Setting up “Find my iPad” on Apple iPad

Unlock your iPad and open up the settings menu by tapping on the “settings” icon.

Once you have opened settings, tap on ‘iCloud” located on the left side of the settings menu.

Enter in your Apple ID email and password to access iCloud. This is the same username and password used when downloading music and apps from the iTunes store. Once you have entered both the ID and password, tap “sign in”.

iCloud will now verify your user details with Apple which may take several minutes. Once the verification is complete, iCloud will ask if you wish to merge your contacts, calendars, reminders and bookmarks with iCloud. This means any pre-existing information on your iPad will be stored online on your iCloud Account.

Merging your data with iCloud is not mandatory, so the choice is up to the user.

You will also be asked if iCloud can use the location of your iPad. This will enable the use of the “Find my iPad” function. Tap “ok” in order to turn on the Find my iPad service.
You will now notice that Find my iPad has been switched on. This means the location of your iPad can be traced as long as the iPad has it has an internet connection (3G or WiFi).

**Using Find my iPad to locate your iPad**

Open up a web browser on your desktop or laptop and enter the web address [www.icloud.com](http://www.icloud.com). You will be asked to enter your Apple ID and password. This is the same email address and password used when downloading music and apps from the iTunes store, and the same ID used when setting up Find my iPad. Once you have entered your details, click the small arrow located to the right of the window.

You should now be logged into your iCloud account. From here, you can access email, contacts and calendars that you have synced from your iPad (if you have selected to do so). You will also see an icon named “Find my iPhone”. Click on this icon to access the find my iPad function.
After clicking the icon, iCloud will begin to locate your iPad. If you have set up iCloud on other devices (such as an iPhone or another iPad) using the same Apple ID, iCloud will also attempt to locate them and list them on the left side of the window. Once the device has been located, a small green circle will appear next to the device name, and the iPad will be located on a map using the built in GPS.

From here, you can click on the small blue “i” for further options. This includes playing a sound or sending a message (which is useful if you have misplaced your iPad), remote lock the iPad so information cannot be accessed, or remote wipe the iPad so all information can be deleted from the iPad.

Please note that the Find my iPad function only works if the iPad is turned on and has a wifi or 3G signal.