

iPhone (iOS 16) Clean Up Tips

(Note: These Tips are only available on iOS 16, which you can download as long as you have an iPhone 8 or newer.)

I. How to Clear Out Old Photos in iOS 16 ...

- 1. (Note: As an example, a vacation or party from years ago, and you don't want them anymore. Organize these images into Albums and Delete them off the iPhone.)**
- 2. Open the Photos app in the "Library" Tab ...**
- 3. Select the Photos to be Removed and Add/Create an Album by Tapping on More Button (...), Select "Add to Album", (Type in Name) and Save ...**
- 4. Tap on Albums Tab(Bottom), Tap on Removed Photos Album...**
- 5. Then Tap Select and Tap on All the Photos in the Album**
- 6. Tap on the Delete Can, then Tap "Delete" to Remove All Photos.**

II. How to Get Rid Of Old/Duplicate Contacts ...

- 1. (Note: iOS 16 had a feature for merging duplicate Contacts, just open Contacts and the App will let you know right at the top if you have duplicates, which you can Merge with a Tap.)**
- 2. If you have old Contacts your don't talk to anymore, just go through and Delete all those irrelevant Contacts and begin to Clean up your Contacts File.**

III. Delete Unused Apps ...

- 1. (Note: Apple gives you many ways to get rid of Apps you're no longer using, but perhaps the most efficient way is to simply open up the Settings app.)**
- 2. Open the Settings App, and Tap on General ...**
- 3. Then Tap on iPhone Storage ...**
- 4. Now you can see how much Storage you are Using, and there is a listing of all you Apps ...**
- 5. Your Apps are Sorted by Size and Last Used Date (Note: if Last Used Date is Blank, it has never been used!) ...**
- 6. Delete the Apps that have little or no use.**

IV. Delete Old Messages ...

- 1. (Note: Old iMessages, especially those with a lot of images, can take up a surprising amount of space. To Remove them go to Settings again.)**
- 2. Open Settings > General > iPhone Storage > Messages ...**

iPhone (iOS 16) Clean Up Tips

(Note: These Tips are only available on iOS 16, which you can download as long as you have an iPhone 8 or newer.)

- 3. Under DOCUMENTS, Tap on /Top Conversations/Photos/Gifs/ Other to Determine what Files, Photos, Videos or Gifs to Delete ...**
- 4. Tap Back when Done.**

V. Clean Up Old Notes ...

- 1. (Note: Notes in particular can get cluttered with content that are no longer needed.) ...**
- 2. Tap on Notes App ... then Tap on Quick Notes, iCloud Notes, Gmail Notes, and On My iPhone Notes individually to Delete Old, Notes ...**
- 3. Check “Recently Deleted” to Clean Up old Notes that were Deleted.**
- 4. To Delete a Note, Swipe Left and Tap Red Garbage Can, then Tap “Delete Note”**
- 5. To Delete All Notes in the Recently Deleted Can, Tap it, then Tap “Edit” (in Upper Right Corner), then Tap “Delete All” (in Lower Right Corner).**

VI. Check Up on Battery Usage ...

- 1. (Note: Look in on your Battery Usage every now and then so you can see what apps are eating battery life.) ...**
- 2. Tap on Settings > Battery to See the Last 24 Hours and the Last 10 Days of App Usage, with Breakdown of which apps used the most Battery Life ...**
- 3. If you have Apps like Photos or Weather that are Updating in the Background, you can turn Off Background Updates ...**
- 4. Tap on Settings > General > Background App Refresh to Toggle On Background Refresh on a Per App Basis.**

VII. How to Delete iCloud Backups to Free Up iCloud Storage ...

- 1. (Note: If you have backups from an older iPhone or other devices, they could be taking up storage in iCloud that you need for other things. You can delete iCloud backups from older devices without affecting the backups of your newer ones.) ...**
- 2. Tap on Settings ...**
- 3. Tap on Apple ID Profile on the Top ...**
- 4. Tap on iCloud ...**
- 5. Tap on Manage Account Storage ...**

iPhone (iOS 16) Clean Up Tips

(Note: These Tips are only available on iOS 16, which you can download as long as you have an iPhone 8 or newer.)

- 6. Tap on Backups ...**
- 7. Tap on any Old Device Backups,**
- 8. Then Tap Delete Backup for all Old Devices.**

VIII. How to Make Emails Go to Spam on iPhone ...

- 1. (Note: Whenever you mark an email message as junk in the Mail app, future messages from the same sender will automatically be sent to your junk folder instead of your inbox.) ...**
- 2. Tap on Mail ...**
- 3. Scroll to Select the eMail you want to “Junk” ...**
- 4. Swipe Left on the Junk Message ...**
- 5. Tap on More Icon (...)**
- 6. Scroll to “Move To Junk” and Tap It ...**
- 7. Your eMail is now in the Junk Box.**

IX. How to Optimize iPhone Storage by Deleting Videos ...

- 1. (Note: Many streaming apps allow people to download movies and episodes of TV shows for offline viewing. We'll cover how to delete videos from your iPhone to free up storage space.) ...**
- 2. Tap on Settings ...**
- 3. Tap on General ...**
- 4. Tap on iPhone Storage ...**
- 5. Tap on Review Downloaded Videos (Note: If this option does not appear, it means that you do not have any downloaded videos to remove.) ...**
- 6. Now you'll see a list of videos you've downloaded, along with which apps you downloaded them from ...**
- 7. Tap Edit (in Upper Right Corner), then Tap the Minus Icon next to the Video you want to Delete.**
- 8. Tap Done when you are finished Deleting the Videos you no longer want on your device.**