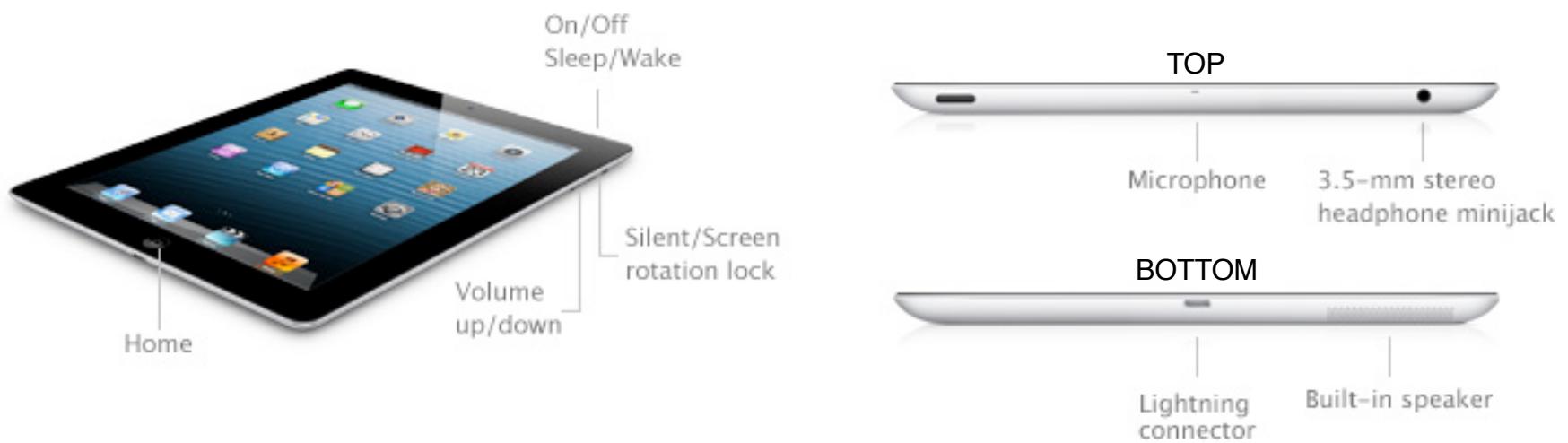
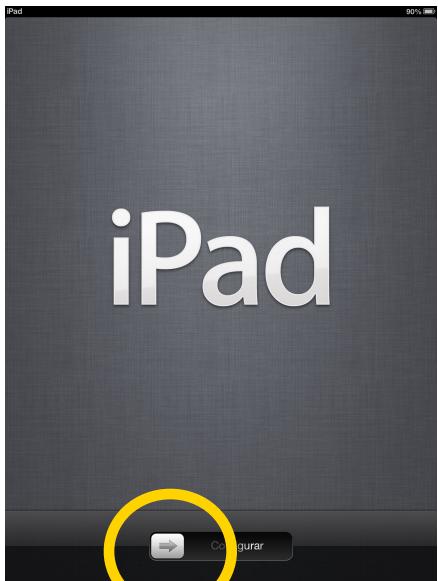


# iPad Set-Up Guide



Set-Up is estimated to take 10 to 15 minutes.



# iPad

1. To turn on your iPad, hold down the POWER button on the top right of the iPad.

*Slide the arrow to the right to begin Set-Up.*



2. Select ENGLISH.

*Tap the Arrow in top right.*

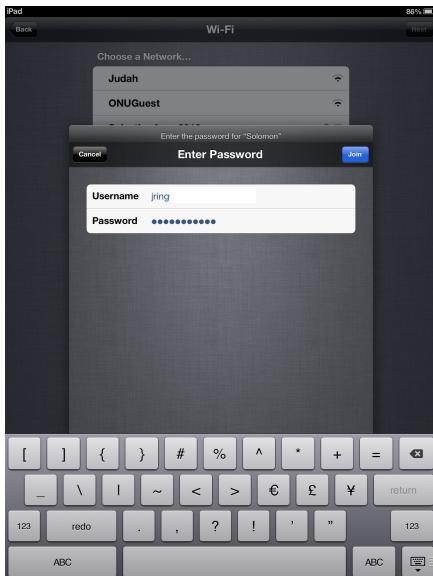


3. Select UNITED STATES.

*Tap NEXT in the top right.*



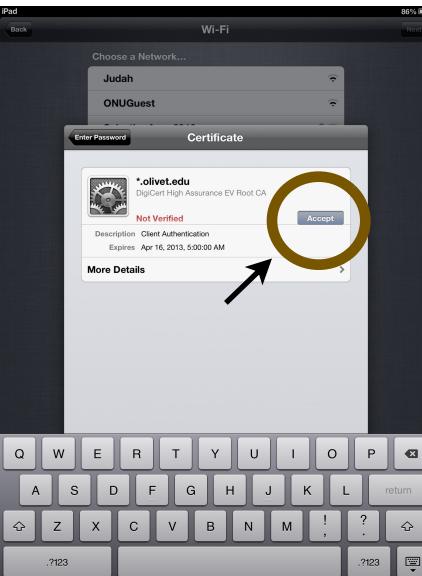
4. Select SOLOMON under Available Networks.



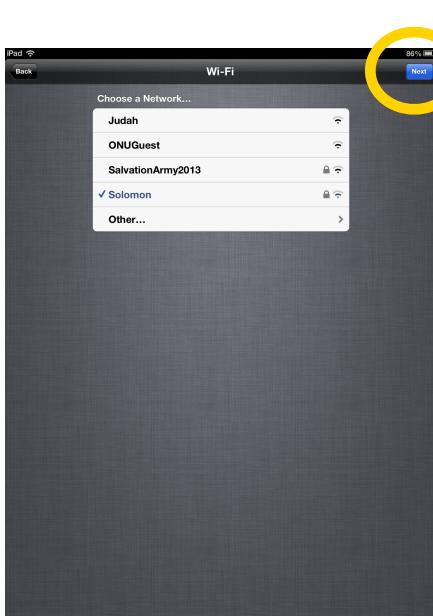
5. Enter your ONUnet username and password.

This is the username and password for Joule, MyOlivet, and logging into campus computers.

If you have forgotten your password, with another device go to: [changemypassword.olivet.edu](http://changemypassword.olivet.edu).



6. Tap ACCEPT.



7. Once connected to Solomon, tap Next.

This may take a few moments.

Following this screen, the iPad will take a few moments to activate.



8. Select whether you would like Location Services Enabled or not.

This allows apps to determine your location, such as the Find My iPad App and Map Apps.

It is recommended to Enable Location Services

*Tap NEXT in the top right.*



9. Choose whether to Set Up as New iPad or to Restore from an iCloud or iTunes Backup.

If this is your first iPad, select SET UP AS A NEW IPAD



10. If you already have an Apple ID, Sign In with it and go to step 21.

If you have forgotten the password for your existing Apple ID, with another device go to: [appleid.apple.com](http://appleid.apple.com)

If you do not have an Apple ID, create one now and proceed with step 11.



11. Enter your birthday.

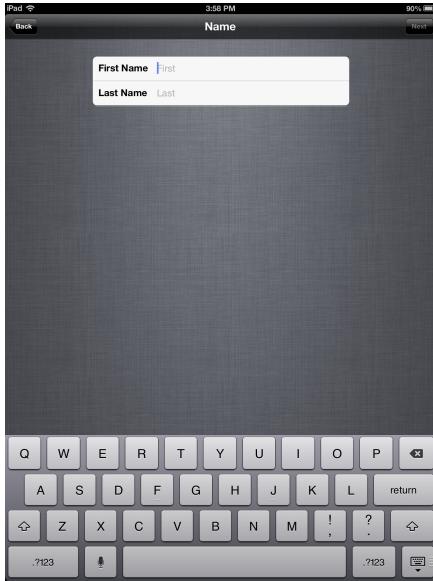
*Tap NEXT in the top right.*

#### **More information for Apple IDs and Step 10:**

An Apple ID is a user name you use for everything you do with Apple, such as using iCloud to store your content, downloading apps from the App Store, and buying songs from the iTunes Store.

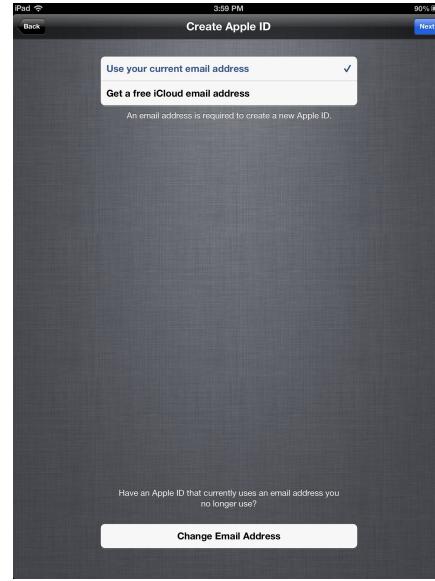
**Apps will be tied to one Apple ID and only one Apple ID. Purchased Apps CANNOT be transferred to a different Apple ID.**

***For more information on Apple ID's, with another device go to: [www.apple.com/support/appleid/](http://www.apple.com/support/appleid/)***



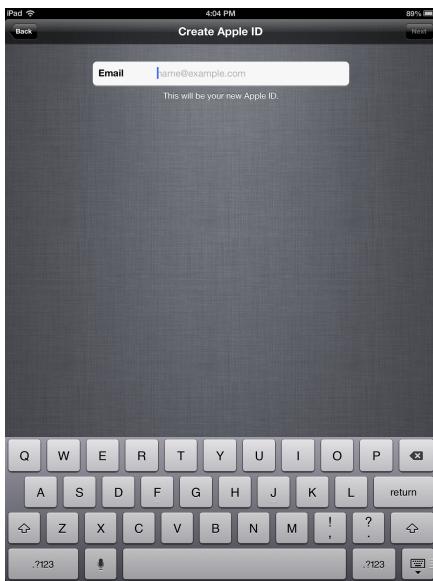
12. Enter your full name.

*Tap NEXT in the top right.*



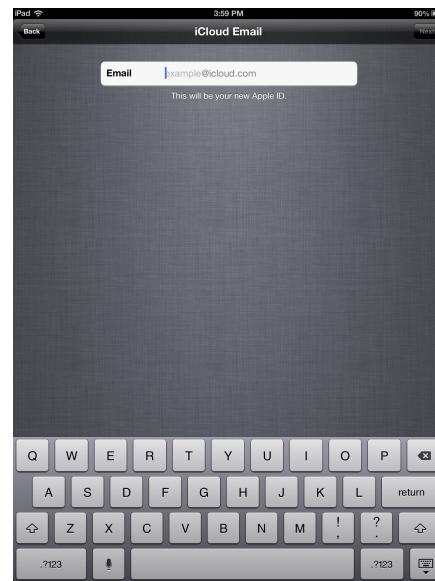
13. Your Apple ID can be created with an existing email account or a new iCloud email account will be created.

*If using a previous email account, go to step 14. If creating a new iCloud email, go to step 15.*



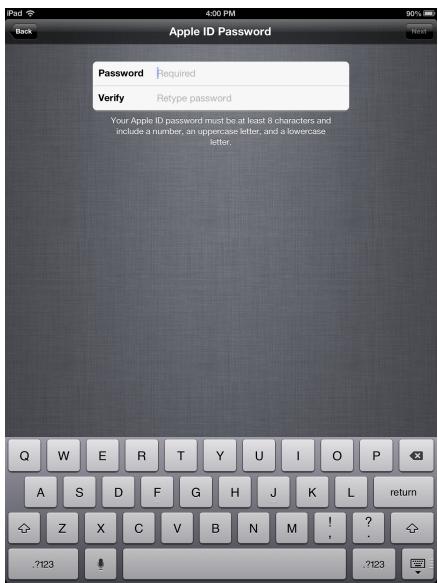
14. Enter a previously existing email account.

*Tap NEXT in the top right and go to step 16.*



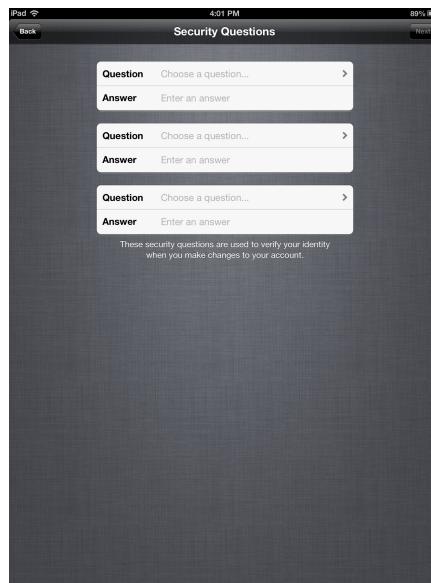
15. Enter what you would like your new iCloud email account to be.

*Tap NEXT in the top right.*



16. Enter a new password that will be used to login to your new Apple ID. This is not the password for your email account.

**The password must:**  
contain at least 8 characters and included a number, a lowercase letter,



17. Create three security questions and their corresponding answers.

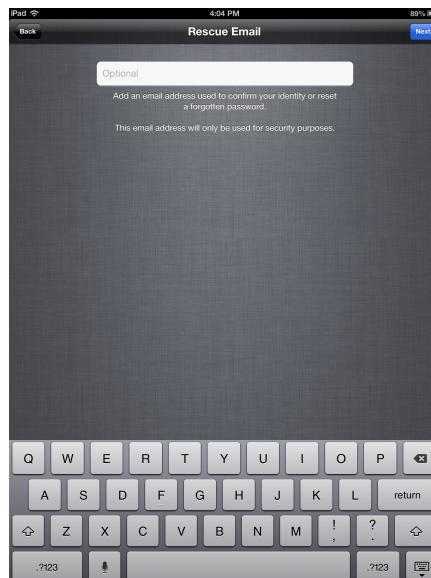
**These answers will be case sensitive.**

*Tap NEXT in the top right and go to step 19.*



18. For each question from step 17, pick the prompt that you would like to answer. Then answer your chosen prompt.

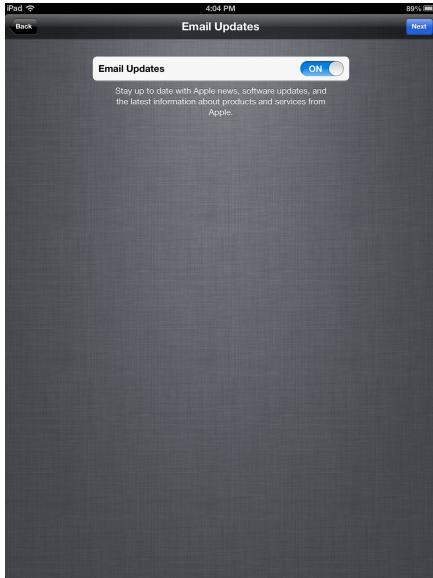
**These answers will be case sensitive.**



19. Choose a Rescue Email address in case you forget your Apple ID password.

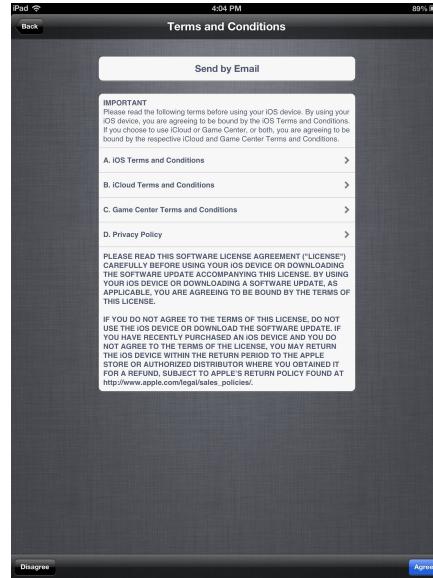
This step is optional.

*Tap NEXT in the top right.*



20. Choose whether or not you would like Email Updates about Apple services.

*Tap NEXT in the top right.*



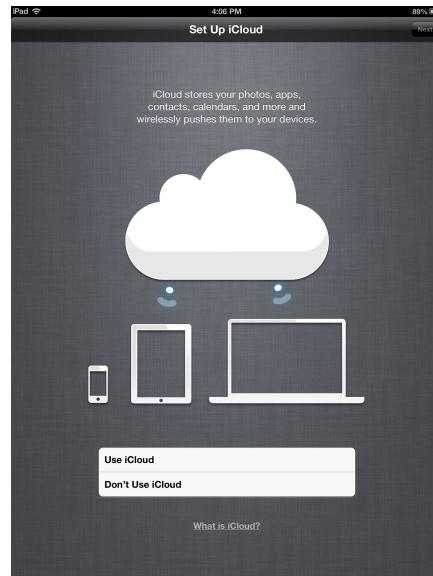
21. Apple's Terms and Conditions.

*Tap AGREE in the bottom right.*

*Tap AGREE again at the pop-up window.*



22. Wait a few seconds while your new Apple ID is configured.



23. iCloud is 5GB of free data storage. More data storage may be purchased with a subscription.

It is recommended to use iCloud.

*Tap NEXT in the top right.*



24. A Back Up of your iPad may be created on your computer or with iCloud.

It is recommended to backup to iCloud.

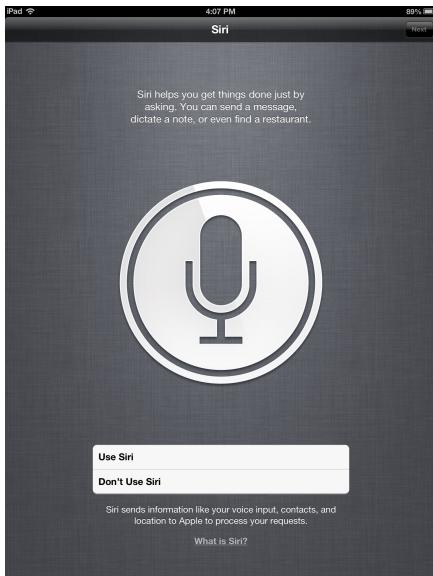
*Tap NEXT in the top right.*



25. Find My iPad is a free service that allows you to locate your iPad when missing.

It is recommended to Use Find My iPad.

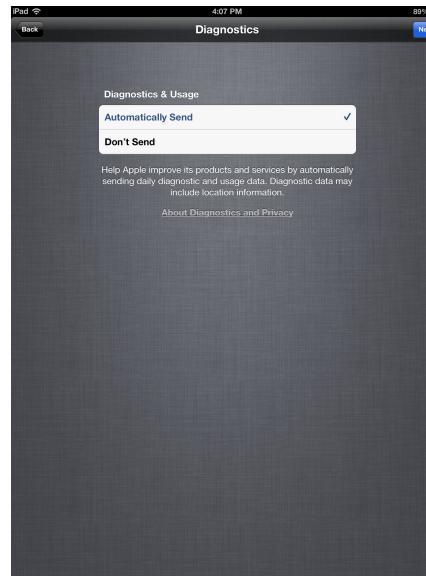
*Tap NEXT in the top right.*



26. Siri is a free, personal assistant on iOS devices.

It is recommended to Use Siri.

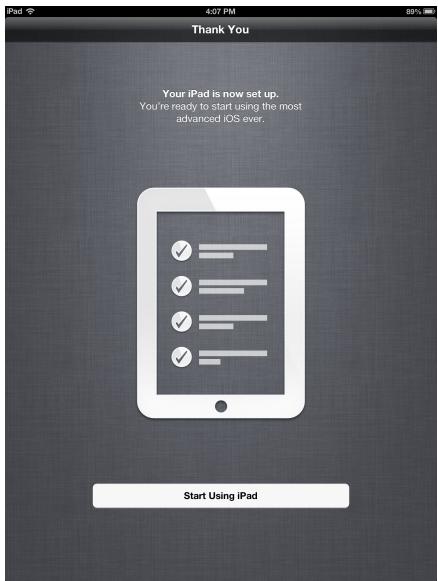
*Tap NEXT in the top right.*



27. Choose to send Apple Diagnostics automatically or not at all.

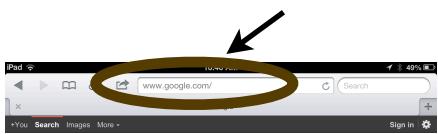
This is personal preference.

*Tap NEXT in the top right.*



## 28. Set up is Complete.

You may now start using your iPad.



Google

30. Once Safari is open, type www.google.com in the address bar. Then either click GO on the keyboard or click GOOGLE in the drop-down menu.

If your screen looks like this, you are connected to the internet. *Click the home button on the bottom of your iPad.*

If not, seek IT for assistance.



29. We will now open a web browser to confirm your connection to the internet.

Tap on SAFARI in the bottom left.



31. We will now set up your Olivet email on your iPad.

Tap SETTINGS in the lower right.



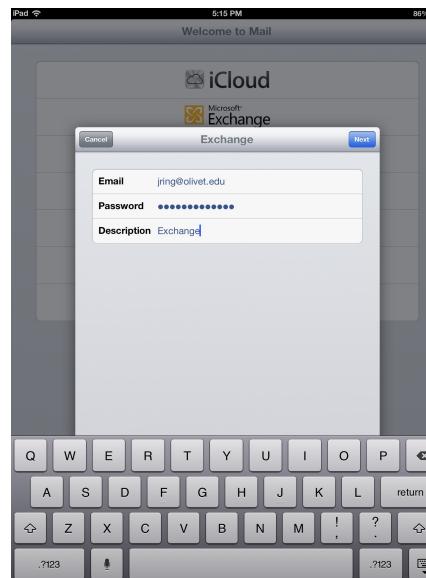
32. In the column on the left, select MAIL, CONTACTS, AND CALENDARS.



33. In the column on the right, select ADD ACCOUNT.



34. Select MICROSOFT EXCHANGE.



35. Enter your full email address (your Olivet username followed by @olivet.edu) and password.

The description may also be changed to Olivet instead of Exchange.

Tap NEXT.

### **More information for Step 35:**

Your Olivet email account is a different account than your ONUnet account, so the password may be different.

**If you have forgotten your password for this account and need reset it, you MUST contact the Olivet IT Help Desk by phone or in person.**



**37. A passcode is a short, 4 digit number that is required to unlock your iPad after it goes to sleep.**

To set up a passcode, Tap on GENERAL in the left hand column while in SETTINGS.

Then Tap on PASSCODE LOCK in the right hand column.



**36. Decide what information from your Olivet email account to import onto your iPad.**

It is recommended to import all.

*Tap SAVE.*

**38. Then Tap on TURN PASSCODE ON**





39. Enter what you would like your passcode to be.

**Remember your passcode!**



40. Re-enter your passcode.



41. At this point, your passcode will be required **every** time your iPad goes to sleep.

To change it so the passcode is only required after the iPad has been asleep for *X minutes*, tap REQUIRE PASSCODE.



42. Select the amount of time you desire.

We recommend setting the time to either 1 minute or 5 minutes. This is personal preference.

**Set Up is now complete!**

For help with using your iPad, using Safari on your iPad go to:  
[help.apple.com/ipad/6/](http://help.apple.com/ipad/6/)