## HOW TO SET UP MESSAGES **ON THE** MAC



## How to set up Messages on the Mac

- 1. Launch Messages from your desktop, dock, or Applications folder.
- 2. Enter your **Apple ID email address** and **password**. If you have two-step or two-factor authentication turned on for your Apple ID, enter your verification code.
- 3. Click on **Messages** in the Menu bar and select **Preferences**.



- 4. Select the **Accounts** tab.
- 5. Select the **phone number** and **email addresses** at which you would like to be reached.

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Accounts			iclou	Settings Blocked
Derault IM application:	🧓 Messages	٥	Bonjour (inactive)	Apple ID:
Application:	<ul> <li>Save history when conversations</li> <li>Notify me about messages from</li> <li>Notify me when my name is men</li> <li>Play sound effects</li> </ul>	s are closed unknown contacts ntioned		can be reached for messages a     Add Email       Image: the state of the
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Save received files to:	Downloads	\$		@me.com
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6. Choose which **phone number** or **email address** people will see when you start a new conversation.

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## How to set up Messages in iCloud in MAC OS High Sierra

A message in iCloud keeps your messages in sync between your Mac and your iOS devices, and also lets you download your messages when you set up a brand new device.

- 1. Open Messages.
- 2. Click **Messages** in the Menu bar.



- 3. Click Preferences.
- 4. Click the **Accounts** tab.

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Preferences Add Jabber A <sup>/t</sup>	₩,	G
Hide Messages Hide Others	H#     H#     H#	Application: Save history when conversations are closed Votify me about messages from unknown contacts Notify me when my name is mentioned Version of the same is mentioned Version of the same is mentioned
Show All Quit Messages	#Q	Message received sound:     Note (Default)       Save received files to:     Image: Comparison of the second seco
		AppleScript handler: None

- 5. Click on your **iMessage account**.
- 6. Click the checkbox next to **Enable Messages on iCloud**.

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Message	Settings       Blocked         Apple ID:       Sign Out         Chable this account       Enable Messages on iCloud Last Sync: B/3/17, 1:08 PM         You can be reached for messages at:       Image: Cloud Sync Now         Image: Cloud Sync Now       Image: Cloud Sync Now         Image: Cloud Sync Now       Image: Cloud Sync Now	Apple ID: C Enable this account C Enable Messages on iCloud Last Sync: 8/3/17, 1:08 PM You can be reached for mess:
+ -	Send read receipts When this is on, people are notified when you have read their messages. This enables read receipts for all conversations. Start new conversations from:	Send read receipts When this is on, people are notified when you have read their messages. This enables read receipts for all conversations. Start new conversations from:

7. Click the **Sync Now** button to sync immediately.

General Accounts	Accounts
	Settings Blocked Sign Out Apple ID: C Enable this account C Enable Messages on iCloud Last Sync: 8/3/17, 1:08 PM You can be reached for messages at: C C C C C C C C C C C C C C C C C C C
+ -	<ul> <li>Send read receipts</li> <li>When this is on, people are notified when you have read their messages. This enables read receipts for all conversations.</li> <li>Start new conversations from:</li> </ul>

And that's how you turn on iMessage sync. Of course, to use it properly, you'll also need to turn it on an iPhone or iPad

## How to set up Messages in iCloud in iOS 11.4

You'll need to make sure Messages in iCloud is enabled in iOS 11 so it can sync messages between your iPhone, iPad, and Mac.

- 1. Open Settings.
- 2. Tap the Apple ID banner.
- 3. Tap iCloud.



- 4. Make sure the switch next to **Messages** is flipped to the green 'On' position.
- 5. Tap Apple ID.
- 6. Tap Settings.

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7. Tap Messages.

8. Tap **Sync Now** to immediately sync your message with iCloud.

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