



---

# LVUSD Apple MacOS Tutorials

## How to Disable & Remove iCloud/iMessage Syncing from MacOS

**Summary:** This guide shows you how to remove iCloud and/or iMessage Syncing between your personal devices and your Las Virgenes issued Macintosh Laptop.

**Background:** Many staff use the iCloud and iMessage sync features with their personal devices and their Las Virgenes issued Macintosh Laptop. While this may help provide you a unified experience, you may be unaware of potential issues.

When you use iCloud sync, it will can copy the following to ALL of your devices:

- Browser History
- Documents
- Photos
- Saved passwords
- Calendars
- Contacts
- SMS/iMessages



Should someone visit, send, or add inappropriate content to one of your personal devices, that content will automatically add to your Las Virgenes issued Macintosh Laptop. Depending on the nature of the content added, it can be a violation of staff policy.

As always, please use your professional judgement. Below are instructions on how to sign-out of your iCloud and your iMessage accounts on your Las Virgenes issued Macintosh Laptop.

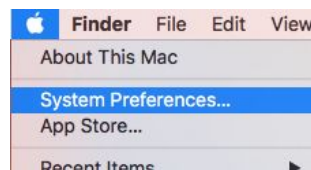


## Tutorial - How to Sign Out of iCloud

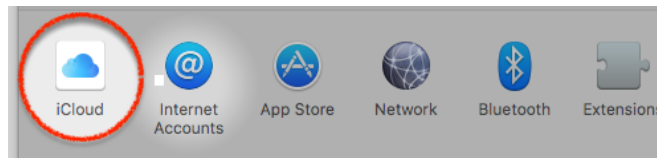


Video Tutorial - <https://youtu.be/11UDKNZZRzA>

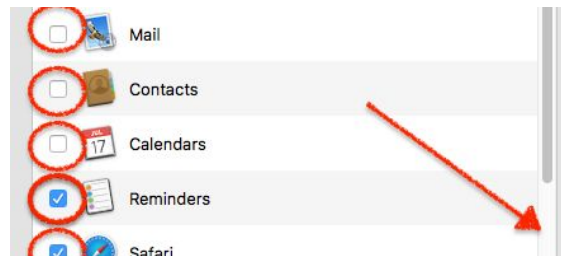
1. Click the Apple icon in the upper left corner of your screen and click on **System Preferences**



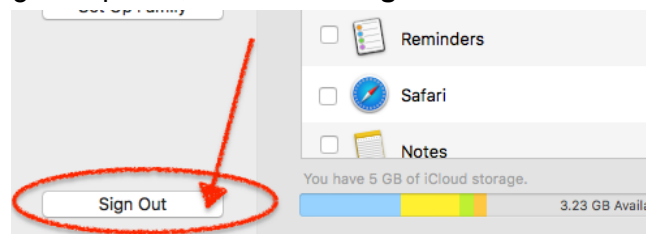
2. Click on the **iCloud** icon



3. **Uncheck** all of the services listed. \*\* You have to scroll down to uncheck every option.



4. After un-checking the options, click on the **Sign Out** button on the left





## Tutorial - How to Sign Out of iMessage

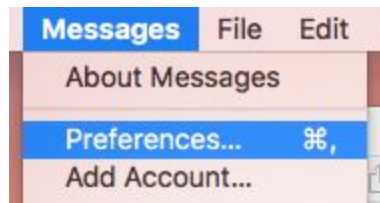


Video Tutorial - <https://youtu.be/9eR67JMES08>

1. Click to open **Messages** application



2. In the top menu bar, select **Messages** and click on **Preferences**



3. Click on **Accounts**



4. Select your iMessage Account in the left menu bar, and click on **Sign Out**

