iPhone Tip Sheet

Introduction

Released in 2007, the iPhone combines a mobile phone, internet browser, and multimedia player into one device. This tip sheet will assist you with configuring your iPhone 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 phone. To enable the passcode lock, complete the following steps:

1. From the Home Screen, tap Settings (1).
3. Scroll down. Find then tap Passcode Lock.
4. Enable the Simple Passcode option by tapping the slider to switch it on.
5. Tap Turn Passcode On. You are prompted to enter a 4-digit code. Enter it once again.
6. Press General at the top to return to the General options page.
8. Tap 5 Minutes.

Connecting to Tufts Email and Calendar

Note: If you are a non-exempt employee, it is recommended that you do not enable this option.

To access your Tufts email and calendar from an iPhone or iPod Touch, complete the following steps:

1. From the Home screen, tap the Settings icon. The settings panel appears.
   a. Note: If you just enabled your passcode (above), skip to step 2.
2. Tap Mail, Contacts, Calendars. The mail, contacts, and calendars screen appears.
   a. Note: Only one exchange account can be configured per iPhone.
5. Enter the following information:
   a. Email - Enter your email address. Typically, this will be firstname.lastname@tufts.edu.
   b. Password - Enter your Tufts Password.
   c. Description – this field will populate automatically with the word Exchange.
6. Tap Next. Your account is being verified. Enter the following required information:
    b. Domain – enter Tufts.
    c. Username – enter your Tufts Username (e.g. jsmith01).
    d. Password – this field is already populated with the password you entered on the previous screen.
7. Tap Next. The Sync page appears.
8. Select the items you wish to sync, and tap Save.

Connecting to Tufts Wi-Fi

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

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

1. From the Home Screen, tap Settings.
2. Tap Wi-Fi.
3. Turn Wi-Fi on by tapping the On/Off Slider. Your phone looks for available wireless networks.
4. Locate tuftswireless in the list. Tap it once to select it. A browser window will open.
5. Scroll down to the bottom of the page. Tap I Accept to accept the terms of use.
6. Next, login to register your device.
   a. Username – Enter your Tufts Username
   b. Password - Enter Your Password.
   c. Tap Login.
7. Register your device.
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a. **Hardware Address** – Tap **Detect**. This field will auto-populate.
b. **Description** – Enter a description of your device (e.g., My iPhone).
c. **Device Type** – select **Mobile device - iPhone** from the menu.

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 iPhone 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 iPhone

Find My iPhone will assist you with finding your iPhone 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 iPhone 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 iPhone.

To install Find My iPhone, complete the following steps:

- From the Home Screen, tap **App Store**.
- Search for **Find My iPhone**.

To recover your device, refer to the scenarios below.

### 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 iPhone, configure one now.
   c. **Remote Wipe** – remove all data from your iPhone.

### Using Outlook Web Access to Wipe Your iPhone

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

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 iPhone, 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.