iPad Setup Tutorial

When turning on the iPad for the first time, it requires configuration before use.

On the initial screen, you will slide the lock button to the right to enter the next screen.
The next screen activates **Location Services**. Tap “Enable Location Services” and then tap **Next** in the top right corner to proceed.
The next screen selects and joins a wireless network. Select *Campus_User* from the list and tap *Next*. 
Here, enter the **UCA** and current **UCA password** and then tap **Join**.
Next, tap **Accept** to finalize joining the **Campus_User** network.
The iPad is now successfully connected to **Campus_User**.
Next, the device will ask about setup options: in this instance, choose **Set Up as New iPad** and tap **Next**.
Now the user needs to activate the iPad with their Apple account via their **Apple ID**. If the user does not have an Apple ID, the device allows them to create one at this step. This shows the route taken with an existing Apple ID. Tap on the appropriate option whether the user has an Apple ID. (To create an Apple ID, skip to page 27)
If signing in with a user’s current Apple ID, the next screen will be to enter the Apple ID and password for the Apple account. Once the required items have been input, tap **Next**.
The user will then be presented with the Apple terms and conditions screen. To use the device, the user must tap **Agree** in the bottom right corner to continue and be able to use their device.
A pop-up will appear and the user must tap **Agree** again to continue.
The iPad will then configure itself for the Apple ID.

It may take a few minutes to set up your Apple ID...
Next, the device will ask the user about using iCloud. iCloud is Apple’s network storage solution that offers users 5GB of free storage that is available between all of their devices. To quote Apple: “iCloud is so much more than a hard drive in the sky. It makes it quick and effortless to access just about everything on the devices you use every day. iCloud automatically and securely stores your content so it’s always available to your iPhone, iPad, iPod touch, Mac, or PC. It gives you access to your music, movies, apps, latest photos, and more from whichever device you happen to be using. And it keeps your email, contacts, and calendars up to date across all your devices. No syncing required. No management required. In fact, no anything required. iCloud does it all for you.” Select **Use iCloud** and tap **Next**.
Next, choose where to back the device files up to and tap **Next**. (Suggested setting would be the user’s PC as iCloud provides only 5GB of storage.)
Next is **Location Settings**. Recommend enabling as if the device is ever misplaced or stolen, it can be found if this is active. Select **Use Find My iPad** and tap **Next**.
On the Diagnostics screen, select **Automatically Send** and tap **Next**.
The final step in the setup is to tap **Start Using iPad**. The device is now ready to be used and will go to the home screen.
Outlook and the iPad

The iPad is now ready to use and can be configured to connect to an email account. To connect to an email account, tap the **settings** icon.
In the settings menu, select **Mail, Contacts, Calendars.**
Next select the mail service. In the case of Fairmont State and Pierpont, choose Microsoft Exchange.
When the mail client is selected, a dialog box will open requesting input of email account information. Input the requested information and tap Next. (Note: all FSU and Pierpont employees will list @fairmontstate.edu as their email address and fairmontstate as their domain.)
Once the device verifies the email information, make sure that the server listed is outlook.fairmontstate.edu. If it does not, correct before tapping Next.
Make sure all sliders are turned to **ON** and tap **Save**.
The device should now begin receiving email and syncing calendars associated with the email account. To view email or the calendar, tap the icon associated with either application. (Note: to rearrange icons on the home screen, touch and hold any icon until the icons begin to wiggle. You can then drag the icons to the desired location. To cancel this action, press the home button at the base of the screen.)
**Purchasing Apps**

Acquiring additional Apps is done through the App Store. In the App Store, you can search for virtually any need. There are many free apps but not all free apps may meet the needs of the end user. (Note: All paid apps must be purchased by an individual’s personal credit card. The P-Card cannot be used for the iTunes store.) Select the App Store icon to browse the App Store.
When entering the App Store, it requires the Apple ID password to continue and shop. Enter the password and begin browsing for anything needed. It is advisable to read reviews. Just because an app is higher priced doesn’t necessarily mean it is better. Feedback from other users is often the best way to gauge whether an app is one to use, especially if it is a paid one.
Setting up an Apple ID during Setup

When setting up an Apple ID, Apple will request some information. The first thing they request is date of birth. Roll the virtual tumblers until the correct date is displayed and tap Next.
Now enter the first and last name in the blocks provided and tap **Next**.
Select **Use your current email address** and tap **Next**.
Enter an email address that will become the Apple ID and tap **Next**.
Create a password for the Apple ID and enter it twice to verify it. Requirements are similar to the campus UCA password requirements, but it will not require being changed on an interval. Once the password is entered, tap **Next**.
Now select a security question and type in an answer to it. Once completed, tap **Next**.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>First celebrity met?</td>
<td>Enter an answer</td>
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With your birthday, this question is used to retrieve your password.

- First celebrity met?
- First best friend?
- Favorite teacher?
Now select whether to receive emails from Apple about new products and services and tap Next.
On the Terms and Conditions screen, tap **Agree** to continue.
The system will now generate your Apple ID. Once the ID is generated, check the email account entered during the setup process for a link to activate the Apple ID. This must be done to finish activating the account.