How to back up your old iPad using iCloud
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1. What is iCloud?

iCloud is a cloud storage and cloud computing service from Apple Inc. Overall, iCloud connects you and your Apple devices in amazing ways. It makes sure you always have the latest versions of your important information—like documents, photos, notes, and contacts—on whatever device you’re using. It lets you easily share photos, calendars, locations, and more with friends and family. It even helps you find your device if you lose it.

2. How many GBs do I need?
   a. With iCloud set up on your iPad, you receive 5 GB of free storage. This 5 GB is a minimal amount of space and will not be sufficient for all e-mail, documents and photos that may be on your device. We recommend that more space is purchased.
   b. How to purchase more space? Follow these quick easy steps.
      i. Tap Settings.
ii. Scroll and tap the iCloud button.

iii. On the right side you will see storage button, tap it to continue.

iv. Once within storage you will be given the option to tap to buy more storage. Remember, this may be an excellent idea to buy more storage in case your 5GB free has been filled to capacity. Overall, 20GB for $0.99 a month is a great option for extra protection on reaching the 5GB capacity.
3. Now that you successfully know how to update the storage of your device, we will quickly show you how to **backup** the iPad.

**HINT:** If your battery is less than 50% charged, your backup will not begin.

a. Check the battery.
   i. A good rule of thumb is to always make sure your device is connected to a power source. This will ensure that the backup process reaches completion without any interruption.
b. Connect to Wi-Fi.
   i. If you are not connected to a Wi-Fi signal, your chances of successfully backing up your device is slim to none. You can easily access Wi-Fi by going into settings → Wi-Fi → enter in your password and slide the button to ensure that Wi-Fi is turned on.

   ![Wi-Fi settings](image)

   c. Once wi-fi is on, go back to settings.

   ![Settings icon](image)

   d. Tap on iCloud.
e. Tap on **iCloud** backup and make sure that it is turned on.

f. Tap back up now.

Congratulations! You have successfully backed up your **iPad**. To ensure that the back up was complete, underneath the **back up now** button, you will see the time of your last back up as indicated by the **red arrow**.