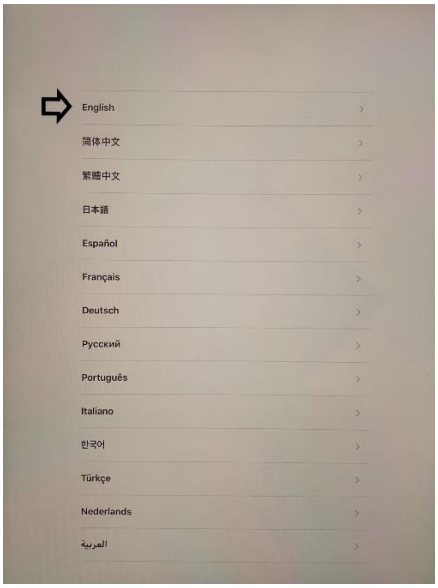
iPad Quick Start Guide

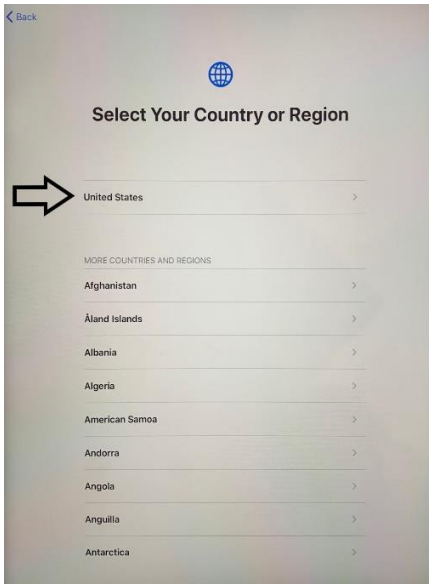
iPad Basics

Press and hold the power button on the top right until you see the Apple logo. You'll then see "Hello" in many languages.

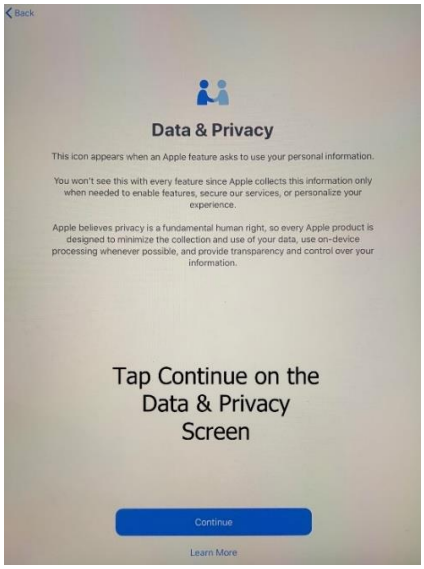
Setup

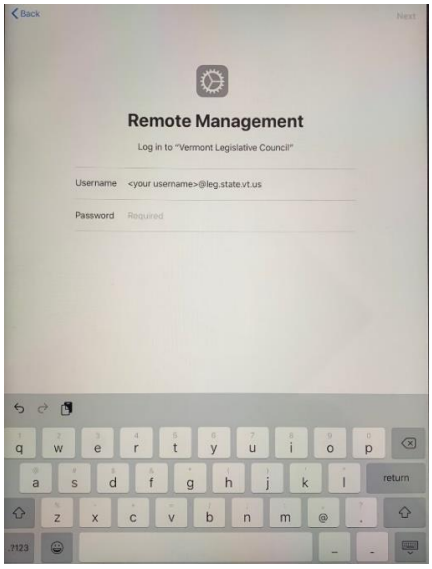
- Click the Home Button in the bottom center of the iPad to begin setup.
- Tap English at the top of the languages list to set the language, then select United States (which may appear at the top as pictured or alphabetically in the list below) as your country.





- Tap Continue on the Data & Privacy screen.
- On the first Remote Management screen, tap Next in the upper right corner to proceed.
- On the next screen, enter your full email address (e.g. jsmith@leg.state.vt.us) and your legislative login password (same password you use for email and logging into State House computers) and tap Next in the upper right of the screen.
  Next should turn into a spinning circle, and then the next screen should appear.
  If the word Next reappears and you are still on this login screen, double-check and re-enter the login information, as this usually results from an incorrect email or password.

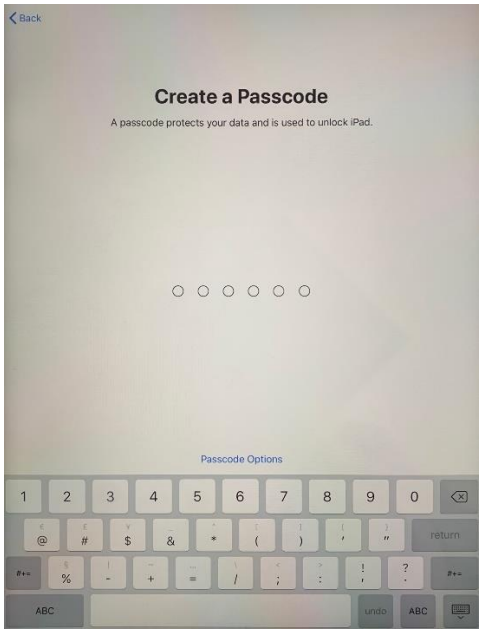


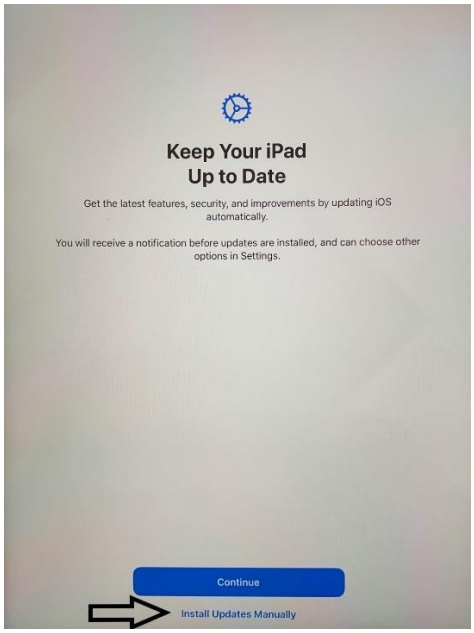


- On the Create Passcode screen, you will need to create a 6-digit code that you must remember to be able to access your iPad. It should be memorable to you but not obvious for security purposes. Please re-enter the same code when prompted to verify.

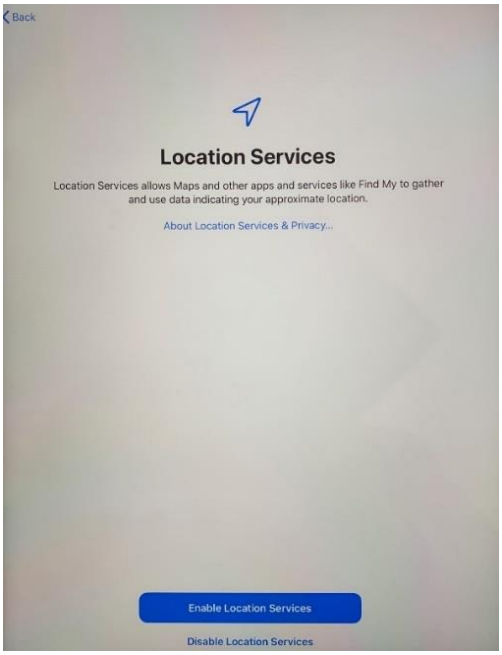
- On the Keep Your iPad Up to Date screen, select Install Updates Manually.

  The Legislative IT team tests new updates to monitor any issues before installing and to be fully prepared to help users with any changes.
  You should expect communications from the IT team when updates are ready to be installed.



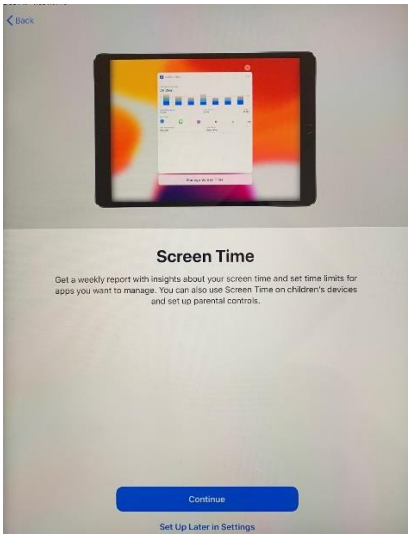


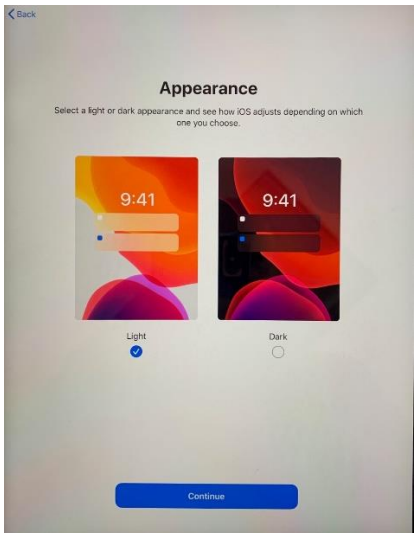
- On the Location Services screen, tap <u>Enable Location Services</u>. It is important that you do this so we can locate your iPad if it is lost or stolen.

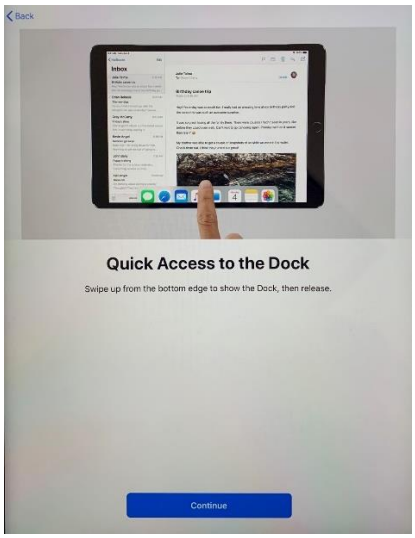


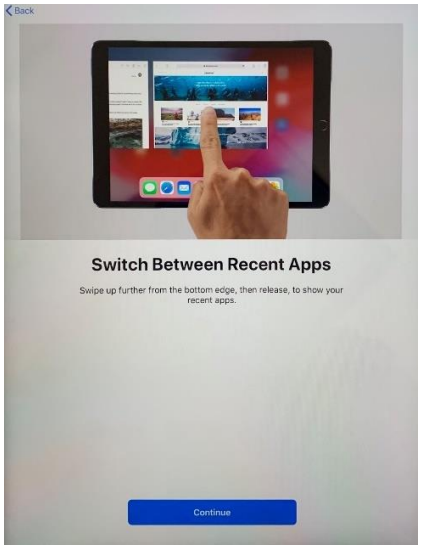
Useful things to Explore

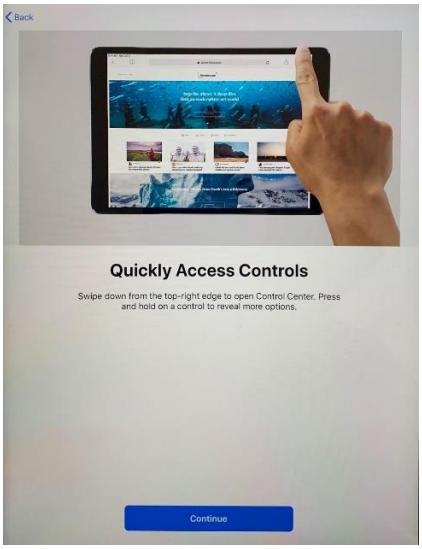
Several screens describing new features of the iPad will appear. Please go ahead and explore them.











Congratulations!

You have completed the Quick Setup of your new iPad!

Highly recommended things to do after the Quick Setup.

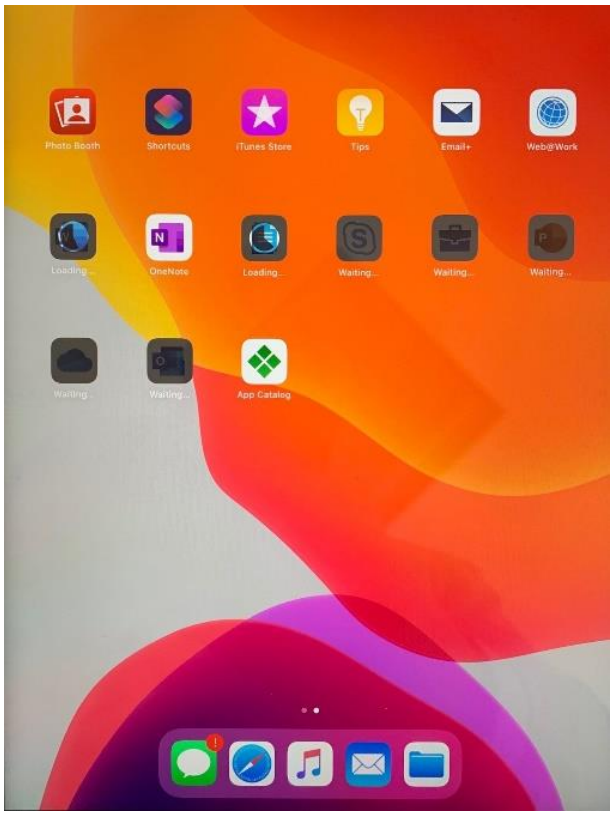
Let the iPad sit for a few moments. You will notice a series of apps downloading. Please give these apps a few minutes to install.

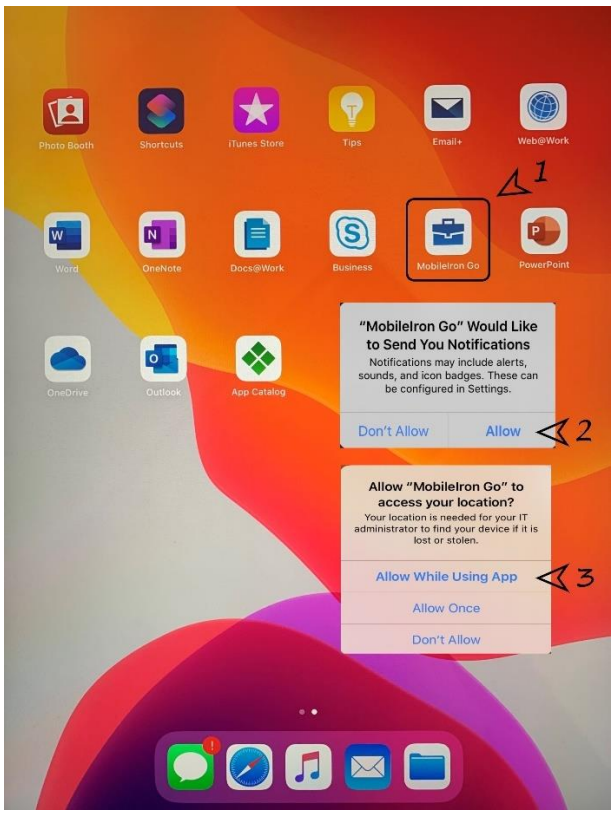
MobileIron Go

- Swipe right on the main screen.
- Tap MobileIron Go app icon (1) to start the setup. Once app opens, you will get two prompts. Tap "Allow" on the "Send You Notifications" dialog box (2) and "Allow While Using App" on the "access your location" dialog box (3).

  Both are important for administrative management, software updates, data security, and ability to locate your device if lost or stolen.

- Tap Home to get back to main screen.





Email

The Legislative IT team highly recommends using the Outlook app for your legislative email account.
We do understand that you might prefer to use Apple's Mail app (some users like having all their email accounts under one app).
If you prefer using Apple's mail app, please seek out a member of IT to assist you with the setup.

- Swipe right on the main screen.
- Tap Outlook app icon.
- Enter your full legislative email address (e.g. jsmith@leg.state.vt.us) in the Email Address field and then tap Add Account.
  Note: you might need to tap on the Email Address line to get the keyboard.
- On the Enter Password screen, please type your legislative login password.
- You will be prompted with a "US government account detected Please restart the app to continue." tap OK.
- Locate the Outlook app again and tap on the app icon.
- You will be prompted to "Enable Notifications" tap Turn On.
- You will be prompted again for "Outlook Would Like to Send You Notifications" tap Allow.

If you would like to have notifications without sounds, see instructions under customization for the outlook app.

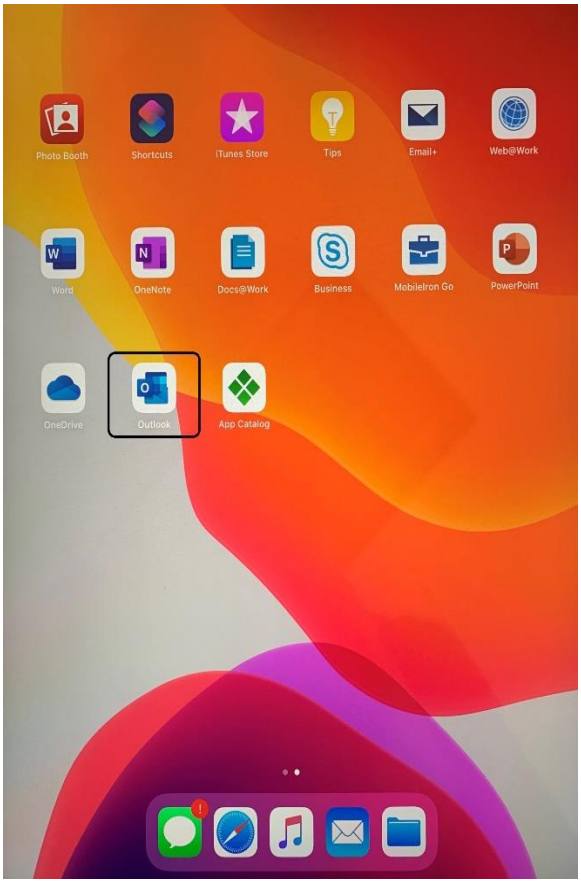
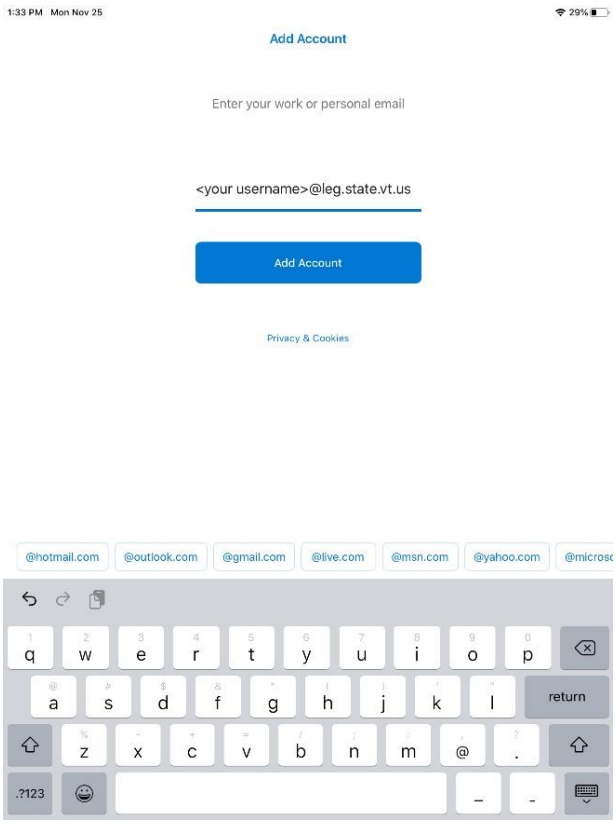
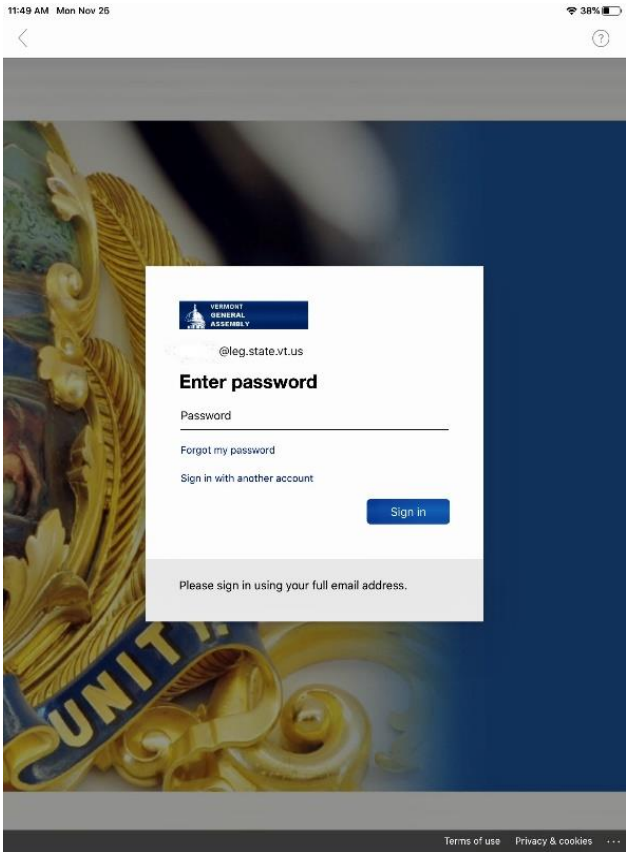
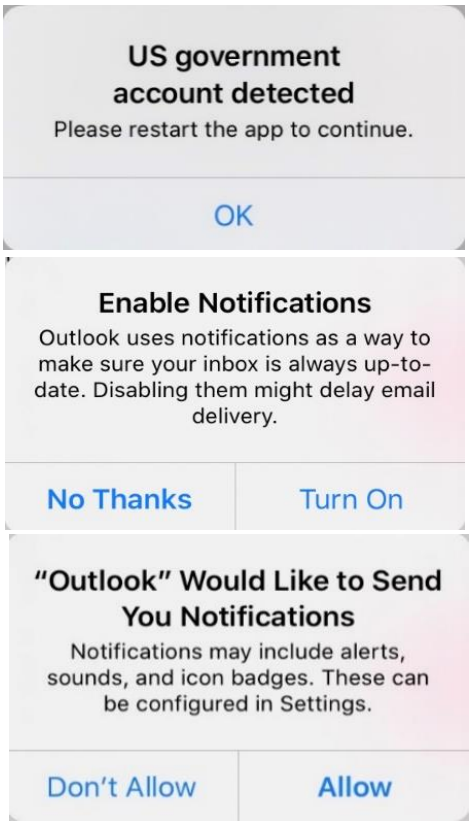


Photo Booth
Shortcuts
iTunes Store
Tips
Email+
Web@Work
Word
OneNote
Docs@Work
Business
MobileIron Go
PowerPoint
OneDrive
Outlook
App Catalog


1:33 PM Mon Nov 25
29%
Add Account
Enter your work or personal email
<your username>@leg.state.vt.us
Add Account
Privacy & Cookies
@hotmail.com
@outlook.com
@gmail.com
@live.com
@msn.com
@yahoo.com
return

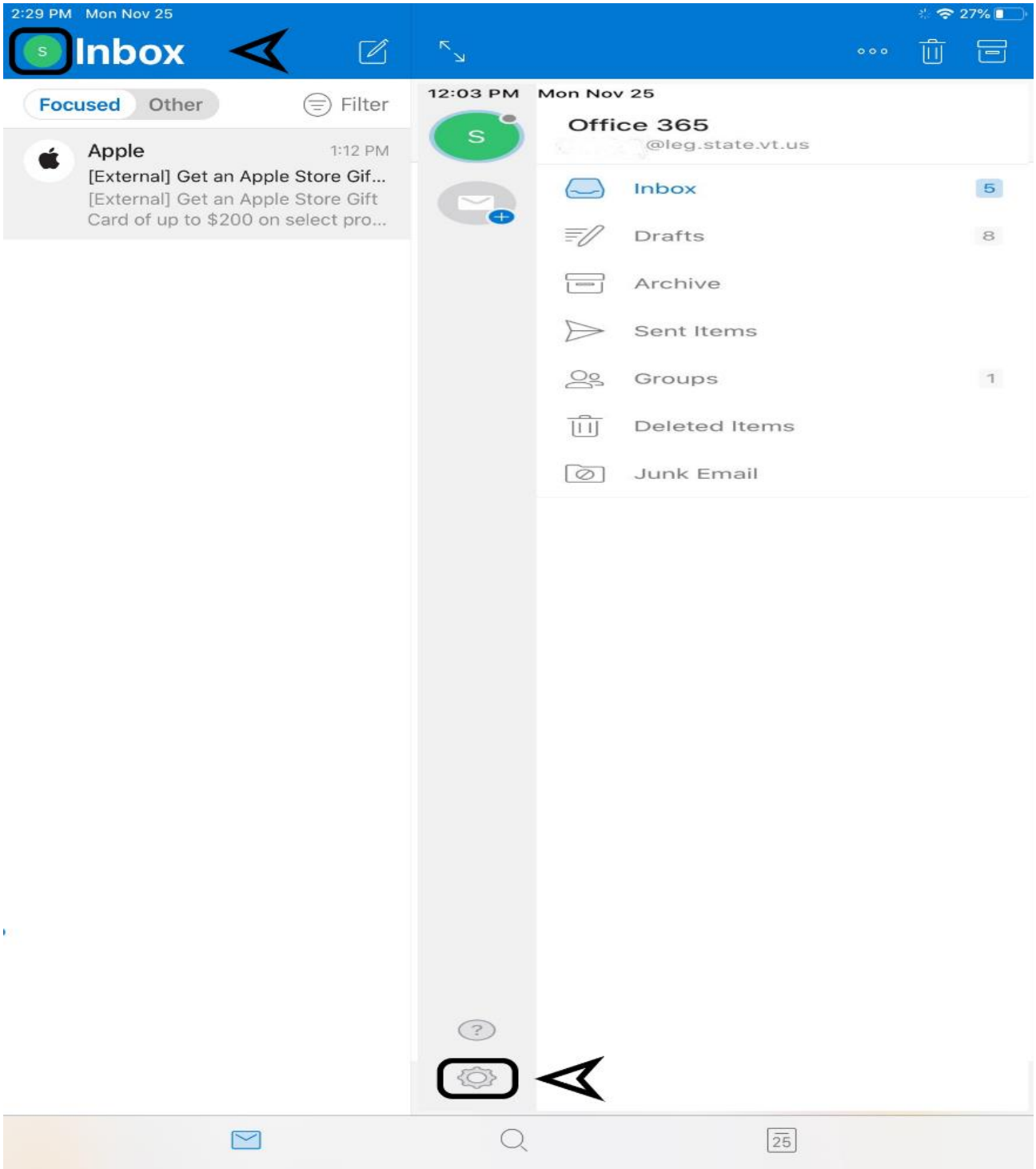

11:49 AM Mon Nov 25
38%
VERMONT GENERAL ASSEMBLY
@leg.state.vt.us
Enter password
Password
Forgot my password
Sign in with another account
Sign in
Please sign in using your full email address.
Terms of use
Privacy & cookies


US government account detected
Please restart the app to continue.
OK
Enable Notifications
Outlook uses notifications as a way to make sure your inbox is always up-to-date. Disabling them might delay email delivery.
No Thanks
Turn On
"Outlook" Would Like to Send You Notifications
Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.
Don't Allow
Allow

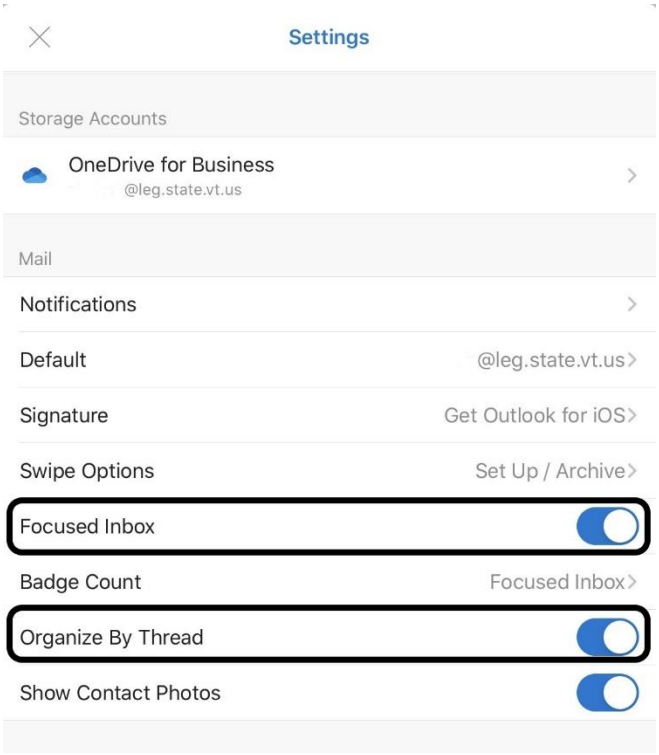
Recommended customization for the Outlook app.

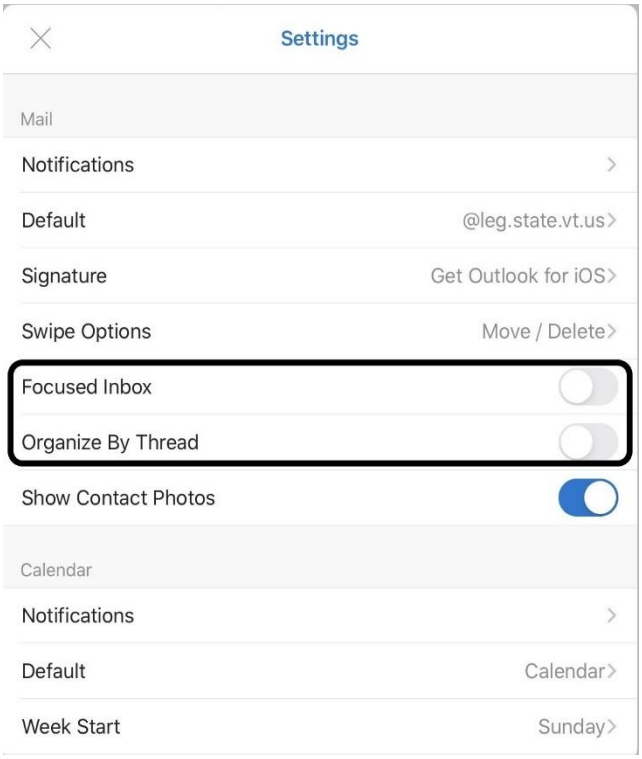
Focused Inbox and Organize by Thread

- Tap the letter at the upper left corner of the screen near Inbox.
- Tap the gear icon at the bottom left corner to access settings.



- You will notice that the toggle switches for Focused Inbox and Organize By Thread are set to the on position (blue) by default.
- Toggle both to the off (gray) position.

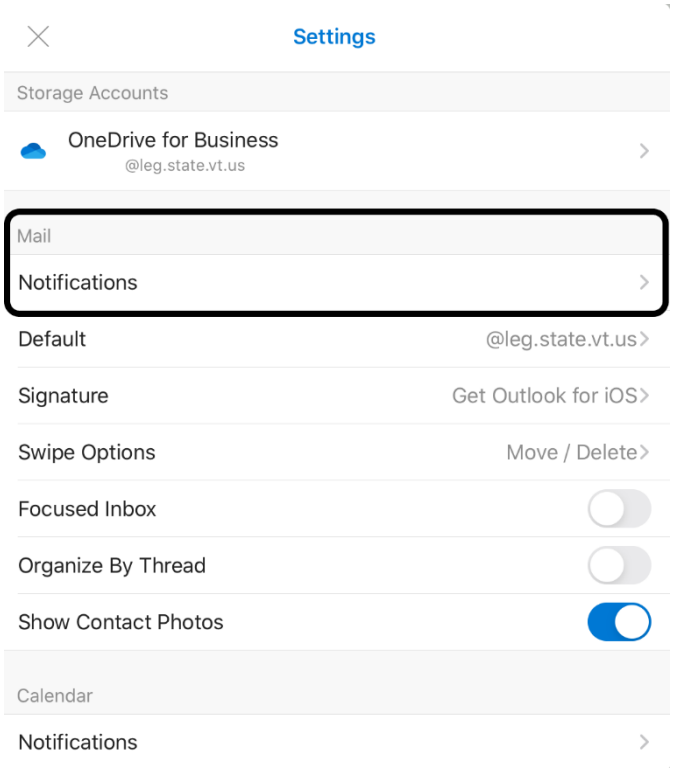


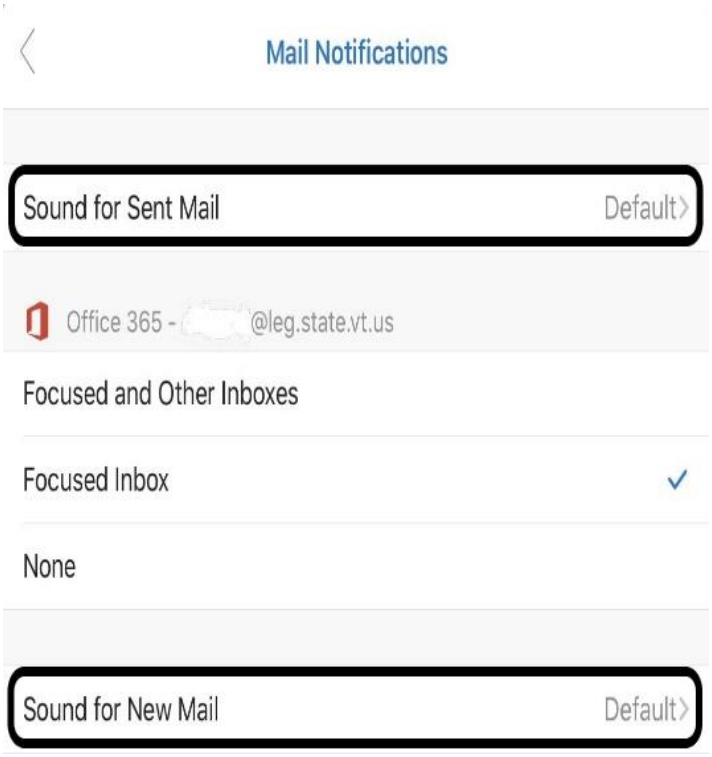


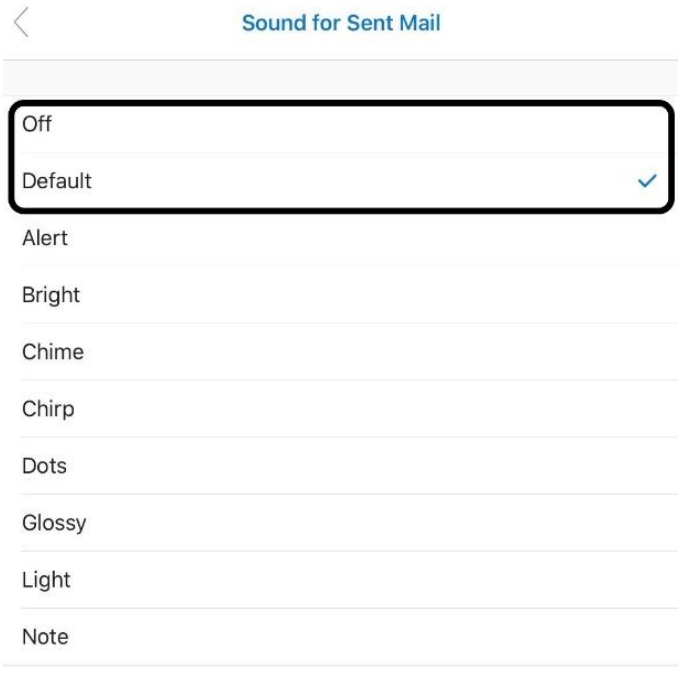
Turning Mail and Calendar notification sound off.

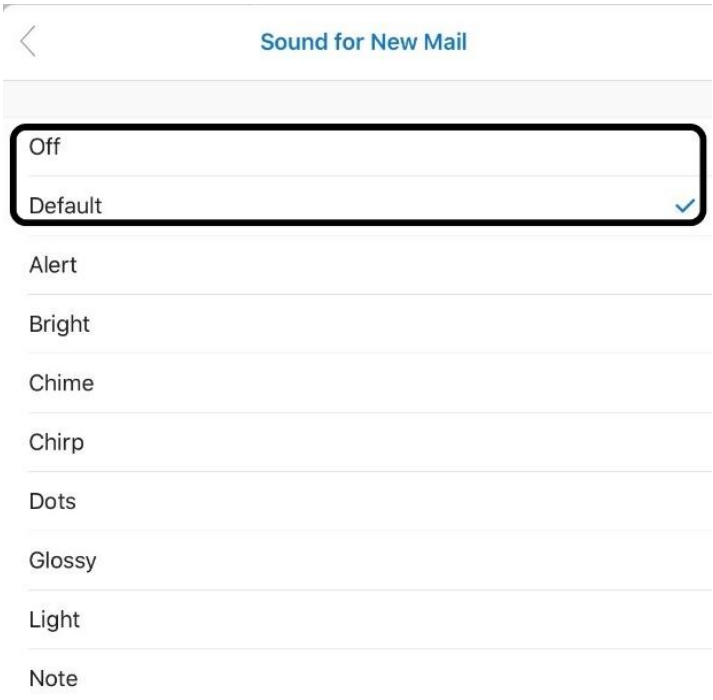
While in Settings, let's setup mail notification.

- Under Mail, tap Notifications.
- Tap Sound for Sent Mail, tap Off in the next window.
- Tap the back arrow to get back to Mail Notifications.
- Tap Sound for New Mail, tap Off in the next window.
- Tap the back arrow to get to Mail Notifications. Then tap back again to get to settings.


Settings
Storage Accounts
OneDrive for Business
@leg.state.vt.us
Mail
Notifications
Default
@leg.state.vt.us
Signature
Get Outlook for iOS
Swipe Options
Move / Delete
Focused Inbox
Organize By Thread
Show Contact Photos
Calendar
Notifications

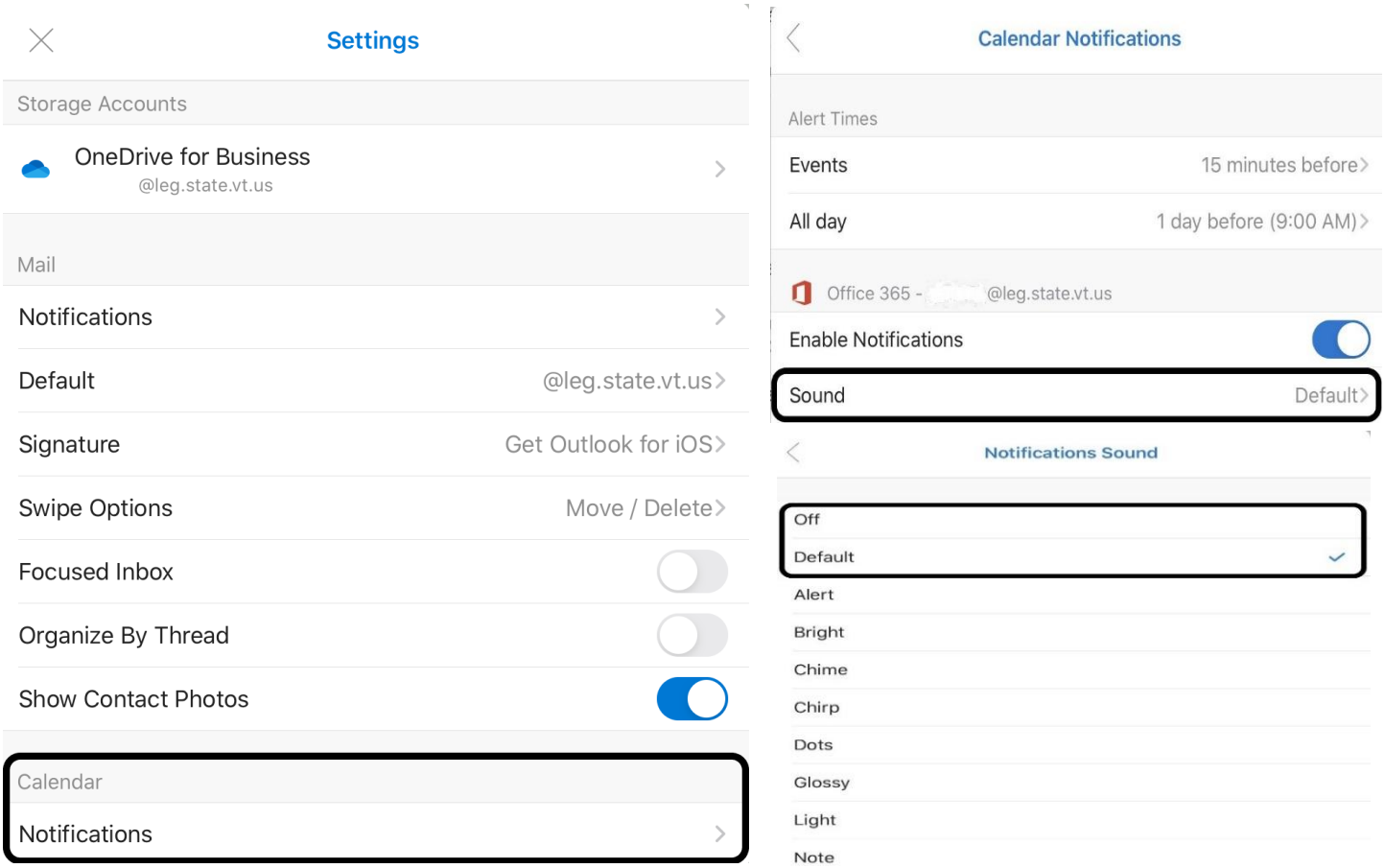

Mail Notifications
Sound for Sent Mail
Default
Office 365 -
@leg.state.vt.us
Focused and Other Inboxes
Focused Inbox
None
Sound for New Mail
Default


Sound for Sent Mail
Off
Default
Alert
Bright
Chime
Chirp
Dots
Glossy
Light
Note


Sound for New Mail
Off
Default
Alert
Bright
Chime
Chirp
Dots
Glossy
Light
Note

Calendar Notification Sound Settings.

- In Settings, scroll down to Calendar.
- Tap Notifications then tap Sound tap Off in the next window.
- Tap the back arrow to get to Calendar Notifications. Then tap back again to get to Settings.



If you have any further questions or issues with this setup process, please contact IT by emailing eHelpdesk@leg.state.vt.us or calling 802-828-0291.