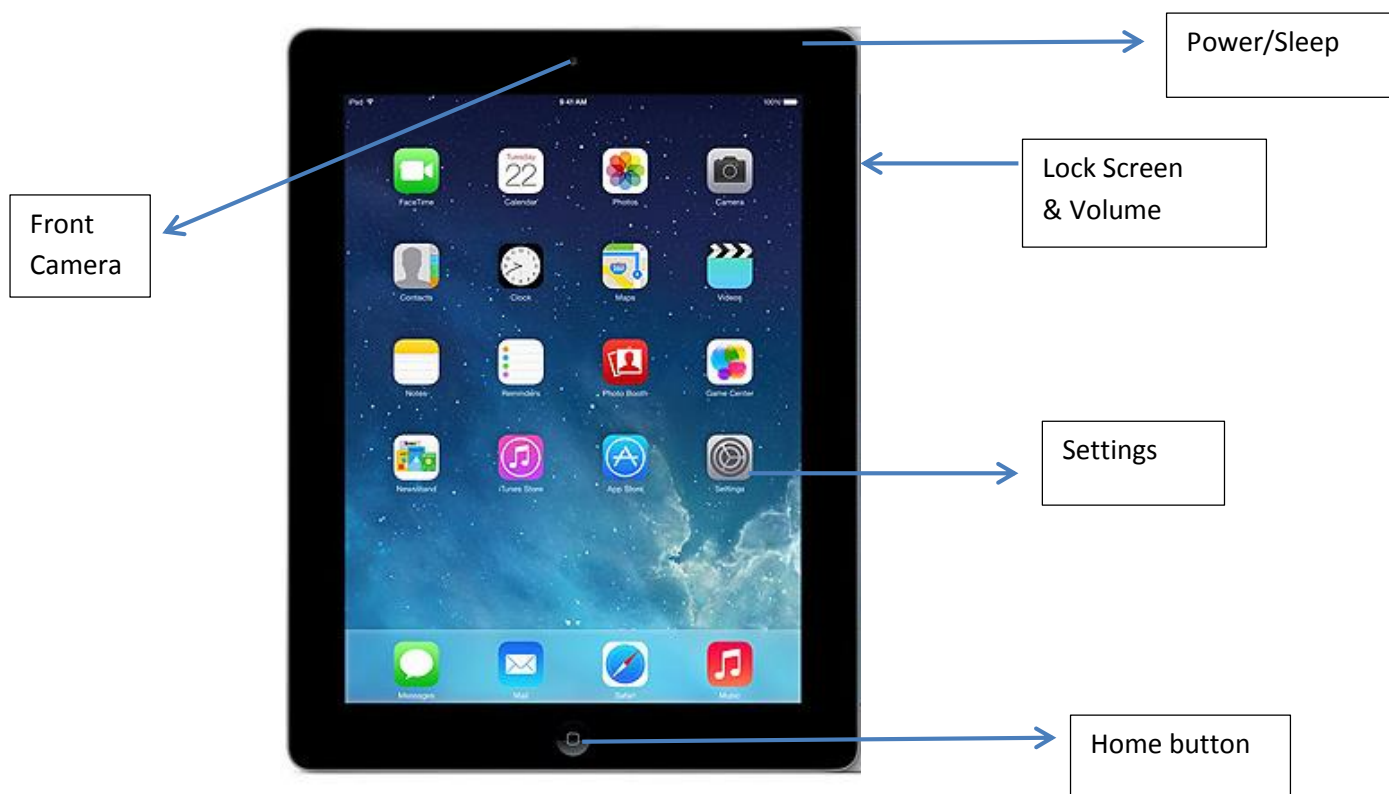


## 1: iPad 2- Set up and Maintenance



### The Process:

- Start setup of new iPad
- Create Apple ID in the process
- Setup email account
- Verify account
- Turn on iCloud and backup - Adjust some settings
- System updates
- Accessibility settings
- Training for staff and volunteers

### Useful resources:

**Video Tutorial:** <https://www.youtube.com/watch?v=KUFkeCzmgt0>

**Presentation:** [http://www.slideshare.net/newingtonict/full-ipad-setup-no-apple-id?next\\_slideshow=1](http://www.slideshare.net/newingtonict/full-ipad-setup-no-apple-id?next_slideshow=1)

**Apple Support:** <http://www.apple.com/uk/support/>

**Further resources:** <http://www.digitalcommunities.wales/>

## Before you start:

You will need to know your Wi-Fi network and password.

## Getting set up:

Here are the steps for initialising an iPad:

- 1. Turn the iPad on.** Press the "Wake/Sleep" button to wake the iPad. If your iPad is off, press and hold the button until you see the Apple icon. Your iPad will start up in a few seconds.
- 2. Start the Process.** The first step to setting up the iPad is to swipe from left to right across the bottom of the screen. This tells the iPad you are ready to use it and is the same action required any time you want to use the iPad.
- 3. Choose Language.** You need to tell the iPad how to communicate with you. English is the default setting, but most common languages are supported.
- 4. Choose Country or Region.** The iPad needs to know the Country you are located in to connect to the correct version of the Apple App Store. Not all apps are available in all countries.
- 5. Choose a Wi-Fi Network.** This is where you will need that Wi-Fi password if your network is secured.
- 6. Enable Location Services.** The location services allow the iPad to determine where it is located. Even an iPad without 4G and GPS can use location services by utilizing nearby Wi-Fi networks to determine the location. Most people will want to turn this setting on. You can turn off location services later, and even choose which apps you allow to use them and which apps can't use them.
- 7. Set up as New or Restore from Backup (iTunes or iCloud).** As this is a public device we suggest you set this up as a new device with a new Apple ID. Later, if you run into problems that require you to fully restore the iPad, you will have the choice of using iTunes to restore your backup or using Apple's iCloud service. Simply choose "Set Up as New iPad". Keep a note of the Apple ID and password you use to set up the iPad. You will need to send this to us.
- 8. Enter Apple ID or create new Apple ID.** You will need to create an Apple ID. You can set up a new email address using iCloud specific to the iPad.

E.g. [Digitaloutreach2015@icloud.com](mailto:Digitaloutreach2015@icloud.com)

Tips on creating a strong password can be found here:

<http://lifehacker.com/four-methods-to-create-a-secure-password-youll-actually-1601854240>

[https://identitysafe.norton.com/password-generator/#password\\_generator](https://identitysafe.norton.com/password-generator/#password_generator)

**9. Agree to Terms and Conditions.** You will need to agree to the Terms and Conditions, and once you agree, the iPad will give you a dialog box confirming that you agree. You can also have the Terms and Conditions emailed to you by touching the button at the top of the screen.

**9. Set Up iCloud.** Most people will want to set up iCloud and enable the iPad to be backed up to iPad on a daily basis. This means even if you run into major problems with your iPad, you lose it or it is stolen, your data will be backed up to the Internet and waiting for you when you restore your iPad. However, if you aren't comfortable saving your information to the Internet, or if you are using the iPad for business purposes and your place of work doesn't allow you to use cloud storage, you can decline to use iCloud.

**10. Use Find My iPad.** This is a very handy feature that can both help you find a lost iPad or recover a stolen iPad. Turning on this feature will let you track the general location of the iPad. The 3G version of the iPad, which has a GPS chip, will be more accurate, but even the Wi-Fi version can provide amazing accuracy.

**11. iMessage and FaceTime.** You can choose to have people contact you via the email address used with your Apple ID. This allows you to take FaceTime calls, which is video conferencing software similar to Skype, or receive iMessage texts, which is a platform that lets you send and receive messages to friends and family that use either an iPad, iPhone, iPod Touch or Mac. If you already have an iPhone, you may see your phone number listed here, along with any other phone numbers and email addresses associated with your Apple ID.

**12. Create a Passcode.** You don't have to create a passcode to use an iPad. There's a "Don't Add Passcode" link just above the on-screen keyboard, however, a passcode will make the iPad more secure by requiring it to be entered each time someone wants to use the iPad. This can protect against theft and misuse.

**13. Siri.** Unfortunately iPad 2 does not support Siri.

**14. Diagnostics.** The last choice is whether or not to send a daily diagnostic report to Apple. This is purely your own decision. Apple uses the information to better serve its customers, and you shouldn't be worried that your information is being used for any other purpose. But, if you have any qualms at all, choose not to share the information. The basic rule of

thumb here is if you have to think about it for more than a couple of seconds, choose not to participate.

**15. Get Started.** The last step is to click on the "Get Started" link on the "Welcome to iPad" page. This finalises setting up the iPad to use.

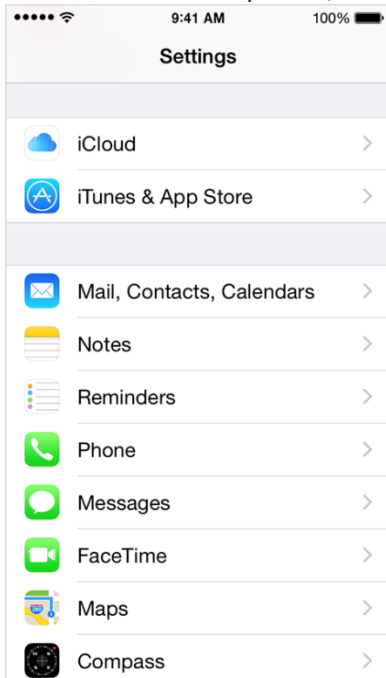
## Setting up Email

Add an email account on your iOS device (<https://support.apple.com/en-gb/HT201320>)

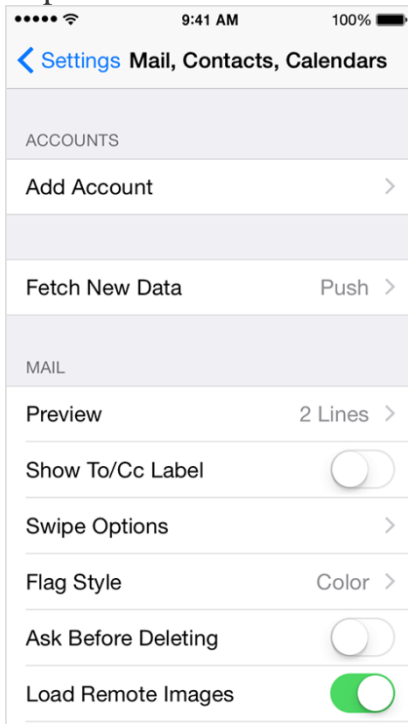
### 1. Tap Settings.



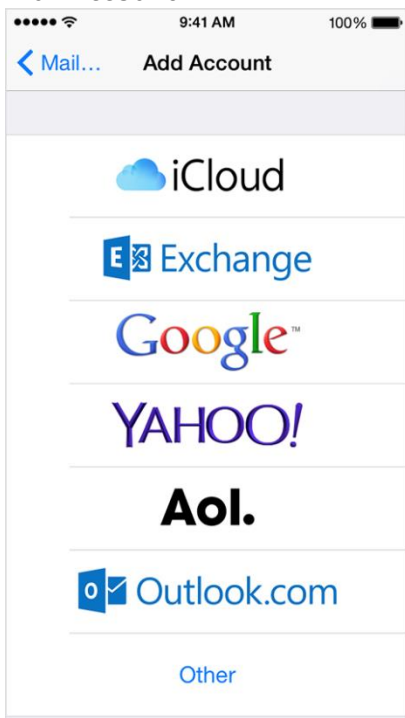
Scroll down and tap Mail, Contacts, Calendars.



2. Tap Add Account.



3. Select your email provider. If you don't see your email provider listed, tap Other > Add Mail Account.



4. Provide the required information to finish adding your account.

If you use a common email provider, your device will load your email settings automatically. If your device doesn't load these settings and you don't know them, contact your email provider and ask for this information:

## My Email settings

My email address:

My email provider:

## Incoming Mail Server Settings

Account type (POP or IMAP):

Incoming Mail Server:

User Name:

Password:

Incoming server port number:

Incoming server supports SSL? (yes or no):

## Outgoing Mail Server Settings

Outgoing mail server:

User name:

Password:

Outgoing server port:

Outgoing server supports SSL? (yes or no):

## Verifying your account

Once you've set up your Apple ID you'll be sent an email asking you to verify your account. Please follow the instructions contained in the email.

**Keeping your iPad up to date:** <https://support.apple.com/en-gb/HT204204>

iOS software updates introduce new features that let you do even more with your iPhone, iPad, or iPod touch. Be sure to keep your devices up to date so that you don't miss out on the latest features.

Before you update [Back up your device](#) to iCloud or iTunes.

If you use your device's Personal Hotspot for your computer's Internet connection, [update your device wirelessly](#) or connect your computer to another network.

Update your device wirelessly

The easiest way to update your device is wirelessly, also called "over the air." Here's how:

1. Plug in your device to a power source.

2. Tap Settings > General > Software Update.



3. Tap Download and Install. Updates might download automatically while your device is connected to Wi-Fi and a power source.

4. Tap Install, or tap Later to install the update later. If you use a passcode, you'll need to enter it before installing the update.



If you have some free space, but not enough to update over the air, you can either [update using iTunes](#) or [delete content manually](#) from your device. Whether you use iTunes or update over the air, you'll have the same amount of free space on your device after you update.

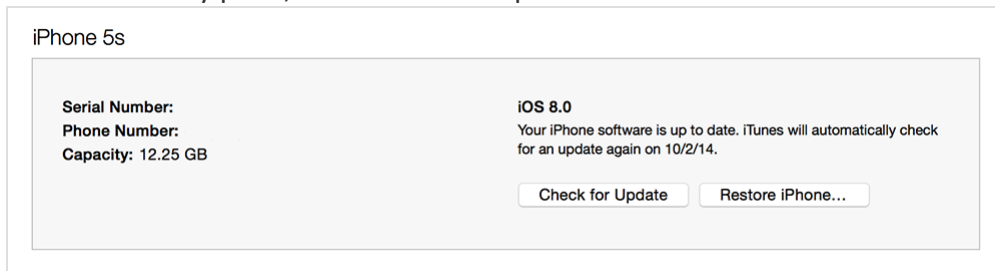
Some iOS software updates aren't available as over-the-air updates. VPN or proxy connections might prevent your device from contacting the iOS update servers.

### Update your device using iTunes

If you can't update wirelessly, or if you want to update with iTunes, follow these steps:

1. [Install the latest version of iTunes](#) on your computer.
2. Plug in your device to your computer.
3. In iTunes, select your device.

4. In the Summary pane, click Check for Update.



5. Click Download and Update.

If you don't have enough free space to update using iTunes, you'll need to delete content manually from your device.

### Turn on iCloud and Back up

If you chose not to do this during set up this can be done by going into settings and touch iCloud. The available options to manage your iCloud settings and back ups will then display. iCloud offers 5 GB of free storage. You can manage which apps you want to back up information from. Back ups should be done over a Wi-Fi connection with the device plugged in to prevent data loss.

### Adjust some settings

Settings can be adjusted using the settings app. These include privacy settings, location services, the general appearance of the iPad e.g. background.

### Restrictions:

In General settings you can set up additional restrictions for installing/ deleting apps and adjust the allowed content people can access. This may be particularly useful for community use.

### Accessibility:

iPads have a range of accessibility settings to help those with additional needs.

More information can be found here:

<http://www.eaccessibilitywales.org.uk/>

<http://www.abilitynet.org.uk/advice-info/my-computer-my-way>

### Free Training for Staff and Volunteers:

For a range of further free training for staff and/or volunteers on supporting people to get online or our 2 day Digital Champion course please contact Delyth Rees, Training and Technical Officer: [delyth.rees@walescooperative.org](mailto:delyth.rees@walescooperative.org) or 07823342301.