iPad Tip Sheet

**Introduction**

Released in 2010, the iPad is a tablet that makes it easy to consume multimedia on the go including eBooks, music, videos, and the web. This tip sheet will assist you with configuring your iPad for connection to Tufts Email and Calendar and also the wireless network. It will also provide important security information.

**Setting the Passcode and Auto-Lock**

Similar to a Personal Identification Number, a passcode will prevent unauthorized access to your iPad. To enable the passcode lock, complete the following steps:

1. From the Home Screen, tap **Settings**.
2. Tap **General**.
3. Tap **Passcode Lock**.
4. Tap **Turn Passcode On**.
5. Enter a 4-digit passcode. Enter it once again.
6. Tap **General** to return to the General Options.
7. On the General Options screen, tap **Auto-Lock**.
8. Tap **15 Minutes**.
9. Press the **Home Button**.

**Connecting to Tufts Email and Calendar**

To access your Tufts email and calendar, complete the following steps:

1. From the Home screen, tap the **Settings** icon. The settings panel appears.
2. Tap **Mail, Contacts, Calendars**. The mail, contacts, and calendars screen appears.
3. Tap **Add Account**. The Add Account screen appears.
4. Tap **Microsoft Exchange**. The Add Exchange Account screen appears.
5. Enter the following information:
   a. **Email** – Enter your Tufts email address. Typically, this will be firstname.lastname@tufts.edu.
   b. **Password** – Enter your Tufts **Password**.
   c. **Description** – This field will automatically fill itself in with “Exchange.”
   d. Tap **Next**. Enter the following:
   e. **Server** – Enter exchange.tufts.edu.
   f. **Domain** – Enter Tufts.

   g. **Username** – Enter your Tufts Username (e.g. jsmith01)
   h. Tap **Next**.
6. Tap **Next** again. Using the On/Off options, determine which Exchange items you want to sync to your iPad.
7. Tap **Save** to finish.

**Connecting to Tufts Wi-Fi**

In order to connect to the Tufts Wireless Network, you must first register your iPad. After registration, your iPad will connect automatically to the network whenever you are on campus.

To connect to the Tufts wireless network from your iPad, complete the following steps:

1. From the Home Screen, tap **Settings**.
2. Tap **Wifi**.
3. Turn Wifi on by tapping the **On/Off** Slider. Your iPad looks for available wireless networks.
4. Locate **tuftswireless** in the list. Tap it once to select it.
5. A browser window opens. Scroll down to the bottom of the page. Tap **I Accept** to accept the terms of use.
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a. **Hardware Address** – Tap **Detect**. The field will populate with the number.

b. **Description** – Enter a description of your device (e.g. My iPad).

c. **Device Type** – Select iPad from the dropdown list.

8. Tap **Register**.

9. Wait 5 Minutes for your account to be activated. Once your account has been activated, you can use the internet as expected.

### Creating an iCloud Account

iCloud will assist you with backing up your iPad data as well as keeping track of it should you ever lose it. You can create an iCloud account using your Apple ID and Password.

To create an iCloud account, complete the following steps:

1. From the Home screen, tap **Settings**.
2. Tap **iCloud**.
3. Enter your **Apple ID** and **Password** and follow the instructions to complete the registration process.

### Installing Find My iPad

Find My iPad will assist you with finding your iPad should it ever be lost or stolen. Using the app on another iOS device or through a web-browser, you will be able to locate your iPad on a map, play a sound to locate it, or use the remote wipe feature to remove sensitive data. You must have an iCloud account to use Find My iPad.

To install Find My iPad, complete the following steps:

- From the Home Screen, tap **App Store**.
- Search for **Find My iPad**.
  - Note: The Find My iPhone app will appear in the list. Select it and install it.

To recover your device, refer to the scenarios below.

### From a Computer

1. Open a browser and go to [http://www.icloud.com](http://www.icloud.com)
2. Login using your Apple ID and Password.
3. Click the Find My iPhone icon.
4. In the upper left corner of the screen, click Devices.
5. Your iOS devices with Find My iPhone installed will appear in a list (e.g. iPhone, iPad, laptop computer, etc.).
6. Click onto your desired device.
7. A list of options appears on the right side of the page.
   a. **Play Sound** – play a loud signal from your device.
   b. **Lost Mode** – if you do not have a passcode on your iPad, configure one now.
   c. **Remote Wipe** – remove all data from your iPad.

### From Another iOS Device

If you have another iOS device with the Find My iPhone app installed, you can use that device and its app to locate your other devices.

1. From your device, tap **Find My iPhone**.
2. A map will open assisting you in locating your devices.
3. Select the desired device from the list of devices. A list of options appears on the right side of the page.
   a. **Play Sound** – play a loud signal from your device.
   b. **Lost Mode** – if you do not have a passcode on your iPad, configure one now.
   c. **Remote Wipe** – remove all data from your iPad.

### Using Outlook Web Access to Wipe Your iPad

You also have the option of using Outlook Web Access to remove sensitive data from your iPad.

To do so, complete the following steps:

1. Open a browser window and go to [http://exchange.tufts.edu](http://exchange.tufts.edu). Login using your **Tufts Username and Password**.
2. Click **Options** at the top right.
3. Select **See All Options**.
4. In the left sidebar, select **Phone**.
5. At the top, click **Mobile Phones**.
6. You will see a list of any mobile devices that are synced with your Exchange account. Find the appropriate device using the name/phone number/last sync time and select **Wipe Device**.

Note: These steps will remove all data from your iPad, not just Tufts email and calendar.

### Additional Resources and Help

For assistance, contact the TTS Technology Support Center at (617) 627-3376 or email [it@tufts.edu](mailto:it@tufts.edu).