**Setting Up Email at iCloud.com**

iCloud

Sign In

Alameda MUG ✦ March 13 2025 ✦ Stephen Huston

This presentation is a walk-thru of the process of adding an email at iCloud dot Com to any Apple Account (*a.k.a.* Apple ID, iCloud Account or iCloud ID), one which was originally setup using an email address at any other domain, such as Gmail, Yahoo, AOL, or other dot com or dot net, or whatever.

I'll show you the process for doing this in a browser on any computing device. My screen shots are from a Mac running Safari as the browser, just because that is my default browser on my Mac.
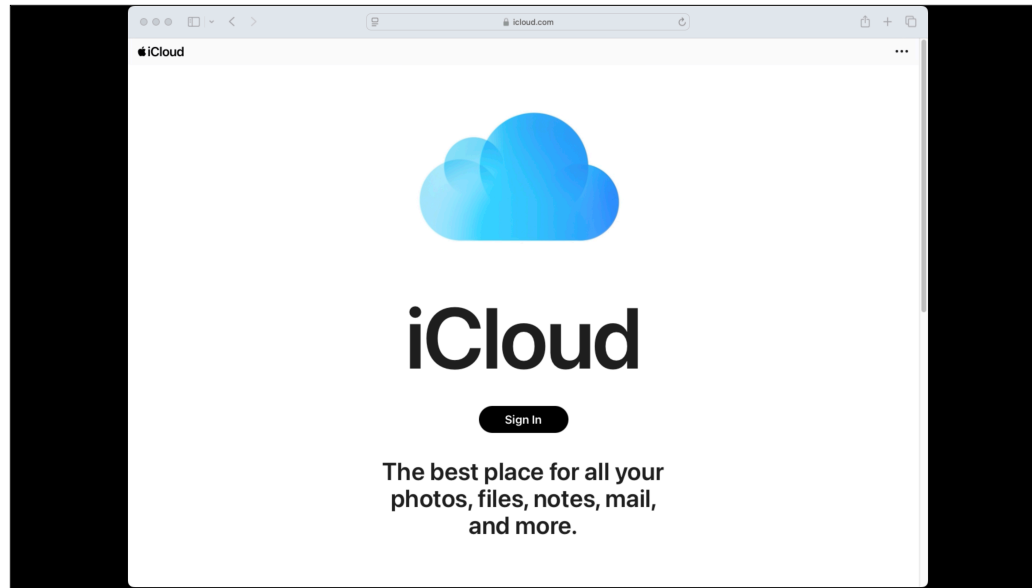
The first step is to login to your Apple Account at iCloud dot com, no matter what email address you are using as your Apple Account. Here's a typical Sign In screen, though Apple switches out the graphics regularly or rotates them in and out if you sit and stare at it for a while before clicking the Sign In button.
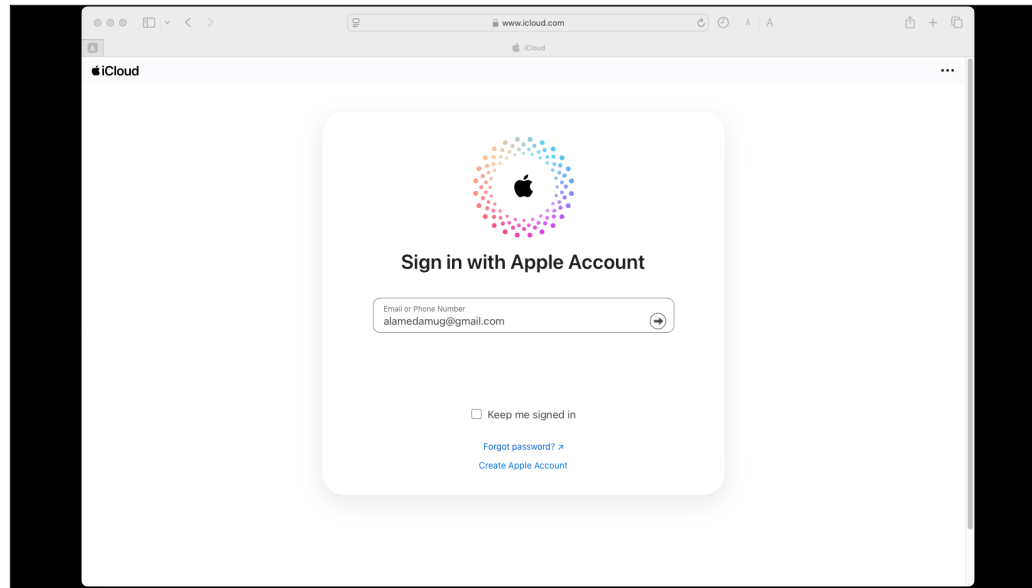
In my case, the Apple Account or ID for which I want an email at iCloud dot com started with a Gmail address, so I login with that email address. When I hit the arrow to the right of the email address field to continue…
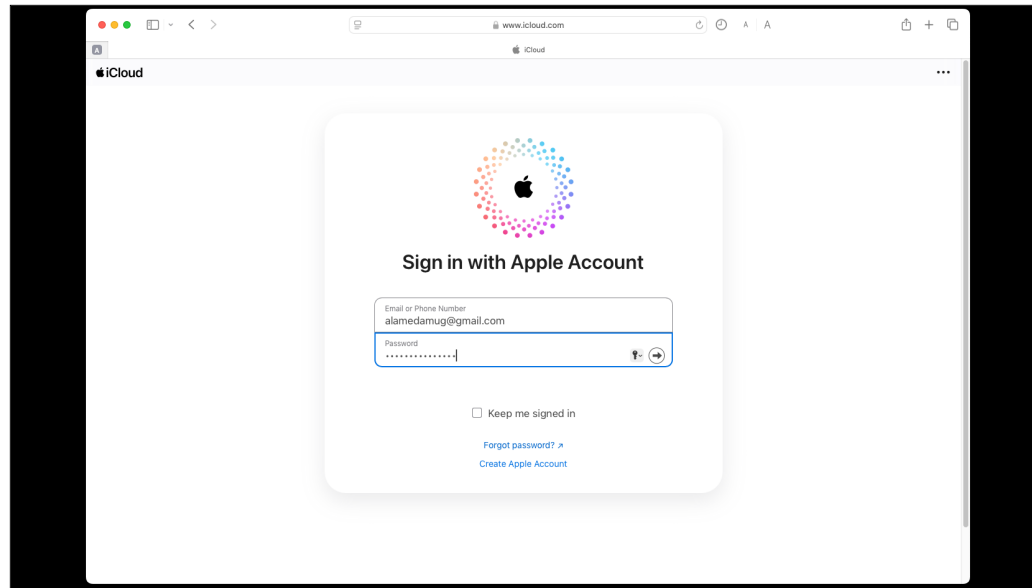
I get an option to enter my Apple Account password, have it entered from my KeyChain or Passwords App if I've saved it, or tap the Key symbol to use the PassKey I setup earlier for iCloud dot com. I tapped the PassKey, which shortens the sign in process, but you can do whichever works best for you with your Apple Account.
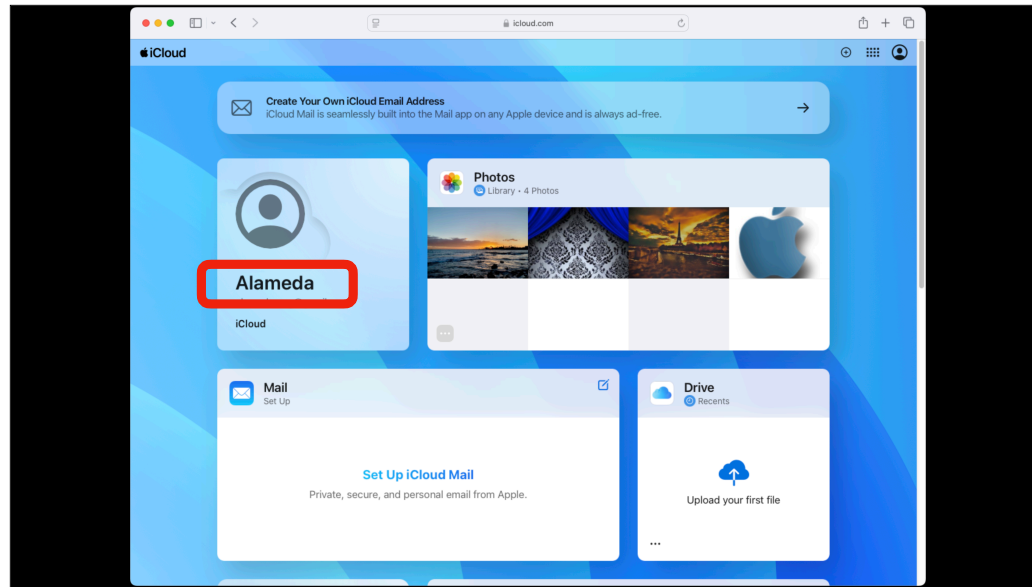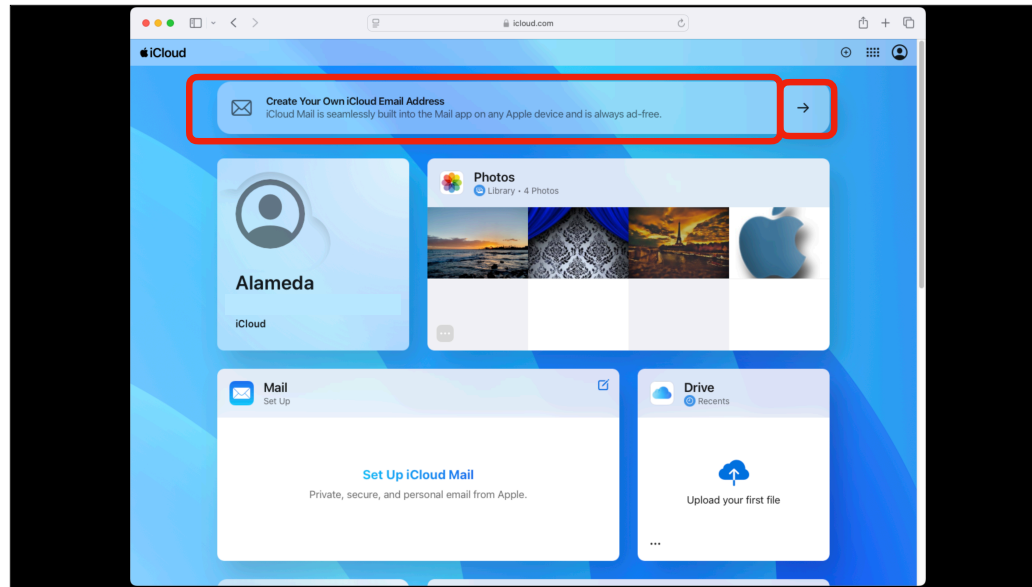
Now I gave my Account Name as First Name: Alameda
Last Name: Mug
when I set this account up, so it greets me as Alameda.
Yours should greet you by whatever name you gave when you registered your Apple Account.

But notice that above my name is a grey panel suggesting "Create your own iCloud email address" — and that's exactly what I want to do, so I click on that panel's arrow.
(If that panel does not appear, use the Set Up iCloud Mail panel shown at the lower left.)
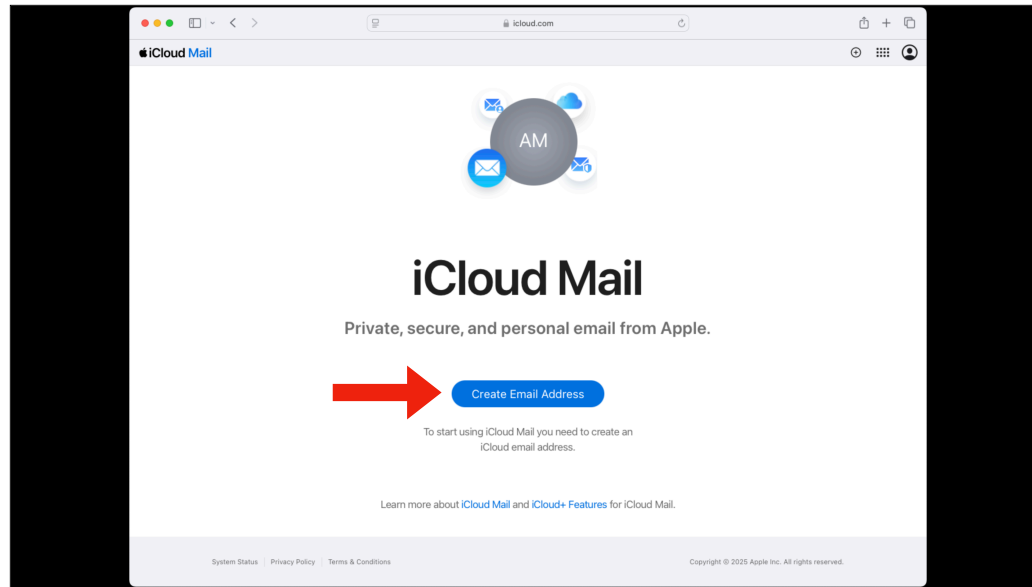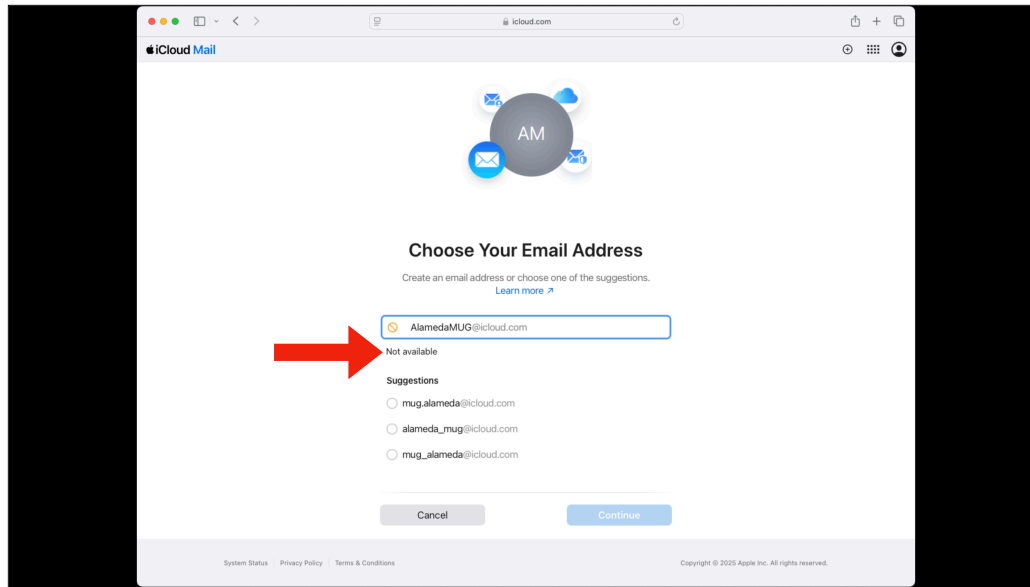
You are taken to a screen where you can create another email address besides the original one you had which wasn't at iCloud dot com. Click that button.
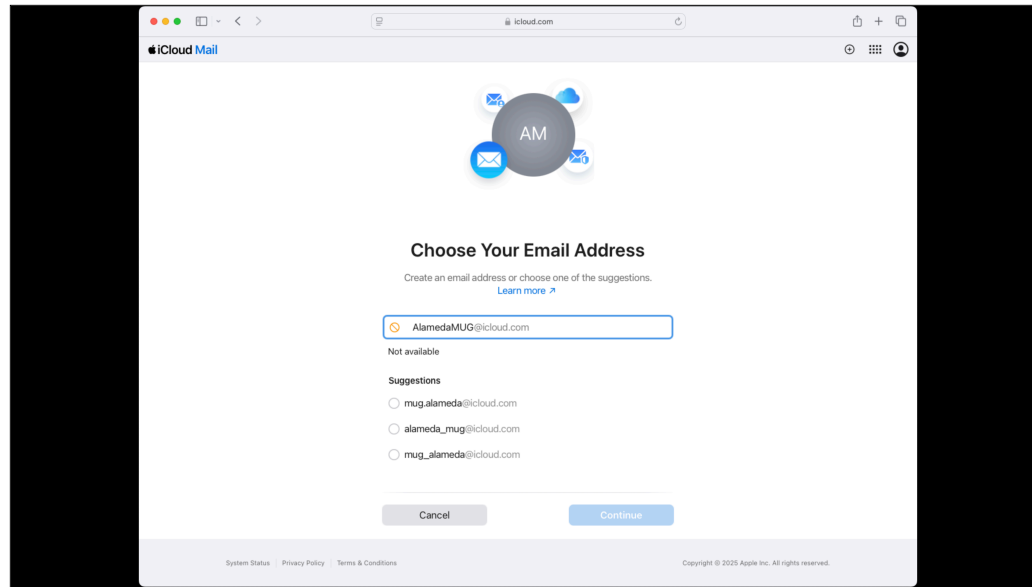
That button takes you to a screen to choose your new address at iCloud dot com. It may suggest your existing name or original email address.

I started by entering in the same email prefix I had used at Gmail, and…

… it showed that email was Not Available immediately below my entry, and it made 3 suggestions because alamedamug at iCloud dot com was already in use by someone else. It lets you pick from Apple's suggestions or available emails or keep trying others until you find one not already taken.
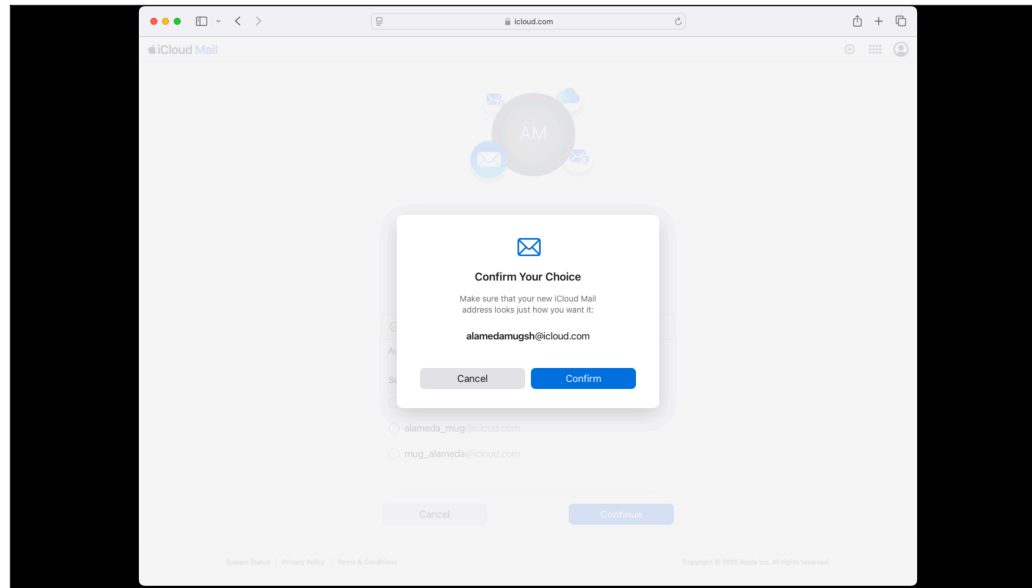
Please remember that this is NOT my iCloud address!
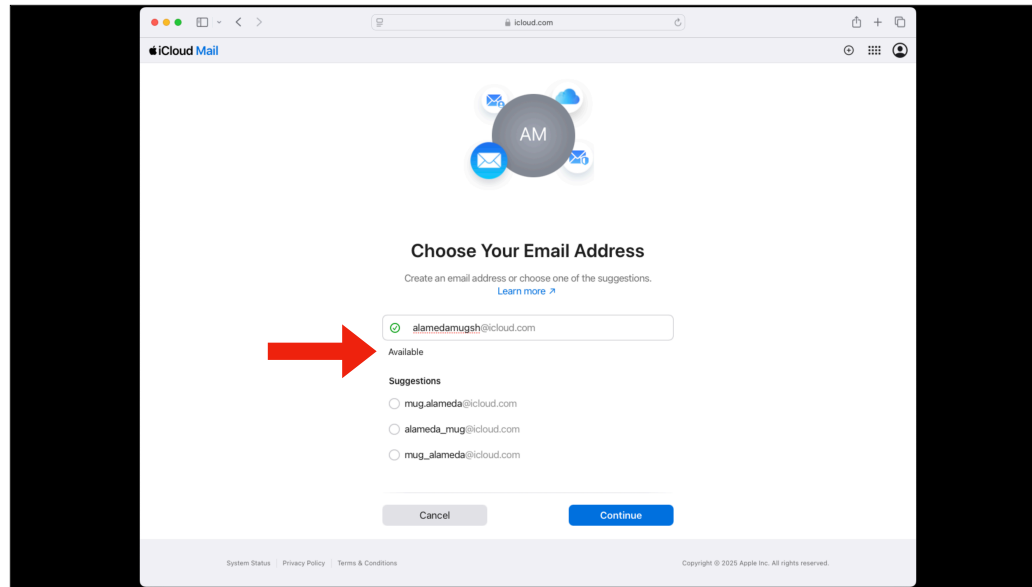
I settled on using that same unavailable email prefix but appended a couple of letters to it just before the @iCloud portion, and it said that one was available…
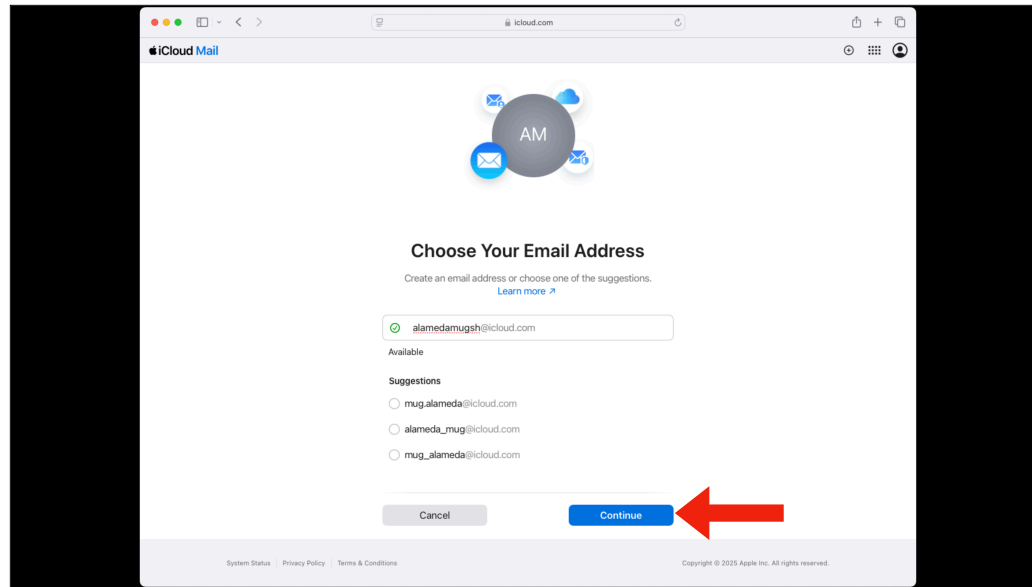
…so the blue Continue button appeared.
I clicked on that Continue button.

And got a popup in my browser window asking me to Confirm or cancel before moving ahead with my chosen iCloud address.
Keep in mind that each Apple Account can only have one primary — or real — address at iCloud dot com, which is in addition to any non-icloud account you used to create your Apple Account.
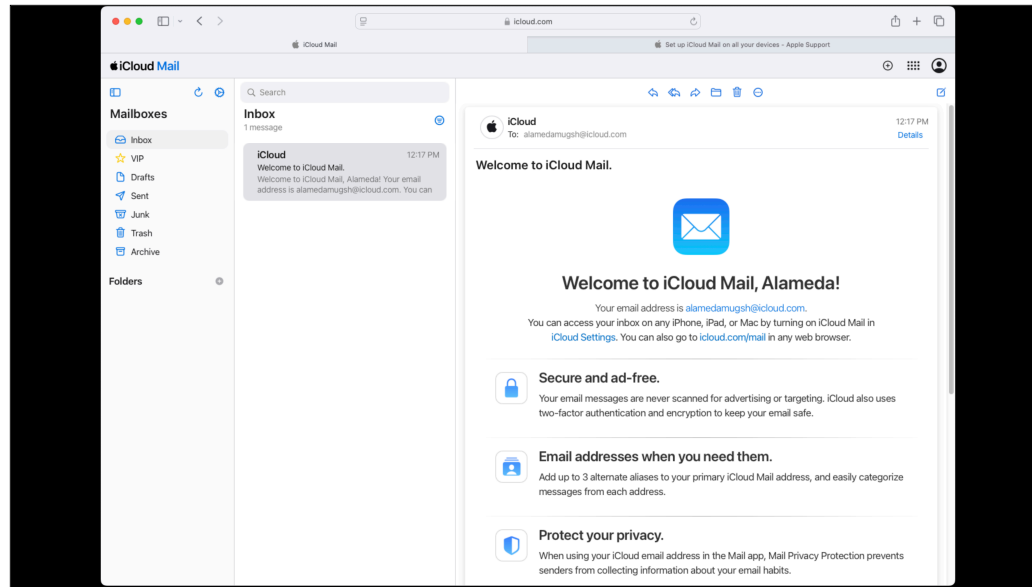I Confirmed…
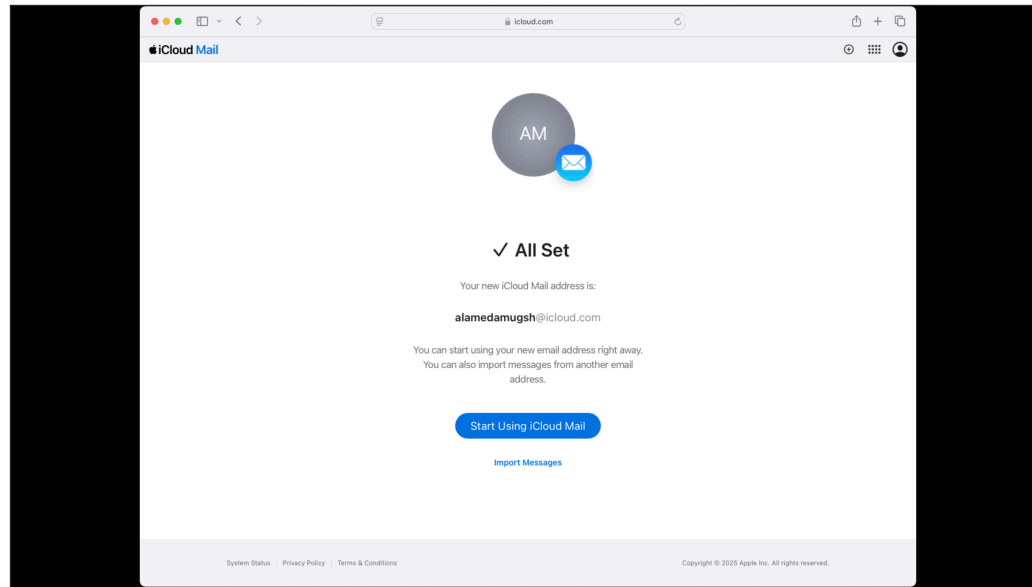
And was taken to a window saying I was all set, and showing my new address at iCloud dot com.
It informed me that it was ready to use immediately, and I tapped the blue button saying Start Using iCloud Mail.
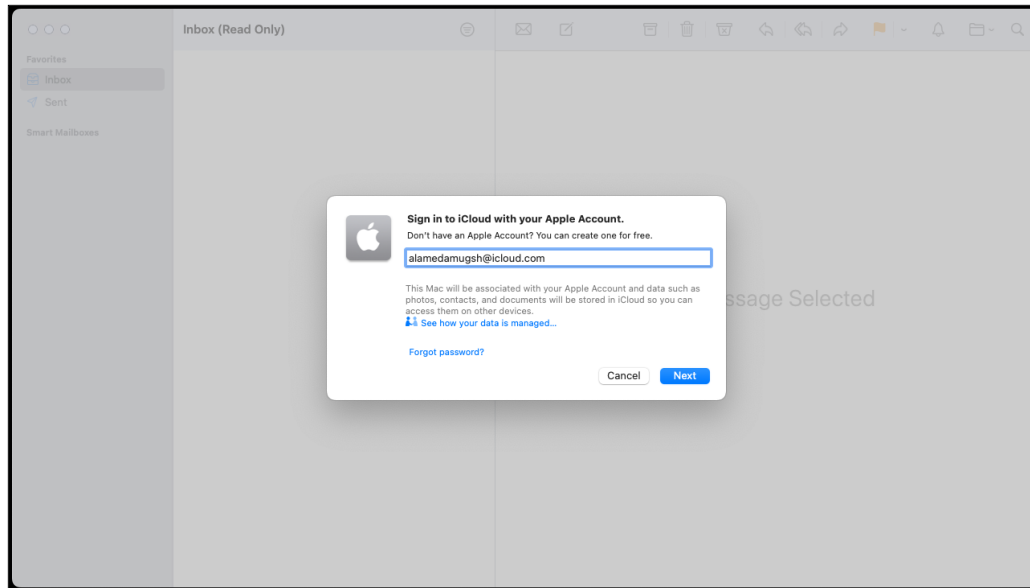
It asked me to confirm the Apple Account I wanted to see in Mail, and I entered the new email address.

I was taken to the Mail area of iCloud in my browser, and found a welcome email from Apple at my new address. This is what the Mail area of iCloud's browser interface looks like for a new account.

Your online mail at iCloud will only show the account at iCloud dot com; non-iCloud addresses for your Apple Account do not appear in iCloud Mail.
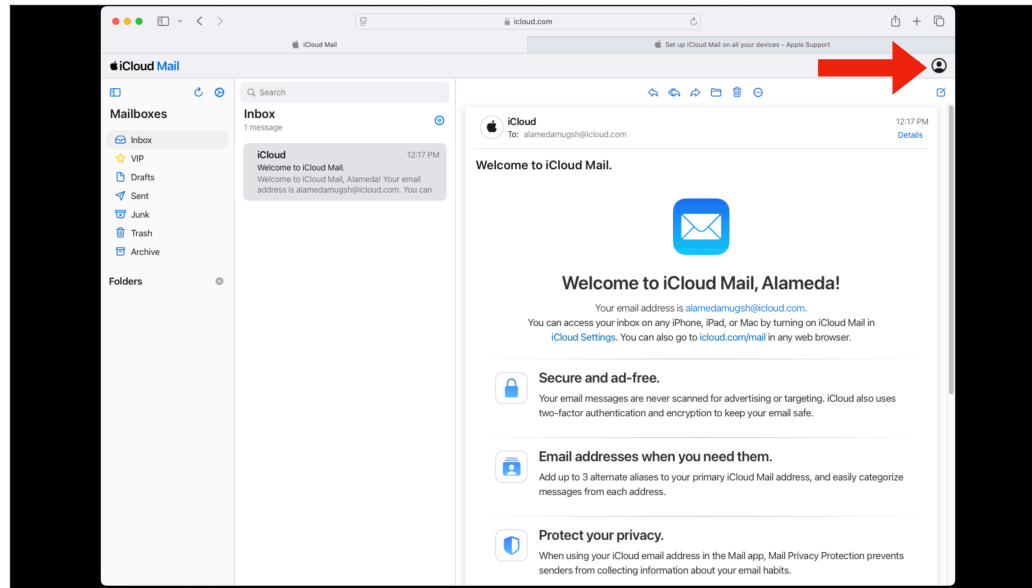
But I now have an email at iCloud dot com which I can use as long as Apple is around, to access it from any browser anywhere on earth with an internet connection.
I was was done with iCloud dot Com in my browser, so I signed out of my Apple Account using the Account symbol near the upper right of the browser window.
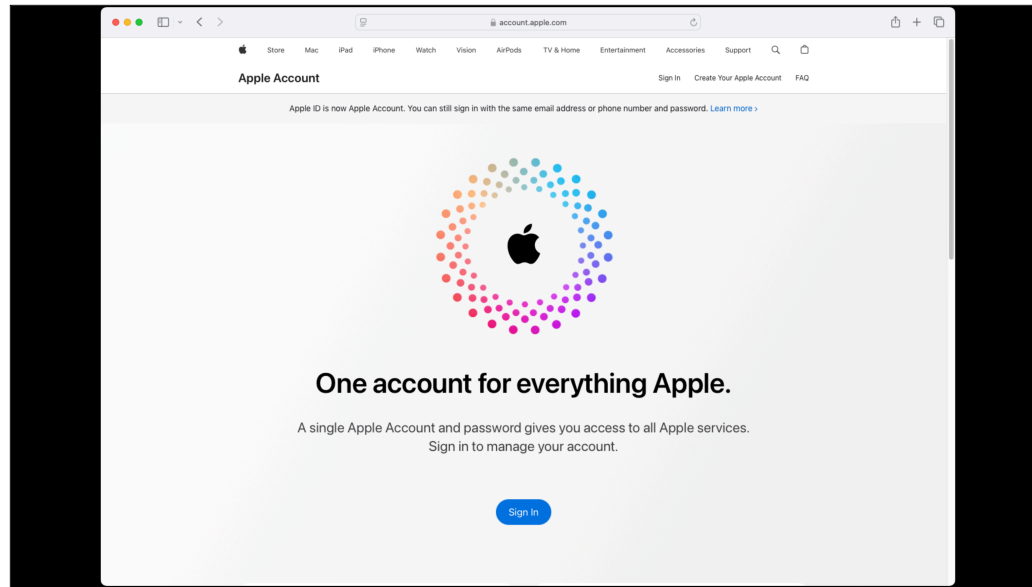
Signing out takes you to a screen with options of signing back in or going somewhere else on Apple's public-facing website via links along the top of the screen. I was done at iCloud dot com, and had a new email address to use.
However I was not quite finished getting it ready to use…
It was time to set up my devices to use my new iCloud email address.
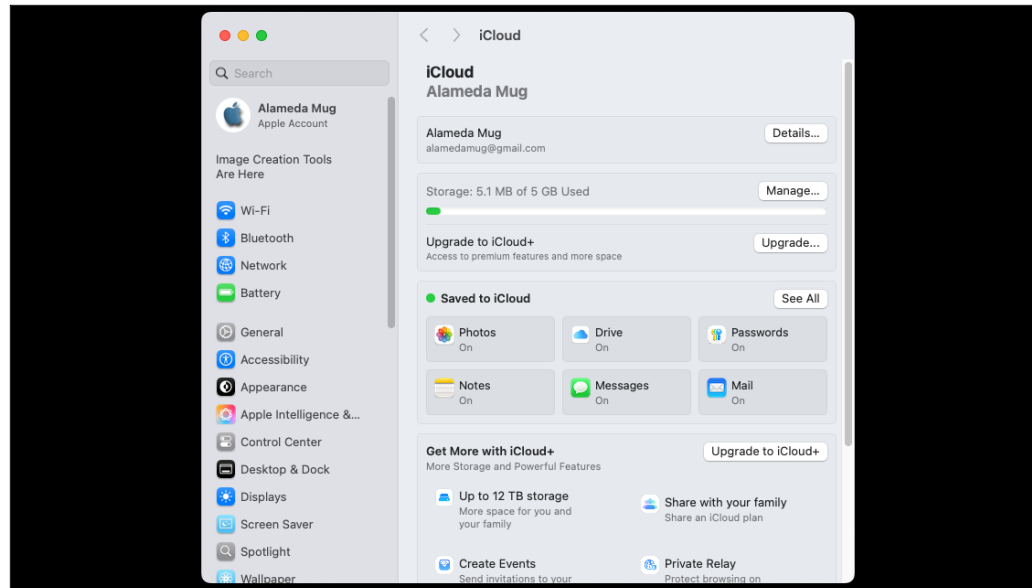
iCloud Mail has to be activated on each computing device on your Apple Account for you to use your iCloud Email after it's been created.

On my Mac — while logged into my Alameda Mug Apple Account — I opened Settings and went to the Apple Account area at the top, then clicked on iCloud to get to this screen.

Clicking on the Mail area of iCloud, let me turn Mail On for my Mac.
This screen already shows it On, but that's just because I took the screenshot after clicking it instead of while it was still OFF.
Whether it's Off or On, clicking on the Mail area…
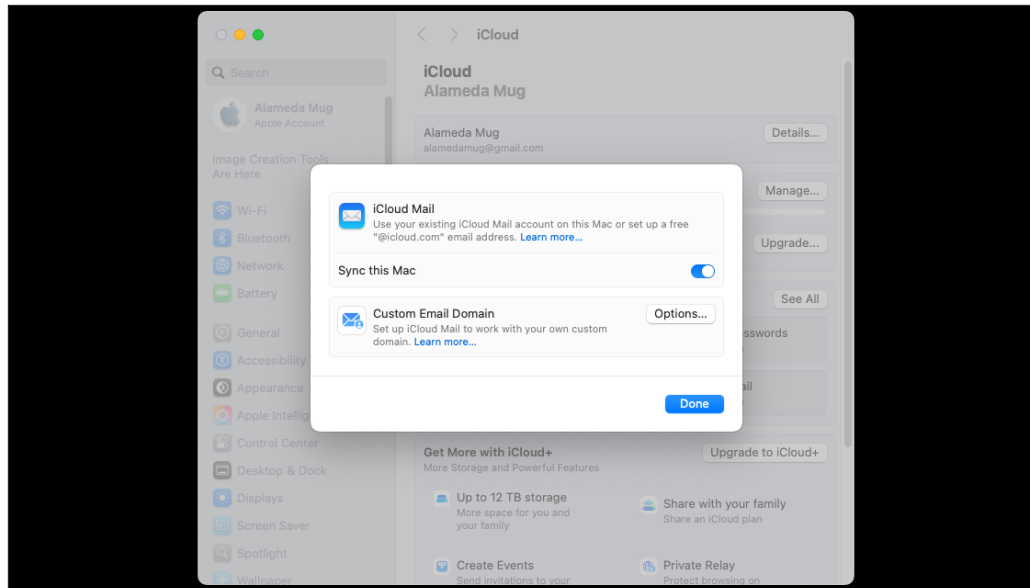
The Mail area of iCloud brings up the option to Sync that Mac with iCloud Mail.

Just toggle it ON and iCloud Mail starts working.

That's because you are already connected to iCloud with that Apple Account for that user.

(If you are logged into the computer as a user with a different Apple Account, you will have to create or switch users to one that uses the matching Apple Account before you can see the iCloud email.
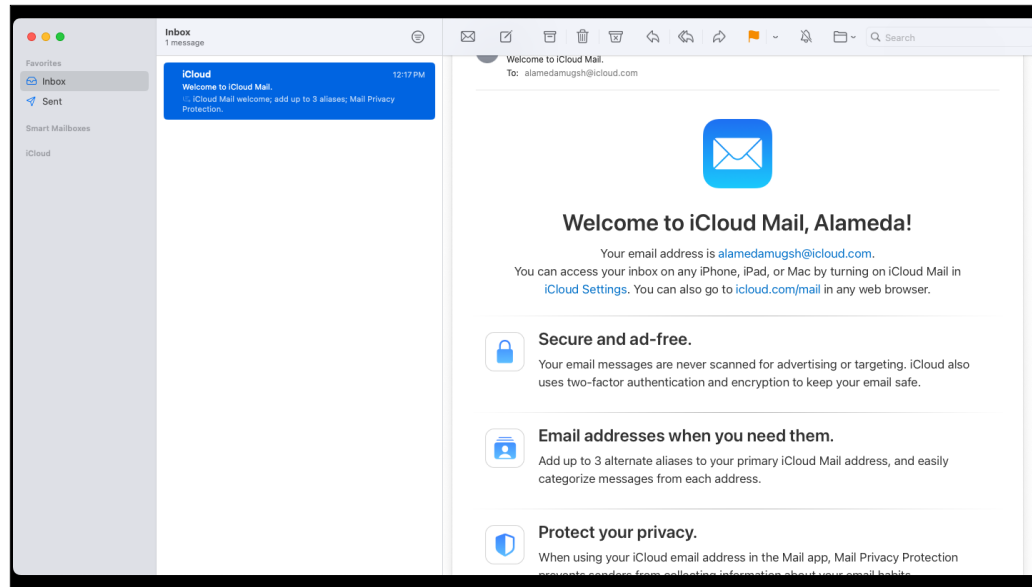
I then opened the Mail app on my Mac, and there was the new email from Apple.

The Mail App was ready to use with that new Apple email address at iCloud dot com.

That's it!

(You cannot add the iCloud email to the Mail App if the user is logged into the computer using a different Apple Account. The user's iCloud email is managed by the Apple Account, not by added email account credential inside the Mail App.)
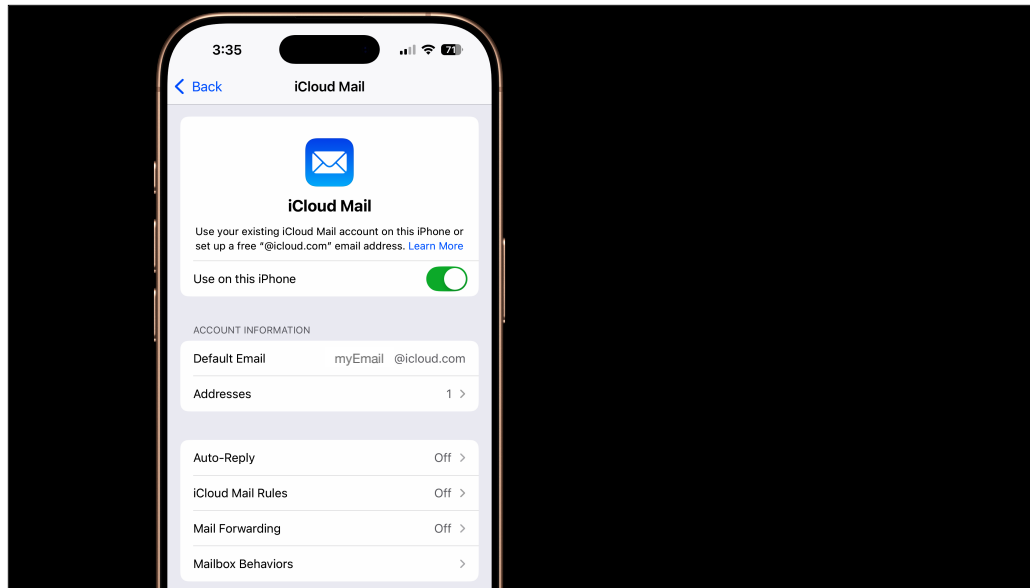
To activate your iCloud email address on your iPhone or iPad, just go to

Settings > Apple Account > iCloud > iCloud Mail

and turn ON the toggle to use iCloud Mail on this iPhone. The email will appear as a new email account among your inboxes in the Apple Mail App.

(Again, your iPhone or iPad must be logged into the Apple Account to which this iCloud email is attached or it cannot appear on that device.)
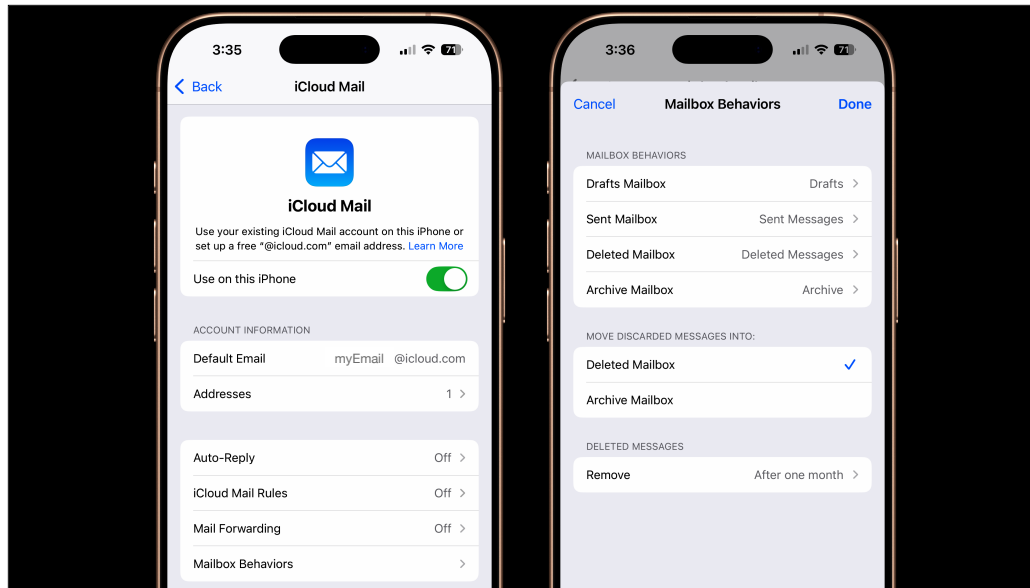
Among the things which are easier to control in iCloud Mail than most other email addresses are email Rules, and Mailbox behaviors.

Also, your email is handled entirely by Apple's email servers, making support less painful that having to login to a mail server and fiddle with settings if anything goes sideways.

Apple's staff stays on top of the technical end, and your settings are exposed on your device as shown, even for stuff like Email Rules, which are not supported by Mail on iPhone & iPad for non-Apple addresses.

**Create a primary email address
for iCloud Mail**

If you go to Apple support online and search for this phrase, you will get a detailed support article about this process, but without the visuals of my screenshots.
The direct link to that support page is:

https://support.apple.com/guide/icloud/create-a-primary-icloudcom-email-address-mmdd8d1c5c/1.0/icloud/1.0