BILL'S HOME TECH
Home & Small Business Tech Solutions

BILL'S COMPLETE MANUALS

AirDrop, Quick Share & Sending Big Files

Getting photos, videos and files from one device to another — explained in plain English, one step at a time

A plain-English guide for every phone owner and family

Take your time — you can't break it

Written for you by Bill — Bill's Home Tech

(330) 200-8042 · BillsHomeTech.com

For iPhone, iPad, Mac, Android, Samsung & Windows · facts current November 2026

What's Inside

This is your guide to getting photos, videos and files from one place to another: across the room with AirDrop or Quick Share, and across the country with a sharing link. Start with Part 1 to pick the right way for the job, then jump to whatever you need. Read in any order and at your own pace. If a screen looks a little different on your device, the idea is still the same.

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PART 1

Getting Started

Why sending a photo or video can feel so hard, the three main ways to do it, and how to pick the right one in about ten seconds.

CHAPTER 1

A Note from Bill

Hello, and welcome. This guide is about one of the most common frustrations with modern phones: you have a wonderful video of a grandchild's recital, and you want to send it to someone. You try to email it, and it won't go. You text it, and it arrives fuzzy. Your daughter has an Android phone and you have an iPhone, and the two don't seem to want to talk to each other.

I'm Bill. For more than 30 years I've helped people make sense of their technology, and I serve folks right here in Portage County, Ohio. I wrote this guide the way I'd explain it at your kitchen table: slowly, in plain English, one step at a time. Any word you might not know, I'll stop and explain.

Who this guide is for

- Anyone with an iPhone, iPad, Mac, Android phone, Samsung Galaxy or Windows computer who wants to share photos, videos or documents.
- Anyone who has seen a message like "attachment too large" or "message failed to send."
- Families with a mix of Apple and Android devices.
- Grandparents, church volunteers, club secretaries and anyone who ends up being "the one who sends the pictures."

WHAT THIS DOES FOR YOU

What this guide does for you

By the end you'll know how to beam a photo across the room in seconds, send a long video across the country without it getting squashed, share a whole album with the family using one link, and spot the fake "someone shared a file with you" messages scammers use. You'll stop guessing and start sending.

The big promise: you can't break it

Sharing a photo or video never deletes it from your device. When you AirDrop, Quick Share or send a link, you're sending a *copy*. Your original stays right where it was. So go ahead and practice. The one thing worth slowing down for is **who** you're sending to, and I'll show you how to double-check that every time.

You're never stuck alone

If anything here feels like too much, call or text me at **(330) 200-8042**. We'll sort it out together, with no judgment. Start with Chapter 2, *Three Ways to Send: Which One Do I Use?* next; it's the map for everything else.

— Bill

CHAPTER 2

Three Ways to Send: Which One Do I Use?

Almost every "how do I send this" question comes down to one simple question: **is the other person in the room with you, or somewhere else?** Once you know that, the right tool picks itself.

If they're right next to you

Use the **nearby** sharing built into your device. It sends the full-quality photo or video straight from your device to theirs, with no internet needed and no size limit worth worrying about.

- **AirDrop** on iPhone, iPad and Mac. See Chapter 5, *Sending with AirDrop*.
- **Quick Share** on Android phones, Samsung Galaxy phones, Chromebooks and many Windows PCs. See Chapter 12, *Sending with Quick Share*.
- Between an iPhone and certain newer Android phones, these two can now talk to each other. See Chapter 14, *iPhone to Android and Back Again*.

If they're somewhere else

Send a **link**. Instead of stuffing the big file into an email or text, you put it in an online storage space (iCloud, Google Drive, Google Photos or OneDrive) and send a short link. The other person taps the link and sees or downloads the full-quality file. See Chapter 18, *What a Sharing Link Is (and Why It Works So Well)*.

If it's small

A few photos or a short document can go as a normal email attachment or text message. The trouble starts with videos and big batches of photos. Chapter 24, *How Big Can an Email Attachment Be?* tells you where the line is.

Your situation	The best way
They're in the same room	AirDrop (Apple) or Quick Share (Android, Samsung, Windows).
They're far away and it's big	A sharing link: iCloud, Google Drive, Google Photos or OneDrive.
A few small photos or a document	Email or text is fine.
A long video by text	Use a link instead. See Chapter 23, *Texting a Video Without It Turning Blurry*.
A whole family album	A shared album. See Chapter 19, *iCloud Links and Shared Albums on iPhone* and Chapter 20, *Google Photos: Share Links and Shared Albums*.

TIP

When in doubt, send a link

A link works between any two devices, Apple or Android, phone or computer. If you're not sure the nearby options will work, a link almost always will.

CHAPTER 3

Why Videos Are So Big (and What MB and GB Mean)

You don't need to be technical to send files, but two little abbreviations explain almost every "too big" message you'll ever see. Let's get them out of the way.

Megabytes and gigabytes

- **MB** means megabyte. Think of it as a cup.
- **GB** means gigabyte. That's about a thousand MB, more like a bathtub.
- A typical phone photo is a few MB. A minute of video from a modern phone can easily be well over 100 MB, and higher-quality settings make it bigger still.

Most email services stop at about 20 to 25 MB for everything attached to one message. That's why a single photo goes through fine, but even a short video often won't.

How to see how big a file is

On an iPhone or iPad

1. Open the **Photos** app and tap the photo or video.
2. Swipe up on it, or tap the small **i** (info) button.
3. Look for the size, shown in MB or GB, along with the date and the camera details.

On an Android phone

1. Open **Google Photos** (or the **Gallery** app on a Samsung) and tap the photo or video.
2. Swipe up, or tap the three dots and choose **Details**.
3. The size is listed with the other details.

> GOOD TO KNOW
>
> **Longer videos get squeezed**
>
> When a video is too big for a text message, the phone or the phone company often shrinks it to make it fit. That's why it arrives blurry. A link keeps it sharp. See Chapter 23, *Texting a Video Without It Turning Blurry*.

CHAPTER 4

The Share Button: Your Starting Point

On every modern phone, tablet and computer, sending anything begins at the same place: the **Share** button. Learn to find it once and you'll find it everywhere.

What it looks like

- **iPhone and iPad:** a square with an arrow pointing up out of the top.
- **Android:** three dots joined by two lines, like a sideways letter V with dots on the ends. On some screens it simply says **Share**.
- **Mac:** the same square-with-arrow as iPhone, usually at the top of the window.
- **Windows 11:** right-click a file in File Explorer to see **Share** and, if you've installed it, **Send with Quick Share**.

What happens when you tap it

A panel slides up called the **share sheet**. Across the top are nearby people and devices (AirDrop or Quick Share), then a row of apps like Messages, Mail and Gmail, then a list of actions such as Copy, Save and, on iPhone, **Copy iCloud Link**. Each chapter in this guide starts from this panel.

1. Open the photo, video or document you want to send.
2. Tap the **Share** button.
3. Choose a person, a nearby device, an app, or an action from the panel.
4. Follow the short prompts for that choice.

TIP

Selecting more than one

In the Photos app on iPhone, tap **Select**, then tap each photo you want. In Google Photos, touch and hold the first photo, then tap the others. Now the Share button sends them all at once.

HEADS UP

Look before you tap

The people shown at the top of the share sheet are suggestions, and they can shift around as the panel loads. Pause for a second and read the name before you tap it. It's the simplest way to avoid Chapter 30, *Sent to the Wrong Person? Here's What You Can Undo*.

PART 2

AirDrop on iPhone, iPad & Mac

Beaming photos, videos and contact cards to nearby Apple devices in seconds, with the privacy settings that keep strangers out.

CHAPTER 5

Sending with AirDrop

AirDrop sends a photo, video, document or web page from your iPhone, iPad or Mac straight to another Apple device nearby. It uses Wi-Fi and Bluetooth between the two devices directly, so it's fast, it keeps the full quality, and it doesn't use your phone plan's data.

WHAT THIS DOES FOR YOU

What it does for you

Instead of emailing a video to your grandson sitting across the room and waiting for it to arrive, you tap his name and it's on his phone a few seconds later, every bit as sharp as yours.

Before you start

- Both devices should be close together, within about 30 feet. Closer is better.
- Wi-Fi and Bluetooth should be turned on for both. You don't need to be connected to a Wi-Fi network, the switch just needs to be on.
- The other person's AirDrop needs to be set so it can receive from you. See Chapter 7, *Who Can AirDrop to You: The Three Settings*.

To AirDrop a photo or video from an iPhone

1. Open the **Photos** app and tap the photo or video. To send several, tap **Select** and tap each one.
2. Tap the **Share** button (the square with the arrow).
3. Tap the **AirDrop** button in the share sheet. (Their picture may also appear in the top row; you can tap it there.)
4. Tap the name or picture of the person or device you want to send to.
5. Wait. Under their name you'll see **Waiting**, then **Sending**, then **Sent**.

TIP

It works from almost any app

Anything with a Share button can be AirDropped: a web page from Safari, a document from Files, a note, a contact, a location from Maps. The steps are the same.

GOOD TO KNOW

Sending to your own devices

If your iPhone, iPad and Mac are all signed in to the same Apple Account, AirDrop between them doesn't ask for permission. The item just arrives. It's a handy way to move a photo to your computer.

CHAPTER 6

Receiving an AirDrop and Finding It Later

When someone AirDrops something to you, a small window appears on your screen with a preview and two buttons. Nothing is saved until you say so.

To accept or decline

1. Look at the preview and the sender's name.
2. If you know them and you were expecting it, tap **Accept**.
3. If you don't recognize the sender or didn't expect it, tap **Decline**. See Chapter 28, *A Strange AirDrop or Quick Share from a Stranger*.

Where it goes

What you received	Where to find it
Photos and videos	Straight into your **Photos** app, usually at the very bottom of your library under Recents.
Documents and PDFs	They open in the matching app, or you're asked which app to use. They're often saved in the **Files** app.
Web pages	Open in Safari.
Contact cards	Open in Contacts, where you tap to save.
On a Mac	Usually in the **Downloads** folder.

TIP

"I accepted it, but where did it go?"

Open Photos and scroll all the way down to the newest pictures. AirDropped photos keep the date they were *taken*, so an old photo someone sends you may be filed back among older pictures. Search by the date or look in **Recently Saved** if your Photos app shows it.

HEADS UP

You can't take it back once it's sent

AirDrop sends a copy. If you send something by mistake and the other person accepts it, you can't pull it back from their device. You can only ask them to delete it. That's why the extra second to read the name matters.

CHAPTER 7

Who Can AirDrop to You: The Three Settings

This is the single most important AirDrop setting, because it decides whether strangers can send things to your phone. There are three choices.

Setting	What it means
Receiving Off	Nobody can AirDrop to you. You can still send.
Contacts Only	Only people in your Contacts app can send to you. This is the sensible everyday choice.
Everyone for 10 Minutes	Anyone nearby can send to you, but only for ten minutes. Then it switches back to Contacts Only by itself.

To change it on an iPhone or iPad

1. Open **Settings**.
2. Tap **General**, then **AirDrop**.
3. Choose **Receiving Off**, **Contacts Only** or **Everyone for 10 Minutes**.

The faster way: Control Center

1. Swipe down from the top-right corner of the screen to open **Control Center**.
2. Touch and hold the group of buttons in the top-left corner (Airplane Mode, Wi-Fi, Bluetooth).
3. Tap **AirDrop** and choose a setting.

GOOD TO KNOW

Why your phone won't stay on "Everyone"

Apple deliberately made Everyone time out after ten minutes, to protect people from unwanted AirDrops in public places. If you're signed in with your Apple Account, it goes back to **Contacts Only**. If you're not signed in, it goes back to **Receiving Off**.

TIP

If Contacts Only isn't working with a friend

For Contacts Only to recognize you, the other person's contact card for you needs the phone number or email address you use for your Apple Account. Add it to their card for you, and it usually starts working.

CHAPTER 8

AirDrop Codes: Sharing with Someone New

Newer Apple software adds an extra safety step when someone who *isn't* in your contacts wants to AirDrop to you. Instead of a stranger's photo simply popping up, the two of you exchange a short code first.

How it works

- It arrives with **iOS 26.2, iPadOS 26.2 and macOS 26.2** and later.
- When someone not in your contacts tries to send to you, AirDrop asks for an **AirDrop code**. One of you sees a short code and the other enters it. Just follow the prompts on both screens.
- Once the code is accepted, that person is remembered as a **known AirDrop contact** for **30 days**, so you can swap photos again without repeating the code.
- If the other person's device is on older software, this option won't appear.

To remove someone from your known AirDrop contacts

1. Open **Settings**, tap **General**, then **AirDrop**.
2. Tap **Manage Known AirDrop Contacts**.
3. Remove anyone you don't want to keep sharing with.

WHAT THIS DOES FOR YOU

Why this helps you

It's perfect for a new friend at church or a fellow traveler on a tour: you can share photos for a month without adding them to your contacts, and strangers can't surprise you with pictures.

SCAM ALERT

Never read a code to someone on the phone

An AirDrop code is only for someone standing right next to you. If anyone calls, texts or emails asking for any kind of code from your phone, that's a scam. Hang up.

CHAPTER 9

NameDrop: Swapping Phone Numbers by Holding Phones Together

NameDrop is part of AirDrop. It lets two people swap contact cards by simply holding their iPhones close together. No spelling out email addresses at the coffee hour.

What you need

- Two iPhones with iOS 17.1 or later, or an iPhone and an Apple Watch with watchOS 10.1 or later (Apple Watch SE 2nd generation, Series 7 and later, and Ultra models).
- Both phones unlocked.

To swap contact cards

1. Unlock your iPhone and hold the top of it a few centimeters from the top of the other person's iPhone.
2. Wait for a glow and the NameDrop screen to appear on both phones.
3. Choose **Share** to send your card and get theirs, or **Receive Only** to just get theirs.
4. Their card opens. Tap **Done** to save it.

GOOD TO KNOW

What gets shared, and what doesn't

Only your name, the phone number or email address you choose, and your Contact Poster. Your home address and birthday stay private. Moving the phones apart or locking your iPhone before it finishes cancels it.

To turn NameDrop off

1. Open **Settings**, tap **General**, then **AirDrop**.
2. Turn off **Bringing Devices Together**. (This also stops starting an AirDrop by touching phones.)

HEADS UP

It only works for new contacts

NameDrop is for meeting someone new. It doesn't update a contact you already have.

CHAPTER 10

AirDrop on a Mac

AirDrop on a Mac is the quickest way to get photos off your iPhone and onto your computer, or to pass a document to someone else's Mac.

To send from a Mac

1. Find the file in the **Finder**, or open it in its app.
2. Click the **Share** button (or Control-click the file and choose **Share**).
3. Choose **AirDrop**.
4. Click the person or device you want to send to.

To change who can send to your Mac

1. Open a Finder window and click **AirDrop** in the sidebar.
2. At the bottom, click **Allow me to be discovered by**.
3. Choose **No One**, **Contacts Only** or **Everyone**.

> **TIP**
>
> **Where things land on a Mac**
>
> Items AirDropped to a Mac usually go into the **Downloads** folder. Photos sent from your own iPhone may offer to open in the Photos app.

CHAPTER 11

When AirDrop Won't Work

AirDrop usually just works, but when it doesn't, the cause is almost always one of a handful of simple things. Go down this list in order.

1. **Move closer.** Put the two devices side by side.
2. **Unlock and wake both screens.** A sleeping phone often won't show up.
3. **Check Wi-Fi and Bluetooth are on** for both devices. Turn **Personal Hotspot** off; it can block AirDrop.
4. **Check the receiver's setting.** If they're on Contacts Only and you're not in their contacts, have them switch to **Everyone for 10 Minutes**. See Chapter 7, *Who Can AirDrop to You: The Three Settings*.
5. **Check for a Focus or Do Not Disturb.** These can hide the pop-up. Look at the top of the screen.
6. **Restart both devices.** Hold the buttons to turn off, wait, and turn back on.
7. **Update.** Go to **Settings > General > Software Update** on both.

If a big transfer keeps stopping

Large videos take a little while. Keep both phones close and awake until it says **Sent**. On iPhone, the **Use Cellular Data** switch under **Settings > General > AirDrop** lets a transfer keep going over your cellular connection if you walk out of range. The transfer has to start nearby first, and it can use your phone plan's data.

GOOD TO KNOW

Android can't see AirDrop by default

AirDrop is Apple-only, with one big exception for certain newer Android phones. If the other person has an Android phone, read Chapter 14, *iPhone to Android and Back Again*, or send a link instead.

FROM BILL

Still stuck?

Bring both devices to a session, or call **(330) 200-8042**. Sometimes it's a single setting buried three menus deep, and it's quicker to look together.

PART 3

Quick Share on Android, Samsung & Windows

Android's version of AirDrop, how it now reaches some iPhones, and how to send from a phone to a Windows PC.

CHAPTER 12

Sending with Quick Share

Quick Share is the built-in way to send photos, videos and files between nearby Android phones, tablets, Chromebooks and Windows computers. Google and Samsung joined their two sharing systems together under this one name, so on a Samsung Galaxy or a Google Pixel it's the same idea.

WHAT THIS DOES FOR YOU

What it does for you

You can hand a whole batch of vacation photos to your son's Android phone in seconds, full quality, without using any data and without emailing anything.

To send with Quick Share

1. Open the photo, video or file. In Google Photos or Gallery you can select several first.
2. Tap **Share**.
3. Tap **Quick Share**. (It may be at the top of the share panel, or listed among the apps.)
4. Wait a moment while your phone looks for nearby devices.
5. Tap the name of the phone, tablet or computer you want to send to.
6. On the other device, the person taps **Accept**.

TIP

Turn on Bluetooth and location

Quick Share uses Bluetooth and Wi-Fi to find nearby devices. If nothing shows up, make sure Bluetooth is on for both devices and keep them within a few feet of each other.

GOOD TO KNOW

"Nearby Share" is the old name

If an older guide or a family member says "Nearby Share," they mean Quick Share. Google renamed it when it merged with Samsung's sharing feature.

CHAPTER 13

Who Can Quick Share to You

Just like AirDrop, Quick Share has a setting that decides who can see your phone and send you things.

Setting	What it means
Your devices	Only devices signed in to your own Google Account can see your phone. Works even with the screen off.
Contacts	Your nearby contacts can see your phone, but only while the screen is on and unlocked.
Everyone for 10 minutes	Anyone nearby can see your phone. After ten minutes it switches back to your previous choice, to protect your privacy.

To change it

1. Open the **Settings** app.
2. In the search bar at the top, type **Quick Share** and tap it.
3. Tap **Who can share with you**.
4. Choose **Your devices**, **Contacts** or **Everyone for 10 minutes**.

TIP

On a Samsung Galaxy

You can also swipe down twice from the top of the screen to open the Quick Settings panel, and touch and hold the **Quick Share** button to jump to its settings.

STAY SAFE

Contacts is the everyday choice

Keep it on **Contacts** or **Your devices** most of the time. Switch to Everyone only when you're standing next to someone you know, and let it time out on its own.

CHAPTER 14

iPhone to Android and Back Again

For years, AirDrop and Quick Share couldn't see each other. That has started to change. Some newer Android phones can now send to and receive from iPhones, iPads and Macs directly, using AirDrop on the Apple side and Quick Share on the Android side.

Which phones can do it (as of November 2026)

- **Google Pixel 10** phones were first, starting in November 2025 (Pixel 10, 10 Pro, 10 Pro XL and 10 Pro Fold).
- **Google Pixel 9** phones received it later.
- **Samsung Galaxy S26** phones in the U.S. began getting it in late March 2026, through a Quick Share setting called **Share with Apple devices**.
- Google and Samsung have said more phones will follow. If yours isn't listed, check for updates, or use a link instead.

To send between an iPhone and a supported Android phone

1. On the **iPhone**, set AirDrop to **Everyone for 10 Minutes**: **Settings > General > AirDrop**.
2. On the **Android phone**, set Quick Share to **Everyone for 10 minutes** (see Chapter 13, *Who Can Quick Share to You*). On a Galaxy S26, also make sure **Share with Apple devices** is turned on in Quick Share settings.
3. To send from the Android phone, tap **Share**, then **Quick Share**, and pick the iPhone.
4. To send from the iPhone, tap **Share**, then **AirDrop**, and pick the Android phone.
5. Accept on the receiving phone.

> GOOD TO KNOW
>
> **Why both must be on "Everyone"**
>
> For now, this cross-sharing only works in the Everyone modes on both sides, not Contacts Only. Google has said it would like to support Contacts in the future. Both settings switch back by themselves after ten minutes.

TIP

If your phone isn't on the list

Don't fight it. Send a link instead: an iCloud link from the iPhone (Chapter 19, *iCloud Links and Shared Albums on iPhone*) or a Google Photos link from Android (Chapter 20, *Google Photos: Share Links and Shared Albums*) works between any two phones.

CHAPTER 15

From an Android Phone to a Windows PC

Getting photos from an Android phone onto a Windows computer used to mean cables or emailing them to yourself. Google's free **Quick Share app for Windows** lets you beam them across the room instead.

What you need

- A Windows 10 or Windows 11 computer, 64-bit. Google says ARM-based PCs aren't supported.
- An Android phone with Android 6 or later. Quick Share is already built in.
- Bluetooth turned on for both, and the two within about 16 feet of each other.

To set it up

1. On the computer, go to Google's Android website and download **Quick Share** for Windows. It is not in the Microsoft Store.
2. Install it and open it.
3. Sign in with your Google Account for the most private sharing (the same account as your phone).
4. Choose who can share with the computer, the same choices as on a phone.

To send

- **Phone to PC:** tap **Share** on the phone, then **Quick Share**, then pick the computer.
- **PC to phone:** right-click a file in File Explorer and choose **Send with Quick Share**, or drag the file onto the Quick Share window.

GOOD TO KNOW

Samsung computers use Samsung's version

If you have a Samsung Galaxy Book laptop, use Samsung's own Quick Share app from the Microsoft Store instead of Google's version.

SCAM ALERT

Download only from the real site

Search ads sometimes point to look-alike download pages. Get Quick Share for Windows only from Google's official android.com site. If a page asks you to pay for Quick Share or install a "helper," close it.

CHAPTER 16

Samsung's Quick Share Links for Faraway Family

Samsung's version of Quick Share has an extra trick: it can share with someone who *isn't* nearby by creating a link or QR code. The file is uploaded to Samsung's servers for a short time and the other person downloads it from the link.

What to know

- You need to be signed in to a Samsung account, and both devices need an internet connection.
- Samsung's U.S. page lists limits of 3 GB per file and 5 GB per day for link and QR sharing. Samsung has reported raising this for some users, so your phone may show a higher number.
- Samsung says links expire after a short time, so the person should download promptly.

To share by link from a Galaxy phone

1. Select the photos or video and tap **Share**, then **Quick Share**.
2. Look for the option to share with someone far away, by link or QR code. (The exact wording changes between Samsung software versions.)
3. Copy the link and send it by text or email, or let the other person scan the QR code.

TIP

For keeping, use Google Photos or Drive instead

Samsung's links are meant for quick hand-offs. For an album the family will look at again and again, a Google Photos shared album is the better choice. See Chapter 20, *Google Photos: Share Links and Shared Albums*.

CHAPTER 17

When Quick Share Won't Work

Quick Share problems nearly always come down to distance, visibility or a sleeping screen.

1. **Wake and unlock both devices** and keep the screens on.
2. **Move them close together.**
3. **Turn on Bluetooth** on both, and Wi-Fi. Turn Location on if your phone asks.
4. **Check the receiver's visibility.** If you're not in their contacts, have them pick **Everyone for 10 minutes**. See Chapter 13, *Who Can Quick Share to You*.
5. **Check for updates.** Quick Share is updated through Google Play services; on a phone, look in **Settings** for **System update** or **Software update**.
6. **Restart both devices** and try again.

GOOD TO KNOW

Turning off battery saver can help

Power-saving modes sometimes slow down or limit Bluetooth scanning. If a transfer stalls, plug in or turn off battery saver for a moment.

FROM BILL

When it still won't go

There's no shame in using a link instead. And if you'd like me to set up Quick Share between your phone and your computer once and for all, call **(330) 200-8042**.

PART 4

Sharing Links for Faraway Family

How a short link can carry a long video across the country at full quality, with iCloud, Google Photos, Google Drive and OneDrive.

CHAPTER 18

What a Sharing Link Is (and Why It Works So Well)

A sharing link is the answer to nearly every "it's too big" problem. Instead of trying to cram the file itself into an email or text, you place it in your online storage space and send a short web address that points to it.

Think of it like this

An attachment is like mailing someone the whole photo album in a box. A link is like mailing them the key to a cabinet where the album is kept. The key is tiny, so it always fits in the envelope, and the album is still full-sized when they open the cabinet.

Service	Best for
iCloud link	Built into iPhone, iPad and Mac. Best for Apple owners. See Chapter 19, *iCloud Links and Shared Albums on iPhone*.
Mail Drop	Built into Apple's Mail app for attachments up to 5 GB. See Chapter 26, *Mail Drop: Big Attachments from an iPhone, iPad or Mac*.
Google Photos	Great for photos and videos, works on any phone. See Chapter 20, *Google Photos: Share Links and Shared Albums*.
Google Drive	Good for any kind of file; built into Gmail. See Chapter 21, *Google Drive Links (Including from Gmail)*.
OneDrive	Microsoft's version, built into Windows and Outlook. See Chapter 22, *OneDrive Links (Windows and Outlook)*.

What the other person needs

- Usually nothing more than a web browser. Most links open on any phone or computer.
- For some links, a free account of the same kind (for example, a Google Account to join a Google Photos album and add their own pictures).

GOOD TO KNOW

Links can be turned off later

One of the nicest things about a link is that you stay in control. You can usually stop sharing at any time, and the link stops working. See Chapter 30, *Sent to the Wrong Person? Here's What You Can Undo*.

HEADS UP

Anyone with the link can usually see it

Most sharing links work for whoever has them. If your granddaughter forwards the link to a friend, the friend can see the pictures too. For anything private, share only with specific people, as each chapter explains.

CHAPTER 19

iCloud Links and Shared Albums on iPhone

If you use iCloud Photos on your iPhone, you can turn any group of photos and videos into a link with two taps. The person gets full-quality copies, whether they have an iPhone, an Android phone or a computer.

To send an iCloud link

1. Open **Photos**, tap **Select**, and tap the photos and videos you want.
2. Tap the **Share** button.
3. Scroll down and tap **Copy iCloud Link**. Wait a moment while it prepares.
4. Open Messages or Mail, start a message to the person, touch and hold in the message box, and tap **Paste**.
5. Tap **Send**.

GOOD TO KNOW

iCloud links last 30 days

Apple says iCloud links stay available for **30 days** and can be viewed by anyone who has the link. Let the person know to save what they want before then.

TIP

This needs iCloud Photos turned on

If you don't see Copy iCloud Link, iCloud Photos may be off. Check **Settings > [your name] > iCloud > Photos**. If you'd rather not use iCloud Photos, a Shared Album or Google Photos works too.

For ongoing family photos: Shared Albums

A Shared Album is a little gallery you and invited family members can all add to and comment on. It's perfect for a new baby or a family reunion. There's a step-by-step walkthrough in the "Ways to Make Life Easier" topic at the front of the web version of this guide.

- Apple says shared albums created with iOS 26 or earlier don't count against your iCloud storage.

- Apple says shared albums you own on **iOS 27 or later** are kept at full resolution and **do** count against your iCloud storage, including photos others add.

CHAPTER 20

Google Photos: Share Links and Shared Albums

Google Photos works on iPhones, Android phones and computers, which makes it a great family meeting place when not everyone has the same kind of phone.

To share a link to some photos or a video

1. Open **Google Photos** and touch and hold the first photo to select it. Tap any others.
2. Tap **Share**.
3. To send to someone with a Google Account, pick their name or type their email or phone number. Otherwise, tap **Create link**.
4. Paste the link into a text or email and send it.

Shared albums

- Anyone with the link to a shared album can view it and, if **Collaborate** is on, add their own photos.
- Turn off **Collaborate** in the album's options if you want to be the only one adding pictures.
- You can make a **QR code** for an album, which is handy to put on a screen at a reunion so everyone can scan it.
- An album can hold up to 20,000 photos and videos.

HEADS UP

Removing a person doesn't kill the link

Google notes that if link sharing is on, removing someone from an album doesn't stop them viewing it with the original link. To truly lock it, turn link sharing off. Turning it back on makes a brand-new link.

TIP

Storage counts

Photos and videos you back up to Google Photos count against your Google storage (15 GB free, shared with Gmail and Drive). Sharing them doesn't make them count twice.

CHAPTER 21

Google Drive Links (Including from Gmail)

Google Drive is Google's online filing cabinet. It holds any kind of file: videos, PDFs, scanned documents, spreadsheets. It's also what Gmail uses behind the scenes for big attachments.

To share a file from Google Drive

1. Open the **Google Drive** app (or drive.google.com on a computer).
2. Tap the three dots next to the file, then **Share**.
3. To share with specific people, type their email addresses and tap **Send**.
4. Or, to make a link anyone can open, tap **Manage access** (or the General access area), change **Restricted** to **Anyone with the link**, then tap **Copy link**.

Gmail does it for you

When the attachments in a Gmail message add up to more than **25 MB**, Gmail automatically removes them and puts a Google Drive link in the email instead. If the people you're writing to can't open the file, Gmail asks you to change its sharing before it sends.

GOOD TO KNOW

Attachments use your storage

Google says attachments count toward the storage shared by Gmail, Drive and Photos. If you're out of space, you can't send or receive attachments until you free some up.

STAY SAFE

Restricted is the safe default

For tax papers, medical forms or anything with an account number, share with specific people only. Never set those to Anyone with the link.

CHAPTER 22

OneDrive Links (Windows and Outlook)

OneDrive is Microsoft's online storage. It's built into Windows 11 and into Outlook, so if you use a Windows computer it's probably already set up.

To share a file from OneDrive

1. Open File Explorer and click **OneDrive** in the left column (or go to onedrive.com).
2. Right-click the file and choose **Share**.
3. Type the email address of the person, or choose to copy a link.
4. Check the link settings: who it works for, and whether they can only view or also edit.
5. Send.

Outlook can attach a OneDrive link for you

Microsoft's advice for files larger than Outlook's attachment limit is to save them to a cloud service like OneDrive and share a link. In Outlook, when you attach a file that's stored in OneDrive, you'll usually be offered the choice to **share a link** instead of attaching a copy.

GOOD TO KNOW

Expiring links need Microsoft 365

Setting an expiration date on an **Anyone** link is a Microsoft 365 subscriber feature. Without it, you can still stop sharing whenever you like.

TIP

Free storage is small

A free Microsoft account comes with only 5 GB of OneDrive storage. Videos fill that fast. If you see "storage full" warnings, read your OneDrive or Microsoft account manual, or call me.

CHAPTER 23

Texting a Video Without It Turning Blurry

Texting a video is the most natural thing in the world, and it's also where people are most often disappointed. Whether it arrives sharp depends on what kind of text message it travels as.

How it travels	What to expect
iPhone to iPhone (blue bubbles)	Sent as iMessage over the internet. Videos usually arrive in good quality, though very long ones may still be reduced.
RCS (iPhone and Android, modern texting)	Better quality than old-style texts. Needs iOS 18 or later and a carrier that supports it. On iPhone: **Settings > Apps > Messages > RCS Messaging**.
Old-style picture texts (MMS)	Carriers shrink videos heavily to fit tiny size limits, so they arrive grainy.

How to tell which one you're using

- On iPhone, blue bubbles mean iMessage. Green bubbles mean a text message; the message box will say **Text Message · RCS** when RCS is working, or just **Text Message** for old-style texts.
- On Android in Google Messages, the box says **RCS message** when RCS is on.

The sure-fire way to send a long video by text

1. Instead of attaching the video, make a link: **Copy iCloud Link** on iPhone (Chapter 19, *iCloud Links and Shared Albums on iPhone*) or **Create link** in Google Photos (Chapter 20, *Google Photos: Share Links and Shared Albums*).
2. Paste the link into your text message.
3. Send. The person taps the link and sees the full-quality video.

TIP

Check Low Data Mode

If videos you *receive* on iPhone look like tiny previews, Low Data Mode may be on. Look under **Settings > Cellular** (or Wi-Fi) for **Low Data Mode**.

GOOD TO KNOW

Exact size limits vary

Carriers and messaging services set their own limits, and they change. That's why I don't list exact numbers here. If it matters, send a link.

PART 5

Email & Big Files

How big an email attachment can be, what to do when a video is "too big to email," and how to open what others send you safely.

CHAPTER 24

How Big Can an Email Attachment Be?

Every email service puts a cap on how much you can attach to one message. The limit counts **everything attached together**, not each file separately. Here are the numbers the big services publish.

Email service	Limit for all attachments together	What happens if you go over
Gmail (personal)	25 MB	Gmail puts the files in Google Drive and sends a link
Outlook.com, Hotmail, Live	20 MB	Microsoft suggests a OneDrive link instead
Yahoo Mail	25 MB (sending and receiving)	The message won't send; use a link
iCloud Mail with Mail Drop	Up to 5 GB using Mail Drop	Mail Drop sends a download link

GOOD TO KNOW

Why a 24 MB file can still fail

Email adds a little extra packaging to every attachment, so a file just under the limit can tip over it. Also, the *receiver's* email service has its own limit. Aim well under, or use a link.

GOOD TO KNOW

Internet-provider email

Addresses from your internet company (Spectrum, AT&T, and others) have their own limits, often smaller. If you use one, a link is the safest way to send a video.

TIP

Work and school accounts are different

If your email comes from an employer, a school or a church office using Google Workspace or Microsoft 365, the administrator sets the limit. Ask them, or just use a link.

CHAPTER 25

"Too Big to Email": What to Do Instead

You've tried to email a video and seen "attachment too large," "message size exceeds limit," or a message bounced back hours later. Don't worry. Nothing is broken, and the fix takes a minute. Pick the line that matches you.

If…	Then…
I use Gmail	Attach it anyway. Gmail will offer a Google Drive link automatically. See Chapter 21, *Google Drive Links (Including from Gmail)*.
I use the Mail app on an iPhone, iPad or Mac	Send anyway and choose **Use Mail Drop**. See Chapter 26, *Mail Drop: Big Attachments from an iPhone, iPad or Mac*.
I use Outlook	Save the file to OneDrive and share a link. See Chapter 22, *OneDrive Links (Windows and Outlook)*.
I use Yahoo, AOL or my internet company's email	Make a link first (iCloud, Google Photos or Drive), then paste it into your email.
It's a photo or video on my phone	Copy iCloud Link (Chapter 19, *iCloud Links and Shared Albums on iPhone*) or Google Photos Create link (Chapter 20, *Google Photos: Share Links and Shared Albums*), then paste it into an email or text.
They're sitting next to me	Skip email. Use AirDrop (Chapter 5, *Sending with AirDrop*) or Quick Share (Chapter 12, *Sending with Quick Share*).

Writing the email that goes with a link

A bare link from you can look a lot like a scam email, so give it some friendly words. Something like: *Hi Mary, here's the video from Sunday's recital. Tap the link below to watch it. It'll be there for a month. Love, Dad.* The person knows it's really you and what to expect.

TIP

Shrinking is a last resort

Some apps offer to send a "smaller" or "medium" version. That works for a quick look, but the video won't be as sharp. For keepsakes, use a link and keep the full quality.

HEADS UP

Don't email the same big file over and over

If it bounced once, it'll bounce again. Each try can fill your Sent folder and use storage. Switch to a link.

CHAPTER 26

Mail Drop: Big Attachments from an iPhone, iPad or Mac

If you use Apple's built-in **Mail** app, you have a hidden helper called **Mail Drop**. When an attachment is too big for normal email, Mail Drop uploads it to iCloud and sends the person a download link instead. It works no matter which email service the person uses.

The rules

- Attachments up to **5 GB** per message.
- The person has **30 days** to download it.
- Mail Drop attachments **don't count** against your iCloud storage.
- Apple sets an overall Mail Drop storage limit of 1 TB, which frees up as old attachments expire.

To send with Mail Drop on an iPhone

1. Open the **Mail** app and start a new message.
2. Touch in the body of the message, tap the arrow or the plus button above the keyboard, and choose a photo, video or file to attach.
3. Address and write your message, then tap **Send**.
4. If the attachment is too large, Mail asks whether to use Mail Drop. Tap **Use Mail Drop**.

GOOD TO KNOW

It needs an Apple Account with iCloud

Mail Drop is part of iCloud, so you need to be signed in with your Apple Account. It works with Gmail, Yahoo and other accounts set up inside Apple's Mail app.

TIP

Not using Apple Mail?

Mail Drop only works in Apple's Mail app, not in the Gmail or Outlook apps. In those, use a Drive or OneDrive link instead.

CHAPTER 27

Opening Shared Files Safely

Sharing links and attachments are wonderful when they come from family. They're also a favorite trick of scammers. A few simple habits let you enjoy the first without falling for the second.

Before you tap a shared link

1. **Were you expecting it?** If your grandson said he'd send the wedding video, great. If a "shared document" arrives out of the blue, be suspicious.
2. **Is it really from them?** Look at the full sender address, not just the name.
3. **Does it ask you to sign in?** A real photo link usually just opens. If a link asks for your email password, bank details or a code, stop.
4. **When in doubt, ask.** Call or text the person using the number you already have, and ask if they sent it.

Files to treat with extra care

- Anything ending in **.exe**, **.zip**, **.html** or **.iso** that you didn't ask for.
- Invoices, "payment receipts," voicemails or "secure messages" you weren't expecting.
- Files that ask you to "enable editing" or "enable content" to see them.

SCAM ALERT

"Someone shared a document with you"

Scammers copy the look of real Google Drive, OneDrive and Dropbox emails. The link leads to a fake sign-in page that steals your password. See Chapter 29, *Fake "Shared File" Emails and Texts* for how to spot them.

TIP

Open from the app, not the email

If an email says a file was shared with you in Google Drive or OneDrive, open the Drive or OneDrive app yourself and look under **Shared with me**. If it's real, it'll be there.

PART 6

Staying Safe & Getting Help

Unwanted AirDrops, fake sharing emails, sending to the wrong person, keeping your location private, and how to reach me.

CHAPTER 28

A Strange AirDrop or Quick Share from a Stranger

In busy places like airports, ballgames and buses, people sometimes receive AirDrops or Quick Shares from strangers: a silly meme, an advertisement, or sometimes an offensive picture. It can be upsetting, but you are in control, and a two-minute settings change keeps it from happening again.

If it happens right now

1. Tap **Decline**. Nothing is saved to your phone.
2. Don't try to figure out who sent it; just move on.
3. Change your setting so it can't happen again (below).

To stop strangers for good

- **iPhone or iPad: Settings > General > AirDrop**, choose **Contacts Only** or **Receiving Off**. See Chapter 7, *Who Can AirDrop to You: The Three Settings*.
- **Android:** set Quick Share to **Contacts** or **Your devices**. See Chapter 13, *Who Can Quick Share to You*.

Blur unwanted pictures before you see them (iPhone)

Apple's **Sensitive Content Warning** blurs photos and videos that appear to contain nudity before you view them, in AirDrop, Messages, FaceTime video messages and Contact Posters. The check happens on your iPhone; Apple doesn't see the pictures. On iOS 27, Apple says it can also warn about gore and violence.

1. Open **Settings**, then **Privacy & Security**.
2. Tap **Sensitive Content Warning**.
3. Turn it on, and check that AirDrop is included in the list of apps.

STAY SAFE

If it was a threat or about a child

If you receive anything threatening, or any image involving a child, don't forward it. Note the time and place and contact local police.

CHAPTER 29

Fake "Shared File" Emails and Texts

Because so many people use sharing links, scammers dress their traps up as shared files. The message looks like it came from Google Drive, OneDrive, Dropbox or DocuSign, and says something like "A document has been shared with you" or "You have a pending invoice."

Warning signs

- You weren't expecting anything from this person.
- The sender's actual email address doesn't match the name, or is a random jumble.
- The link asks you to sign in to "view the document."
- There's urgency: "expires today," "payment overdue," "your account will be closed."
- It's a "voicemail" or "fax" you have to sign in to hear or read.

What to do instead

1. Don't tap the link.
2. Open the real app yourself (Google Drive, OneDrive) and look under **Shared with me**.
3. Contact the person by phone or a separate message and ask.
4. If you already typed your password into a page from a link, change that password now from the real app or website, and turn on two-step verification.

SCAM ALERT

A real shared photo never needs your bank details

No photo, video or family document link will ever ask for a credit card, bank login or gift card. If it does, it's a scam.

FROM BILL

Clicked something and worried?

Call me at **(330) 200-8042**. We can check your accounts together and lock things down calmly.

CHAPTER 30

Sent to the Wrong Person? Here's What You Can Undo

It happens to everyone: you tap the wrong name, or paste a link into the wrong conversation. How much you can undo depends on how you sent it.

How you sent it	What you can do
AirDrop or Quick Share	Once accepted, it's on their device. You can't pull it back; ask them to delete it. If they haven't accepted yet, they can decline.
iMessage text	On iPhone, touch and hold the message and tap **Undo Send** within about two minutes, if both people use recent iOS. Otherwise, ask them to delete it.
Email	Usually can't be recalled. Gmail has a short **Undo** button right after you send.
iCloud link	Stop sharing the link from the Photos app. The link stops working.
Google Photos or Drive link	Turn link sharing off or remove the person. A new link is made if you turn it back on.
OneDrive link	Open **Manage access** and remove the link or the person.

To stop sharing an iCloud link

1. Open **Photos** and look for the shared item under your recently shared items or in **Sharing** sections (the wording varies by iOS version).
2. Tap it, tap the **More** button (three dots), and choose **Stop Sharing**.

TIP

A simple apology goes a long way

If it was a harmless mix-up, a quick "Oops, that was meant for someone else, would you mind deleting it?" solves most situations.

HEADS UP

Private documents sent by mistake

If you accidentally shared something with a Social Security number, account number or medical details, turn off the link right away and consider placing fraud alerts. My credit freezes guide explains how.

CHAPTER 31

Keeping Your Location Private When You Share Photos

Most phone photos quietly record *where* they were taken. That's lovely for remembering trips, but it means a photo of your front porch could tell a stranger where you live. Here's how to share the picture without the address.

On an iPhone

1. Select the photos and tap **Share**.
2. At the top of the share panel, tap **Options**.
3. Turn off **Location**, then tap **Done**.
4. Send as usual.

On Android with Google Photos

Google Photos has a privacy setting about removing location from items you share by link. Open Google Photos, tap your profile picture, then **Photos settings**, and look under **Privacy** or **Sharing**. The exact wording changes from time to time.

GOOD TO KNOW

Family doesn't mind, the internet might

Sending a picture to your daughter with the location is fine. Posting one publicly online, or sending to someone you just met, is when it's worth turning location off.

TIP

Screenshots carry less

A screenshot of a photo doesn't carry the original location information. It's a quick trick when you only need a small copy.

CHAPTER 32

Setting Up Sharing for a Parent or Grandparent

If you're the family member who gets the "how do I send this?" calls, a little setup now saves a lot of phone calls later. Do these with your parent, with their blessing, and explain each step as you go.

1. **Set AirDrop or Quick Share to Contacts Only.** Make sure you're in their contacts with the right phone number and email.
2. **Turn on Sensitive Content Warning** on their iPhone (Chapter 28, *A Strange AirDrop or Quick Share from a Stranger*).
3. **Create a family Shared Album** or Google Photos album, so photos flow both ways without anyone needing to know file sizes.
4. **Practice once.** Have them AirDrop or Quick Share a photo to you while you're sitting together.
5. **Practice a link.** Have them send you one video with Copy iCloud Link or Create link.
6. **Write it down.** Fill in the "Keep this handy" table in Chapter 34, *Your Sharing Cheat-Sheet*.

WHAT THIS DOES FOR YOU

Why it's worth it

Once photos flow easily, grandparents see more of the grandkids' everyday lives, and families stay closer across the miles.

TIP

Keep it to one way

Pick one method for the family and stick with it. Too many choices is what makes people feel lost.

CHAPTER 33

When to Call Bill

This guide is meant to help you share photos and files on your own. But some things go faster with a patient person beside you.

Good reasons to call

- You'd like AirDrop, Quick Share and a family shared album set up on everyone's devices in one visit.
- You've got a mix of iPhones, Android phones and a Windows PC, and want them all talking to each other.
- Your email keeps bouncing big attachments and you want a simple, reliable way to send videos.
- Your phone, iCloud, Google or OneDrive storage is full and you're not sure what's safe to delete.
- You clicked a "shared document" link and now you're worried about your accounts.
- You want to move a lifetime of photos from an old phone or computer to a new one.

WHAT THIS DOES FOR YOU

Device Training

This guide pairs with my **Device Training** service: an unhurried, one-on-one session where we practice sending photos, videos and files on your own devices until it feels natural.

SCAM ALERT

A quick check beats regret

If a message pressures you to sign in, pay, or act right now to "see a file," stop and call me first at **(330) 200-8042**. I'd much rather spend two minutes reassuring you.

How to reach me

I'm Bill, and Bill's Home Tech serves **Portage County, Ohio**. Call or text **(330) 200-8042**, or book online at **billshometech.com/book**. If you reach my assistant **Sophie** on the main line, she can answer simple questions and get you on my schedule. My help is **$49 remote · $99 in your home**. With 30+ years of professional experience, I promise there's no question too basic.

— Bill

CHAPTER 34

Your Sharing Cheat-Sheet

The whole guide, boiled down to what you'll reach for most.

Sending

I want to…	Do this
AirDrop (iPhone)	Share > AirDrop > tap the person.
Quick Share (Android)	Share > Quick Share > tap the device.
iPhone to newer Android	Both on **Everyone for 10 Minutes**, then AirDrop or Quick Share.
iCloud link	Photos > Select > Share > **Copy iCloud Link**. Lasts 30 days.
Google Photos link	Select > Share > **Create link**.
Big email from iPhone Mail	Send, then **Use Mail Drop**. Up to 5 GB, 30 days.

Where the settings live

Setting	Where to find it
Who can AirDrop to me	**Settings > General > AirDrop**
Known AirDrop contacts	**Settings > General > AirDrop > Manage Known AirDrop Contacts**
NameDrop on or off	**Settings > General > AirDrop > Bringing Devices Together**
Who can Quick Share to me	**Settings**, search **Quick Share**, **Who can share with you**
Blur unwanted images	**Settings > Privacy & Security > Sensitive Content Warning**
RCS texting on iPhone	**Settings > Apps > Messages > RCS Messaging**

Email limits at a glance

Service	Limit
Gmail	25 MB, then automatic Drive link
Outlook.com	20 MB, then use a OneDrive link
Yahoo Mail	25 MB, then use a link
Apple Mail with Mail Drop	Up to 5 GB

Staying safe, the short list

1. Keep AirDrop and Quick Share on Contacts most of the time.
2. Decline anything from someone you don't know.
3. Read the name before you tap Send.
4. Never sign in or pay to "view a shared file."
5. Turn off a link if you sent it to the wrong person.

Keep this handy

Item	Write it here
My family's photo album is on	_____
My Apple Account or Google Account email	_____
Person who helps me with photos	_____
Bill's Home Tech	(330) 200-8042 · billshometech.com/book

FROM BILL

You've got this

Every photo you share is a little visit with someone you love. Take your time, and call me if you get stuck.

— Bill