

IPAD REFERENCE GUIDE FOR FACULTY

CONNECT TO THE WIRELESS NETWORK

If you are on campus you will be able to select **fresnostate** as a wi-fi network.

1. Tap the **Settings** app from your iPad.
2. Select the **Wi-Fi** tab.
3. Make sure the **Wi-Fi** is on. If not swipe the icon to on.
4. Under **Choose A Network** select **fresnostate**.
5. Enter your **Active Directory Username** (the username and password you use to log onto your computer) and **Password** then press **Join**.
6. Tap on **Accept** to get certificate.
7. **fresnostate** will show a checkmark that you are connected to the network.



Note: If you do not have an Active Directory account contact your IT liaison.

CREATE YOUR APPLE ID

Your Apple ID is needed to access the Apple App Store (to download apps), iTunes, and iCloud. You can setup an Apple ID with or without a credit card. A credit card number is required to purchase apps, movies, or music that are not free; a credit card is not required if you do not intend to make purchases.

Continue by choosing **Create a Free Apple ID**.

Note: It is recommended that you use your Fresno State email to create a new Apple ID even if you already have an existing Apple ID.

Follow the prompts on the screen to create your Apple ID. Your Apple ID will allow you to access all Apple services so it is important to remember this information.

SETUP FRESNO STATE EMAIL

1. Tap the **Settings** app from your iPad.
2. Select the **Mail, Contacts, Calendars** tab.
3. Select **Add Account**.
4. Select the **Exchange** account.
5. Enter your Fresno State email address, password, and tap **Next**.
6. If prompted with **Cannot Verify Server Identity** select **Continue**.
7. In the **Server** field enter **zimbra.csufresno.edu**.
8. In the **Username** field enter your email username (ex: jdoe) and select **Next**.
9. Select what services you would like to sync and select **Save**.



SECURE YOUR DEVICE

SET UP FIND MY IPAD

Find My iPad allows you to locate your iPad on a map and remotely lock or erase data on your iPad.

1. Tap **Settings** on your iPad.
2. Tap **iCloud**.
3. If you are prompted to sign in, enter your Apple ID or if you do not have one, select **Get a free Apple ID** and follow the prompts.
4. Select **Find My iPad** button and swipe to the right to enable this feature. Confirm this option by selecting **OK**.

SET UP PASSCODE LOCK

1. Tap the **Settings** app on your iPad.
2. In the **Settings** menu, tap the **General** option and the **Passcode Lock** option.
3. Tap the **Turn Passcode On** and enter a four digit code. In these settings you can also adjust your passcode lock time duration.

DOWNLOAD AN APP

When downloading an app you will be asked to **Sign In** and **Use Existing Apple ID** or **Create New Apple ID**. You will need to link your Apple ID to a credit card number to purchase apps, movies, or music that are not free.

1. Tap the **App Store** icon on your iPad.
2. Search for an app by typing in the **Search** box in the upper right-hand corner.
3. **Sign In** with your Apple ID. You may be prompted for your payment information.
4. Tap **Done** to complete the process and continue installing your app.



Note: With your iPad Air you are able to install a suite of Apps including Keynote, Numbers, Pages, GarageBand, etc. When you first launch the App Store, there will be a prompt for you to Download All. Sign in with your Apple ID. You may need to verify your email at this point.

NEED MORE HELP?

Visit:

www.fresnostate.edu/academics/tilt/toolsforteaching/ipad-support.html

For questions on iPad setup contact **TILT** at (559) 278-7373.