

## Step-by-Step

# Setting Up an iTools Account

When you sign up with iTools, you receive a free email account and access to 20 megabytes (MB) of personal Internet-based storage. You can also use the HomePage feature to design your own personal Web site that can include photos, iMovies, sound, and other elements, and host it on Apple's Internet servers. You need Mac OS 9.0 or later to use iTools.

**Note:** The iTools Web site may be modified from time to time. If the setup of the site changes, the instructions listed here may not correspond exactly to the text and images you see on the iTools Web pages.

### Getting started

Before you can begin using iTools, you need to install the iTools software and sign up for an account.

- 1 Go to the main Apple Web site at [www.apple.com](http://www.apple.com), then click the iTools tab.
- 2 In the upper-right corner of the iTools main page, click the Free Sign Up button next to the words "For Members Only."



- 3 Click the Start button in the step 1 area.

A screenshot of a guide titled "iTools Get started in three easy steps". The guide is presented in a clean, white layout with a blue and red color scheme. It features three numbered steps, each with a corresponding icon and a brief instruction. Step 1 shows a red "Start" button. Step 2 shows the "iTools Installer" icon. Step 3 shows a stack of documents. Below the steps are two sections: "Having trouble?" with a link to find the installer, and "iTools Software Requirements" listing Mac OS 9.0 or higher and browser requirements. The Apple logo is visible in the top right corner of the guide.

**1.** Click on the Start button to download the iTools set-up Installer to your desktop.

**2.** Find the iTools Installer icon on your desktop. Then double click it to get iTools up and running.

**3.** Sign-up in a few easy steps.

**Having trouble?**  
Can't find the iTools installer icon? Click here to find it.

**iTools Software Requirements**  
To use iTools, you'll need Mac OS 9 or higher. We recommend Internet Explorer 5 or Netscape 4.76.

The iTools Installer program is downloaded to your desktop.

- 4 Double-click the iTools Installer icon. (You may need to move your browser window to see it.)



The iTunes plug-in is installed on your computer and then an information screen appears.

- 5 Fill out the information on the screen, following the instructions. If you are signing up for a class, you can use a group name and your school address. You must complete all fields except those listed as optional. You can select or deselect options to receive information from Apple or other companies.

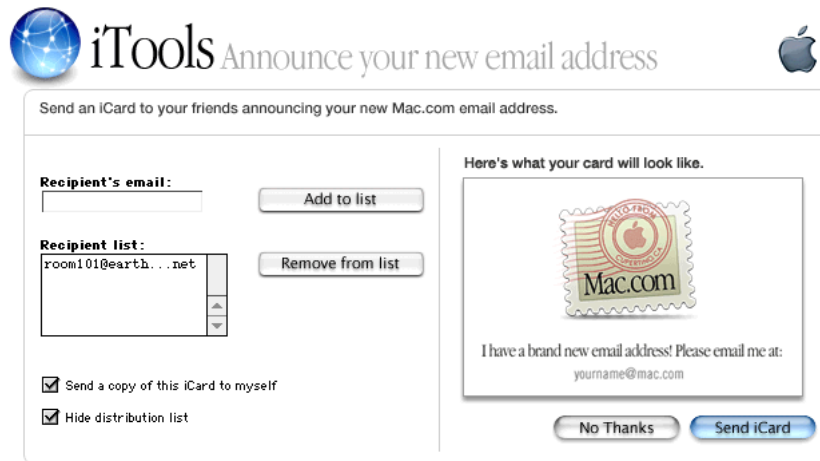
The image shows the iTunes "Provide your information" registration form. At the top left is the iTunes logo, and at the top right is the Apple logo. The form title is "iTunes Provide your information". Below the title, it says "Please fill out the following information to sign up for an iTunes account. iTunes is available to those who are 13 years of age or older." The form is divided into two main sections: "Personal Information" and "Account Information".  
**Personal Information:**  
- First Name: Alison  
- Last Name: Rawlings  
- Mailing Address 1: 3383 Garfield Street  
- Mailing Address 2 (optional):  
- City: Greentown  
- State/Province: NY  
- Zip/Postal Code: 94444  
- Country: United States (with a "Change Country" button)  
- Area Code and Phone Number (optional):  
**Account Information:**  
- Member names need to begin with a letter and can consist of letters (A-Z), numbers, and underscores (\_) only.  
- Member Name (3-20 characters): room203  
- Password (6-8 characters): [masked with dots]  
- Password Verification: [masked with dots]  
- A checkbox is checked: "Yes, I would like Apple to send me offers and information."

**Note:** The member name you enter will be part of your iTunes Web site address and is case sensitive. Keep your member name short and easy to type and remember. It's a good idea to use all lowercase characters. (Your password is case sensitive too.)

When you're done, click Continue.

- 6 The next screen displays your member name, password, and new email address. Choose Print from the File menu to print the information for your records. Then click Continue.

- 7 If you like, follow the instructions on the next screen to send an iCard (an electronic postcard) to tell others about your new email address. For each person you want to send one to, type their email address and then click “Add to list.” If you do not want to send one to yourself, deselect “Send a copy to myself.”



When you are done, click Send iCard. If you don't want to send any, click No Thanks.

- 8 When you see a Congratulations screen stating that you have successfully signed up for iTools, click Start Using iTools.



From the home page, you can now access and use the features of iTools.

### Opening your iDisk

The iDisk is where you store your Internet-related files, such as your own Web site files or images and movies to use on your iTools Web pages. To mount your iDisk, follow these steps:

- 1 On the main iTools page, click iDisk in the bar below the iTools tab or click the arrow below the iDisk text.
- 2 If necessary, on the next screen enter your password and click Enter.

**3** Click Open Your iDisk. When you click this button, the iDisk icon appears on your desktop with your member name. (You may need to move your browser window to see it.)

**4** The iDisk icon looks like, and can be accessed like, a server or a second hard disk.

There are two ways for you to access your iDisk in the future. If you are working in an environment where computers are networked, use the steps in Option 2 after you have set up your iTools account.

### Option 1

**1** Click the iTools tab on the main Apple Web page ([www.apple.com](http://www.apple.com)).

**2** On the main iTools page, click iDisk in the bar below the iTools tab or click the arrow below the iDisk text.

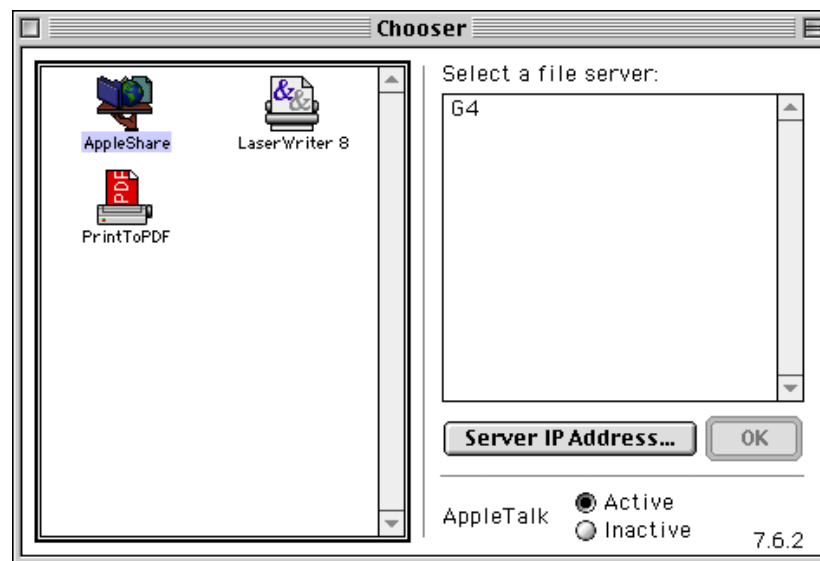
**3** If necessary, on the next screen enter your password and click Enter.

**4** Click Open Your iDisk.

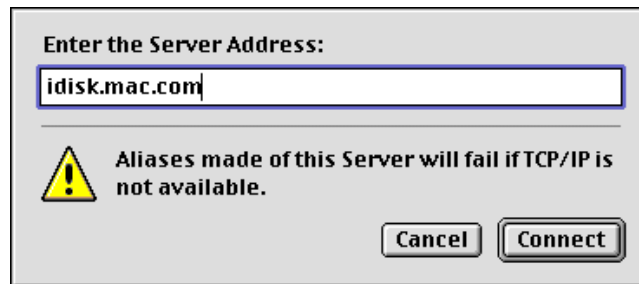
### Option 2

**1** Choose Chooser from the Apple menu.

**2** Click AppleShare in the upper-left corner of the Chooser window.



- 3 Click Server IP Address and type “idisk.mac.com.”



- 4 Click Connect.
- 5 In the window that appears, type your member name and password. Click Connect.
- 6 In the next window, click the name of your iTools account and then click OK.  
The iDisk icon is displayed on the desktop.