boxes for the kinds of data you want to sync, click Apply, and click Sync.
4. If you haven't already done so, set up MobileMe syncing as described in [Set Up Syncing on a Mac or PC](#) and perform a sync.
5. On your mobile device, go to Settings > Mail, Contacts, Calendars.
6. Set Fetch New Data to Push.
7. Select your MobileMe account. (If you haven't set it up yet, tap Add Account and enter your MobileMe member name and password; then tap Save.)
8. For every type of data (Mail, Contacts, Calendars, Bookmarks, and Notes) that you want to sync over the air, set the switch to On.

**Note:** Although you can set up more than one MobileMe account on an iOS device, syncing of Contacts, Calendars, and Bookmarks can be enabled for only one of those accounts.

9. Tap Sync.

From now on, your iPhone or iPod touch syncs the selected data over the air, rather than via iTunes.

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## RESOLVE SYNCHRONIZATION CONFLICTS

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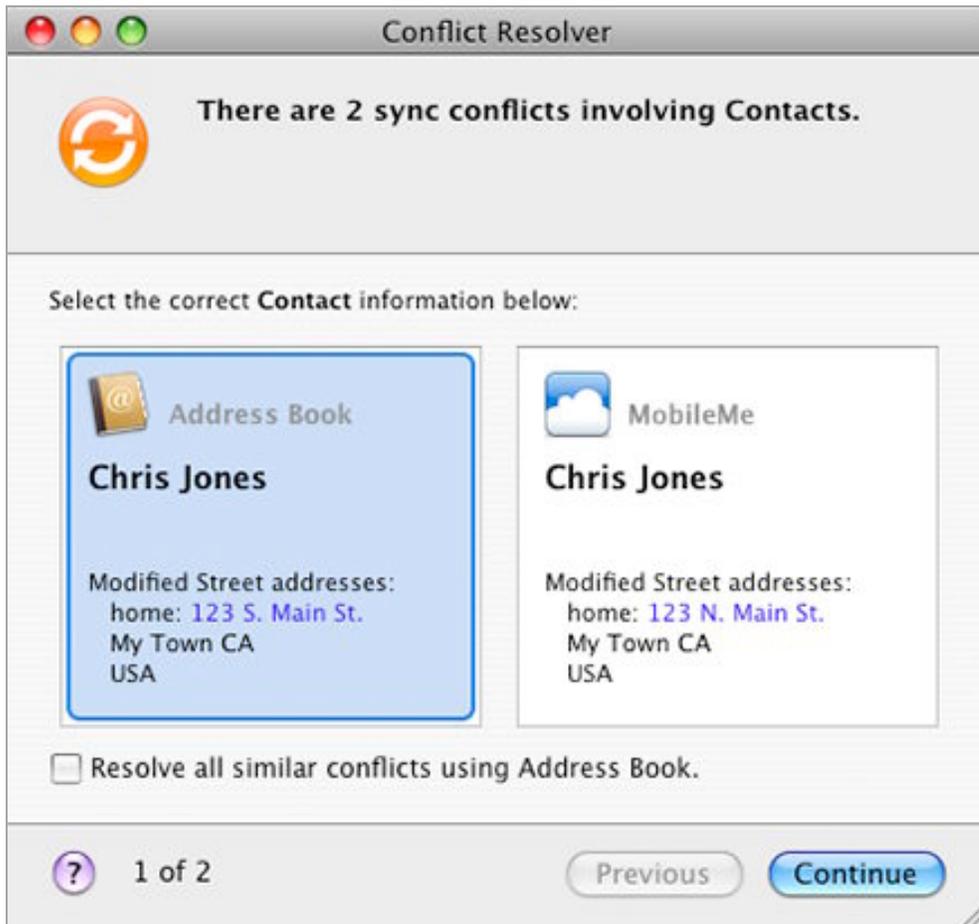
If you change a piece of information in two different places between syncs, and the information is not *exactly* the same in both places, MobileMe won't know which version is correct the next time that data syncs. (This sort of confusion is much less likely to occur with push synchronization than with scheduled or manual syncs, but it may still happen, for example, if one of the devices is unable to connect to the Internet when you change a piece of data.) When such a conflict occurs, a Conflict Resolver alert appears (**Figure 8**).



**Figure 8:** Click Review Now or Review Later to resolve a conflict.

You can resolve the conflict immediately (by clicking Review Now) or leave the data just as it is in both places (by clicking Review Later).

If you click Review Now, the dialog expands to show you the details of the conflict(s), as in **Figure 9**.



**Figure 9:** Choose which version of the conflicting data to use.

Select the version of the information you want to keep. If there are multiple conflicts and you're sure that you'll want to use the version of the information found on the same source—either an application on your computer or on the MobileMe Web site—for all the conflicts, check the **Resolve All Similar Conflicts Using *Data-Source*** checkbox. Click **Continue**; repeat, if necessary, for additional conflicts.

After you've addressed the last conflict, another dialog appears with the title **Save Conflict Choices**. In this dialog, click **Sync Now** to re-synchronize your computer with MobileMe using the new information you've just provided, **Sync Later** to update the data during your next sync, or **Cancel** to throw out the changes and leave the information as it was, in both places, before the sync.

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## RESET SYNC DATA

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Suppose you discover one day that a great deal of your synchronized information has changed in one of its locations—and you didn't want it to. For example, perhaps you unwittingly deleted 100 important contacts from your Address Book, or you experienced a computer problem that led to corruption in your data. Your easiest option is simply to start over and replace all the data in one location with all the data in the other location. This is called *resetting* your sync data.

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***Pushed to the brink:*** *Just as sync conflicts are less likely to occur with push synchronization than with other forms of syncing, the need to reset sync data is likewise lower—which is a good thing, because by the time you get around to resetting the data, it most likely will have propagated to all your devices anyway, so that it's the same everywhere already.*

*In such cases, restoring data from a backup is your only option. (This is one argument in favor of enabling a Data Change Alert on your computer[s], as described a few pages earlier—you'll have a chance to approve any large changes to your synced data before the sync occurs.)*

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When you reset your sync data, you pick a location (either your computer or MobileMe) to serve as the master. The next time you sync, *all* the synchronized data from the *other* location is deleted and then overwritten with the data from the chosen source location. Because this is such a drastic measure, you shouldn't undertake it lightly (and you should always back up your data first—in both locations—just in case).

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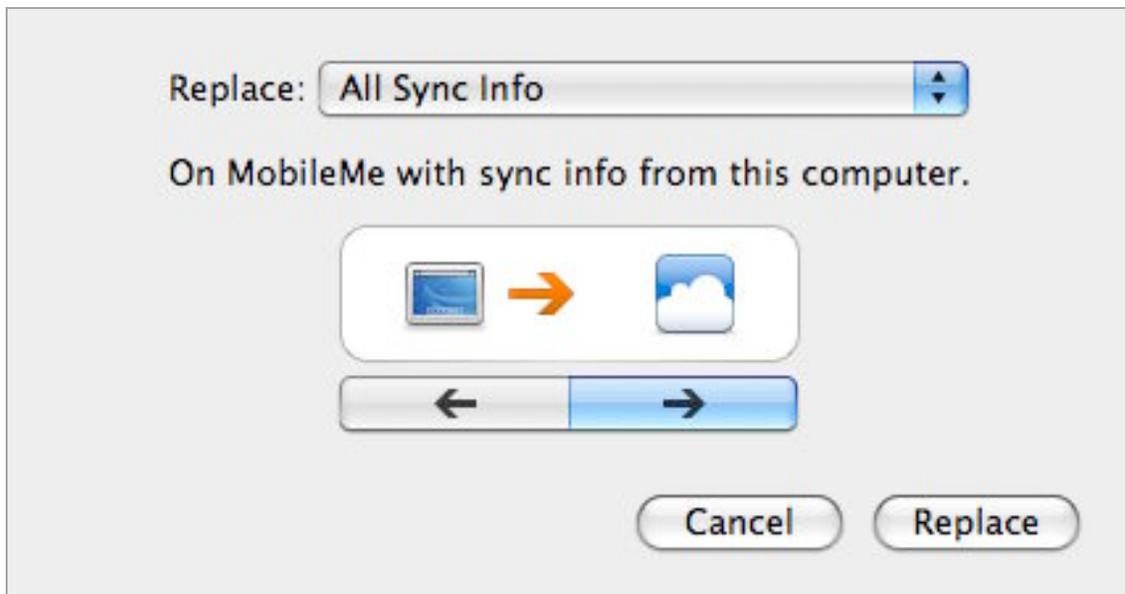
***Warning!*** *Did I mention that resetting your sync data deletes all the synchronized data from the other location? I believe I did, but it never hurts to have another reminder. Think before you sync!*

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To reset your data, follow these steps:

1. Open MobileMe's Advanced preferences on your computer:
  - On a Mac, go to the Sync view of MobileMe System Preferences and click Advanced.

- On a PC, open the MobileMe control panel, click the Sync tab, and click Advanced.
2. Click the Reset Sync Data button. A dialog appears (**Figure 10**).
  3. From the Replace pop-up menu, choose which data you want to reset: All Sync Info, or just one type (say, Contacts). If you want to replace more than one type of data, but not everything, you must repeat this entire procedure once for each type of data.



**Figure 10:** In this dialog, choose whether data on your Mac should replace the data on MobileMe (as shown here) or vice-versa.

4. Choose which location MobileMe sync should consider as primary:
  - If you click the *left* arrow, you'll see the animated arrow going *from* the MobileMe icon on the right *to* the computer icon on the left. The text reads: Replace *data-type(s)* on this computer with sync info from MobileMe. So MobileMe is the master for the next sync, and all the data of the selected type(s) on your computer will be overwritten by the data from MobileMe.
  - If you click the *right* arrow, you'll see the animated arrow going *from* the computer icon on the left *to* the MobileMe icon on the right. The text reads: Replace *data-type(s)* on MobileMe with sync info from this computer. So your computer is the master for the next sync, and all the data of the selected type(s) on MobileMe will be overwritten by the data from your computer.

5. Stop for a moment, reread the text, and be sure you have chosen the right direction for resetting your sync data.
6. Click Replace. An alert asks you if you're sure this is what you really want to do, reminding you that it is not undoable. Spend a moment pondering the sense of security you have from the backups you performed earlier. (You did back up your data, right? In both places?) Click OK.

A synchronization occurs immediately. When the sync is complete, your data will have been replaced as you specified.

If you are syncing multiple computers to MobileMe and you've just replaced your MobileMe sync data with the information on one of the Macs, the next time you synchronize one of the *other* computers, it will display an alert just like the one shown on an initial sync.

When this alert appears, you can:

- Choose Replace Data on This Computer to *completely erase* the data type specified on this computer and replace it with the data from MobileMe (which, in turn, should just recently have been replaced by data from your other computer).
- Choose Merge All Data to combine the data on MobileMe with the data on this computer—but be aware that doing so may pollute the data on MobileMe with extra bits of stuff that had already been deleted on your other Mac.
- Choose Replace All Data on MobileMe to reverse the change, replacing what's on MobileMe with what's on this computer. (*Use this option with caution!*)
- Stop the sync by clicking Cancel Sync.

# Mail

Each MobileMe account includes an email address in the me.com domain (such as [jwk@me.com](mailto:jwk@me.com)), which you can use with your existing email program or with MobileMe's Web-based interface. You may already have an email account from your ISP or a service such as Google's Gmail, but MobileMe offers some useful features that make it ideal as a primary or supplemental email account.

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## MOBILEME MAIL BENEFITS

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Here are a few things that make MobileMe Mail great:

- You can check your email using the [www.me.com](http://www.me.com) Web site or your favorite email software, on nearly any platform.
- Using the MobileMe site, you can set up autoreplies (for example, for “out-of-the-office” and vacation notices), forward your me.com email to another account, check one or more POP accounts hosted on other servers, configure rules that automatically sort your messages, and more.
- Despite scattered reports to the contrary, Apple's mail servers generally provide excellent spam and virus filtering.
- You can add up to five *aliases*—extra email addresses that are automatically forwarded to your main Inbox. You can also configure MobileMe Mail to send messages with From addresses of other accounts you own (see [Addresses Preferences](#)).

MobileMe Mail has improved both its appearance and its capabilities significantly since the last edition of this book, and if you haven't tried accessing your email on the Web recently, you may be in for some pleasant surprises.

One subtle but significant change is that MobileMe Mail—and the rest of the MobileMe Web site, for that matter—now uses SSL to encrypt communication with your computer. (Previously, Mail used an unconventional method to secure data transmission, leading many users

to worry that their messages could be intercepted in transit while using the MobileMe Web site.)

### Me.com vs. Mac.com Addresses

If you were an active .Mac member as of July 9, 2008 (meaning you had a working mac.com address), your mac.com address will continue to work, and you can *also* use the same member name with me.com. For example, my .Mac email address was [jwk@mac.com](mailto:jwk@mac.com), and I can now use both that and [jwk@me.com](mailto:jwk@me.com). The same applies to any email aliases you'd set up previously. So [joekissell@mac.com](mailto:joekissell@mac.com) still works for me, and so does [joekissell@me.com](mailto:joekissell@me.com).

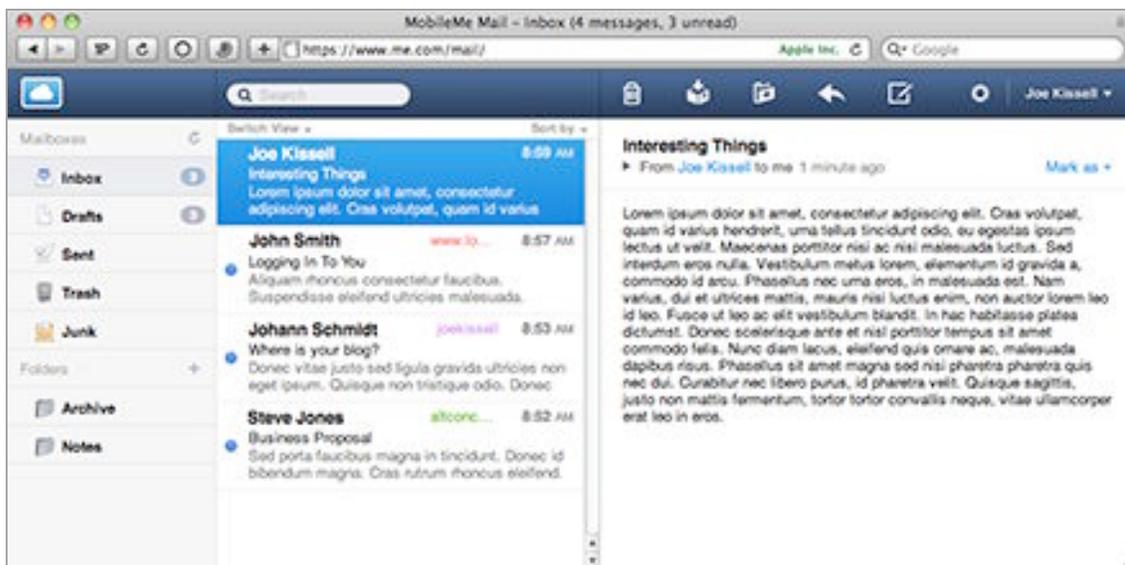
However, anyone who created a new MobileMe account on or after July 9, 2008 can use *only* the me.com address.

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## ACCESS MOBILEME MAIL ON THE WEB

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To access MobileMe Mail using a Web browser, sign in to the MobileMe Web site and go to the Mail application (**Figure 11**), which initially shows your Inbox.



**Figure 11:** View email in the MobileMe Mail application.

## Webmail vs. Email Clients

The MobileMe webmail interface is slick and getting better all the time. Even so, desktop email programs (or “clients”) are more powerful and, in some respects, easier to use. Here are some cases where you might prefer one method over the other:

### Use the Web interface:

- When you’re away from your own computer
- To change email forwarding or autoreply settings
- To add, edit, or delete email aliases

### Use an email client:

- To search the contents of messages
- To redirect messages, without changing the From address
- To use rules with greater complexity than what the MobileMe Web site offers

## Mail Overview

As I mentioned earlier, MobileMe Mail is dramatically different from what Apple offered when the last edition of this book was published. The overall user interface has changed to more closely resemble Mail on the iPad, with more view options and a new array of controls. In addition, you can now compose messages with formatting, set up rules to sort your messages, check multiple POP accounts, and more. The webmail interface is inching ever closer to offering the capabilities of a stand-alone desktop email client.

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***Is it a mailbox or a folder?*** For reasons I can’t imagine, MobileMe Mail uses the term “mailbox” to refer only to Inbox, Drafts, Sent, Trash, and Junk—all of which appear at the top of the sidebar under the Mailboxes heading. Other mailboxes, including Archive, Notes, and any user-created mailboxes, are called “folders” and thus appear under the Folders heading. Behind the scenes, folders and mailboxes are exactly the same, except that in MobileMe’s way of using the terms, you can make changes to folders (adding, deleting, moving, and renaming them) but not to mailboxes.

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The main MobileMe Mail display, which shows your message list and mailbox/folder list, is largely self-explanatory. Here's a quick overview of what you can do in this view:

- **Check for new messages:** MobileMe Mail does this automatically when you first sign in, and periodically thereafter, but to check manually at any time, click the refresh  icon at the top of the sidebar. A blue dot  appears next to unread messages.
- **View a message:** Click any message in the list; its contents appear in the preview pane.
- **Switch views:** MobileMe Mail lets you arrange the sidebar, message list, and preview pane in any of three configurations; choose the one you want from the Switch View pop-up menu (which helpfully provides illustrative icons) at the top of the message list:
  - ◇ **Widescreen:** Puts the sidebar on the left, the message list in the middle, and the preview pane on the right.
  - ◇ **Compact:** Hides the sidebar, showing only the message list on the left and the preview pane on the right
  - ◇ **Classic:** Shows the sidebar but places the message list above the preview pane, rather than to its left
- **Resize the preview pane:** Drag the bar that divides the preview pane from the message list.
- **Resize the sidebar:** Drag the right edge of the sidebar left or right.
- **Sort your messages:** Choose a criterion—Date, From/To, Subject, Unread, or Flagged—from the Sort By pop-up menu at the top of the message list. To reverse the sort order, choose either Ascending or Descending from this menu.
- **Search for a message:** Enter your search text in the Search field; Mail begins displaying matching messages as you type. By default, Mail searches the current mailbox or folder; to search elsewhere, choose a different mailbox or folder from the first pop-up menu that appears at the top of the message list once the search begins. To specify which part(s) of messages to search, choose Any Field, Subject, Sender, or Recipient from the second pop-up menu.

Note that you can search only one mailbox or folder at a time, and even if you choose Any Field, only the Subject, From, To, Cc, and (for Sent messages) Bcc fields are searched, not message bodies.

To return to the full message list, click the X  icon on the right side of the Search field.

- **View messages in another mailbox or folder:** Click the mailbox or folder in the sidebar. Or, in Compact view (in which the sidebar is hidden), choose a different mailbox or folder from the pop-up menu in the middle of the top of the message list. (This menu always shows your current location.)

Read on to learn about actions you can take with individual messages (such as moving, deleting, and changing read/unread status). I discuss other options, such as managing folders and setting preferences, further ahead.

## Work with Incoming Messages

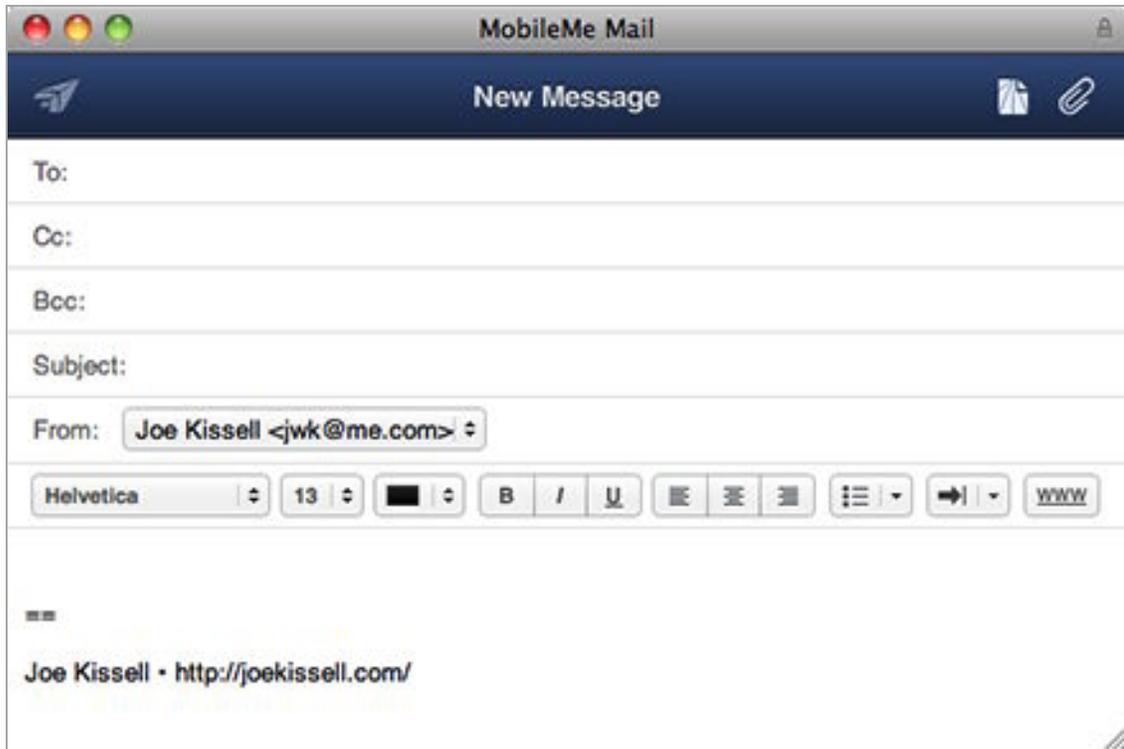
When viewing a message, you can perform almost all the usual tasks you might expect from an email application:

- **Delete the selected message(s):** Click the Delete  icon in the toolbar.
- **Archive the selected message(s):** Click the Archive  icon; this moves the message(s) to the Archive folder. (Here, MobileMe Mail is trying to approximate Gmail's archiving feature, but note that the behavior is somewhat different in that MobileMe Mail doesn't use labels or have an All Mail mailbox.)
- **Move the selected message(s) to another mailbox or folder:** Drag the message(s) to the desired location in the mailbox/folder list. Or, click the Move  icon and select the new location from the pop-up menu.
- **Reply to the selected message:** Click the Reply  icon and choose either Reply or Reply All from the pop-up menu that appears—the former replies only to the sender, while the latter replies to the sender as well as all other recipients of the message.
- **Forward the selected message:** Click the Reply  icon and choose Forward from the pop-up menu that appears.

- **Mark the selected message(s) as Read or Unread:** Choose Actions  > Read or Actions  > Unread, respectively. Alternatively, when viewing a message you can choose Read or Unread from the Mark As pop-up menu in the message header.
- **Mark the selected message(s) as Junk Mail or Not Junk Mail:** Choose Actions  > Junk Mail or Actions  > Not Junk, respectively, to toggle Junk status. Alternatively, when viewing a message you can choose Junk or Not Junk from the Mark As pop-up menu in the message header. When you mark a message as Junk, MobileMe Mail moves the message to the Junk Mailbox; when you mark a message in that mailbox as Not Junk, Mail moves it back to your Inbox.
- **Mark the selected message(s) as Flagged or Unflagged:** Choose Actions  > Flagged or Actions  > Unflagged, respectively, to toggle the message's Flagged status. Alternatively, when viewing a message you can choose Flagged or Unflagged from the Mark As pop-up menu in the message header. A small flag  icon appears next to flagged messages in the message list.
- **Add the selected message's sender to your MobileMe Address Book:** Click the sender's email address in the message view. In the dialog that appears, make any desired name changes and then click Add.
- **Show or hide extra headers:** Click the triangle next to the sender's name to display the full name and email address of the sender and each recipient, as well as the date sent and any attachments. Click the triangle again to hide the extra headers.
- **Download attachments:** If a message has any attachments (indicated by a paperclip  icon in the header), click either the paperclip icon or the triangle by the sender's name to show the extra headers. Then click an attachment name to download it to your Web browser's default download location (and, for common file types such as graphics, automatically open it in Preview or the appropriate default application as long as Safari's Open "Safe" Files After Downloading setting remains on, as it is by default).
- **Display a "printer-friendly" version of the selected message in a new window:** Choose Actions  > Print.

## Compose a New Message

To compose a new message, click the Compose New  icon in the toolbar. A new window appears, as shown in **Figure 12**. Fill in (at least) the To, Subject, and message fields. Click the Send  icon to send the message.



**Figure 12:** Use this window to compose new email messages.

## Address a Message

You can use any of several methods to address a message:

- **Type with autocomplete:** As you type in the To, Cc, or Bcc field, MobileMe looks for matching contacts in your MobileMe address book and offers a pop-up menu of possible matches. Select a contact from this list (with the mouse, or by pressing the arrow keys and then the Return key) to use it, or just keep typing.

**Note:** To include more than one addressee in the To, Cc, or Bcc fields, separate the email addresses with commas.

- **Consult Address Book:** To address this message to someone in your MobileMe Address Book, click in any address field and then click Add . This displays a special view of your Address Book in which each entry has To, Cc, and (optionally) Bcc checkboxes. First,

locate your addressee(s) in the list (use the Search Contacts field at the top to find contacts quickly if the list is long). Check the To, Cc, or Bcc box for one or more contacts, and click OK. MobileMe Mail returns you to your message in progress, with the selected addresses entered in the fields you chose.

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**A-(B)Cc:** Addressees in the Cc (carbon copy) field get a copy of the message, with their addresses visible to all recipients. Addressees in the Bcc (blind carbon copy) field get a copy of the message, but their addresses are hidden from all recipients. You can show or hide the Bcc field using a setting in the Composing view of MobileMe Mail's preferences (see [Configure MobileMe Mail Preferences](#), ahead).

---

### Use Other Composing Tools

Other features you may use when composing a message are:

- **Account:** If you have set up one or more email aliases or additional From addresses (see [Addresses Preferences](#)), use this pop-up menu to specify which address will appear as the From address in the message you're sending.
- **Attach a File:** To attach a file to your message, click the attach  icon, navigate to and select the file on your computer, and click Choose. Repeat for any additional files you want to attach—up to a maximum of 20 MB worth of files. To remove a file you've chosen, click its delete  icon.
- **Save as Draft:** If you're not ready to send a message yet but want to save what you've written so far, click save-as-draft  icon. The message is saved in your Drafts folder.
- **Styles:** A recent addition to MobileMe Mail is support for styled text, including your choice of fonts, sizes, and colors; bold, italic, and underline styles; left, center, and right alignment; bulleted and numbered lists; indenting; and clickable links. Use the self-explanatory controls on the format bar (**Figure 13**), immediately above the message area, to apply any of these styles.



**Figure 13:** The format bar contains controls for adding styles to your outgoing email messages.

## Work with Folders on the Server

MobileMe email is based on IMAP, which means it can store email messages on the server in any number of user-configured mail folders. The folder list appears in the sidebar. To modify this list, you can do any of the following:

- **Add a folder:** Click the plus  icon next to Folders in the sidebar, type a name for the new folder, and press Return. Click the new folder to view it. To create a new subfolder within an existing folder, first select the existing folder and then click the plus  icon.
- **Rename a folder:** Double-click the folder name, type a new name, and press Return. (Changes to folder names may not appear immediately in Mail or other email programs; quitting and re-starting those programs will usually resynchronize the folder list.)
- **Delete a folder:** Select the folder and press Delete; then click Delete (or press Return) to confirm the deletion.
- **Move a folder:** Drag a folder into another folder to make the former a subfolder of the latter. To move a subfolder to the top level, drag it to the Folders label in the sidebar.

**Note:** Although you can move a folder into or out of another folder, you can't rearrange the order of folders, at any given level, by manually dragging or moving them. However, since folders are sorted alphabetically, you can customize their order by using a little creative renaming.

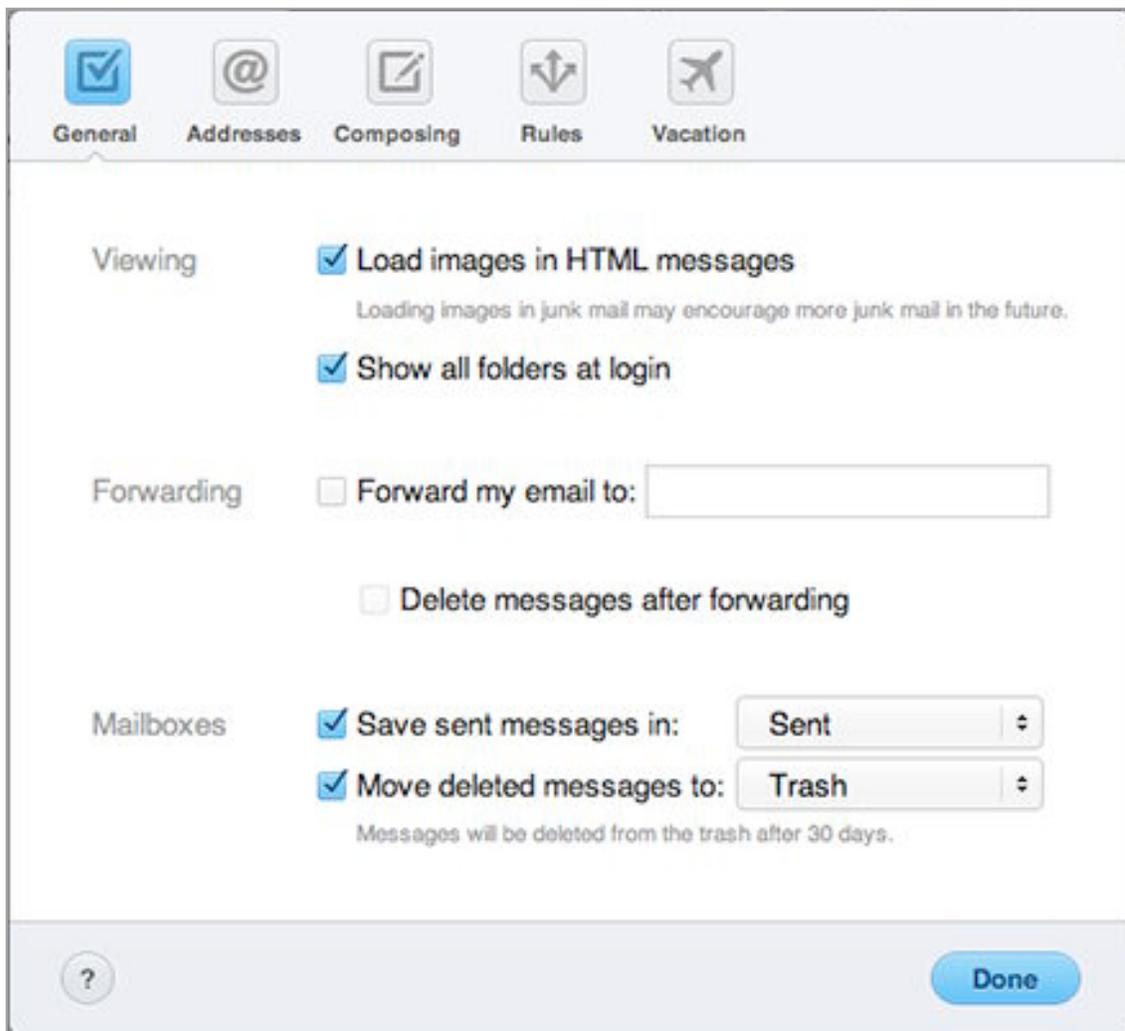
- **Empty the Trash mailbox:** Choose Actions  > Empty Trash.

## Configure MobileMe Mail Preferences

When you choose Actions  > Preferences, MobileMe presents five sets of preferences: General, Addresses, Composing, Rules, and Vacation. Click one of those icons to display a view containing that category of settings. When you're finished modifying preferences (in one or more views), click the Done button at the bottom of the view.

## General Preferences

Let's first look at the Preferences shown in the General pane (**Figure 14**).



**Figure 14:** Adjust general preferences for Mail using this pane.

### Viewing:

- **Load Images in HTML Messages:** By default this box is unchecked, so images in an HTML message won't appear unless you click the Load Images button at the top of the message. This setting may prevent spammers from detecting that their junk mail reached you. To display images automatically, check the box.
- **Show All Folders at Login:** When this box is checked, your list of user-created mail folders is expanded, showing all subfolders, when you sign in; if unchecked, the list is collapsed at sign-in.

## Forwarding:

- **Forward My Email To:** MobileMe can forward all your incoming email to another (non-MobileMe) address, if you wish. This can be useful, for example, if you want to maintain multiple email address but check only one account, or if you want someone else to get copies of all your email.

To turn on forwarding, check this box and fill in an email address. (You cannot forward your email to another me.com or mac.com address.) If Delete Messages After Forwarding is unchecked, incoming messages remain in your MobileMe Inbox (and count toward your storage quota) even when forwarded; if this option is checked, messages are deleted immediately after being forwarded.

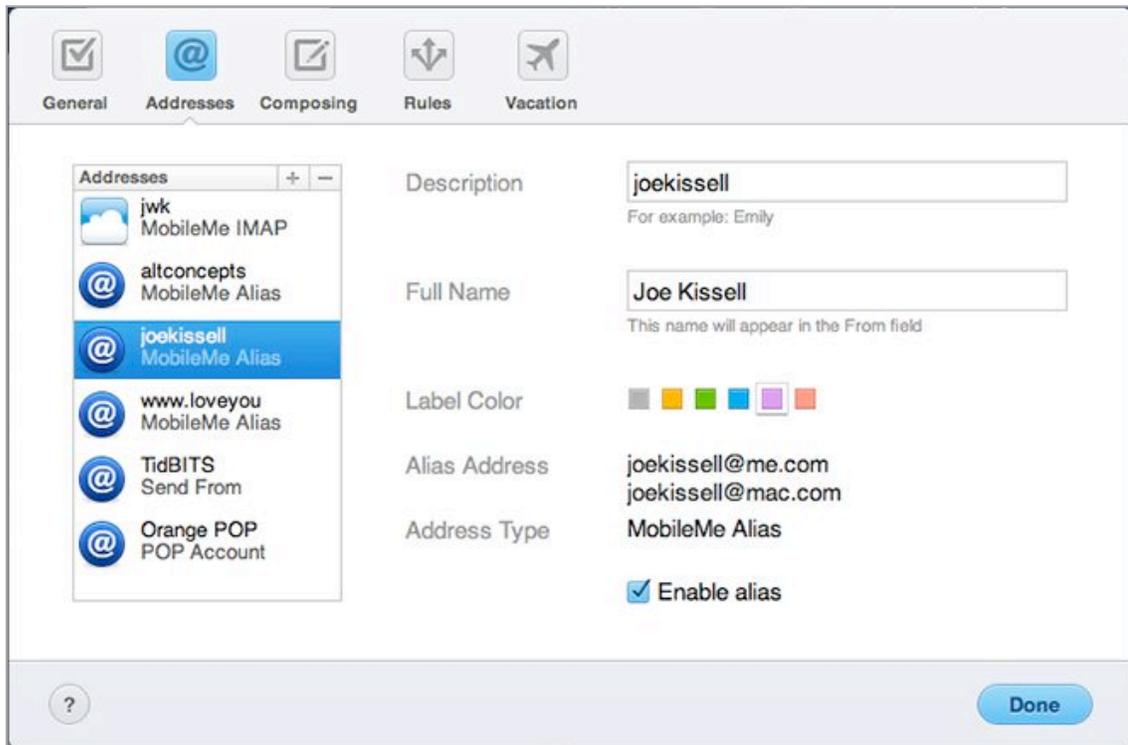
## Mailboxes:

- **Save Sent Messages In:** When this box is checked, MobileMe Mail saves copies of all outgoing messages into the folder you choose from the pop-up menu—typically Sent.
- **Move Deleted Messages To:** When this box is checked, messages you delete are moved to the folder you choose from the pop-up menu—typically Trash. (MobileMe Mail automatically deletes messages in your Trash mailbox 30 days after they're moved there.) When this box is unchecked, deleted messages are removed from the server immediately and permanently.

## Addresses Preferences

The Addresses pane (**Figure 15**) combines several functions, each of which gives you the capability to send email from an address other than your primary MobileMe email address. And, in the case of aliases and POP accounts, these options also let you receive mail in your MobileMe Inbox that was sent to an address different from your main @me.com or @mac.com address.

You'll notice that the instructions for setting up aliases, additional From addresses, and POP accounts are quite similar, but I separate them here because each has certain aspects that distinguish it from the others.



**Figure 15:** Set up aliases, new From addresses, and POP accounts in this pane.

**Tip:** If you ever want to change the full name or description associated with your main MobileMe address, you can do so in the Addresses preference pane: simply select the address and make the desired changes to the right.

### ***Aliases***

Your MobileMe account comes with a me.com email address, but you can also configure up to five *aliases*—extra me.com email addresses that deliver messages to your main account. For example, since my MobileMe member name is [jwk](#), my primary MobileMe address is [jwk@me.com](#). But if I wanted a second address that would be more obvious and memorable, I could (well, *did*) set up the alias [jookissell@me.com](#). Any mail sent to [jookissell@me.com](#) is actually delivered to [jwk@me.com](#).

You can disable these aliases at any time, so if you begin receiving unwanted email at an alias address, you can “shut down” that address with just a few clicks.

To create an email alias, follow these steps:

1. Click the plus  button at the top of the Addresses list.
2. Select the Mail Alias radio button and click Next.
3. In the fields provided, enter the alias you want to use (the portion of the address before @me.com) and the name that will appear in the From field when you *send* message using that alias. You can optionally choose a color—when using the MobileMe Web site to retrieve your email, messages sent to the alias appear with a small color label next to the subject so that you can easily distinguish them.
4. Click Next. If your chosen address is already in use by another MobileMe member, the site suggests alternatives. Otherwise, it shows a green checkmark and displays a message stating that your alias was created successfully. Click Done.

You can repeat this procedure as necessary to add up to five aliases. As soon as you've set up an alias, any incoming email sent to that address goes directly into your MobileMe Inbox.

When you want to stop receiving email sent to an alias, you can either deactivate it or delete it. In either case, any email sent to the alias bounces back to its sender. The difference is that if you merely deactivate an alias, you can reactivate it later. If you delete an alias, it's gone forever—neither you nor anyone else can ever choose that email address again. Your limit of five aliases applies to both active and inactive aliases. If you reach your limit and want to create a new alias, you first must delete an existing alias.

---

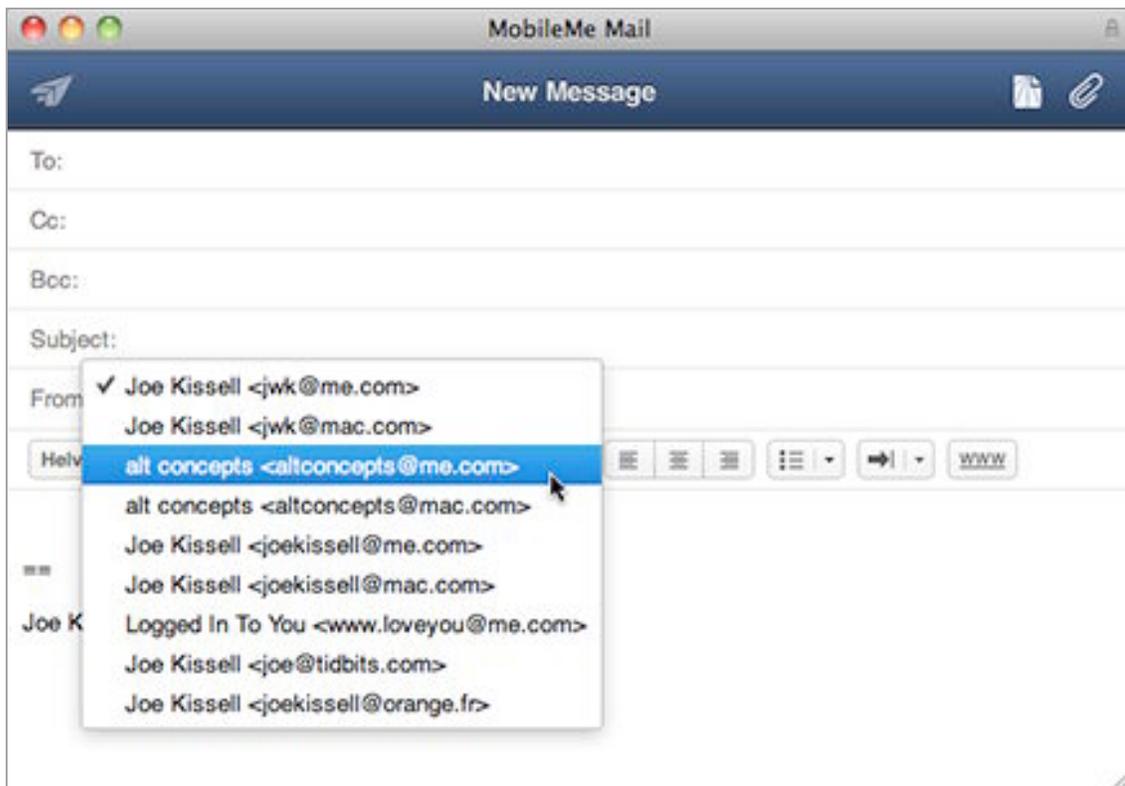
**Warning!** *If you already have five aliases and delete one, MobileMe imposes a one-week waiting period before you can create a new one. (You can't get around this by deleting more than one of your aliases, either.) This is a security measure to prevent unscrupulous users from hoarding aliases or using a string of aliases to send out spam.*

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To deactivate an alias, select it in the Addresses list and then uncheck the Enable Alias box to the right; to reactivate the alias, check the box.

To delete an alias permanently, select it in the Addresses list and then click the minus  button; click Delete to confirm.

When sending outgoing messages, you may want to use an alias as the From address so that your main address remains private and replies go to the alias address. To use an alias when sending outgoing email, choose it from the From Address pop-up menu in the Compose window (**Figure 16**). (You use the same menu to choose one of any additional From addresses or POP accounts, as described next.)



**Figure 16:** Choose an alias or account from this pop-up menu to use it as the From address for this particular outgoing message.

### **Aliases in Apple Mail**

Apple's Mac OS X Mail application works seamlessly with aliases you've defined on the MobileMe Web site. When sending a message with Mail, you can (just as when using the Web interface) choose one of your aliases as the From address. To do this, choose the alias from the From pop-up menu just below the Subject field of the New Message window.

### ***Extra From Addresses***

You can also configure MobileMe Mail to use, as the From address for outgoing messages, the email address associated with one or more other email accounts you own. When you do this, the message appears to have come from the other address (for example, your work email account), and replies go to that address, rather than to your MobileMe address.

To configure an additional From address in MobileMe Mail, follow these steps in the Addresses preference pane:

1. Click the plus  button at the top of the Addresses list.
2. Select the Send Using External Address radio button and click Next.
3. Fill in the email address for the other account, your full name, and a description (anything that will help you identify the account) in the fields provided. Optionally, choose a label color; incoming messages sent to this address will have that color label in your Inbox. (This comes into play only when you've forwarded incoming mail from the other account to MobileMe or, in the case of POP accounts, when you use MobileMe to check that account.) Click Next.
4. Enter the SMTP server, port (25, 465, or 587), user name, and password that your other account uses for outgoing mail. (If in doubt about any of these settings, contact the other account's provider, or review the materials you received when you originally set up that account.) Click Next.

MobileMe Mail verifies your settings. If any problems exist, an error message appears, telling you what needs to be corrected. If everything was entered correctly, a green check mark appears; click Done, and then click Done again to close the Preferences window.

If you later want to change any of the settings associated with this address, return to the Addresses preference pane and select the address. You can edit the description, full name, and label color using the controls provided; click Edit Address Settings to change other settings. To remove an extra From address, select it and click the minus  button at the top of the Addresses list.

Now that the additional address has been configured, you can choose it from the From pop-up menu when composing a new email message. When you send the message, MobileMe Mail uses that account's SMTP server.

### **POP Accounts**

MobileMe Mail can check one or more POP accounts from other email providers or ISPs; messages received to these accounts appear both on the MobileMe Web site and in your desktop or mobile email client. In the process of setting up a POP account, you also configure its associated SMTP account, so that you can send mail from that account's address in addition to receiving mail.

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**Fully automatic:** *In a welcome change from earlier behavior, MobileMe Mail now checks your POP account(s) automatically in the background roughly every 15 minutes—even if you're not signed in to the MobileMe Web site.*

---

To set up this feature, follow these steps:

1. Click the plus  button at the top of the Addresses list.
2. Select the POP Mail radio button and click Next.
3. Fill in the email address associated with the other account, your full name, and a description (anything that will help you identify the account) in the fields provided. Optionally, choose a label color; incoming messages sent to this address will have that color label in your Inbox. Click Next.
4. Enter the POP server, user name, and password for your POP account. (If in doubt about any of these settings, contact the other account's provider, or review the materials you received when you originally set up that account.) If you select Leave Messages on Server, MobileMe does not delete the messages from the POP server after importing them. Click Next.
5. Enter the SMTP server, port (25, 465, or 587), user name, and password that your POP account uses for *outgoing* mail. (If in doubt about any of these settings, contact the other account's provider, or review the materials you received when you originally set up that account.) Click Next.

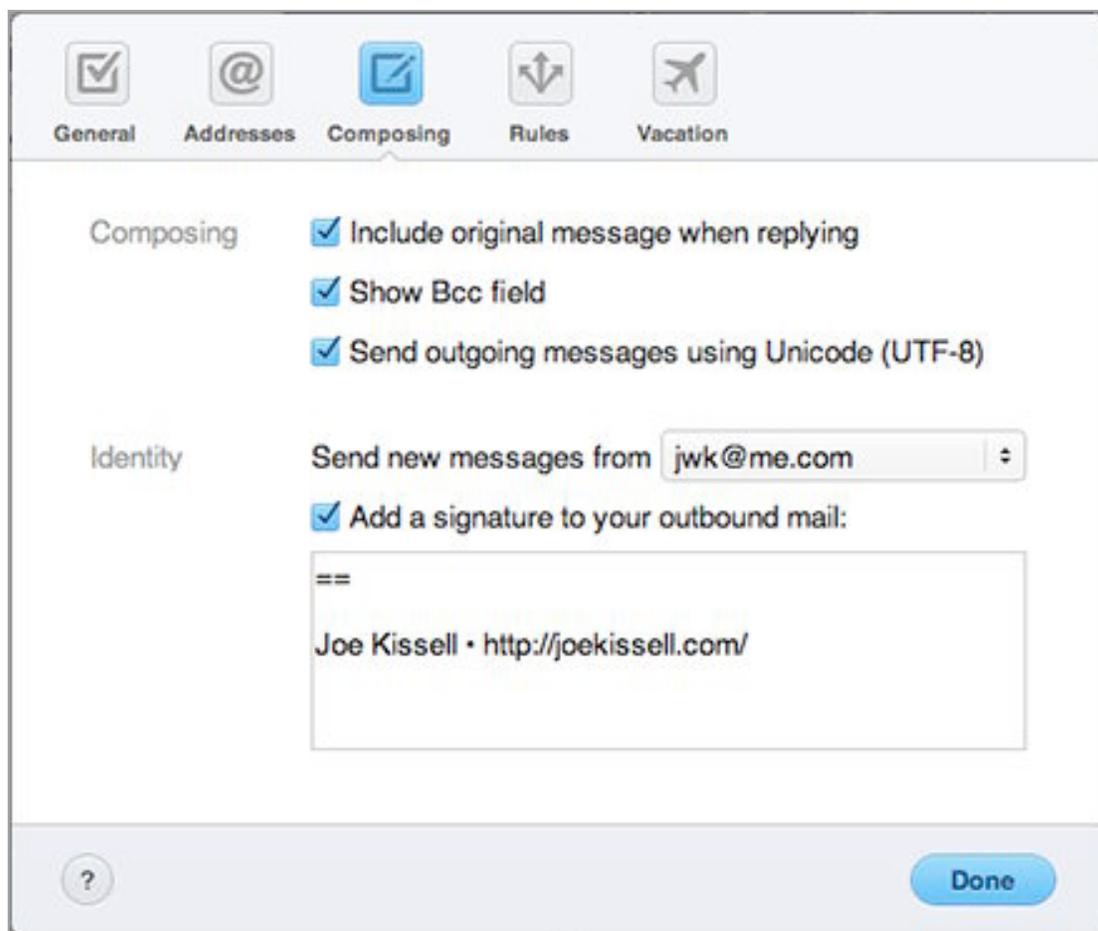
MobileMe Mail verifies your settings. If any problems exist, an error message appears, telling you what needs to be corrected. If everything was entered correctly, a green check mark appears; click Done, and then click Done again to close the Preferences window.

Once you've set up your POP account, MobileMe Mail begins checking it regularly. However, it may take up to 15 minutes for any existing messages from your POP account to appear in MobileMe.

To modify any of the settings for this account, return to the Addresses preference pane and select the address. You can edit the description, full name, and label color with the controls provided; click Edit Address Settings to change other settings. To remove a POP account, select it and click the minus  button at the top of the Addresses list.

### Composing Preferences

Next up is the Composing pane (**Figure 17**), with its preferences relating to what appears in your outgoing messages.



**Figure 17:** In this pane, you can configure preferences for composing outgoing messages.

## Composing:

- **Include Original Message When Replying:** With this box checked, every time you reply to a message, the original message is quoted (with an attribution line, such as [On Wednesday, September 22, 2010, at 02:11PM, Joe Kissell <jwk@me.com> wrote:](#) and with > symbols at the beginning of each line of quoted text). You can always edit out all or part of the quoted text before sending the message.
- **Show Bcc Field:** When selected, a Bcc (blind carbon copy) field appears below the Cc field in the message composition window.
- **Encode Outgoing Messages Using Unicode (UTF-8):** If you send messages using characters that don't appear in common European languages like English, French, Spanish, and German, checking this box can help to ensure that your recipients can read your messages (as long as they're using a modern email client).

## Identity:

- **Send New Messages From:** If you've configured any email aliases or extra From addresses, or if you were a .Mac subscriber (and therefore have both [member-name@mac.com](#) and [member-name@me.com](#) addresses), you choose the default From address here. (You can always override this setting for individual messages.)
- **Add a Signature to Your Outbound Mail:** A *signature* is a bit of text that appears automatically—assuming you enable this option—at the end of each message you compose on the MobileMe site (or, in replies, at the end of your reply but before quoted text from the original message). This text can include your name, phone number, favorite quote, or anything you want every recipient to see. Don't include your life story here; a few lines should be more than adequate.

**Note:** Signatures you set up in the Mail application don't sync with MobileMe Mail.

## Rules Preferences

One of the most useful recently added MobileMe features is the capability to run server-based rules on incoming messages. Most email clients, such as Mail, Entourage, Thunderbird, and Outlook, let you

specify rules that look for incoming messages matching certain criteria (such as subject or sender) and then apply to those message an action (such as moving them to a particular mailbox). Rules in MobileMe Mail do much the same thing, but with the advantage that they run as soon as a message is received by Apple's email servers—whether you happen to be signed in to MobileMe at the time or not. The next time you check your mail—whether on the Web or in your favorite email client—the actions associated with the rules will already have been taken.

This is cool for two main reasons. First, if you're checking your email on the Web, you can take advantage of rules to preprocess your messages, rather than having to face an overflowing Inbox. And second, MobileMe Mail's rules can sort messages before they appear on your iPhone, iPad, or iPod touch—which overcomes, to some extent, the lack of a rules feature on these devices.

However, before you get too excited about this capability, I should mention that rules in MobileMe Mail are far less powerful than those in desktop email clients, and less powerful than in some competing Web-based email systems, such as Gmail. MobileMe rules can match only From, To, Cc, and Subject fields, and can perform only three actions: move the message to a folder, move the message to the trash, or forward the message. Even so, something is better than nothing!

To create a rule, follow these steps:

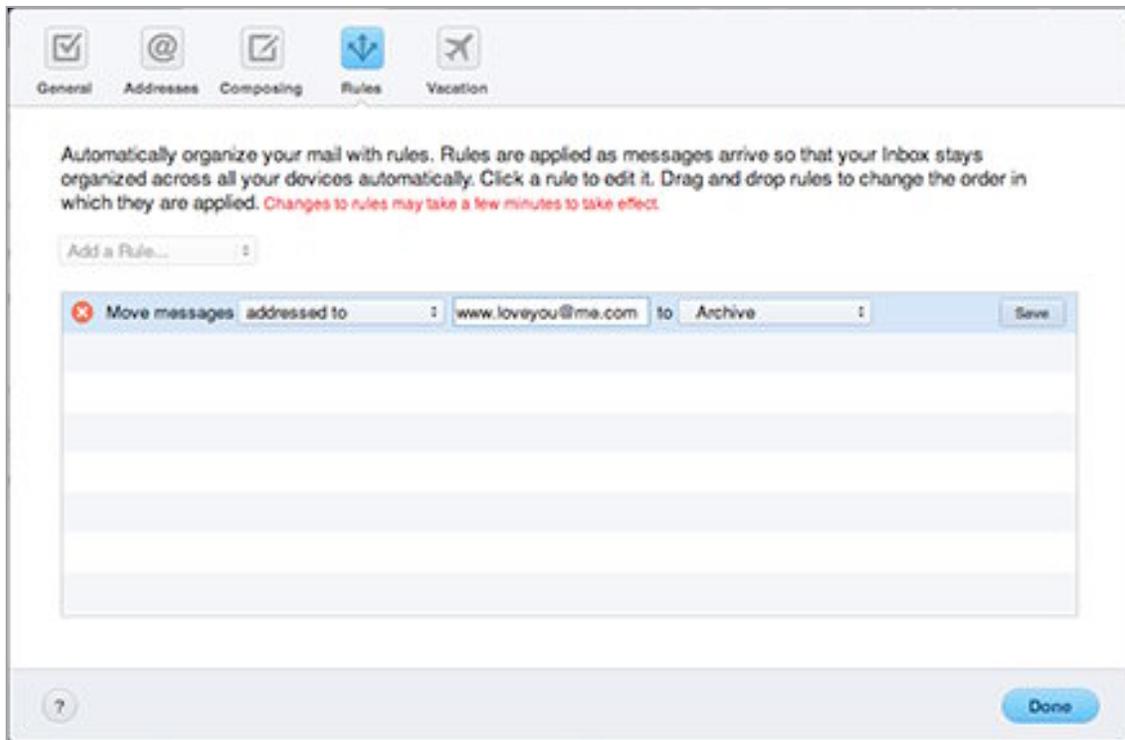
1. Choose Actions  > Rules; alternatively, while in the Preferences window, click the Rules icon on the toolbar.
2. From the Add a Rule pop-up menu, choose the *action* you want this rule to perform: Move Messages to a Folder, Move Messages to the Trash, or Forward Messages to an Email Address.

A new, blank rule is created.

3. From the first pop-up menu, choose which field the rule should examine: From, Addressed To (that is, To), That CC (that is, Cc), or Whose Subjects Incl. (that is, Subject).
4. In the next field, enter the text (a name, email address, word, or phrase) the rule should look for in the chosen field.

5. Provide any required additional details:
  - **When the action is moving messages:** From the second pop-up menu, choose the destination folder.
  - **When the action is forwarding messages:** In the second text field, enter the address to which MobileMe should forward the message.

Your final rule may look something like **Figure 18**.



**Figure 18:** Create server-based rules in this preference pane.

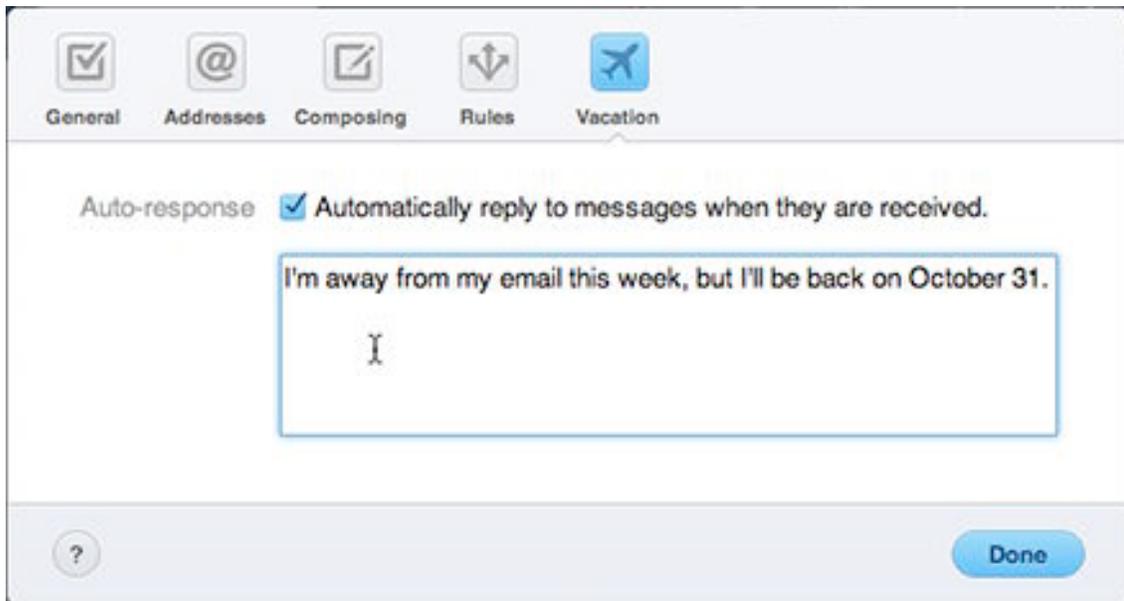
6. Click Save.
7. Repeat steps 2–6, if desired, to create additional rules. When you're finished, click Done.

Rules take effect within a few minutes. You can reorder your rules—if two or more rules apply to the same message, the one higher in the list takes precedence— by dragging rules up or down in the list.

If you ever want to change a rule, click it in the list to make its fields editable. To delete a rule, click it and then click its Delete  icon.

## Vacation Preferences

Finally, the Vacation pane (**Figure 19**) lets you set up an auto-response, which can be useful if you're away from your email for a while or if you simply want each message to get an immediate reply.



**Figure 19:** Set up automatic replies in this pane.

To enable this feature, check the Auto-response box and enter the text of the reply. Each email address receives only one auto-reply—if one person (or mailing list) emails you a dozen times while autoreply is enabled, only the first one of those messages generates a reply.

Unlike similar features you might set up in your desktop email client, auto-response works even if your computer is off (since it runs on Apple's mail server).

**Tip:** You can, if you want, forward all your MobileMe email to another account *and* send an autoreply. Using both (particularly when Delete Messages After Forwarding is unchecked) can be useful for sending automated replies while also forwarding all messages to a colleague or family member in case something urgent comes up while you're on vacation or otherwise away.

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## ACCESS MOBILEME MAIL USING APPLE MAIL

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Apple's Mail application, included with every copy of Mac OS X, is a full-featured email client that works with virtually any mail server. Conversely, although you can use almost any email client (not to mention the MobileMe Web site) to fetch your MobileMe email, Mail includes a few special features that make it the best way to send and receive email using your MobileMe account.

For starters, Mail offers MobileMe users automatic account setup under 10.5 Leopard and later versions of Mac OS X. It also provides an easy way to create rules that go far beyond the capabilities provided on the MobileMe Web site. It automatically recognizes, and makes available, any MobileMe aliases you've set up (although not other From addresses—you must add those manually). And Mail automatically recognizes your email aliases (see [Addresses Preferences](#), ahead); provides a mechanism to sync your account settings, rules, signatures, and smart mailboxes between Macs; and gives you ultra-fast Spotlight searching that includes the *contents* of all your email messages, not just the headers.

If you entered your MobileMe member name and password when installing (or upgrading) Mac OS X, Mail should already be configured to check your MobileMe account. If not (or if you bought a MobileMe membership later), you can add your account to Mail as follows:

1. In Mail, choose Mail > Preferences and click Accounts.
2. Click the plus  button to add a new email account.
3. In the fields provided, fill in your Full Name, Email Address (*member-name@me.com*), and Password. Click Continue.

Assuming your credentials are correct, Mail is now configured to check your MobileMe account.

**Tip:** To learn much more about Apple Mail, check out my two books on the subject: [Take Control of Apple Mail in Snow Leopard](#) and [Take Control of Spam with Apple Mail](#).

## Using POP with MobileMe

By default, Mac OS X's Mail application uses the IMAP protocol to retrieve your email, keeping messages on the server unless you specifically choose to save them offline. Although MobileMe can also use POP, an older protocol that requires every downloaded message be stored on your computer, I strongly recommend sticking with IMAP. But if you prefer to access your MobileMe email with Mac OS X Mail using POP, set it up as follows:

1. Choose Mail > Preferences and click Accounts.
2. Click the plus  button to add a new email account.
3. In the Add Account screen, enter your name and your full MobileMe email address (leave Password blank); uncheck the Automatically Set Up Account box that appears; and click Continue.
4. Choose POP from the Account Type pop-up menu.
5. Enter something descriptive (such as your me.com email address) as the Description.
6. In the Incoming Mail Server field, type [mail.me.com](mailto:mail.me.com). In the User Name field, enter your MobileMe member name. Enter your password, and then click Continue.
7. On the next screen, in the Outgoing Mail Server field, type [smtp.me.com](mailto:smtp.me.com) if it is not already displayed. Make sure the Use Authentication checkbox is selected. The User Name field and Password field should contain the same information as in Step 6 (and may already be filled in for you). Click Continue.
8. After Mail verifies your account settings and displays your Account Summary, click Create.

Mail now checks your MobileMe email using POP.

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## ACCESS MOBILEME MAIL WITH OTHER EMAIL CLIENTS

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If you're unsatisfied with the MobileMe webmail interface but can't or don't want to use Mail under Mac OS X, you can use the email client of your choice on any platform, including Windows and Linux. Just set up a new account using IMAP (if available) or POP, with these settings:

- **Incoming mail (POP or IMAP) server:** mail.me.com
- **User name:** Your MobileMe member name
- **Password:** Your MobileMe password
- **IMAP or POP Authentication:** Use "password" if your email client provides multiple options.
- **SSL for incoming mail:** Yes, if the client offers the option
- **Outgoing (or SMTP) mail server:** smtp.me.com
- **SMTP Authentication:** Yes; use "password" if your email client provides multiple options
- **SMTP port:** 587
- **SSL for outgoing mail:** Yes, if the client offers the option

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## USE MAIL ON AN iOS DEVICE

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If you have an iPhone, iPad, or iPod touch, chances are it's already set up to receive mail from your MobileMe account. If not, follow these steps for a basic configuration:

1. Go to Settings > Mail, Contacts, Calendars.
2. Make sure Fetch New Data (just below the Accounts section) is set to Push; if not, tap Fetch New Data, tap the switch next to Push to turn it on, and then tap the button in the top left corner of the screen to return to the main Mail, Contacts, Calendars view.
3. Tap Add Account, followed by MobileMe.

4. In the fields provided, enter your name, email address, password, and description (a name for the account—this will appear in Mail’s Accounts view). Tap Next.
5. In the next view, set each item to On or Off, as you prefer. Mail, of course, should be On. In most cases, you’ll want the other items to be On, too. Tap Done.

Your MobileMe account now appears in your Accounts list, and begins receiving email (and, if enabled, other data) almost immediately.

**Tip:** To learn much more about working with email on your iOS device, read my book [Take Control of Mail on the iPhone and iPod touch, iOS 4 Edition](#).

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**Addressing a discrepancy:** *If you set up your iOS device using a [member-name@me.com](#) address, that’s what will show up as your From address when you send mail from that account. If you also have an older mac.com email address and want to use that instead (or to have it as an option), enter your mac.com address in Step 5 instead of your me.com address. If you’ve already set up your device with the me.com address, delete your MobileMe account on your iOS device and then add it again using the mac.com address.*

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# Contacts

Once you've followed the steps in [Keep Your Data in Sync](#) to synchronize your contacts between MobileMe and Address Book in Mac OS X or Windows, or Outlook in Windows, you can not only sync those contacts easily to *another* computer or mobile device, but also view (and edit) them from any computer on the Internet using the MobileMe Contacts application. Naturally, these contacts are also available when using the site to send email; see [Mail](#) for more information.

## Changes Ahead?

In the several months prior to the publication of this book, Apple made a series of methodical changes to the capabilities of the MobileMe Web site—notably, overhauling Mail, switching to a new infrastructure and interface for Calendar, adding significant capabilities to iDisk, and modifying the overall site design.

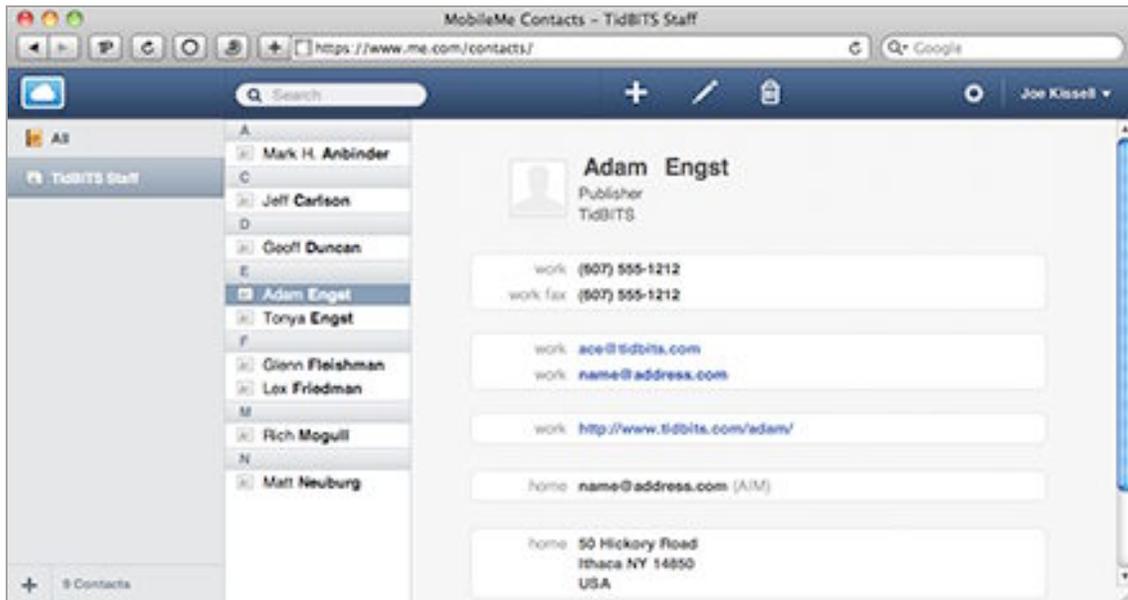
The one component that hasn't yet received a major makeover is Contacts, which leads me to suspect it could be next. In the event of any big changes from what you see here, click Check for Updates on the [cover](#) of this ebook to see what's new and what plans we have for future Take Control coverage.

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## VIEW CONTACTS

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To access your contacts online, sign in to the MobileMe Web site and go to the Contacts application. You should see something resembling **Figure 20**.



**Figure 20:** Using MobileMe Contacts, you can view and edit your contacts on the Web.

Apple designed MobileMe Contacts to look and act very much like Address Book under Mac OS X. As such, most of the things you'll want to do will be fairly self-explanatory, but I've included a brief overview in the pages ahead.

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## SEARCH FOR CONTACTS

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Type any portion of a contact's first or last name or company name into the Search field in the toolbar, and matching results appear immediately. (Sadly, you can't search on other contact data.)

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## WORK WITH CONTACT GROUPS

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The sidebar lists any standard Address Book groups you may have (but not smart groups). You can do the following tasks with groups:

- **Display group contents:** Select a group to display just the contacts in that group (a contact may be in more than one group). Select All in the sidebar to display all your contacts.
- **Add a group:** To add a group, click the plus  button at the bottom of the sidebar.

- **Add or remove group members:** Drag a contact into a group to add it to that group. To remove a contact from a group, first select the group and then the contact you want to remove. Press the Delete key and then, when the confirmation alert appears, click Remove from Group.

---

## EDIT, ADD, OR DELETE CONTACTS

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Select a contact in the contact list (the column to the immediate right of the sidebar) to view its details. You can also do the following with individual contacts:

- **Edit a contact:** To edit a contact, select it and click the edit  icon in the toolbar. To add an additional phone number, email address, or other item of which there may be more than one, click the plus  icon next to the last existing item of that type; to remove one of these items, click the minus  icon. To display and edit a field that doesn't appear by default (such as Birthday or Middle Name), choose the field name from the Add Field pop-up menu. After making any changes, click Save.
- **Add a contact:** Click plus  to create a new contact.
- **Delete a contact:** Select the contact, and click the Delete  icon.

---

## PERFORM MORE CONTACT-RELATED TASKS

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The Actions  pop-up menu contains several additional useful commands:

- **Email Contact:** Select one or more contacts and choose Email Contact to create a new MobileMe Mail message pre-addressed to the selected contact(s).
- **Print:** Select a single contact and choose Print to display that contact's data in a printer-friendly window. (Once that window appears, you may have to wait a moment for the Print dialog to appear; if it doesn't, click the Print Contact link.) If you select multiple contacts (using Shift or Command) before choosing this command, the print window displays only the first selected contact, but all are printed.

- **Import vCard:** Most contact managers can export contacts in an industry-standard format called vCard; it's also common practice to distribute one's own vCard as an email attachment. If you have a vCard file containing one or more contacts that you'd like to import into MobileMe Contacts, choose Import vCard, click Choose File, select the vCard file in the file-navigation dialog, and click Import.
- **Export vCard:** To save one or more contacts as a vCard file, select the contact(s), choose Export vCard. MobileMe creates the file and tells your browser to download it immediately. If you're doing this on a Mac, then (assuming default settings), the downloaded vCard opens automatically in Address Book. (This is probably not what you want, because the contacts you just exported are presumably already in Address Book; if that's the case, just click Cancel.)

---

## SET CONTACT PREFERENCES

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Choose Actions  > Preferences to display Contact Preferences. Your choices are as follows:

- **Display order:** Select either First Name Last Name or Last Name, First Name to specify how contact names appear in the list.
- **Sort order:** Choose either Last Name or First Name from the Sort By pop-up menu to specify the order in which contacts are sorted.
- **Address Layout:** Choose a country from this pop-up menu to determine how addresses are shown.

---

***Format options:** Unfortunately, you can choose only one layout for all your addresses. However, in Address Book in Mac OS X, you can choose address formats individually for each contact, and the settings you make there also appear in MobileMe Contacts on the Web.*

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- **Automatically Format Phone Numbers:** Check this box and choose a format from the pop-up menu, and any number you type in a phone number field will automatically reformat itself in the manner you've selected. If your phone numbers will follow a variety of formats, leave this box unchecked.

# Calendar

Back in the .Mac days, you couldn't edit calendars on the Web, and even viewing them was a pain—plus Windows users had no calendar features at all. But now, with MobileMe, you can sync calendars between iCal on your Mac, Outlook on your Windows PC, and the Calendar app on your iOS device—and access those calendars on the Web in a fantastic calendar application that looks and acts much like Calendar on an iPad. First follow the steps in [Keep Your Data in Sync](#), and then read on to find out how to use MobileMe Calendar.

## The New MobileMe Calendar

In mid-October 2010, Apple rolled out a new and revised MobileMe Calendar application, which is what I describe in this chapter.

However, please be aware of the following:

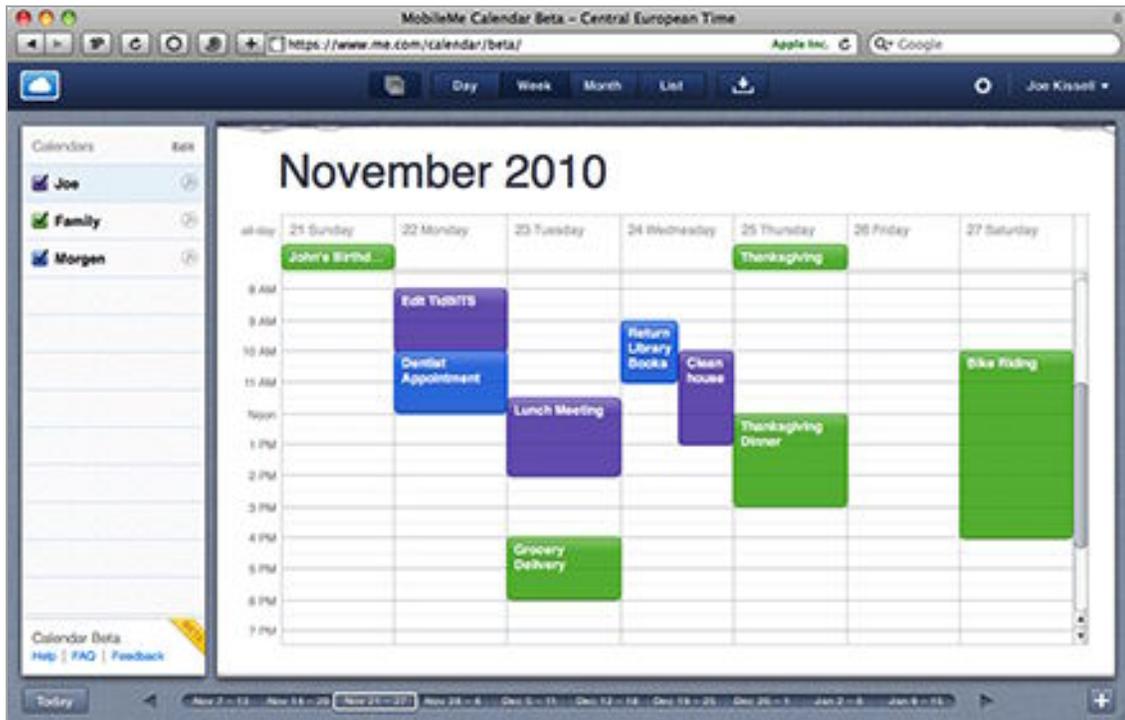
- To use the new Calendar on a Mac, you must be running Mac OS X Snow Leopard 10.6.4 or later; on an iPad, you need iOS 3.2 or later, and on an iPhone or iPod touch, you need iOS 4.1 or later.
- Assuming you meet the system requirements, you must complete a few easy steps to switch to the new Calendar—it's not automatic. Sign in to the MobileMe Web site, go to the Calendar application, and click the Upgrade Now link in the lower-left corner. Then follow Apple's onscreen instructions. (If you join MobileMe as a new user after October 1, 2010, you can skip these extra steps.)
- Apple provides a helpful FAQ about the new and improved Calendar at <http://support.apple.com/kb/HT4037>.

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## WORK WITH EVENTS

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To see your calendars on the Web, sign in to the MobileMe Web site and go to the Calendar application. (The date on the icon changes to match the current date!) You'll see something like **Figure 21**.



**Figure 21:** MobileMe Calendar’s Week view.

## Choose a Calendar View

By default, Calendar shows whichever view you used last. Click the Day, Week, Month, or List button in the toolbar to switch your view.

## Navigate to Another Date

Click previous ◀ or next ▶ on the timeline at the bottom of the window to move to the previous or next day, week, or month; you can also click a specific date on the timeline to jump directly to it. After moving to another day, week, or month, click the Today button in the lower-left corner of the window to jump back to the current date.

To jump to a date that’s more than a few clicks away, choose Actions  > Go to Date, enter a date, and click OK.

## Use the Notification Box

A recently added feature is a notification box, which provides a quick way to see event invitations you’ve received from other people, as well as responses to invitations you’ve sent. If you have any notifications, the Show Notifications  button in the toolbar displays a badge with the number of waiting notifications; click the button to display them. Then, click Accept, Decline, or Maybe to respond to an event invitation; click OK to acknowledge an invitation response; or click Join Calendar or Don’t Join to respond to a calendar-sharing invitation.

Once you've acknowledged a notification in any way, it disappears from the notification box.

If you decline an invitation to an event that someone else has created, that event won't show up on your calendar unless you choose Actions  > Show Declined Events.

---

## ADD, EDIT, OR DELETE EVENTS

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MobileMe Calendar makes it easy to create and modify events.

### Add an Event

Select a calendar name in the sidebar; then do any of the following to create an event in that calendar:

- In Day, Week, or List view, drag your pointer across a range of time to create an event for that time range. To create a multi-day event, drag across a range of dates in the hourly portion (not the All-Day section) of Week view.
- In Month view, double-click in the day on which you want to schedule the event.
- In any view, click the plus  icon in the lower-right corner of the window, or choose Actions  > New Event.
- To create an all-day event, double-click in the All-Day Events or All Day section in Day or Week view, respectively.

### Set Event Details

In the pop-up window that appears when you create an event, enter or edit any or all of the following information:

- **Title:** The name of the event.
- **Location:** Where the event will take place.
- **All-Day:** Check this to create an all-day event, regardless of how you initially created the event.
- **From and To:** Set the event's start and end date and time.
- **Time Zone:** Choose the event's time zone (if you've enabled that feature—see [Set Calendar Preferences](#)).

- **Repeat:** For events that recur on a regular schedule (for example, weekly or monthly), choose the interval from this pop-up menu, or choose Custom and enter a different interval.
- **Calendar:** Newly created events are initially set to the calendar that was selected when you created them, but you can switch them to a different calendar using this pop-up menu.
- **Invitees:** Enter a name or email address to invite someone else invitation to the event. As you type a portion of a name or address, Calendar looks for matching contacts in your MobileMe address book and offers a pop-up menu of possible matches. Select a contact from this list (with the mouse, or by pressing the arrow keys and then the Return key) to accept it, or keep typing. Each time you add an invitee, another field appears; press Tab and repeat the procedure to add more invitees.

After adding an invitee, click the person's name to display a pop-up menu with options such as Edit and Remove.

When an invitee is a MobileMe member, their invitation appears in Calendar's notification box on the MobileMe Web site, as well as in iCal and in the Calendar app on an iOS device. For other invitees, invitation email messages include buttons (or links) for Accept, Decline, and Maybe. After clicking one of these, the invitee sees a confirmation Web page with a downloadable .ics file that can be used to add the event to iCal or Outlook. In addition, the event on your own calendar is updated with icons reflecting each invitee's status, and any responses also appear in your notification box (see [Use the Notification Box](#), slightly earlier in this chapter).

- **Note:** To add directions or other details, type them in this field.

Click OK after making any changes, or click Cancel to cancel creation of the event. If the event has any invitees, a Send button replaces the OK button; click Send to accept the changes and send the invitation(s).

## Change Event Details

You can modify any aspect of an event after you've created it. Double-click an event to display a pop-up window in which you can change any of the event's details.

## Move an Event

To reschedule an event, drag it on the calendar—moving it to the desired date and time.

## Change an Event's Duration

To change just the start or end time of an event, drag the top or bottom border of an event on the calendar.

## Delete an Event

To remove an event from your calendar completely, select the event and press Delete or Backspace.

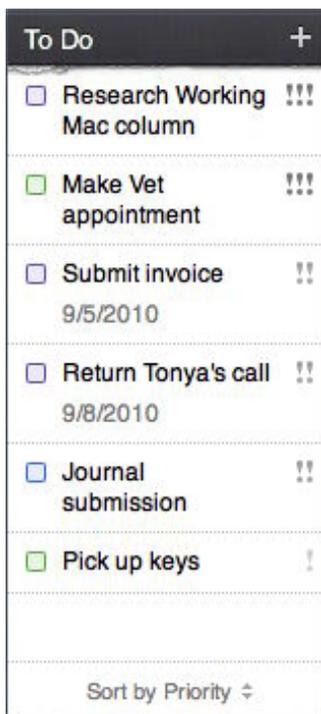
**Note:** In MobileMe Calendar, you can't set or modify alarms for events. To do this, use iCal (on a Mac), Outlook (on Windows), or Calendar (on an iOS device).

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## WORK WITH TO-DO ITEMS

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MobileMe Calendar can manage to-do items, too. To display your To Do list—it appears on the right of the window (**Figure 22**)—choose Actions  > Show To Do List; to hide it, choose Hide To Do List.



**Figure 22:** The To Do list can appear within the Calendar window (on the right-hand side).

To change the way your to-do items are sorted, click the pop-up menu at the bottom of the list (shown in **Figure 22** as “Sort by Priority”) and choose one of the following: Sort by Due Date, Sort by Priority, Sort by Title, or Sort by Calendar.

You can also do the following with to-do items:

- **Create a new to-do item:** Select a calendar and choose Actions  > New To Do. Or, if the To Do list is visible, click the plus  button at the top of the list. Enter any desired details (title, priority, due date, calendar, and note), and click OK.
- **Modify a to-do item:** Double-click an item in the list to display a pop-up window where you can change its title; mark it as completed; change its priority; add a due date; change which calendar it’s in; or add a note.
- **Mark an item as completed:** Check the box next to it in the list.
- **Delete a to-do item:** Select a to-do item and press Delete or Backspace to delete it.

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## MANAGE YOUR CALENDARS

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In addition to working with events and to-do items, you can also manage your calendars themselves in MobileMe Calendar. The following are the activities you can perform:

- **Show or Hide the Calendars List:** You can hide the left-hand sidebar—containing the Calendars list—by clicking the Show Calendars  button on the toolbar. Click the button again to show the sidebar. If you have only one calendar, leaving the list hidden can save valuable screen space, but if you use more than one calendar, it’s best to leave the list visible.
- **Create a new calendar:** Double-click an empty space in the Calendars list, or click Edit at the top of the Calendars list followed by the plus  button. Type a name for the new calendar and press Return or Enter.
- **Rename a calendar:** Double-click the calendar name in the Calendars list, edit the name, and press Return or Enter.

- **Delete a calendar:** Click Edit at the top of the Calendars list, and then click the Delete  icon next to the calendar you want to delete. Then click Done.
- **Change a calendar's color:** Click Edit at the top of the Calendars list, click the colored dot next to the calendar you want to change, and click on a new color. Then click Done.
- **Reorganize calendars:** Drag a calendar up or down in the sidebar to change its position in the list relative to other calendars.
- **Hide a calendar:** To disable display of a calendar's events without deleting it, uncheck the box next to it in the sidebar.

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## SHARE CALENDARS

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A recent and significant change to MobileMe Calendar is the capability to share any calendar, either publicly or privately, using the industry-standard CalDAV protocol. When you share a calendar privately, you can assign read-only or read-write privileges on a per-user basis. This mechanism finally makes it practical for families, teams, coworkers, and other groups to use MobileMe for calendars that apply to multiple people—without jumping through lots of hoops or buying extra software. Shared calendars can be viewed in MobileMe Calendar, Mac OS X's iCal, or Microsoft Outlook, or on any iOS device.

### Activate Sharing

To share a calendar, click the Share  icon by the calendar's name in the sidebar. In the pop-up window that appears, do one of the following:

#### Share a calendar privately:

To share a calendar privately—meaning with only the specific people you choose—continue with these steps:

1. Select the Private Calendar radio button.
2. In the Add Person field, enter a person's name or email address; Calendar looks for matching contacts in your MobileMe address book and offers a pop-up menu of possible matches. Select a contact from this list (with the mouse, or by pressing the arrow keys and

then the Return key) to accept it, or just keep typing to manually complete the address.

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**Members only:** *The people with whom you share private calendars must be MobileMe members, and to get full functionality, they must also be using the new Calendar.*

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3. To permit the person to both view and change the calendar, choose View & Edit (the default) from the pop-up menu that appears beside their name. To give the person read-only access, choose View Only.

---

**Only you:** *You, the calendar's owner, are the only person who can give someone else the right to view and/or edit it. The people to whom you grant permission can't extend that right to others.*

---

4. Repeat steps 2 and 3 to add more users, if you wish.
5. When you're finished adding users, click Share. A confirmation message appears, stating that your calendar has been shared. MobileMe also sends notifications to the users you added.
6. If you gave anyone else permission to edit the calendar, optionally check Email Me When This Calendar Is Changed. With this box checked, when someone other than you makes a change, MobileMe sends you a notice by email.
7. Click OK.

The Share icon changes to green  to show that the calendar is actively being shared.

### **Share a calendar publicly:**

To share a calendar publicly, such that anyone who knows its address can view it (but not make changes), continue with these steps:

1. Select the Public Calendar radio button.
2. Click Share. A confirmation message appears, stating that your calendar has been shared, and displaying the URL at which the calendar can be found.
3. Click OK to dismiss the pop-up window. Or, optionally, to email a link to this calendar, click Email Link. Enter one or more email

addresses and, if you like, modify the default message and/or check the Send Me a Copy of the Invitation box. Click Send.

The Share icon changes to green  to show that the calendar is actively being shared.

## Modify or Stop Sharing

To change the settings for a shared calendar, click its Share  icon. Then do one of the following:

- To add a user, type that person's address into the Add Person field.
- To delete a user, click the Delete  icon next to that user's name.
- To change a user's permissions, choose View & Edit or View Only from that person's pop-up menu.
- To resend an invitation to a shared calendar, click Resend Calendar Invitations, select the users to whom you want to resend invitations, and click OK.
- To stop sharing the calendar, click Stop Sharing. In the confirmation dialog that appears, optionally check Send Email That This Calendar Is No Longer Shared to alert those currently sharing the calendar that it's no longer available. (This option is applicable only to private calendars.) Then click Stop Sharing again.

---

## SET CALENDAR PREFERENCES

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MobileMe Calendar's preferences are similar to those in iCal. To adjust your preferences, choose Actions  > Preferences, and then click either General or Advanced to display the corresponding set of options. After making any changes to your preferences, click Save.

### General Preferences

The following options appear in the General view:

#### Appearance:

- **Days per Week:** Choose 7 (the default) to display all days, or 5 to display only Monday through Friday.
- **Start Week On:** Choose which day of the week should appear in the first column. (In North America, the most common choice is

Sunday; in Europe, Monday is more usual. But you can choose any day at all.)

**Note:** All these appearance-related options affect the way your calendars are displayed, but not their contents.

- **Show \_\_\_ Hours at a Time:** You can “stretch” or “shrink” Calendar’s display in Day and Week views to show more or fewer hours at a time (in other words, without needing to scroll) by choosing a number from this menu.
- **Show Birthdays Calendar:** If you check this box, Calendar displays a new calendar called birthdays, based on what you’ve entered in the Birthday field of people in your Contacts list.

### Formats:

- **Date Format:** Choose the order in which you prefer day (DD), month (MM), and year (YYYY) to appear.
- **Time Format:** Choose between 12-hour and 24-hour time.
- **Date Separator:** Choose which character you want to appear between days, months, and years in dates.
- **Time Separator:** Choose a colon (:) or period (.) to appear between hours, minutes, and seconds in time displays.

## Advanced Preferences

The Advanced preference pane contains a variety of settings that aren’t so much advanced as miscellaneous.

### Time Zone:

- **Enable Time Zone Support:** If you check this box, you can choose a time zone for Calendar as a whole or for an individual event that’s different from the one you’re in. (I find this useful since I live in France but frequently schedule calls and online meetings with people in North American time zones—I enter the other party’s local time zone, and Calendar translates it automatically.)

To change your own time zone, go to MobileMe’s Account view, and then to the [Personal Info](#) pane.

### **Old Events & To Do's:**

In this section, check the boxes and fill in the values as necessary to hide (but not delete) older to-do items or calendar events. All the choices should be self-explanatory.

### **Invitations & Updates:**

- **Ask before Sending Changes to Events:** When event details change, Calendar normally sends an email message to the other invitees to inform them of the updated data. However, some changes may be trivial and not worth sending—and too many changes may annoy recipients. If you check this box, Calendar prompts you for permission before sending out updated invitations.
- **Copy Sent Invitations & Updates to Sent Mail Folder:** If this box is unchecked, invitations to events don't appear in Mail's Sent mailbox, even though they're sent via MobileMe Mail. If you want to keep a copy of the sent invitations, check this box.

### **Performance & Security:**

- **Keep a Copy of My Calendar on This Computer for Faster Performance & Offline Access:** Using a capability of HTML 5, MobileMe Calendar can cache your calendar data in your browser. As the notice in the Preferences window says, you should not turn this feature on if you're using a shared or public computer.

# Gallery

MobileMe Gallery is an elegant way to display photos and videos on a Web page or on an Apple TV—and even enable your friends to upload their own content. Not only do you get a beautiful end result, you get it much more easily than with earlier methods of creating Web pages.

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## UNDERSTAND GALLERY

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Back in the old days—you know, before late 2007—putting photos or movies on the Web typically meant creating a Web page with static thumbnails of each item; clicking a thumbnail displayed a larger image. (That’s still the basic process that Apple’s iWeb, part of iLife, normally uses.) Although it was possible to get quite a bit fancier, Apple raised the bar considerably with Web Gallery, which enabled users to easily create a richer and more beautiful display of media on the Web. Then, in less than a year, Web Gallery morphed into MobileMe Gallery—the same thing, only better, because now you can create and edit Gallery albums directly on the Web, even if you don’t have the latest version of iLife, or are using someone else’s computer.

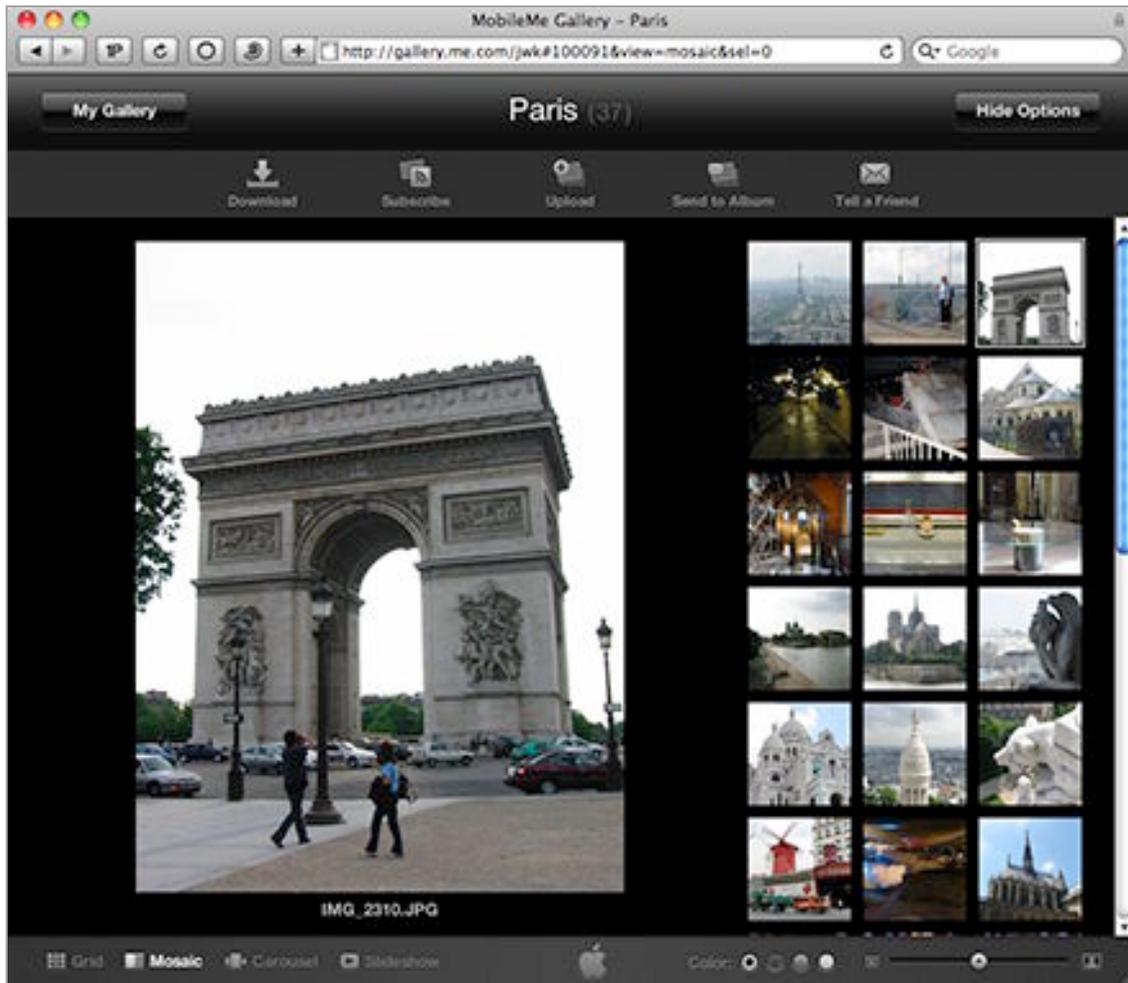
Gallery has two faces: the public face (what your friends and family see when they visit your site) and the private face (what you see on the Web when creating or editing a site). I describe the public side of Gallery next; a bit later, I describe the two ways to create a Gallery album: [Create a Gallery Album on the Web](#) or [Create a Gallery with iLife](#).

A published album in Gallery offers all of the following:

**For photos and movies shared from iPhoto or on the Web:**

You have a choice of four views:

- A grid of dynamically resizable thumbnails.
- A “mosaic” view (**Figure 23**), in which thumbnails appear on the side of the window, and the selected image appears at a larger size.



**Figure 23:** In Gallery’s mosaic view, you see resizable thumbnails of all your images next to a large image of the selected photo.

- A “carousel” view (**Figure 24**), somewhat reminiscent of Mac OS X’s Cover Flow view, in which you use a slider to cycle through images in a virtual circle, with the front image shown at the largest size.

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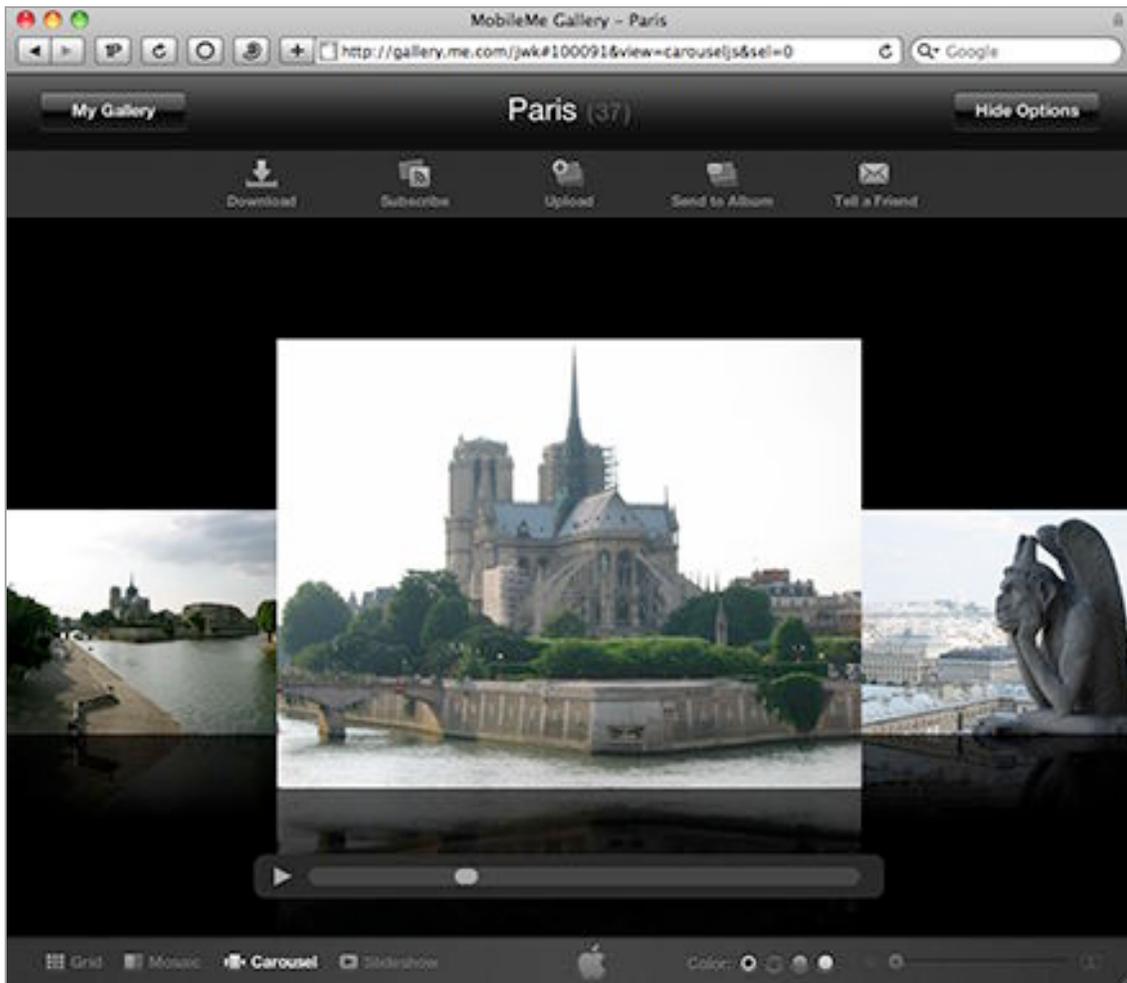
**Adjust to taste:** In both grid and mosaic views, you can drag a slider at the bottom of the page to grow or shrink the images in real time—much like in iPhoto. You can also, in any view, adjust the background to black, white, light gray, or dark gray.

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- A slideshow view, in which the images expand to occupy most of your screen.

In addition, several items are available in every view:

- Information about each photo or movie, including its dimensions, the date it was taken, and details about the camera and exposure.



**Figure 24:** Carousel view puts your photos in a virtual circle.

- Optionally, controls that let anyone—or just selected people (more on that in a bit)—upload new photos to your Gallery via the Web or by email, or download high-resolution copies of your photos.

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**iOS shortcut:** *With an iOS device, you can add a photo (and, with an iPhone 3GS or later, a video) to your own Gallery easily. In the camera roll (on an iPhone) or the Saved Photos album (on an iPad or iPod touch), find a photo or video and tap the arrow icon. Tap Send to MobileMe, tap a Gallery name, optionally change the subject, and tap Publish.*

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**More than one account?** *If you have more than one MobileMe account set up on your iOS device, the one that appears earliest in the list is the one used for Gallery uploads. To learn how to change this, read the following post at MacOSXHints.com:*

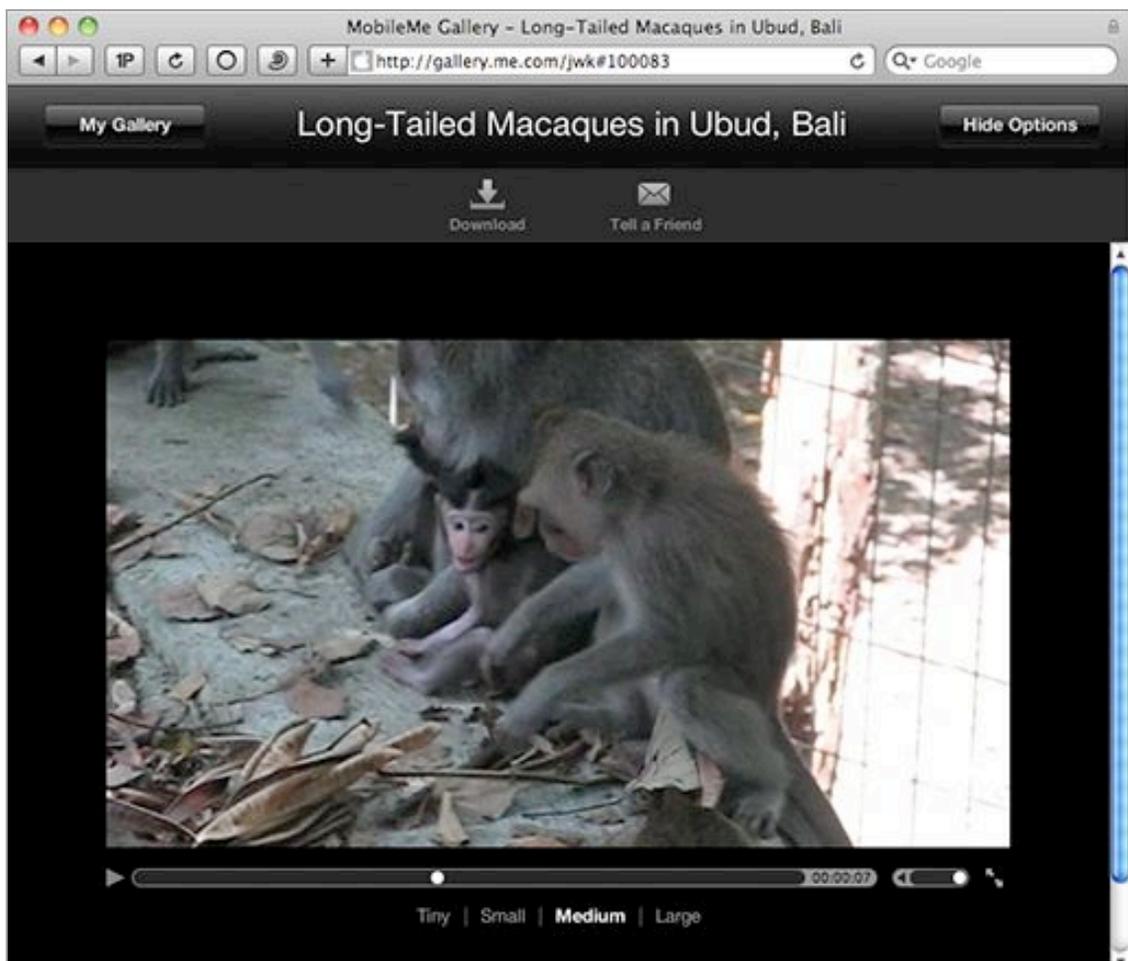
<http://www.macosxhints.com/article.php?story=20090626090011335>.

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- The option to include multiple albums (collections of photos and movies) in your Gallery, each with different settings.

**For movies shared from iMovie:**

- A player (**Figure 25**) that lets you view the movie in up to five different sizes, including an almost-full-screen view.
- Optionally, a control that lets anyone—or just selected people—download high-resolution copies of your movies.



**Figure 25:** Your movies look something like this in a gallery.

### For all Galleries:

- A Subscribe link readers can use to view your Gallery in any RSS-capable application, such as Safari, Mail, or a dedicated RSS reader; as you add new content to the Gallery, the RSS feed updates automatically. You can subscribe either to a particular album, or to an entire Gallery (including both photos and movies).
- A Tell a Friend link anyone can use to email others with the URL for any album or movie in your Gallery.
- If you have an Apple TV, you can connect to a Gallery (yours or someone else's) to view its photos and movies directly on your TV.

**Note:** If you created a Gallery in the [gallery.mac.com](http://gallery.mac.com) domain under .Mac, the existing URL still works, but that Gallery can also be reached at the corresponding [gallery.me.com](http://gallery.me.com) URL.

Now that you've seen what Gallery can do, it's time to create your own. I cover two methods ahead: first, the "old" way (using iLife), and then the newer way ([Create a Gallery Album on the Web](#)).

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## CREATE A GALLERY WITH iLIFE

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iPhoto and iMovie (plus Aperture 2 or later—not part of iLife) let you share their content directly on your MobileMe Web site. Meanwhile, iWeb lets you insert on any page a dynamic preview of an existing Gallery.

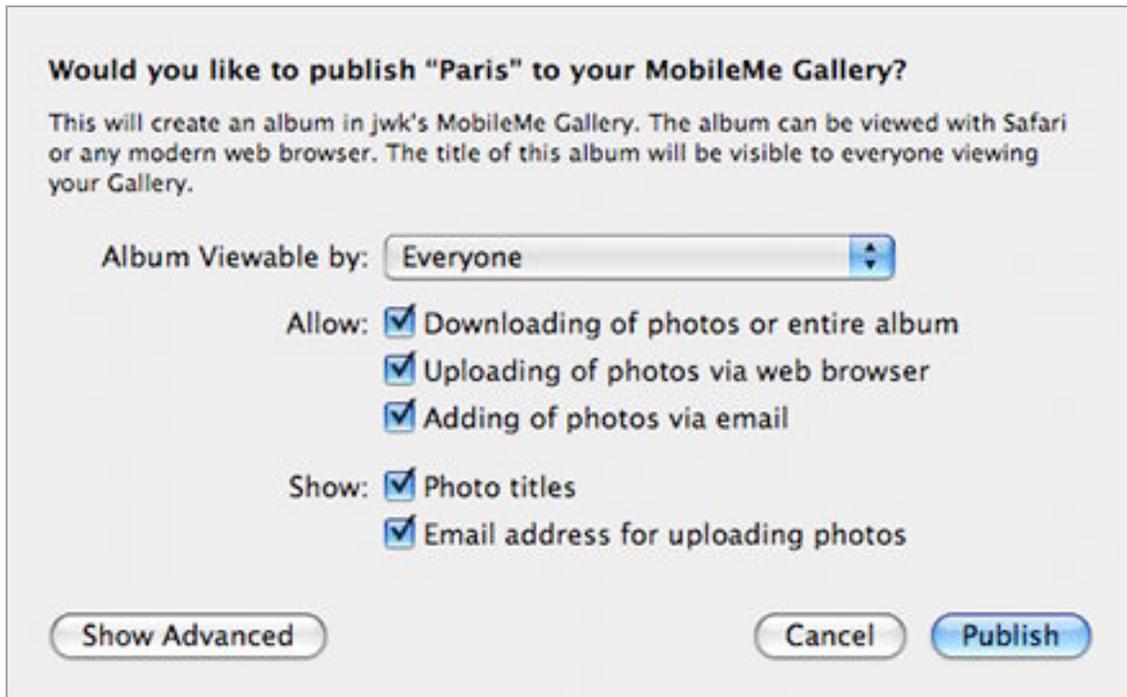
### Share Photos and Movies with iPhoto

To put photos and movies from iPhoto into your Gallery, do this:

1. Select one or more photos or movies, or an entire album.
2. Choose Share > MobileMe Gallery.

In iPhoto '11, a pop-up window appears displaying your existing gallery names (so you can add items to a gallery). But, for now, click New Album to create a new gallery. (iPhoto '09 assumes you're creating a new gallery, and doesn't display this window.)

A dialog (**Figure 26**) appears.



**Figure 26:** The options here allow you to enable or disable a variety of Gallery features and to control access to your photos.

3. Select the options you want to use in publishing this album:

(You can change these later by selecting the album and clicking the Settings button.)

- **Album Viewable by:** Choose Everyone to make your album public. Choose Only Me to restrict the album to yourself—that is, you'll need your MobileMe member name and password to view it. Choose Edit Names and Passwords to configure user names and passwords for individuals you want to be able to access some or all of your albums; then, after adding someone, choose that person's name from this pop-up menu.
- **(Allow) Downloading of photos or entire album:** With this box checked, the Download icon in your Gallery (as well as download buttons for individual photos) will be enabled. When someone clicks the download icon for an individual photo, the site sends a high-resolution photo as an immediate download. Clicking the Download icon for the whole album causes the site to compress all the photos (again, at full resolution) into a ZIP archive, which a user can then download with one click.

- **(Allow) Uploading of photos via web browser:** To allow people who view your album to add photos or movies to it—which is useful for albums of events at which multiple people took pictures—check this box. Then the Upload icon in your Gallery will be enabled; a user can click it and, after entering a name and email address, as well as typing text from an image to ensure the user is human, select one or more photos to upload.
  - **(Allow) Adding of photos via email:** When checked, anyone can send photos, as attachments, to a special email address to add them to this album in your Gallery. This address appears in the top-right corner of the iPhoto window when the album is selected in the iPhoto sidebar (under MobileMe Gallery).
  - **(Show) Photo titles:** Check this box to display the titles of your photos (as in iPhoto) in your Gallery. Note that regardless of this setting, titles don't appear in every view.
  - **(Show) Email address for uploading photos:** If you've enabled adding of photos via email, check this box to display the email address for submitting photos when someone clicks the Send to Album icon in your Gallery. Otherwise, the address appears only in iPhoto; you'll need to manually provide it to those people you want to be able to add photos.
4. For additional options, click Show Advanced:
- **Hide Album on my Gallery Page:** Check this box to prevent this album from being listed in your main Gallery page; this means only people who know the album's direct URL can visit it.
  - **Download Quality:** If you've allowed downloading, this menu lets you choose whether to share Optimized (smaller) or Actual Size (larger) photos. This option does not apply to movies.
5. Click Publish. iPhoto uploads your photos and/or movies to the MobileMe Web site. When it's finished, you can visit the gallery by clicking the arrow  button (in iPhoto '11) or the URL at the top of the window (in iPhoto '09).

To see all the albums in your Gallery in iPhoto '11, click your name under Web in the iPhoto sidebar. In iPhoto '09, the albums appear individually in the iPhoto sidebar, under MobileMe Gallery.

You can edit the contents of these albums just like any other album; deleting a MobileMe Gallery album in iPhoto also deletes it from the MobileMe site. (To delete a MobileMe Gallery album in iPhoto '11, first select your name under Web in the sidebar. Then right-click [Control-click] on the album in the main part of the window and choose Delete Album from the contextual menu.)

### **Sharing Photos with Aperture**

Aperture 2 and later, like iPhoto, lets you publish sets of photos to your Gallery with just a few clicks. Follow these steps:

1. Select an album or some individual images.
2. Choose File > New From Selection > MobileMe Gallery. If you had an album selected, Aperture asks whether you want to publish just one image or all the images from that album.
3. Enter an album name and description, set the other options, and click Publish.

Your photos now appear in your Gallery.

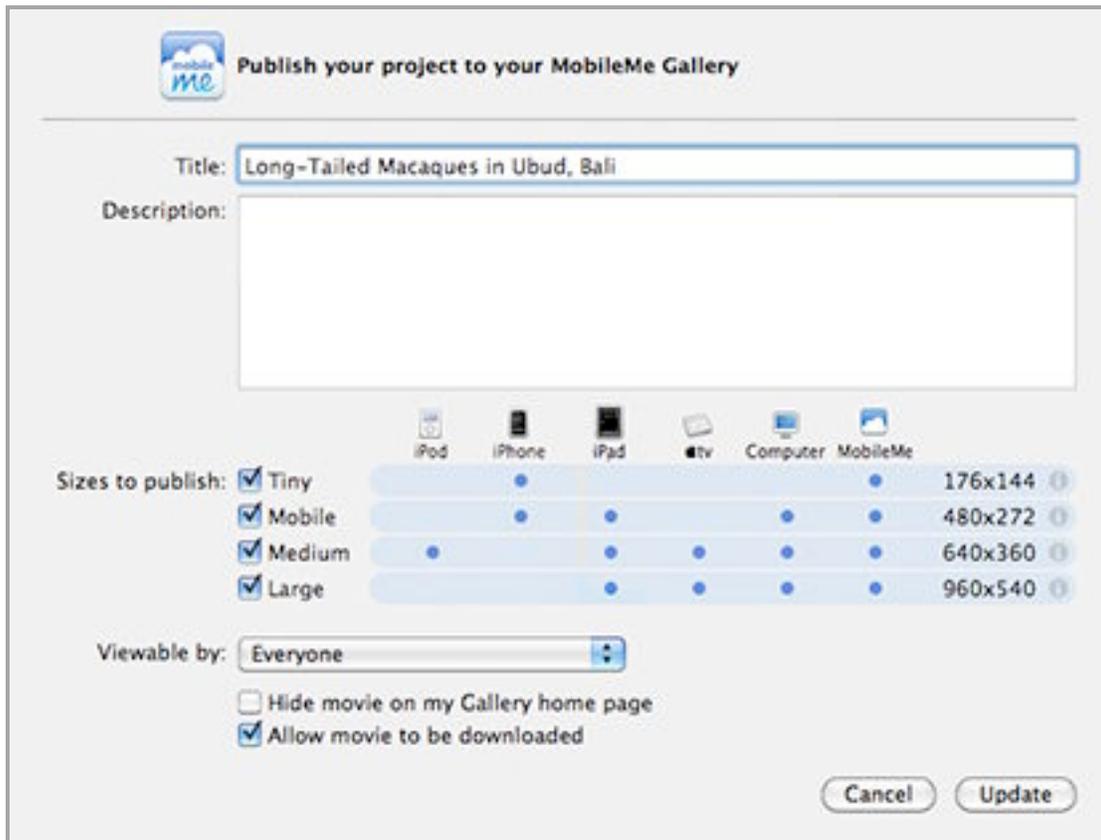
### **Share Movies with iMovie**

Sending your movies directly to a MobileMe Gallery is a piece of cake in iMovie. It's even easier, in some respects, than sharing photos with iPhoto, plus you have more choices when it comes to movie sizes.

To share a movie, follow these steps:

1. Select the project you want to share from your Project Library.
2. Choose Share > MobileMe Gallery.

A dialog appears (**Figure 27**).



**Figure 27:** In this dialog, choose which movie size(s) you want to appear in your Web Gallery and set other publishing options.

3. Enter a title for your movie and, optionally, a description.
4. Check the boxes next to the size(s) in which you want your movie to be available. (If your source movie has a low resolution to begin with, some of the larger options may not be available.) The table shows which sizes are the best fits for each device. Position your mouse pointer over the “i” icon to the right of each size to view the compression settings and estimated size of the file to be uploaded.

---

**Four sizes fit all:** *The more sizes you choose, the longer it will take for iMovie to upload those files—and the more space they’ll occupy on your iDisk. Choose the combination you think best reflects how people will want to view your movie, taking into account how much free space you have on your iDisk.*

---

5. Optionally, restrict who can view your movie, or keep its location private, in the same way as for iPhoto photos (see Steps 3 and 4 in [Share Photos and Movies with iPhoto](#), earlier).

6. To show a download icon for this movie in your Gallery, check Allow Movie to Be Downloaded (the default). This lets visitors to your site download the medium or large version of this movie as a separate, stand-alone file, rather than merely viewing it on the Web.
7. Click Publish. iMovie uploads your movie file(s) and then presents a dialog with the URL for this movie in your Gallery. Click OK to dismiss this dialog, click Tell a Friend to send the URL to someone by email, or click View to open the page in your default browser.

To go to your published movie in a browser (or tell someone else about it), you need to be in edit mode—in the Project Library, select a project and click Edit Project, or double-click the project. Then, in iMovie '11, you'll see a MobileMe pop-up menu next to the words "Shared to" at the top of the iMovie Project pane; the menu's contents include Visit and Tell a Friend. (In iMovie '09, you'll see icons to Tell a Friend  or Visit  your site.)

If you later change the movie and want the changes to appear on the Web, choose Share > Re-publish to MobileMe Gallery. (When you do this, you can change most options about how the movie is shared, but *not* which sizes are shared; to do that, remove the movie from your Gallery and publish it again.)

To remove (or unpublish) a movie from your Gallery without deleting it from iMovie, choose (in iMovie '11) Share > Remove from > MobileMe Gallery or (in iMovie '09) Share > Remove from MobileMe Gallery and follow the onscreen instructions.

## Add a Gallery to iWeb

If you have an existing MobileMe Gallery, you can insert on any page of an iWeb site a dynamic thumbnail link to that gallery. To do this, choose an album or movie from the Insert > Widget > MobileMe Gallery submenu.

A thumbnail (**Figure 28**) appears on the page; it can be moved but not resized, despite the handles on the corners.



**Figure 28:** A Gallery thumbnail as it appears on an iWeb page.

Like other thumbnails in Gallery, this thumbnail displays a continuous mini slide show of the photos in your gallery, and as you hover your mouse over it, the picture changes depending on your position—as though all your photos are arranged in an invisible grid below the surface. If you click on the main portion of the thumbnail, a new window or tab opens with that photograph showing; click the title or the right arrow  icon to visit the main album page.

For movies from iMovie, a larger thumbnail displays a single frame. Click the play icon to play the movie in place, or, as with photo albums, click the title or the right arrow  icon to visit the main album page.

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## CREATE A GALLERY ALBUM ON THE WEB

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Even without iLife, you can create a Gallery album at [www.me.com](http://www.me.com); you can also edit or delete an album created with iPhoto or iMovie. To get started, sign in to the MobileMe Web site and go to the Gallery application. The sidebar lists your existing Gallery-published albums and movies, if any. Select an album or movie to view its contents to the right.

To add an album, click the plus  button at the bottom of the sidebar. In the dialog that appears, enter a name and select the other options you want, most of which are identical to the ones mentioned earlier in [Share Photos and Movies with iPhoto](#). You can't adjust download quality as you can in iPhoto, but you have one additional option: choose iPhoto or Aperture from the Syncs With pop-up menu to tell MobileMe which application the photos you upload should be synced with. Click Create.

## Add Media to an Album

To upload files, follow these steps:

1. With the new album selected, click the big Upload icon in the middle of the window (if no files have been uploaded yet) or the upload  icon in the toolbar.
2. Click Choose and navigate to the files you want. (To select multiple contiguous files, Shift-click them; to select multiple noncontiguous files, Command-click them.) Then click Select.
3. To upload more files (even if an upload is in progress), click Add More and repeat Step 2; when you're finished, click Done.

---

**Selected shorts:** *Movies you upload in Gallery's Web interface can go only into albums; you can't get stand-alone movie views (with a choice of resolutions) as you can when using iMovie.*

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## Edit an Album

You can make a variety of changes to an album after adding photos or movies (including albums created with iPhoto):

- **Rotate a photo:** To rotate a selected photo counterclockwise, click the rotate counterclockwise  icon. To rotate a photo clockwise, press Option and click the same icon, which changes to the rotate clockwise  orientation.
- **Set the key photo:** To set the photo that appears on thumbnails, select it and choose Set Key Photo from the Actions  pop-up menu.
- **Rearrange photos:** Drag a photo to a new location to move it.
- **Adjust album settings:** Click the adjust  icon in the toolbar to display the same dialog you saw when creating the album. (The options are more limited when viewing a movie added in iMovie.)
- **Delete an album:** To delete an album, select My Gallery in the sidebar and then select the album, or click the name of the album in the sidebar; then click the Trash  icon in the toolbar.
- **Hide footer:** Choose Actions  > Auto-hide Footer to hide the footer (which contains the size slider) until the mouse pointer nears the bottom of the window. (This setting applies only while editing.)

- **Reorder albums:** Drag an album in the sidebar list to reorder it.
- **Visit a public Gallery:** To see the public version of a Gallery, click the URL near the right side of the toolbar.

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## USE THE MOBILEME GALLERY APP

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Any iOS device can upload media to a MobileMe Gallery without additional software, but viewing galleries in Safari on a pocket-sized device is less impressive than viewing them on a device with a larger screen. As a way of improving the experience of viewing galleries on small screens, Apple offers a free [MobileMe Gallery app](#) for the iPad, iPhone, and iPod touch.

This app lets you view galleries (your own or someone else's), use familiar flick and pinch gestures to navigate and resize the media, respectively, and email links to photos or videos. It also caches Gallery photos and videos so that you can view them even without an Internet connection.

# iDisk

Your iDisk is like an extra drive that provides 20 GB of storage (5 GB for Family Members in a MobileMe Family Pack), but this virtual drive is located on Apple's servers. You can use it to store anything you want, and you can access it from nearly any computer. By putting items in your iDisk's Public folder, you can also make them available to others (with optional password protection). Because you share that space between your MobileMe email account and your iDisk, the amount of space you've designated for email storage is subtracted from the total available for other files (see [Divide Space between Files and Email](#)).

Although 20 GB is a fair amount of storage, you can quickly fill it with photos, videos, Web pages, and other files you want to store online. Even if you purchase extra capacity (consult [Buy More Space](#)), you may find that it's too little; all those files—especially digital media—can take up a huge amount of space. In addition, iDisk access is often slow (even as network servers go), making it less than ideal for transferring large amounts of data.

These can be serious limitations, but the key to effective iDisk use is to concentrate on its strengths. Its optimal uses are:

- Providing remote access to important files—using your iDisk instead of a USB flash drive or a CD/DVD to make files available to yourself when away from your main computer.
- Synchronizing information between two or more Macs (or making that information available via the Web).
- Publishing Web sites and blogs, and using Gallery for sharing photos and movies.
- Providing a *secondary* offsite backup for key files.
- Making large files available to other people.

These are my opinions, of course; your mileage may vary. But keep these ideas in mind as you read more about iDisk's features.

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## EXPLORE YOUR iDISK

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To view the contents of your iDisk, sign in to the MobileMe Web site and go to the iDisk application; or, in Mac OS X, click the iDisk icon in the sidebar of any Finder window. (For other ways to access your iDisk, read [Access an iDisk](#), ahead.)

You'll notice that your iDisk contains a number of folders. They're all there for good reasons, though some are holdovers from .Mac and are seldom used. I'm not going to enumerate every folder, because many of them are irrelevant (and you should never attempt to rename or delete any folder Apple created). Here are the folders you should care about:

- **Backup:** If you use Apple's Backup utility (see [Back Up Your Files](#)), it'll store its files here. Otherwise, leave this folder alone—if you want to back up files to your iDisk using another program, create another folder (at the top level or inside Documents).
- **Documents:** In general, any files you want to access via the Web or from another computer—but not give anyone else access to—should go here. Feel free to create as many subfolders as you want.
- **Public:** This folder is for items you want to share with other people. Others can access these files using the Mac OS X Finder, Windows, or a Web browser. In addition, you can protect this folder with a password; see [Protect Your Public Folder with a Password](#).
- **Shared:** This folder appears only if you have a Family Pack account. Files in this folder can be shared among all the accounts within the Family Pack. When you put something inside the Shared folder on your iDisk, it automatically appears in the Shared folder of all your other Family Member account holders. Files in this folder count only toward the storage quota of the master account.
- **Sites:** Web pages you've created in an application *other than* iWeb go here in order to publish them on the Web. I say more about the Sites folder in [Create a Site Using Your Own Tools](#).
- **Web:** This folder, if present, contains files uploaded by iWeb.

I should also mention that the Library and Software folders are read-only; you couldn't change them even if you tried, though Apple software may change their contents in the background.

## To Sync or Not to Sync?

Mac users (only) can keep a copy of their iDisk contents on their hard disk; this copy syncs automatically with the iDisk server. You configure syncing in the MobileMe pane of System Preferences, in the iDisk view. It's off by default; to turn it on, click Start.

If iDisk syncing is off, then your iDisk is always live; when you open it, you see exactly what's on Apple's servers. So if you edit a file from your iDisk with syncing off, changes are saved directly to the server, but it takes longer for the file to open or save than if it were stored locally. And if you aren't connected to the Internet, that file, along with anything else on your iDisk, is unavailable.

If iDisk syncing is on, Mac OS X creates a hidden disk image on your Mac that can grow as needed (up to the capacity of your iDisk) and fills that disk image with the files currently on your iDisk. So what you see when you look "in" your iDisk in the Finder is the contents of this disk image—not necessarily what's on the server. Mac OS X then syncs this disk image with your actual iDisk storage on the MobileMe servers. Syncing is useful for accessing files on your iDisk if your Mac is often without Internet access.

If you enable iDisk Sync and choose Automatically from the Update pop-up menu (Apple's suggestion), Mac OS X copies files to or from the server whenever changes are detected. Updates usually happen quickly, though there can sometimes be a delay of several minutes or more, even when your Internet connection is fine. (When you select the iDisk icon in the sidebar, the time of the last sync appears at the bottom of the window.) However, you can sync iDisk files manually at any time, as described next.

If you choose Manually, your iDisk syncs only when you click the Sync icon  next to the iDisk icon in the Finder sidebar, or select the iDisk icon and choose Sync Now from the Actions menu  in the Finder window's toolbar.

In Snow Leopard, there's also a checkbox called Always Keep the Most Recent Version of a File. With this checked, if there's a syncing conflict between the version of a file stored in the local copy of your iDisk and the version on Apple's servers, Mac OS X overwrites the older version with the newer one, without displaying an alert each time asking you to make that decision.

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**We can rebuild it:** *If you change your MobileMe password while iDisk syncing is turned on, your iDisk has to rebuild itself. During this process, you'll see a copy of the old image on your Desktop. Once the new image has synchronized and you've verified that the files are all there, you can delete this old image.*

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## SHARE FILES

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Although many people use their iDisk for remote access to their own files, you can also use your iDisk to share files with friends, family, or the general public. Apart from files shown on Web pages (including pictures and movies), the ideal way to accomplish this is to use your iDisk's Public folder. Simply copy a file to this folder (as described ahead) to share it with others. Once you've done so, you have a number of options for how people access those files.

**Note:** If you keep a local copy of your iDisk (see the sidebar [To Sync or Not to Sync?](#) just previously), files you copy to your iDisk may not be available to other users until after the next sync. To force an immediate sync, select the iDisk icon in the sidebar and either click the Sync icon  next to it, or choose Sync Now from the Actions menu  in the Finder window's toolbar.

### Protect Your Public Folder with a Password

By default, any file you place in your Public folder is freely available to anyone who knows your MobileMe member name (see [Access an iDisk](#), just ahead). However, you can restrict access to this folder to people who know a password—separate from your own MobileMe password—you specify. To protect your Public folder with a password:

1. Go to the MobileMe pane of System Preferences (Mac OS X) or the MobileMe control panel (Windows).
2. Click the iDisk button.
3. Check the Password-Protect Your Public Folder box. A dialog appears where you can enter (and confirm) a password. (If the dialog doesn't appear automatically, click Set Password.) Optionally (under Mac OS X), click the key  button to open Password Assistant, which helps you select a secure yet memorable password.

4. To change the password, click the Set Password button and enter the new password. (Disabling and then re-enabling the password protection option will also prompt you for a new password.)

You can remove password protection from your Public folder by returning here and unchecking Password-Protect Your Public Folder.

## Enable or Disable Write Access

Although other users can see and download files in your Public folder, they can't add or remove files by default. In other words, your Public folder is normally read-only to everyone but you. You can optionally give it read-write access, meaning that someone else can give you a file by putting it in your Public folder (and can delete files already there).

To toggle between read-only and read-write access, do the following:

- **Snow Leopard:** Open the MobileMe pane of System Preferences, click iDisk, and then check or uncheck Allow Others to Write Files in Your Public Folder.
- **Leopard:** Open the MobileMe pane of System Preferences, click iDisk, and then select the Read & Write or Read Only radio button, as you prefer.
- **Windows:** open the MobileMe control panel and select the Read & Write or Read Only radio button.

This change takes effect immediately.

If you enable write access, remember that files other people copy to your iDisk count against your quota. I therefore suggest checking your Public folder periodically and removing files you no longer need.

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## ACCESS AN iDISK

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You can connect to your iDisk—or someone else's—in any of several ways. Which you choose depends on your needs, preferences, and the type of device you're using. Here's where to find the right info:

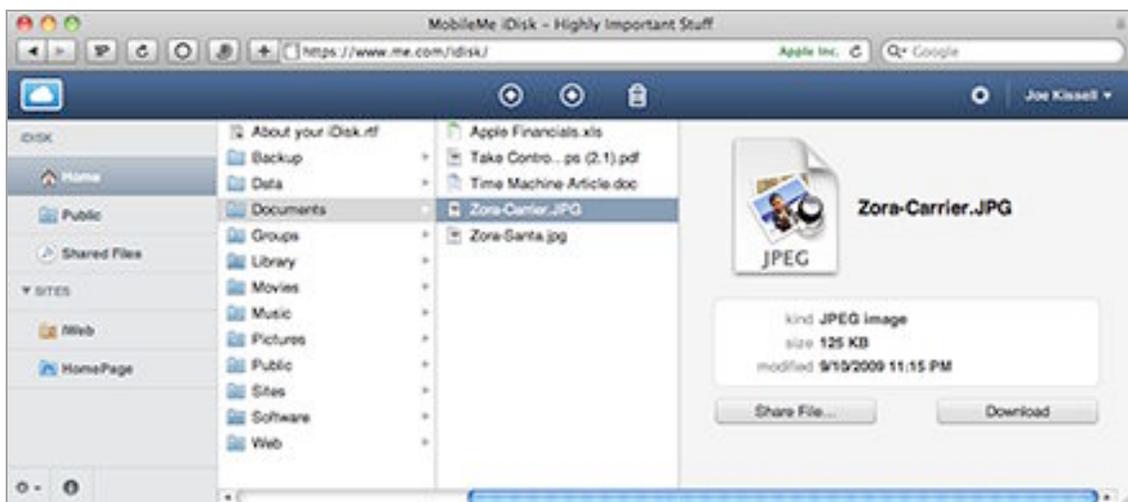
- **Via the Web** (from nearly any computer): To access your own iDisk, see "Use iDisk on the MobileMe Web Site," just ahead. To access someone else's Public folder, see [Connect to Another User's Public Folder](#).

- **Mac OS X:** Read [Connect Using Mac OS X](#).
- **Windows:** Find directions for Windows 7 and Vista in [Connect Using Windows](#).
- **iPad, iPhone, or iPod touch:** Skip ahead to [Connect Using an iOS Device](#).

## Use iDisk on the MobileMe Web Site

In the days of .Mac, it was possible to get to your iDisk from a Web browser, but the interface wasn't very easy to work with. By contrast, today's MobileMe iDisk application behaves very much like the Mac OS X Finder—specifically, a window in column view. It's not perfect, but you can now do *almost* everything on the Web that you can do in the Finder.

To access your iDisk, sign in to the MobileMe Web site and go to the iDisk application. You should see something resembling **Figure 29** (although the exact list of files and folders may vary).



**Figure 29:** An iDisk on the MobileMe site works like the Mac Finder.

In this view, you can do the following things:

- **Get more information about a file:** Select a file to display its icon, kind, size, and modification date and time.
- **Resize columns:** Drag the vertical line separating any two columns leftward or rightward. (You can't resize the sidebar, however.)

- **Upload a file:** First, navigate to the location where you want the uploaded file to go; keep in mind that not all folders can be written to. Then, click the upload  icon in the toolbar, click Choose, and locate and select the file(s) you want to upload. (To select multiple contiguous files, Shift-click them; to select multiple noncontiguous files, Command-click them.) Click Select. After the files have uploaded, click Done.

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***In the fold:** Although you can upload multiple files at once, you can't upload an entire folder. To get the same end result, first create the folder on the MobileMe site. Then upload all the files inside the folder on your computer to the newly created folder.*

---

- **Download a file or folder:** Select one or more files or folders and click the download  icon in the toolbar. (To select multiple contiguous files, Shift-click them; to select multiple noncontiguous files, Command-click them.) To download a single file, you can instead simply double-click it, or click the Download button in the preview pane that appears when the file is selected.
- **Share a file:** If you want to send someone else a large file, rather than enclosing it in an email message (and risking running into a potential size limit imposed by MobileMe or the recipient's ISP), you can upload the file to your iDisk and then share it from the MobileMe Web site. Each time you share a file, MobileMe generates a unique URL for the file that you can send to other people; you can optionally assign a password to each shared file, so you need not worry about someone accidentally stumbling across a shared file.

To share a file, select it and click Share File. In the dialog that appears (**Figure 30**), click Share to share the file, which then becomes available at the URL shown at the top. (To see this URL later, select the file in the iDisk file browser on the MobileMe Web site; the URL will be displayed in the preview area that appears.)



**Figure 30:** In this dialog, specify the sharing options you prefer.

While you're here, you can optionally do any or all of the following:

- ◇ **Mail a link:** To send a link to the file to others via email, enter one or more email addresses (separated by commas) and a brief message in the fields provided. The message is sent automatically, from your MobileMe address, when you click Share.

---

**Graphics required:** *The email message is sent in HTML format, with the Download link itself in the form of a graphic. If the recipient's email client disables graphics display, the user must first display the graphics, and then click Download.*

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Ordinarily, messages you send this way don't appear in MobileMe Mail's Sent mailbox. If you want to keep a copy of the sent messages, choose Actions  > Preferences, check Keep a Copy of Sent Emails When Sharing Files, and click Save.

- ◇ **Set an expiration period:** By default, a link expires after 30 days—the file remains on your iDisk but is no longer shared. To disable expiration (making the link work indefinitely), uncheck Link Expires After. To set a different expiration period, enter a number in the field and choose Days, Weeks, or Months from the pop-up menu.
- ◇ **Password-protect the file:** To require a password when someone else accesses this file (separate from the password you may have set up for your iDisk’s Public folder), check Password-Protect File and enter the desired password in the field.

---

**Change happens:** *To change any of these settings later, select the file on the MobileMe site and click Sharing Options to display a similar dialog. In this dialog, you can also cancel sharing by clicking Stop Sharing.*

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- **Rename a file or folder:** Select a file or folder and press Return (or Enter). Type in a new name or edit the existing name, and press Return (or Enter) again.
- **Move a file or folder:** Drag a file or folder into another folder within your browser window to move it.
- **Delete a file or folder:** Select one or more files or folders and click the Trash  icon in the toolbar. Click OK to confirm.
- **Duplicate a file or folder:** Select one or more files or folders and choose Actions  > Duplicate.
- **Create a new folder:** Choose Actions  > New Folder, type in a name, and press Return (or Enter).
- **Compress a file or folder:** Select one or more files or folders and choose Actions  > Compress “*item-name*” to create a compressed copy in ZIP format. (The original, uncompressed copy remains in place, though you can delete it manually.)
- **Decompress a file:** Select a ZIP archive and choose Actions  > Decompress “*item-name*.”

---

**In the fold:** *When MobileMe decompresses a ZIP file, it always creates a new folder—even if the archive contains only one file.*

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- **Simplify the folder layout:** To hide some of the special folders used by Mac OS X or MobileMe (most of which you can't use or modify anyway), choose Actions  > Preferences, check Show Simple Folder Layout, and click Save.
- **Add a folder to the sidebar:** If you want to access a certain folder on your iDisk quickly, select the folder and choose Add “*folder-name*” to Sidebar from the Actions  pop-up menu at the bottom of the sidebar. To remove a folder from the sidebar, select the folder and choose Remove “*folder-name*” from Sidebar from the same menu. (You can't reorder these shortcuts in the sidebar without deleting them and re-adding them in the order you prefer.)
- **Check your storage quota:** To see how much of your allotted space is in use, click the Info  button at the bottom of the sidebar. Click the button again to hide storage space information.
- **Change permissions for your Public folder:** You can modify your Public folder's password and its read/write settings using the MobileMe pane of System Preferences in Mac OS X or with the MobileMe control panel in Windows (see [Protect Your Public Folder with a Password](#) and [Enable or Disable Write Access](#)), but you can do the same by choosing Actions  > Preferences and using the controls in the Public Folder portion of the dialog.
- **Access another user's Public folder:** Choose Actions  > Open a Public Folder, enter the user's member name, and click Open; enter the password for that user's Public folder if prompted. The user's public folder opens in a new browser tab or window.

### Folder Overflow

If you were a .Mac member, you may see a HomePage folder in the sidebar containing any Web sites you published using .Mac's HomePage feature. (Although the pages are still visible, they're no longer editable via the Web, and links to media files may break as of November 2011. For details, read “He's Leaving Home(Page)—Bye, Bye!,” <http://db.tidbits.com/article/11656>.) You may also see an iWeb folder in the sidebar (for sites created in iWeb), plus a Shared Files icon, which lists all files currently being shared. (Note that even if a shared file's link expires, the file appears here unless you stop sharing the file or delete it from your iDisk.)

## Connect Using Mac OS X

If you're using Mac OS X, you ordinarily needn't do anything at all to connect to your own iDisk—as long as you have an Internet connection, Mac OS X automatically connects to your iDisk when you access it. You can display the contents of your iDisk by clicking the iDisk icon in Finder-window sidebars, by choosing Go > iDisk > My iDisk, or by pressing Command-Shift-I in the Finder.

**Note:** When your own iDisk icon appears in the sidebar, it has the label "iDisk." When an iDisk icon appears on the Desktop, or when another user's iDisk or Public folder appears in the sidebar, its label is the MobileMe member name of the iDisk's owner.

### Connect to Another User's iDisk

At times, you may want to retrieve personal files from your iDisk while using someone else's computer, or someone using your computer may want to connect to their own iDisk. To access, as its owner, an iDisk other than the one specified in MobileMe System Preferences:

1. Choose Go > iDisk > Other User's iDisk.
2. Enter the user's member name and password, and click Connect.

The other user's iDisk appears in the sidebar of Finder windows, and a window displays its contents.

### Connect to Another User's Public Folder

To access only the Public folder of another user's iDisk:

1. Choose Go > iDisk > Other User's Public Folder.
2. Enter the member name for the other user and click Connect. If the user's Public folder is password-protected, you'll be asked to provide that password.

The other user's iDisk appears in the sidebar, and a window displays the contents of its Public folder.

Once an iDisk is visible in the Finder, you can copy, add, or remove files (subject to the limitations of individual folders) using drag-and-drop or copy-and-paste, just as you would for any other volume.

## Connect Using Windows

If you're running Windows 7 or Windows Vista, you can follow these steps to map your iDisk to a network drive:

1. Choose Start > Computer.
2. Near the top of the window, click the Map Network Drive link.
3. In the window that appears, first choose a drive letter to which your iDisk will be mapped (in most cases, just accept the default, which is likely very late in the alphabet).
4. In the Folder field, enter <http://idisk.me.com/member-name> (replace *member-name* with the MobileMe member name of the person whose iDisk you're trying to use).
5. Optionally, check Reconnect at Logon, if you want to connect to your iDisk automatically whenever you use Windows.

---

**Public folders:** *These instructions assume you're accessing your own iDisk, or someone else's whose password you know. To access a user's Public folder, add [-Public](#) to the end of the URL in Step 4. If the folder isn't password-protected, skip Step 6.*

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6. Click the blue link that says "different user name." In the dialog box that appears, enter the appropriate MobileMe member name and password, and click OK.
7. Click Finish.

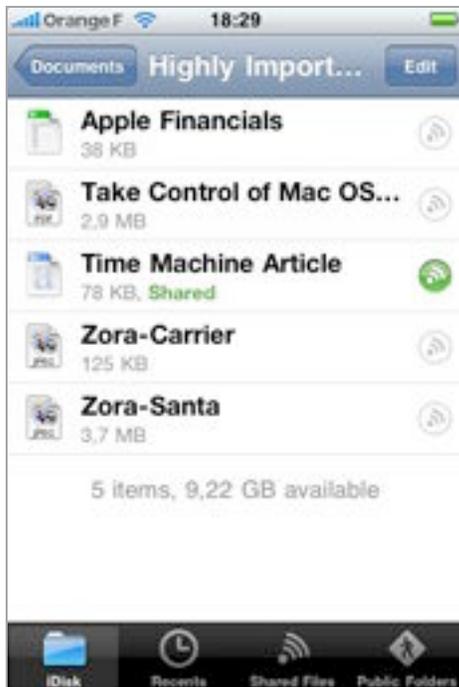
A window appears, showing the contents of the selected iDisk. Also, the iDisk icon is added to your list of network locations, so you can use your iDisk at any time by double-clicking that icon.

## Connect Using an iOS Device

If you have an iPhone, iPad, or iPod touch, you can use Apple's iDisk app to view the files on your iDisk, as well as to share those files with others by emailing links to the files, much like you can do from the MobileMe Web site. This app also lets you view, on your mobile device, files stored in another user's Public folder.

To do this capability, you need an iPhone, iPad, or iPod touch (any model) with iPhone OS 3.0 or higher, plus Apple's free [MobileMe iDisk](#) app.

The first time you use the app, it asks for your MobileMe member name and password. It then shows a list of all the folders on your iDisk, letting you navigate through the hierarchy as in any other iPhone app. **Figure 31** shows a subfolder within my iDisk's Documents folder, as viewed on an iPhone.



**Figure 31:** The iDisk app lets you view and share files on your iDisk.

Tap the name of any file to download and display it. The app supports all the usual file types, such as PDF, text, rich text, Microsoft Office, and iWork '09, as well as most popular audio, video, and graphics formats.

The app keeps a cached copy of most downloaded files so that you can view them again without having to re-download. The size of the cache can vary from 50 to 200 MB. To adjust it, navigate to the top level of your iDisk in the app and tap Settings. Tap Local Storage, and move the slider left or right to choose the size you want. The Settings view also lets you choose whether to show file extensions or System folders (such as Backup, Data, Sites, and Web).

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***Except when you need it most:*** Unfortunately, caching doesn't apply to audio and video files. Those are always streamed from your iDisk rather than being copied to your mobile device.

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To share a file, do the following:

1. Tap the sharing icon:
  - In list view, the sharing  icon is to the right of the file name.
  - If you're viewing the file, the sharing  icon is at the bottom.
2. Optionally do either or both of the following:
  - To change the expiration date (1 month ahead by default), tap Expires, and then tap the time period after which you want sharing to stop (or tap Never to share the file permanently—or until you manually disable it). Then tap Done.
  - To add password protection, tap Password, enter a password, and tap Done.
3. Share the file:
  - To share the file immediately, without sending a link, tap Share.
  - To share the file and email a link to the shared file, tap Share & Email Link. The app activates sharing and opens a new email message containing a link to that file. Enter one or more email addresses, optionally change the subject and enter a message (just as in the mobile Mail app), and tap Send.

The item's sharing icon turns green, and the word "Shared" appears next to its size.

To stop sharing a file, tap its shared  icon, then tap Stop Sharing.

The iDisk app has a few other useful features:

- **To get more information about a file:** While viewing a file, tap the Info  button to display information about it, such as its size and modification date. Tap the eye  button to return to viewing the file.
- **To delete a file:** In list view, tap Edit, tap the delete  icon to the left of the file name, and tap Delete. To delete the file you're currently viewing, tap it and then the Trash  icon at the bottom.
- **To view another user's Public folder:** Tap Public Folders. Public folders you've previously viewed appear in the list; tap one

to view it. To add to the list, tap the plus  button, enter a member name, and tap Save. You're prompted to enter the Public folder's password, if one is required.

- **To view all shared files:** Tap Shared Files at the bottom. The app displays a list of all files currently being shared. Tap the icon to the right of a file to change its sharing status.
- **To see recently viewed files:** Tap Recents at the bottom to see your recently accessed files, most of which should still be cached. To clear the list, tap Clear, and then tap Clear All Recents.

That's pretty much it. Unfortunately, Apple's iDisk app doesn't let you move files to other locations on your iDisk, rename them, or edit them—not even simple text files. If you need any of these features, or the option to access other WebDAV servers, you can try any of numerous third-party apps that offer iDisk access, such as these:

- [Air Sharing Pro](#) (iPhone/iPod touch) and [Air Sharing HD](#) (iPad): These apps let you use your iOS device as a file server over Wi-Fi, copy files between your Mac and your mobile device, zip/unzip files, email links to files and folders up to 100 MB (after they've been uploaded to the company's servers), connect to iDisk, WebDAV, Dropbox, FTP, SFTP, and other servers, and more (Air Sharing Pro, \$6.99; Air Sharing HD, \$9.99).
- [GoodReader for iPhone](#) and [GoodReader for iPad](#): If you want to read PDF documents—especially complex ones, like Take Control books—on your iPad, GoodReader is an outstanding tool for the job. Its display is first-rate, and it supports internal and external links, searching, adjustable brightness, and more. But GoodReader isn't only for PDFs; it can also store and display all standard iPad document types; fetch documents from many kinds of local and cloud servers; and even save archives of Web pages for offline reading. (Good.iWare, \$0.99 “introductory price”)
- [Office<sup>2</sup>](#) (iPhone/iPod touch) and [Office<sup>2</sup> HD](#) (iPad): These apps you create and edit word processing documents and spreadsheets—and view all standard document types. Both apps support Google Docs, iDisk, WebDAV, and other cloud-based services. (Byte<sup>2</sup>, Office<sup>2</sup>, \$5.99; Office<sup>2</sup> HD, \$7.99)

- [PrintCentral for iPhone/iPod Touch](#) and [PrintCentral for iPad](#): Although intended primarily as a tool for printing (see [Print from Your iPad](#)), PrintCentral is also a full-featured file transfer and storage app, with support for WebDAV and FTP servers, iDisk, and Macs and PCs with the company's free desktop software installed. (EuroSmartz, PrintCentral for iPhone/iPod touch, \$7.99; PrintCentral for iPad, \$9.99)
- [ReaddleDocs](#) and [ReaddleDocs for iPad](#): This app offers access to iDisk, WebDAV, Dropbox, Google Docs, and other servers; saves files from the Web or email attachments; and shares files via Wi-Fi with other ReaddleDocs users (Readdle, \$4.99 for either version)

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**Ups and downs:** *Most of the apps that let you email iDisk-hosted files to others require that the file first be downloaded to your device and then sent as an attachment (so you must wait for it to transfer twice!). In other cases, you can email a link, but only to a file in your Public folder, or to a file that's been uploaded to a third-party server. By contrast, Apple's iDisk app lets you email a link to any file already on your iDisk (whether in your Public folder or not)—without having to download it to your device at all.*

*Another way to email a link to a file not already on your device is SugarSync, which I described in "SugarSync Sweetens Online Syncing" (<http://db.tidbits.com/article/9751>).*

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## Understand Data Transfer Limits

Many Web hosting companies limit the amount of data that can be transferred from a member's site per month. This prevents a few busy sites from reducing performance for everyone who uses it—and it limits the cost of the company's Internet connection. Your MobileMe account, too, has data transfer limits. Basic MobileMe accounts have a limit of 200 GB of data transfer per month; by buying more storage (40GB for \$49 per year or 60GB for \$99 per year), you can increase that limit to either 400 GB or 600 GB per month, respectively (see [Buy More Space](#), ahead).

Even the standard data-transfer limit of 200 GB should be more than adequate for most people. If you get close to your limit, Apple will send you an email message inviting you to buy more storage. If you choose not to—or if you already have the maximum amount—Apple disables

access to your Web site(s) and any other data on your iDisk until the beginning of the next bimonthly<sup>1</sup> monitoring period.

**Note:** Apple calculates your data transfer usage in an unusual way. Although a standard membership includes 200 GB of data transfer per month, what that really means is 100 GB every *half* month. So if you use up 100 GB in the first week of a month, Apple disables iDisk access until the 16th. Then you get another 100 GB for the second half of the month.

Determining how much of the monthly data transfer quota you're using can be tricky. For example, if you put a 10 MB file on your iDisk, you can't tell if it has been downloaded once or a thousand times. The MobileMe Web site has a way for you to see your recent usage. To check your current data transfer statistics, follow these steps:

1. While signed in to MobileMe, choose Account from the pop-up menu in the upper-right corner—the one that displays your name—and enter your password when prompted.
2. On the Summary pane, under “Account Details,” is a line that says “Data Transfer.” Click the Details link at the end of that line.

A dialog appears, giving you the information you need to determine your current monthly usage:

- The paragraph at the top of the page tells you how much data transfer remains available during the current half of the month. Remember that the bimonthly limit is half of your monthly limit.
- The Usage History table lists amounts used in previous months. During the month *preceding* a given date, you transferred the amount of data shown in the second column. So the figure for the month “05/10” is the amount of data transferred in April 2010.

**Note:** In calculating data transfer usage, Apple counts only out-bound traffic from your iDisk (such as Web access, downloading files from the iDisk, and other remote access). Uploading files to your own site doesn't count, but all downloading does.

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<sup>1</sup> Apple uses the term “bimonthly” to mean twice a month, not every 2 months.

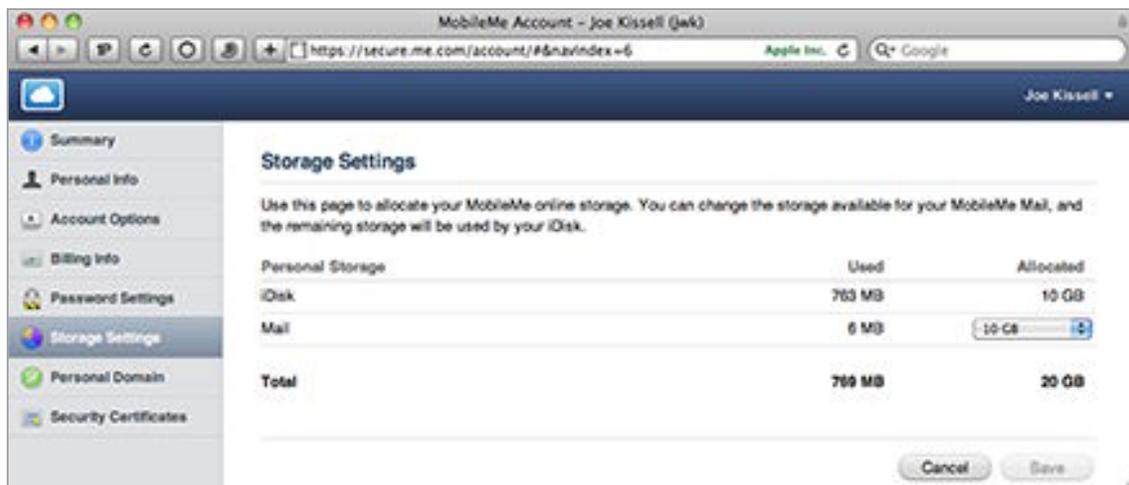
## Divide Space between Files and Email

Your MobileMe account comes with 20 GB of storage space, but not all of that space is available for use by your iDisk. Apple allocates some of the space to storing your MobileMe email; your iDisk gets the rest. By default, the 20 GB is divided evenly: 10 GB each for email and iDisk. But you can adjust this setting to meet your needs.

**Note:** The 20 GB figure applies only to individual accounts. If you're using a free MobileMe trial membership, you get 100 MB of storage. If you have a MobileMe Family Pack, the primary member gets 20 GB while each Family Member gets 5 GB.

To change the allocation of your storage space, follow these steps:

1. While signed in to MobileMe, choose Account from the pop-up menu in the upper-right corner—the one that displays your name—and enter your password when prompted.
2. Click the Storage Settings button in the sidebar to display the Storage Settings pane (**Figure 32**).



**Figure 32:** Divide storage between email and iDisk here.

3. Choose a new setting (1 GB minimum) from the Mail pop-up menu; MobileMe automatically assigns the rest of your available space to your iDisk. When you're finished, click Save.

The change generally takes effect within a few minutes.

## Buy More Space

The amount of storage space included with your MobileMe account—and the amount you can add for an extra fee—has changed several times over the years. As of September 2010, Apple offers three options:

- The standard 20 GB, including 200 GB of data transfer per month
- An optional upgrade to 40 GB total storage and 400 GB of data transfer per month for \$49 extra per year
- An optional upgrade to 60 GB total storage and 600 GB of data transfer per month for \$99 extra per year

These figures will no doubt change again in the future.

To increase your total storage space from 20 GB to 40 GB or to 60 GB, you can do either of the following:

- In the Account view of MobileMe, click the Upgrade button in the Summary pane or the Upgrade button in the Account Options pane (which will read “Add Upgrades” if you have a Family Pack).
- In MobileMe System Preferences (Mac OS X) or the MobileMe control panel (Windows), click Upgrade Storage in the iDisk view.

You can then choose the level of storage you want to buy and enter your credit card info to complete the purchase.

A few “fine-print” details about increasing your storage space are worth highlighting:

- If you upgrade your storage capacity partway through your subscription (i.e., not on the same day you purchase or renew a subscription), Apple charges you a prorated fee. For example, if your subscription is due for renewal in 6 months, Apple charges you only \$24.50 for the upgrade to 40 GB.
- By default, if you’ve set your account to auto-renew, your upgraded storage space renews automatically (at the full rate) at the same time your MobileMe subscription does.
- When you upgrade, Apple divides your MobileMe storage space evenly between email and iDisk—regardless of how you divided it earlier. You can then change it again manually (refer to [Divide Space between Files and Email](#), previously).

# Find My iPhone

If you're an iPhone, iPad, or iPod touch owner, you can use the MobileMe Web site to locate your device if it's lost or stolen. You can also display a message on its screen, play a sound, remotely change its passcode, or even remotely wipe all the device's data (to keep it private in case you're unable to retrieve the device). This feature is called Find My iPhone. (It's actually called Find my iPod touch for iPod touch owners, and Find my iPad for iPad owners, but for simplicity's sake, I refer to it here only as Find My iPhone.)

This feature works more reliably on iPhones and 3G iPad models than on devices without cellular capabilities. Devices with 3G support are more likely to have an always-on network connection—cellular access is pretty ubiquitous, whereas Wi-Fi is spotty. Plus, iOS devices with 3G support also have GPS chips, so their reported location is generally much more precise than for devices that lack GPS. Note, however, that the iPhone and iPad maintain their mobile connections even when “sleeping,” whereas the iPod touch won't display any messages or report its location until it's woken up.

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## ACTIVATE FIND MY IPHONE

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Before you can use Find My iPhone, two prerequisites must be met:

- Your mobile device must be running iPhone OS 3.0 or higher (including any iOS version). If it isn't, connect the device to your computer, open iTunes, select the device in the sidebar, and click Check for Update on the Summary pane. Install the latest software.
- You must activate Find My iPhone on your iOS device itself. To do this, tap Settings; then Mail, Contacts, Calendars; then your MobileMe account. Make sure Find My iPhone is set to On (**Figure 33**); if not, tap the Off switch to turn it on.

**Note:** Although you can set up more than one MobileMe account on an iPhone or iPod touch, Find My iPhone can be enabled for only one of the accounts.



**Figure 33:** Find My iPhone must be enabled on your iOS device before you can use it.

With your device(s) properly configured, you can then find the device either using the MobileMe Web site (as described next) or using an app installed on another iOS device—yours or someone else’s—as I discuss ahead in [Find Your iPhone with an App](#).

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## FIND YOUR IPHONE IN A BROWSER

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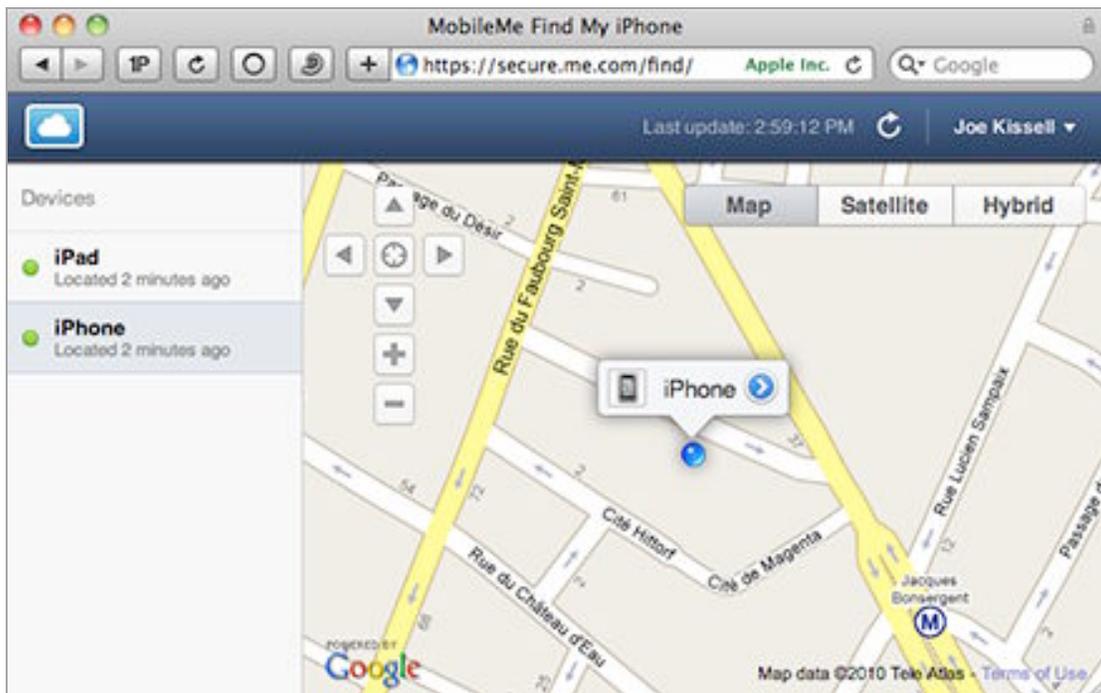
The first method to find your iPhone is to use any supported Web browser. To do so, sign in to the MobileMe Web site and go to the Find My iPhone application.

If you have only one iOS device, the entire window shows a map on which MobileMe tries to locate that device. If you have more than one iOS device, a Devices list appears in a sidebar on the left (**Figure 34**); select a device to view location data. (If you have multiple Find My iPhone-enabled devices, when you open the Find My iPhone app, MobileMe attempts to locate *all* those devices. In the Devices list, a dot appears beside each device name to indicate its status: gray ● means trying to connect; red ● means offline, and green ● means online.)

Assuming the selected device is turned on and online, the map shows its current location. Just as in the Maps app on the device, the location

becomes increasingly specific as Find My iPhone zeroes in on its location using a combination of cell tower triangulation, Wi-Fi network identification, and GPS, depending on which of these are available.

If the device has just been found, a blue arrow  appears next to its name on the map; if the device was previously found but can't be located now, a red clock icon  appears next to it instead, indicating that this is the device's last known location.



**Figure 34:** The Find My iPhone application on the MobileMe Web site displays a map showing your iOS device's current location.

If your device is in motion, you may want to update the display from time to time. To ask the iOS device to recalculate its location, click the Update  button on the toolbar.

Beyond merely locating the device, you can take any or all of several other steps. To do so, first click the blue arrow  or red clock  icon. (If the device can't be located—for example, it's off or, in the case of an iPod touch, asleep—these icons don't appear, and instead you see the following actions immediately.) Then choose any of the following:

- **Display Message or Play Sound:** To show a message on your device's screen, even if it's locked, click the Display Message or Play Sound button. In the pop-up window that appears, type a message (up to 160 characters). Instead—or in addition—check the Play a

Sound for 2 Minutes box to make your device play a pinging sound. (This works even if the device is in silent mode, and can help you locate it if you misplaced it in your home or office.) Then click Send.

On the mobile device, you can turn off the sound and/or dismiss the message by unlocking the device and then tapping the OK button.

- **Lock:** Depending on your device's iOS version, you can lock it with its existing passcode, or set and/or change its passcode. Locking your device prevents anyone else from using it and seeing its data. The following options are available:
  - ◇ iOS 3.1.x or 3.2.x: You can set a four-digit passcode—or replace an existing passcode—and then lock the device.
  - ◇ iOS 4 or later: You can set a passcode if the device doesn't already have one, but you can't replace an existing passcode. If the device does have a passcode, you can lock it immediately.

To do any of these activities, begin by clicking Lock. To set or change a passcode, enter the new passcode, click Next, and reenter the passcode. To activate the (new or existing) passcode, click Lock.

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***Extra security:*** *If your iOS device is unrecoverable, you may want to erase its data with the Wipe feature (next). However, even if you plan to wipe the device, locking it first can be useful for older devices such as the iPhone 3G and second-generation iPod touch. These older devices take a while to erase their data, and while that's happening, a determined attacker could potentially retrieve sensitive data. (Newer devices, such as the iPhone 3GS, iPhone 4, and iPad, can rapidly and securely delete all their data.)*

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- **Wipe:** If your iOS device has been stolen or is otherwise unrecoverable for any reason, you can tell MobileMe to securely erase all its data—your email messages, address book, photos, apps, and everything else—so that at least whoever has the phone can't access your personal information. To do this, click Wipe, read the warning and check the I Understand That I Cannot Undo or Stop This Action box, and click Erase All Data. Once you've done this, the Find My iPhone features are no longer available (because the device no longer contains your MobileMe data—it's essentially blank).

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**Use quickly but carefully:** Erasing a missing device's data can provide peace of mind, but it's easy to defeat. All a thief would have to do is turn off Find My iPhone on the device or activate Airplane Mode (though if you've set a passcode, a thief would be slowed down or blocked). Therefore, if you're going to use this feature, you should do so quickly—before someone has a chance to block you. But remember: wiping your data prevents you from using Find My iPhone, so don't take this step if you think it's likely that the device is sitting on a bus seat or is otherwise recoverable.

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### **Always Use a Passcode**

Because a passcode protects your data from prying eyes and buys you time to use Find My iPhone, it's a must for anyone concerned about security. I recommend *not* waiting until your device has gone missing; setting a passcode via Find My iPhone should be a last resort. To set a passcode, tap Settings > General > Passcode Lock. The shorter the time you set before the device automatically locks, the less chance someone will have to disable that passcode.

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## **FIND YOUR iPhone WITH AN APP**

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If you have access to another iOS device, you have another way to find your wayward device and perform any or all of the activities described just previously (displaying a message, playing a sound, locking the device, or wiping it). All you need is Apple's free [Find My iPhone](#) app, which, despite its name, supports the iPhone, iPad, and iPod touch.

To use the app, follow these steps:

1. Tap the Find iPhone icon to launch the app.
2. Enter the MobileMe member name and password associated with the device you want to find, and then tap Go.

Once you're signed in, the app offers the same features as Find My iPhone on the MobileMe Web site (discussed, just previously), although the interface varies with the device on which you're using it. When you're done, tap Sign Out. The app forgets your MobileMe password when you sign out, so you can safely use the app on someone else's device.

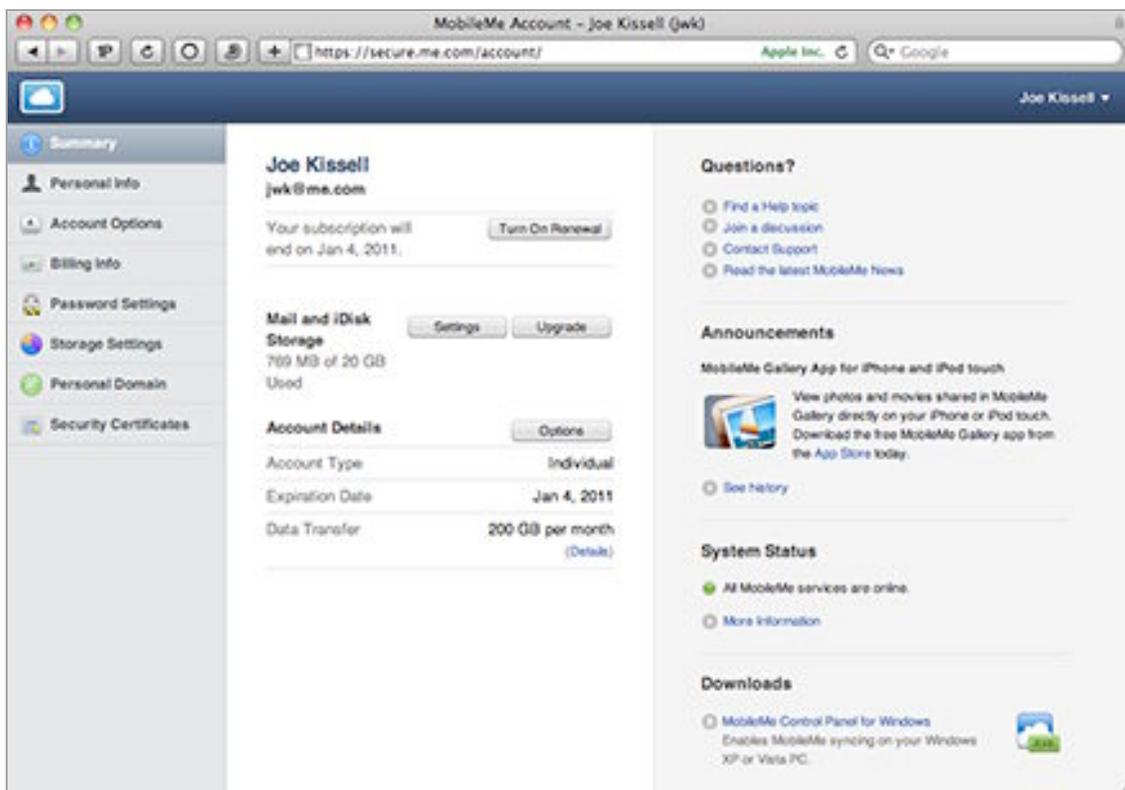
# Account

In the Account view of the MobileMe Web site, you can add storage, change your password or billing information, and make other changes that affect your account as a whole.

To manage your account, sign in, choose Account from the pop-up menu in the upper-right corner—the one that displays your name—and provide your password again. Then click a link in the sidebar to visit the pane with the information you want to change. In this chapter, I look at each of the panes in turn.

## SUMMARY

The Summary pane (**Figure 35**) provides an overview of your account. The right side of the pane also includes announcements and status reports about the MobileMe service.



**Figure 35:** Manage your account settings in this pane.

To change how your storage space is divided between iDisk and email, click the Settings button (which takes you to the [Storage Settings](#) pane, described ahead).

Clicking the Options button is another way to get to the Account Options pane, described below, where you can renew or upgrade your membership. Clicking the Upgrade button in the Summary pane (or the Account Options pane) lets you upgrade to a Family Pack or add storage. (If you already have a Family Pack, the button in the Account Options pane will read “Add Upgrades.”)

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## PERSONAL INFO

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Click the Personal Info link to display a pane where you can change your first or last name, alternate email address, preferred language for the MobileMe interface (choices are English, Japanese, French, and German), and your local time zone. You can also check or uncheck a box indicating your willingness to receive email updates from Apple.

After making any changes in this pane, click Save.

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## ACCOUNT OPTIONS

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To renew your MobileMe subscription automatically each year (at Apple’s full retail price, naturally), check the Renew box in the Account section. (For Family Packs, you must check two boxes—one box for the main account and one box for the Family Pack.) To cancel automatic renewal, uncheck the box(es). (Automatic renewal uses the credit card you specify in the [Billing Information](#) pane.)

**Tip:** You can also renew your subscription by buying a discounted MobileMe retail box and entering the activation code it contains.

If you have a standard MobileMe membership and want to upgrade to a Family Pack account (for an extra \$50 per year), or to increase your total storage space to 40 GB (for an extra \$49 per year) or 60 GB (for an extra \$99 per year), click the Upgrade (or Add Upgrades) button, make your selections, click Continue, and follow the instructions.

After making any changes in this pane, click Save.

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## BILLING INFORMATION

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Update the credit card information on file for your membership in this pane. Note that Apple provides no way to *remove* a credit card from their database, only to change it—if you erase an existing card number and click Save, you only get an error message telling you that the card number and security code must be filled in, and if you navigate to another pane and return, you'll see your old values still there.

After making any changes in this pane, click Save.

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## PASSWORD SETTINGS

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In this pane, you can change your password or enter a new password question and answer (which enables you to reset your password if you forget it). You can also enter or correct your date of birth, which Apple may use to help verify your identity.

After making any changes in this pane, click Save.

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## STORAGE SETTINGS

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Choose how much of your MobileMe storage space is allocated to your iDisk and how much is set aside for email (see [Divide Space between Files and Email](#)).

After making any changes in this pane, click Save.

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## PERSONAL DOMAIN

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MobileMe lets you use your own domain name with MobileMe Web sites published from iWeb. If you'd like a shorter or more personal URL for your site than one beginning with [www.me.com](#), you can register a domain of your own and have it redirected to your MobileMe site. With this feature activated, MobileMe becomes a Web host for your own domain. In other words, type [www.your-domain-name.com](#) into a browser and up pops your MobileMe-hosted Web site—the one created in iWeb and stored on your iDisk.

Note that you can't use MobileMe to host email from another domain name, and according to Apple, only sites created in iWeb '08 or later—not ones created in another application, and not even a MobileMe Gallery—work with your personal domain. However, some users have found that if they create sites with their own tools and store them in the Web folder (not the Sites folder, nor the Sites subfolder of the Web folder) on their iDisk, those sites are available within their personal domain. See [Create a Site Using Your Own Tools](#) for details.

To set this up, follow these steps:

1. Register a domain name (if you haven't done so already) with any of the numerous registrars. If you need advice with this step, I recommend reading [Take Control of Your Domain Names](#).
2. Click the Personal Domain link in the Account pane of MobileMe.
3. Click Add Domain. Enter (and confirm) your domain name and then click Continue.
4. Following the instructions provided, visit your registrar's Web site and set up an alias (technically called a CNAME) for "www" that points to [web.me.com](http://web.me.com).
5. Return to the Personal Domain pane as in Step 2, and click Continue to finish setting up your domain name.

From now on, anyone going to your domain name in a Web browser will see your MobileMe-hosted site.

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## SECURITY CERTIFICATES

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Click this link to view the status and expiration date of security certificates used for iChat encryption and Back to My Mac. (You can revoke these certificates here, as well.) To enable iChat encryption, open iChat, choose iChat > Preferences, and click Accounts in the toolbar. With your MobileMe account selected, go to the Security view, click the Encrypt button at the bottom, and follow the instructions.

# MobileMe and iLife

Another important aspect of MobileMe is the way it integrates with iLife, Apple's suite of software for managing digital media on a Mac. iPhoto, iMovie, iWeb, and GarageBand, while all useful on their own, become extra powerful when used in conjunction with a MobileMe subscription. (iDVD, also part of iLife, does not have any MobileMe-specific features.)

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## CREATE SITES AND BLOGS WITH iWEB

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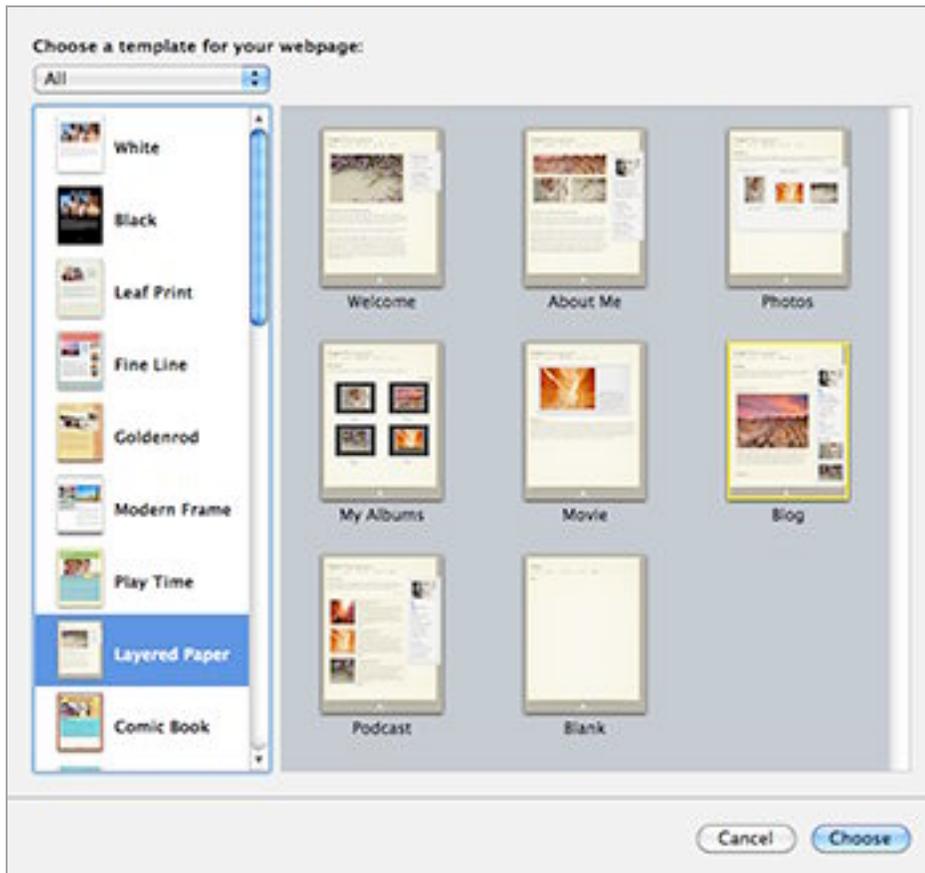
iWeb makes it easy to design attractive Web sites, as well as create blogs; publish podcasts directly from GarageBand; and add content to your site from iPhoto, iMovie, or iTunes with just a click or two. You can use iWeb to create a Web site and upload it to any Web hosting provider, but in this book I cover an easier approach: publishing your site directly to MobileMe.

(Besides creating a site or blog in iWeb, you can also start in iPhoto, iMovie, or GarageBand and send your content to iWeb. I describe those approaches as well; see [Publish Photos from iPhoto](#), [Publish Movies from iMovie](#), and [Publish a Podcast with GarageBand](#), all later in this chapter.)

**Note:** iWeb offers many options I can't cover here. To learn how to go beyond the basics, see Steve Sande's [Take Control of iWeb '09](#).

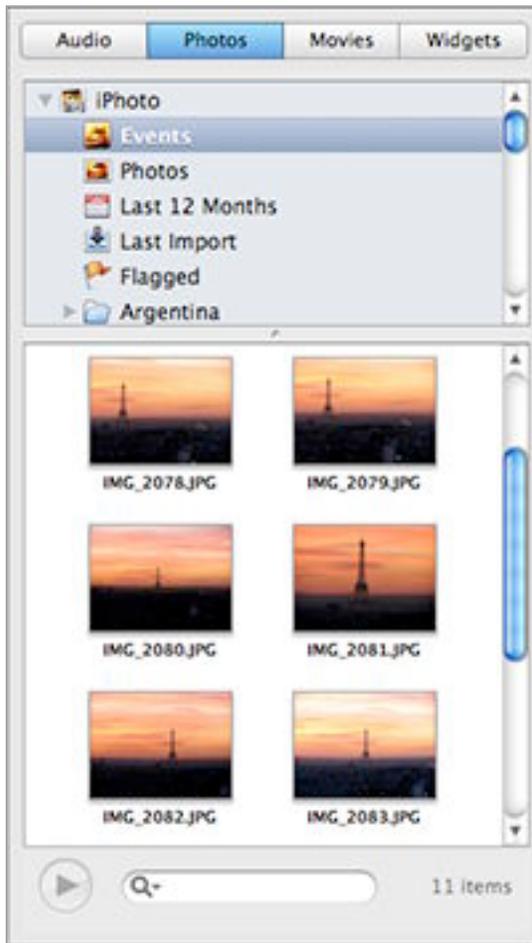
To create a basic Web site or blog using iWeb, follow these steps:

1. Open iWeb. If you see a "Welcome to iWeb" window, click Close. The next thing you should see is a dialog (**Figure 36**) listing a variety of templates. (If iWeb is already open, click the plus  button at the bottom of the window to display the templates.)



**Figure 36:** Every page you create in iWeb starts with a template. Pick an overall style from the list on the left, then a specific page type.

2. Select a template theme from the list on the left (you can optionally narrow the list of options by choosing a category from the pop-up menu), and then select a page type on the right. For a blog, you must select either a Blog template or, if you expect to include audio or video podcasts in your blog, a Podcast template. Click Choose. iWeb opens the template you selected, with placeholder pictures and text.
3. On the right side of the window, you should see a pane listing various kinds of media you can insert into an iWeb page, including Audio, Photos, Movies, and Widgets; this is called the Media Browser (**Figure 37**). If you don't see it, choose View > Show Media Browser.



**Figure 37:** The Media Browser gives you instant access to your iTunes music, iPhoto photos, and iMovie movies from within iWeb.

4. To replace the placeholder photos, locate a photo on the Photos pane of the Media Browser and drag it onto the photo you want to replace. To add a photo to any other part of the page, select it and drag it to the desired location. You can then resize or reposition it.
5. To replace the placeholder text, double-click a paragraph and type in your own text. To add text in a new location on the page, click the Text Box button at the bottom of the window. You can resize or reposition any text box simply by dragging.

If you're using a blog template, you can create a new entry (with its own placeholders) by first selecting Entries in iWeb's sidebar and then clicking the Add Entry button.

6. Repeat Steps 4 and 5 until you're satisfied with the page or blog post.

7. If you want to add more pages to your site, click the plus  button at the bottom of the window. Then repeat Steps 2–6. iWeb automatically places a link to every new page in your site in the navigational area at the top of each page.
8. To make your blog support user comments, work in iWeb’s Site Inspector palette (if it’s not visible, choose View > Show Inspector). Go to the RSS pane, and in the Blog view, check the Allow Comments checkbox. If you want commenters to be able to upload files (such as graphics), also check Allow Attachments.
9. When you’re finished, choose File > Publish Entire Site.

iWeb uploads the page(s) and its photos to your iDisk, and then it displays a dialog with the site’s URL, as well as buttons for visiting the site in your default browser and sending an email message announcing the site.

To add another blog entry, select the blog’s Entries page in iWeb’s sidebar. Click the Add Blog Entry button and repeat Steps 4–5. After making changes to the site, choose File > Publish Site Changes; iWeb uploads only new or changed pages.

**Note:** By default, Web sites you create in iWeb have URLs that follow this pattern: <http://web.me.com/member-name/site-name>. If you already had a site in the web.mac.com domain, the existing URL will continue to work, and your old sites can now also be accessed at the corresponding web.me.com URL.

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## **PUBLISH PHOTOS FROM IPHOTO**

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Although MobileMe Gallery (see [Gallery](#), earlier) is spiffy and easy to use, you may prefer the control that iWeb provides, or you may want to include your photos in iWeb blog entries. In these cases, you can create an album on your iWeb site from within iPhoto. Follow these steps:

1. Select one or more photos (or, if you prefer, an entire album).
2. Choose Share > Send to iWeb > Photo Page. (If you want the photo(s) to appear as part of a blog entry, instead choose Share > Send to iWeb > Blog.) iWeb opens.

3. Select a template and click Choose. iWeb imports your photos and creates a page with thumbnails and a Start Slideshow button.
4. If you wish, add captions, drag photos to rearrange them, or modify other information—such as the page’s title and introductory text.
5. To create additional pages with more photos, repeat Steps 1–4.
6. Choose File > Publish Entire Site.

iWeb uploads the page and photos to your iDisk, and then shows a dialog with the site’s URL and buttons you can use to visit the site in your default browser or send an email message announcing the site.

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## **PUBLISH MOVIES FROM iMOVIE**

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If you want to publish a movie from iMovie on an iWeb site, you must first share them to the iLife Media Browser. Follow these steps:

1. In iMovie, select a project from your Project Library.
2. Choose Share > Media Browser. A dialog appears with the same size options shown earlier in [Share Movies with iMovie](#).
3. Check the boxes for the movie sizes you want to make available to iWeb and other applications, and click Publish.

Your shared movie now appears under iMovie in the Movies pane of the Media Browser. Then, in iWeb, drag one of the available movie sizes to a Web page or blog entry to include it on the page.

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## **PUBLISH A PODCAST WITH GARAGEBAND**

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Creating a podcast involves recording an audio file, optionally editing it (to, say, add music or sound effects or to remove mistakes), uploading it to a server, and putting a line of HTML code in a blog post so that RSS readers can see and download it. GarageBand and iWeb handle nearly all these details for you, making the job much simpler.

To create a podcast, you’ll need a microphone. Although many Macs have built-in microphones, you’ll get better results from an external microphone. Some microphones require an adapter to connect to a

Mac. The directions that follow assume that you've already successfully connected a microphone and configured GarageBand to use it.

To create a simple podcast episode, follow these steps:

1. Open GarageBand, select New Project in the list on the left, select Podcast on the right, and click Choose.
2. Enter an episode name, choose a storage location, and click Create.
3. Select the Male Voice or Female Voice track, as appropriate, and click the Record button—the button with the red dot—to start recording. When you're done, stop by clicking the Stop button (marked with a square) in GarageBand '11, or the Play button (marked with a triangle) in GarageBand '09.
4. To add music, sound effects, or other audio embellishments, drag them from the Loop Browser to the desired location in your recording. (If the Loop Browser isn't visible, choose Control > Show Loop Browser [Command-L].)
5. Choose Share > Send Podcast to iWeb, adjust any options you care to change, and click Share. GarageBand mixes down your recording, converts it to the correct format, and opens iWeb.
6. In iWeb, choose a Blog or Podcast template, and click Choose.
7. Enter text to accompany your podcast; you can also modify other information, such as the page's title.
8. Still in iWeb, choose File > Publish Entire Site; if you're adding to an existing site, File > Publish Site Changes.

iWeb uploads your podcast, along with the new blog entry, and then displays a dialog with the site's URL and buttons you can use to visit the site or send an email message announcing the site.

## Create a Site Using Your Own Tools

If you find iWeb too limiting, you can create Web pages using other software, and then copy those pages to the appropriate folder on your iDisk—either the [iDisk/Web/Sites](#) folder or a folder within [iDisk/Web/Sites](#)—to publish them. (Note that you may need to double-click the Web alias to display the Sites folder within it.) If you do decide to create your site using other tools, keep in mind the following:

- Even if you do your own coding, the MobileMe Web site does not support server-side programming languages such as perl or PHP. You can, however, include JavaScript code.
- To make a file the home page for a site—so it appears when someone enters a URL like <http://web.me.com/member-name/site-name/>—name the file *index.html*.
- Any file you place in the [iDisk/Web/Sites](#) folder or one of its subfolders is immediately available on the Web, via a URL of the form <http://web.me.com/member-name/filename> (for files at the top level of the Sites folder) or <http://web.me.com/member-name/folder-name/filename> (for files in a subfolder).
- Sites you previously published in the main [iDisk/Sites](#) folder will continue to appear with the URL <http://homepage.mac.com/member-name/site-name/>, but all new sites should be put in [iDisk/Web/Sites](#), and if you want existing sites to have a web.me.com URL (as opposed to a homepage.mac.com URL), you can move them from [iDisk/Sites](#) into [iDisk/Web/Sites](#).
- If you use a personal domain with your site, then instead of putting the folders for your sites in [iDisk/Web/Sites](#), put them directly in [iDisk/Web](#). Then they should be available at <http://your-personal-domain/your-site-name/>.

Apple offers more details on uploading custom sites at <http://support.apple.com/kb/HT2637>.

# Access Your Mac Remotely

*Back to My Mac* (BtMM), a MobileMe feature exclusively for users of Mac OS X, lets you easily connect to one of your Macs—or a Time Capsule or AirPort Disk—from another located elsewhere on the Internet in ways that were previously very difficult to set up, if not impossible. Once you have this feature configured properly, using it is every bit as simple as (in fact, it's *exactly* the same as) connecting between two Macs on the same local network in your home or office—generally just a bit slower.

That's the good news. The bad news is that this remarkable capability belies considerable behind-the-scenes complexity, and because some of the many variables required for success may be beyond your (or Apple's) ability to address, you may not be able to get it working in every situation.

In this chapter, I describe what BtMM is designed to do, how to set up your Macs correctly, and how to use its capabilities.

## **Additional BtMM Documentation**

Apple offers a free 8-page PDF user's guide for BtMM, which you can download at [http://images.apple.com/mobileme/docs/L358808A\\_BackMac\\_UG\\_070708.pdf](http://images.apple.com/mobileme/docs/L358808A_BackMac_UG_070708.pdf).

However, that guide provides little detail and doesn't address many of the situations in which you'll need to jump through additional hoops to get BtMM working properly. For the complete scoop, read Glenn Fleishman's *Take Control of Back to My Mac*; you can access a discount via the link in [Ebook Extras](#) near the end of this ebook.

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## WHAT BACK TO MY MAC CAN DO

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With BtMM, you can connect to a Mac, Time Capsule, or AirPort Disk (for example, your Mac at home) from another Mac elsewhere, such as in your office, in a hotel room while traveling, or at a coffee shop. The two devices may be on different networks; may have IP addresses that change from time to time; and may be connected to the Internet through routers that prevent most programs from seeing the computers directly, but BtMM works its magic to connect the two devices easily and securely, using the MobileMe servers to store information that helps your Mac locate the other device.

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**Fresh Air:** *Glenn Fleishman explains the process of connecting to a Time Capsule or AirPort Disk (an external hard drive connected to an AirPort Extreme Base Station) in a free excerpt from his book [Take Control of Your 802.11n AirPort Network](http://www.takecontrolbooks.com/news/connecting-to-an-airport-or-time-capsule-via-back-to-my-mac), which you can read at <http://www.takecontrolbooks.com/news/connecting-to-an-airport-or-time-capsule-via-back-to-my-mac>.*

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When I say “connect,” I’m talking about two separate options:

- **File sharing:** You can mount a remote Mac’s drive on your local Mac and then copy files between them, delete or rename remote files, or do anything else you normally could do with a network file server. The same goes for a Time Capsule or an AirPort Disk.
- **Screen sharing:** You can see a live view of a remote Mac’s screen on your local Mac and control the remote Mac with your local keyboard and mouse, as though you were sitting at the remote computer. In this way, for instance, you can run applications on your home Mac that you don’t have with you on your laptop.

---

**Here and There:** *You can also do both of these things on a local network. Any Mac running Leopard or later with File Sharing or Screen Sharing enabled appears in the sidebar of Finder windows on local Macs, thanks to Apple’s Bonjour technology. BtMM simply extends this capability to devices that are separated by miles or continents (or, technically speaking, to devices on different networks).*

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## CONFIGURE YOUR DEVICES

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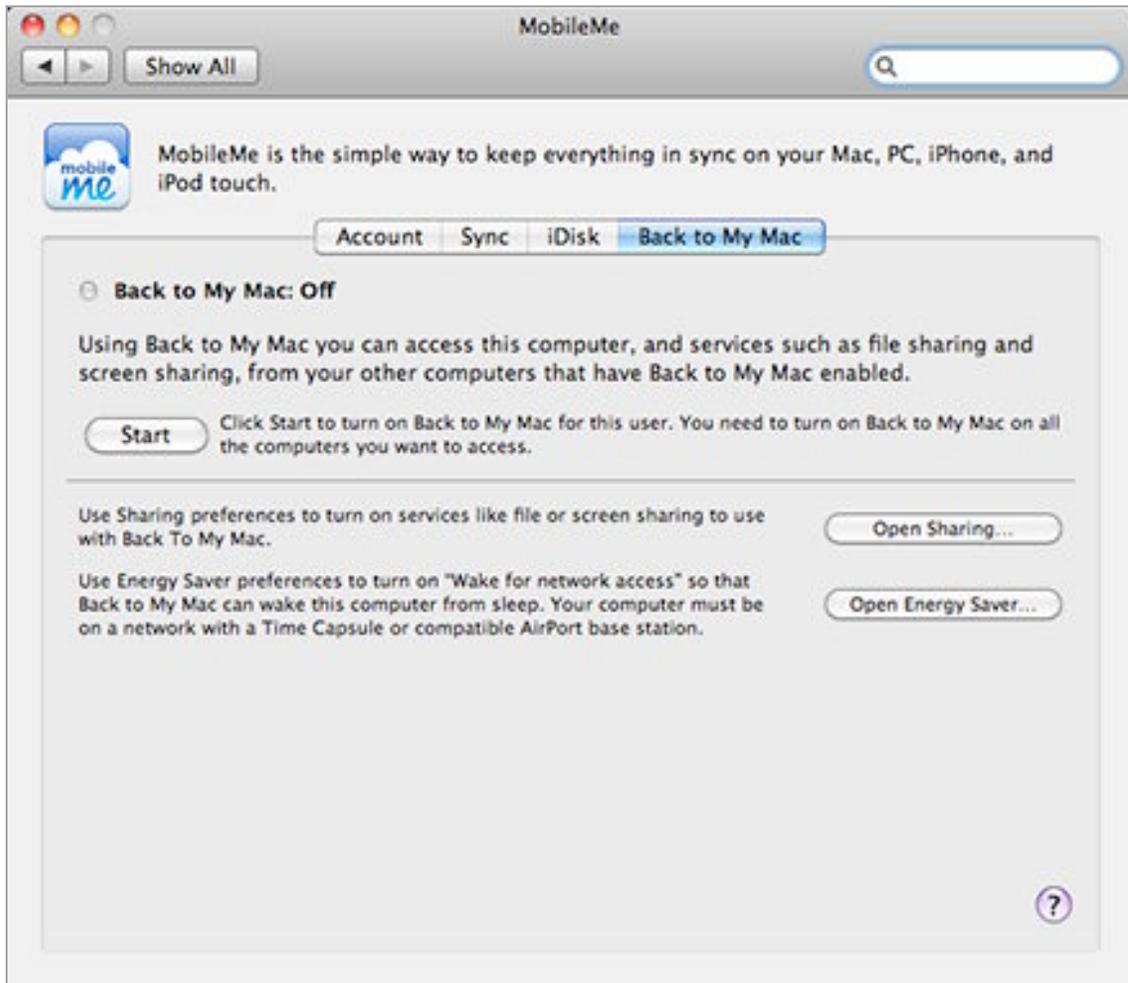
Before we discuss configuration, I should clarify the requirements for using BtMM. First, you need at least one Macintosh (and usually two) running Leopard or later. (In lieu of one of the Macs, you could use a Time Capsule or an AirPort Disk—but only to access that drive for remote file sharing.) Second, you need a MobileMe membership. In addition, you need:

- A compatible router for the Mac you'll access remotely. This could be an AirPort Extreme, AirPort Express, or a third-party router that supports UPnP (universal plug-and-play) or NAT-PMP (network address translation-port mapping protocol). You can find a partial list of supported routers at <http://support.apple.com/kb/TS1304>.
- Mac OS X 10.5.8 or higher—and preferably, the very latest version of Mac OS X and all other applicable Apple updates—on both ends.
- A high-speed Internet connection on both ends.
- To use Back to My Mac with a Time Capsule or AirPort Disk, make sure the device has firmware version 7.4.1 or later (see <http://support.apple.com/kb/HT3466>).

Configuring BtMM requires just a few steps. Proceed as follows:

### **On each Mac (local and remote):**

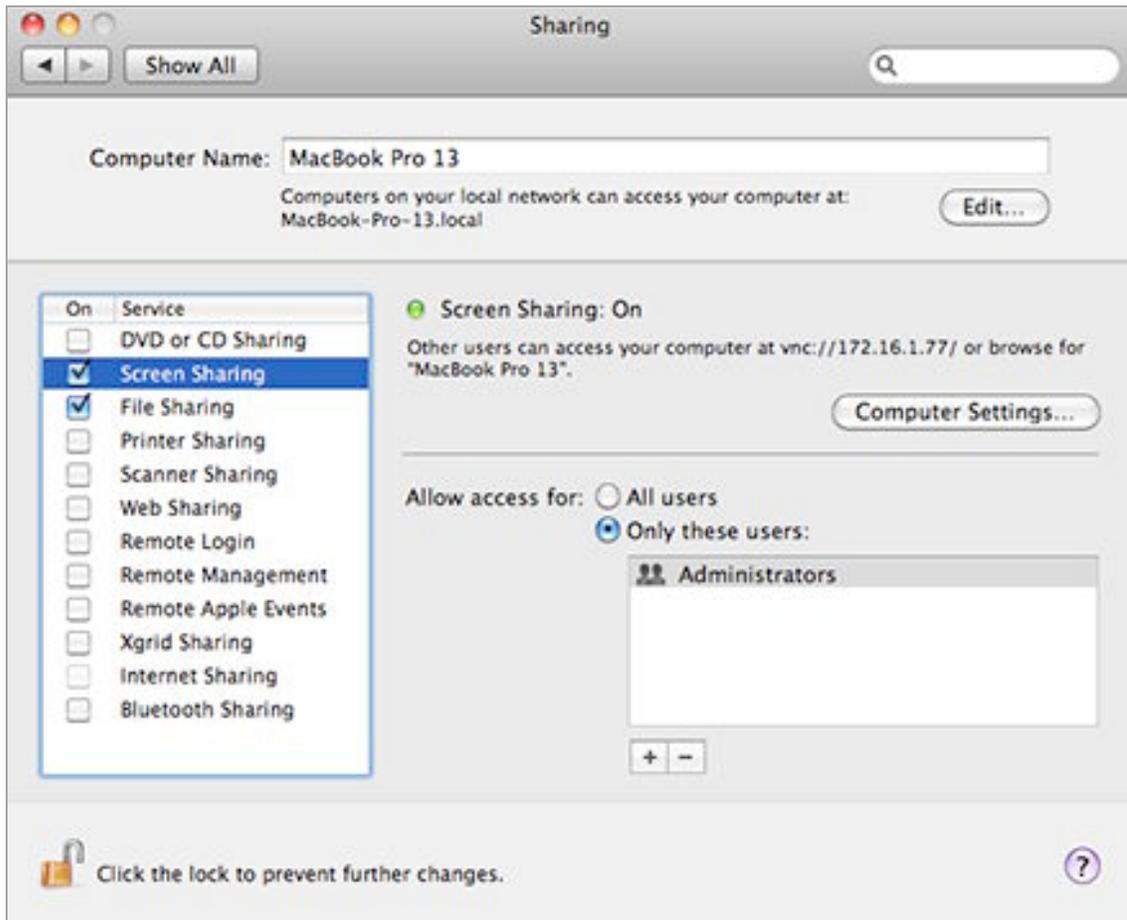
1. Go to the MobileMe pane of System Preferences. Verify (in the Account view) that you're signed in; if you aren't, enter your member name and password.
2. In the Back to My Mac view (**Figure 38**), look for text near the top that says either "Back to My Mac: On" or "Back to My Mac: Off." If it's off, click the Start button.



**Figure 38:** Turn Back to My Mac on or off in this view.

**Then, on any Mac(s) you'll access remotely:**

3. Click Open Sharing Preferences to switch to the Sharing pane.
4. To enable screen sharing, check Screen Sharing (**Figure 39**). Then, to the right:
  - a. Select the radio button for either All Users or, for greater security, Only These Users.
  - b. If you chose Only These Users, click the plus  button, select the desired account name(s) from the list (or click New Person to add a name not already on the list), and click Select.



**Figure 39:** Enable Screen Sharing and File Sharing in this pane.

5. To enable file sharing, check File Sharing. Then, to the right:
  - a. Click the plus  button under “Shared Folders,” navigate to a folder or volume you want to be able to access remotely (such as your home folder or even your entire disk), select it, and click Add. (Each user’s Public folder is already listed by default.)
  - b. With that folder or volume selected, confirm that your name—or the name of the person to which you want to provide remote access—appears under “Users” with Read & Write access. If not, click plus  to add that person, and if your access is anything other than Read & Write, choose Read & Write from the pop-up menu for that name.

### **To share a Time Capsule or AirPort Disk:**

The following steps assume that you have already configured file sharing on the Time Capsule or AirPort Disk, and that it works correctly on your local network.

1. Open AirPort Utility (in [/Applications/Utilities](#)) and select your Time Capsule or AirPort Extreme base station in the list on the left.
2. Click Manual Setup, click the Advanced button on the toolbar, and then click the MobileMe button.
3. Enter your MobileMe member name in the MobileMe Account field, and your MobileMe password in the Password field. Click Update and wait for your device to restart. Then quit AirPort Utility.

After setting up your devices, check your router configuration.

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## CONFIGURE YOUR ROUTER

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The final configuration step is to make sure the router that sits between the Mac(s) you'll access remotely and the Internet is properly set up. This may be an AirPort base station, a DSL or cable modem, or in some cases more than one device.

If you have an AirPort Extreme or AirPort Express, follow these steps:

1. Open AirPort Utility (in [/Applications/Utilities](#)).
2. Select your base station in the list on the left.
3. Click Manual Setup.
4. Choose Settings > Internet.
5. In the NAT view, check Enable NAT Port Mapping Protocol.
6. If you made any changes, click Update and wait for your base station to restart.

If you have a third-party router, follow the manufacturer's instructions to access its administrative interface (usually through a Web browser) and enable UPnP or NAT-PMP.

If you have both an AirPort base station and another router, you may need to make additional changes to either or both devices. For more details, see [Take Control of Back to My Mac](#) or this article on Apple's Web site: <http://support.apple.com/kb/TS1208>.

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## GET BACK TO YOUR MAC

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Now that everything's set up, go on a field trip. Take your laptop somewhere else (or go where another of your Macs is located). Make sure you're connected to the Internet. If you look in the sidebar of a Finder window, you should see the icon for your remote Mac, Time Capsule, or AirPort Disk under Shared, just as you would if it were on the same local network. You can now connect to it to share its files or, in the case of a Mac, its screen.

### **Share Another Mac's Screen**

To control your remote Mac's screen, select its icon in the sidebar, click Share Screen, and enter your credentials if prompted to do so. The screen appears in a window on the local Mac, and you can control the remote Mac using your keyboard and mouse.

### **Access Files on Another Mac, a Time Capsule, or an AirPort Disk**

To access your remote device's files, select its icon in the sidebar, click Connect As, and enter your credentials if prompted to do so. A list of shares—volumes and shared folders—on your remote device appears. Double-click any share to mount it and display its files; you can then interact with them just as if they were on a local network server.

Should the need arise, you can also *configure* your Time Capsule or AirPort Extreme base station remotely using Back to My Mac, assuming you've previously enabled Back to My Mac on the device (described a couple of pages earlier). Simply open AirPort Utility and your remote device should appear in the list, along with any compatible devices found nearby.

# Back Up Your Files

Since your iDisk is always available as a network volume (at least as long as you're connected to the Internet), and since its contents are inherently offsite, iDisk has an obvious attraction as a repository for backups. Apple even provides MobileMe users with a free utility (imaginatively named *Backup*) to assist in this process.

But, as online storage services go, you can do better than iDisk for backup. And as backup programs go, Backup is not near the top of my list. In short, while I'm all in favor of online backups in theory, I suggest *not* using Backup; and, depending on your needs, perhaps not using your iDisk, either. I explain why in this chapter.

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## USE iDISK FOR BACKUPS (OR NOT)

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Since data on your iDisk is stored safely offsite on Apple's servers, anything you put there is protected against disasters that could affect your computer or local hard drives. You can get to the data from another computer if need be. So it's a reasonable storage space for a modest amount of information. However, here are some reasons you might *not* want to store backups on your iDisk:

- Your iDisk holds only 20 GB of data (or possibly as much as 60 GB, if you've paid for an upgrade), but your computer's hard drive likely contains hundreds of gigabytes of data or more—so you may be able to back up only a portion of your files to your iDisk.
- The more space you use on your iDisk for backups, the less is available for other purposes, such as sharing photos.

**Note:** The latest version of Backup, 3.2, can recycle older backups to save storage space—see <http://support.apple.com/kb/HT3991>.

- Copying files to and from an iDisk can be quite slow—even if you have a fast broadband Internet connection.
- As of Mac OS X 10.6.4, transfers to and from your iDisk in the Finder aren't encrypted (although published rumors state that SSL

encryption for iDisk transfers will appear in Mac OS X 10.6.5); that being the case, unless your backup software encrypts files before uploading them (or you're willing to upload backup archives manually using your Web browser), you risk having your private data intercepted while in transit.

- If you lose your Internet connection, or if Apple's servers are unavailable for any reason, you can't retrieve your backed-up files.

In other words, your iDisk is not ideal as the *only* place to store backups. However, if you normally back up your Mac to an external hard drive or other local media, you might consider using your iDisk as a secondary destination—for your most important files, or for small files you want to safeguard until your next scheduled backup. Even then, I suggest using something other than Backup (as I discuss next).

---

## **(DON'T) BACK UP WITH BACKUP**

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Backup 3.2 is available right on your iDisk—it's located in the [Software/Backup](#) folder—and you should feel free to try it if you're interested. But compared to Time Machine, the slick backup software built into Mac OS X, Backup is downright quaint in its design. It's not terrible—for basic backups it gets the job done—but it has too many limitations for my tastes.

For example:

- Backup 3.x was designed to back up only files in your home folder. If you try to back up other data—your whole disk, say, or all your programs—Backup won't back up the data correctly. When you try to restore that data, you'll be in for a nasty surprise.
- Backup can't compress or encrypt your data, and doing both is mighty important when storing your files online.
- When a large file changes even slightly, Backup copies the whole thing again on its next run—rather than copying just the portion that changed. That can make backups take a very long time.

In fact, I have a number of other complaints about Backup, but I won't waste space enumerating them here. The only thing Backup has going for it is that it's free for MobileMe members. But in my opinion,

it's worth spending a few dollars on a much more capable program. Although I know of over 100 Mac backup programs (see detailed feature-comparison tables at <http://www.takecontrolbooks.com/resources/0014/>), a few stand out as better choices for backing up your data to an iDisk. All of the following, for example, offer compression and encryption, and all can copy data directly to a mounted iDisk:

- Data Backup:  
[http://www.prosofteng.com/products/data\\_backup\\_info.php](http://www.prosofteng.com/products/data_backup_info.php) (\$59)
- Personal Backup, part of Internet Security Barrier X6:  
<http://www.intego.com/internet-security-barrier/> (\$49.95)
- Retrospect Desktop:  
<http://www.retrospect.com/products/software/retroformac/> (\$119)
- Tri-Backup:  
<http://www.tri-edre.com/english/tribackup.html> (\$69)

But you can do better still! In addition to offering compression and encryption features, several backup services/programs can do sub-file incremental updates (meaning they'll copy only changed portions of files). Instead of using your iDisk as a destination, they use their own proprietary servers—but you get considerably more storage than your iDisk offers, and at a lower price.

A few examples are:

- Backblaze:  
<http://www.backblaze.com/> (\$5 per month or \$50 per year for unlimited storage of data from a single computer)
- CrashPlan+:  
<http://www.crashplan.com/> (\$59.99 for the software; unlimited storage starts at \$3.50 per month)
- JungleDisk:  
<http://www.jungledisk.com/> (\$2 to \$5 per month, depending on edition; Amazon S3 storage costs extra)
- MozyHome:  
<http://www.mozy.com/> (\$4.95 per month per computer)

In short: *do* back up your data, and *do* consider keeping at least a secondary copy of your data online. But think twice before using your iDisk for this purpose, and even if you do settle on iDisk, at least pick a backup program that's better suited to the task than Backup.

**Tip:** When it comes to backups, I wrote the book—in fact, a couple of them. In [Take Control of Mac OS X Backups](#) I walk you through developing and implementing a solid backup strategy; I include details about numerous backup programs, including Backup 3. For a much simpler approach to backups that focuses on Time Machine, bootable duplicates, and offsite backups, see [Take Control of Easy Mac Backups](#).

# Appendix A: Account Conversion Methods

To convert a MobileMe account from one type to another, find your existing account type in **Table 1** and follow the instructions.

**Table 1: Account Conversion Methods**

<b>To convert from this:</b>	<b>To this:</b>	<b>Do this:</b>
Expired MobileMe membership	Full MobileMe membership	<ol style="list-style-type: none"> <li>1. Sign in to MobileMe with your existing member name and password.</li> <li>2. Click Reactivate; follow the instructions.</li> </ol>
Email-only account or Family Member account	Full MobileMe membership or Family Pack primary account	<ol style="list-style-type: none"> <li>1. Go to <a href="http://me.com/upgrade">http://me.com/upgrade</a>.</li> <li>2. Follow the instructions that appear.</li> </ol>
Full MobileMe membership	Family Pack primary account	<ol style="list-style-type: none"> <li>1. Go to the MobileMe Account view.</li> <li>2. Click Account Options in the sidebar.</li> <li>3. Click the Upgrade button.</li> <li>4. Select Add the Family Pack to Your Account, and then click Continue.</li> <li>5. Enter your billing information.</li> </ol>
Trial or expired MobileMe membership, email alias, or email-only account	Family Member account	<p>Have the primary account holder do this:</p> <ol style="list-style-type: none"> <li>1. Go to the MobileMe Account view.</li> <li>2. Click Account Options in the sidebar.</li> <li>3. Click the Set Up Account link next to an unused Family Member account.</li> <li>4. Click Convert an Existing Account or Convert an Email Alias, as appropriate.</li> <li>5. Enter the member name and password for your (trial or expired) membership, or select the email alias to convert.</li> <li>6. Click Continue, and then click Done.</li> </ol>

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## ABOUT THE AUTHOR

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Joe Kissell is Senior Editor of *TidBITS*, a Web site and email newsletter about the Macintosh and the Internet, and the author of numerous print and electronic books about Macintosh software, including [Take Control of Running Windows on a Mac](#) and [Take Control of Mac OS X Backups](#). He is also a Senior Contributor to *Macworld*, was the winner of a 2009 Neal award for Best How-to Article, and has appeared on the MacTech 25 list (the 25 people voted most influential in the Macintosh community) since 2007. Joe has worked in the Mac software industry for over 10 years, including positions managing software development for Nisus Software and Kensington Technology Group.



In his increasingly imaginary spare time, Joe likes to travel, cook, walk, and practice t'ai chi. He lives in Paris with his wife, Morgen Jahnke, their son, Soren, and their cat, Zora. To contact Joe about this book, send him email at [jwk@me.com](mailto:jwk@me.com) and be sure to include the words [Take Control of MobileMe](#) in the subject of your message.

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## SHAMELESS PLUG

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Although I write about computers as my day job, I have a great many other interests, which I write about on several Web sites, including [Interesting Thing of the Day](#) and my personal blog. You can find links to all my sites, a complete list of my publications, and more personal details about me at [JoeKissell.com](http://JoeKissell.com).

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## ABOUT THE PUBLISHER

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Publishers Adam and Tonya Engst have been creating Apple-related content since they started the online newsletter *TidBITS*, in 1990. Adam and Tonya are known in the Apple world as writers, editors, and speakers. They are also parents to Tristan, who thinks ebooks about castles would be cool.



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