How to clear storage space on the iPads:

Below are the recommended steps to clear space on the iPads:

1. Remove any apps **apart** from those teachers have said you will need in the immediate future

   a. To remove apps: **Settings** -> **General** -> **iPad Storage** = tap the required app to remove then tap **Delete** App

   b. You can remove Apple Apps including **Pages**, **Keynote**, **Numbers** and **iTunes U** as *these are not needed in school!*

   c. Apps can be reinstalled via Self Service when required

2. Clear your Teams cache to free up iPad storage space

   a. Go into **Teams**
   b. Tap on the **three lines** in the top left corner next to the magnifying glass
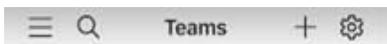
   c. Tap Settings
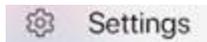
   d. Tap Data **and storage**

   e. Then tap **Clear download files**
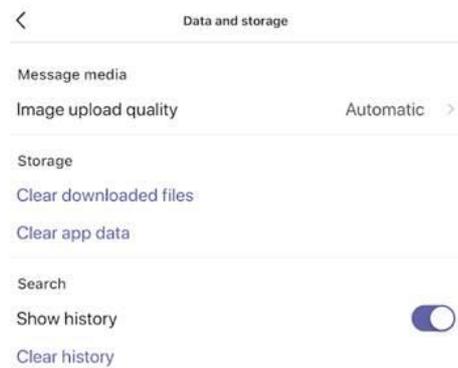
   f. then **tap Clear history** further down the screen

3. **Clear Safari website data** by: Settings -> Safari -> Clear History and Website data

4. Once you have space also **check for an IOS update**: **Settings** -> **General** -> **Software update**
   If the IOS or iPadOS is not up to date the apps will not be up to date and you may experience problems
   You may need to remove apps you need in order to free up space to update to the latest IOS version 10.5.1 for iPad Air or iPadOS 14.3 for newer iPads (as on 19 January 2021).

5. **Backup** photos and videos to cloud storage then **delete** from iPad and **delete** again from the **deleted items** album

6. **Backup** Old Songs to OneDrive or other cloud storage then **delete** from GarageBand – test this works on an unimportant song before relying on it.

7. Finally, from time to time the iPad can clear items after being turned off completely by: **Settings**-> **General** -> **Shut Down** and then back on with the power button on the top right of the iPad

For video iPad support visit the YouTube playlist