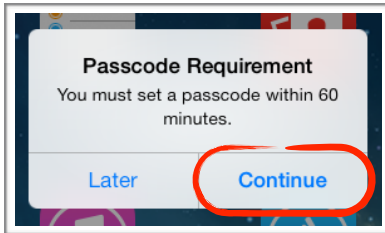




Tynecastle High School January 2020

iPad Set Up

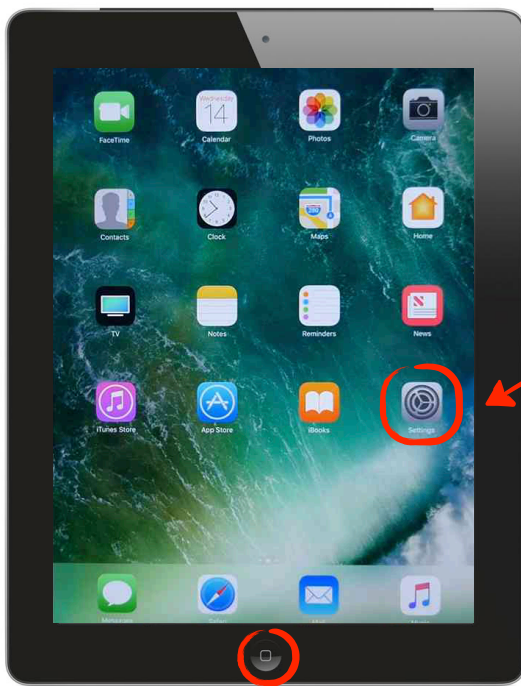
So that your iPad is set up for you to make the best use of it you **MUST** follow these instructions when you first switch on the iPad..



The City of Edinburgh Council use a system called **Meraki** to manage your iPad. When you first set up your iPad, at some point your iPad will ask you to enter a passcode. You **MUST** enter a passcode so that your iPad remains secure at all times. You could make the passcode the same as your **school login username (that is your 9-digit Scottish Candidate Number)**, however you can make this any number or characters you wish - just make sure you remember.

Section A - Connecting to your home wifi

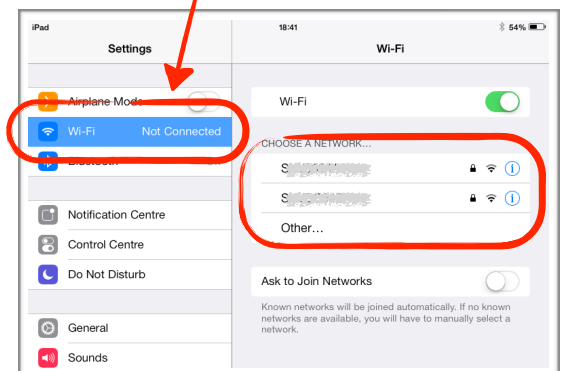
↓ sleep/wake button



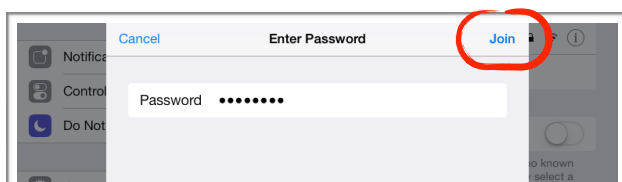
home button

Step 1 Turn on the iPad by pushing the home button on the front of your iPad. Push the home button again to unlock the iPad.

Step 2 Tap on Settings > Wi-Fi > Tap on your wireless network



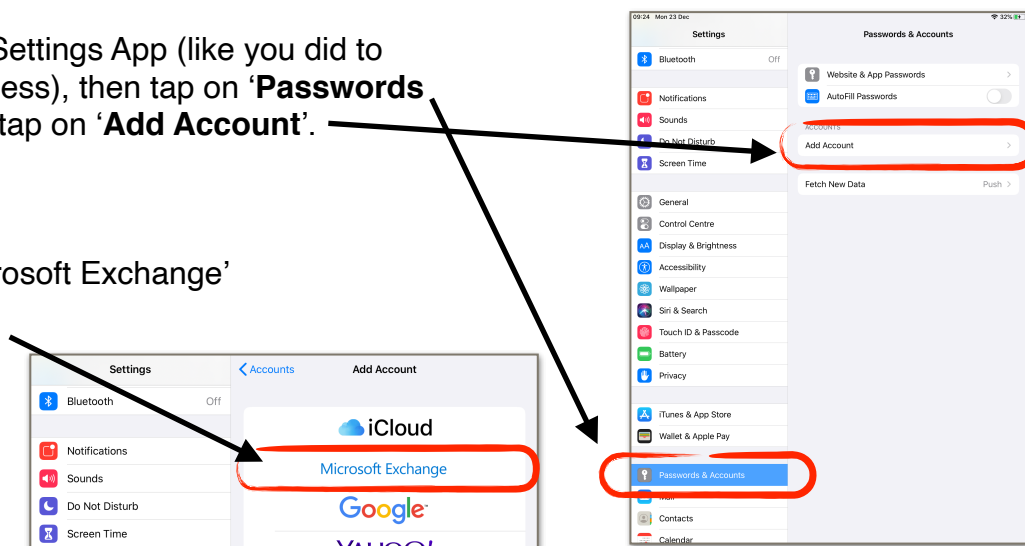
Step 3 Enter your wireless network password and tap 'Join'. Once you see a tick beside your network press the home button to go back to the home screen.



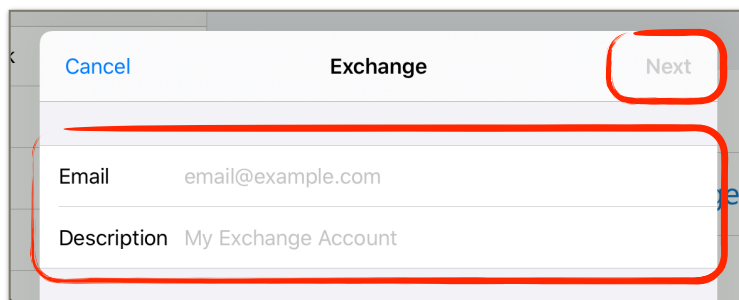
Section B - Setting up your school email address

Step 1 Tap on the Settings App (like you did to connect to the wireless), then tap on '**Passwords & Accounts**', then tap on '**Add Account**'.

Step 2 Tap on 'Microsoft Exchange'

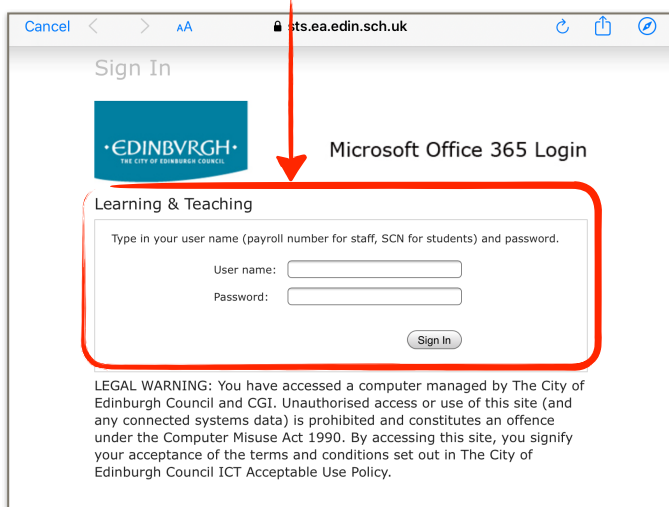
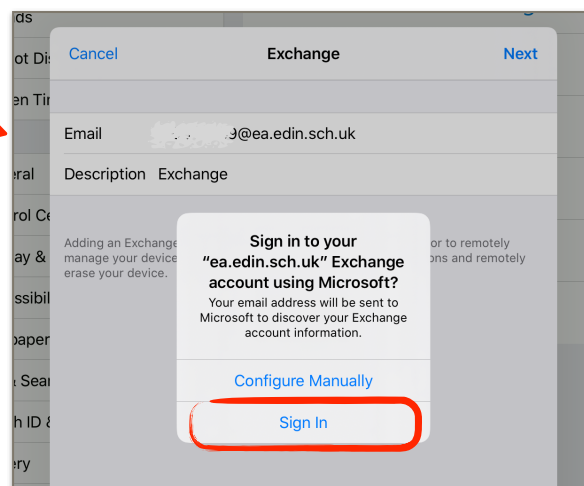


Step 3 Enter your school email address (this is your 9-digit Scottish Candidate Number followed by **@ea.edin.sch.uk**, e.g. 012345678@ea.edin.sch.uk) then tap in 'Description' which will change to 'Exchange', then tap on 'Next'

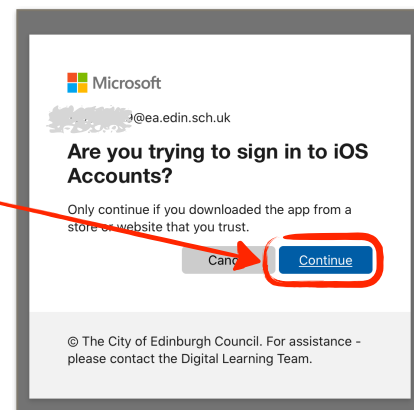


Step 4 Tap on 'Sign In'

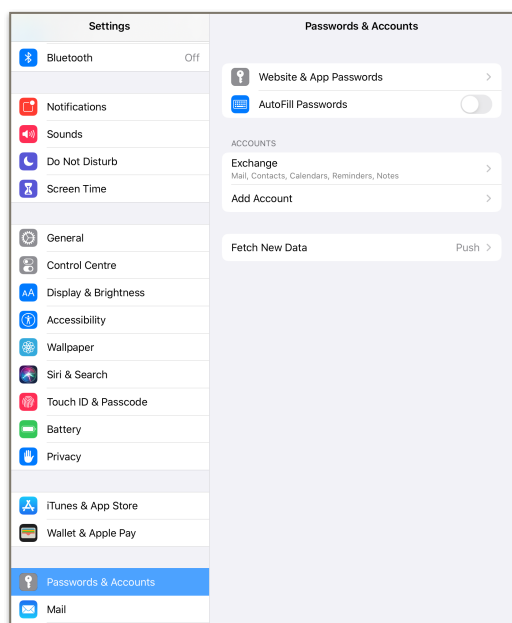
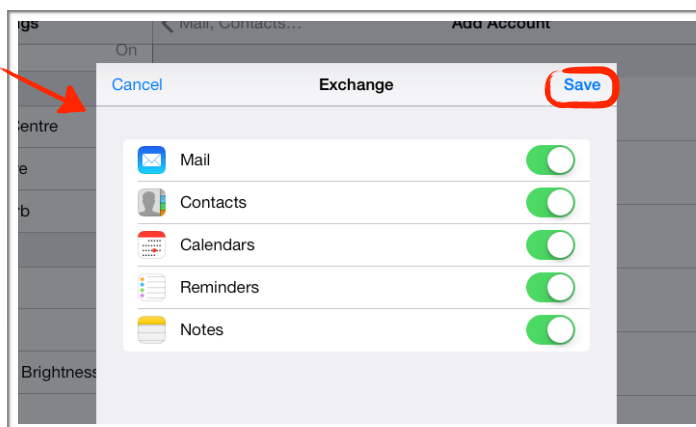
Step 5 The next window will ask you to sign in to your school account. You only need to enter your Username (which is your Scottish Candidate Number) and your school account password.



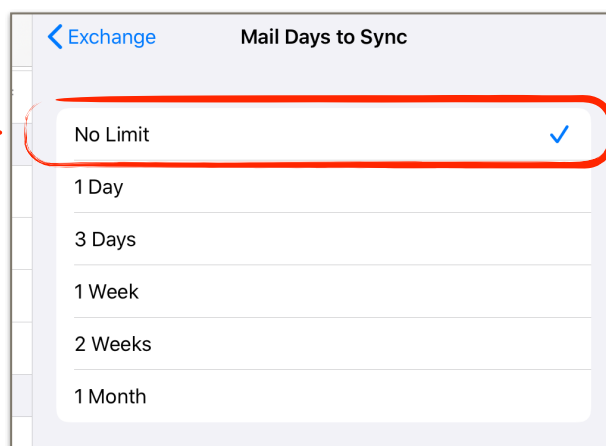
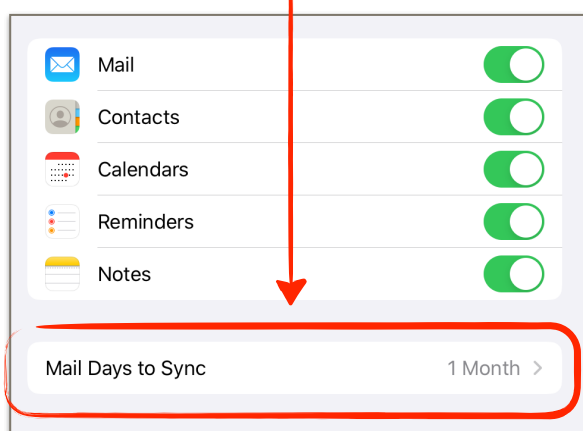
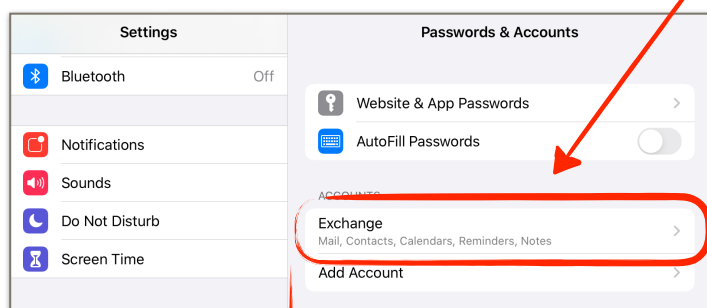
Step 6 If you see this message tap 'Continue'



Step 7 The next pop-up should look like this. Tap on 'Save'. Once you tap on 'Save' you will be taken back to Settings, like the window below.



Step 8 To make sure you see all of your email, and not just the emails for one week, tap on 'Exchange' in the Mail settings, then tap on 'Mail Days to Sync' and change this to 'No Limit'.



Step 8 That's your school email set up. You can now access your school email through the 'Mail' App on the home screen. To go back to your home screen press the home button on the front of your iPad.

Section C - Creating an iCloud Account / Apple ID

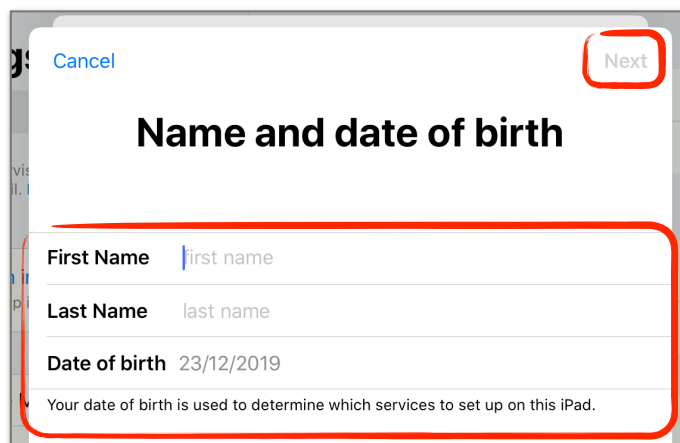
So that you can install Apps, manage documents and back up your iPad we will create an iCloud Account (also known as an Apple ID) for use in school.

Step 1 Tap on the Settings App (just as you did for the wifi and Mail) then tap on the top left setting which says 'Sign in to your iPad'.

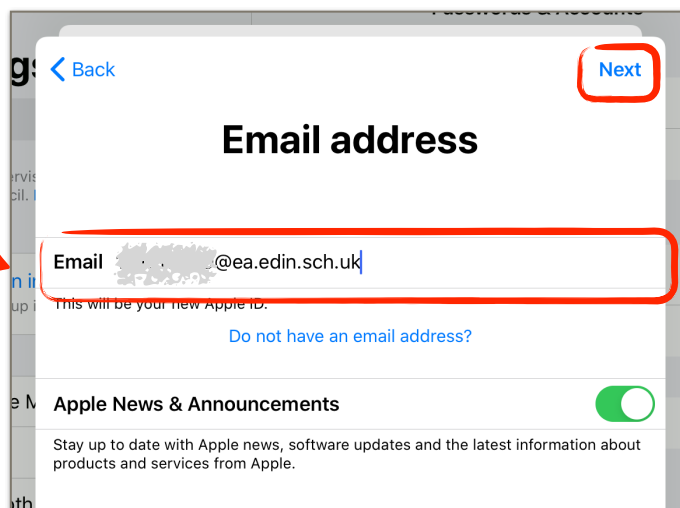
Tap on 'Don't have an Apple ID or forgot it?' And then tap on 'Create Apple ID'.



Step 2 Type in your First Name, Last Name and Date of birth and tap 'Next'

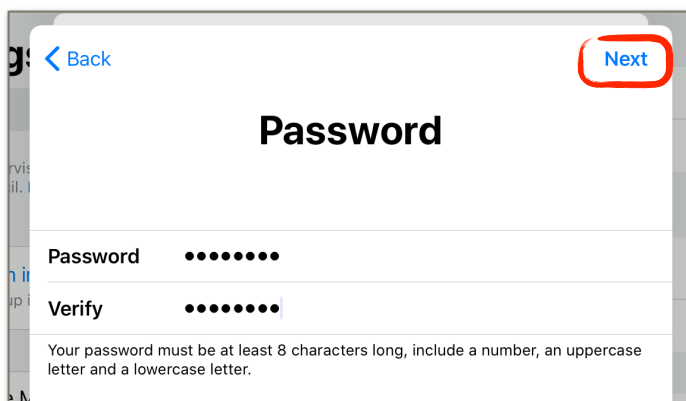


Step 3 Enter your school email address ending @ea.edin.sch.uk and tap 'Next'



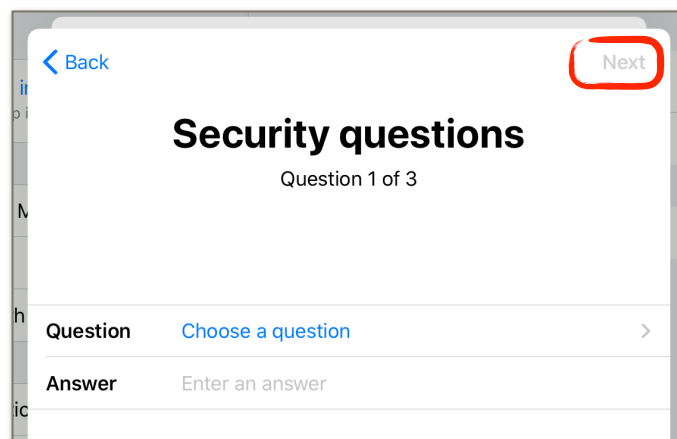
! Remember - Your school email address is your Scottish Candidate Number@ea.edin.sch.uk

Step 4 Enter an Apple ID password. You should make this the same as your school login password and tap 'Next'

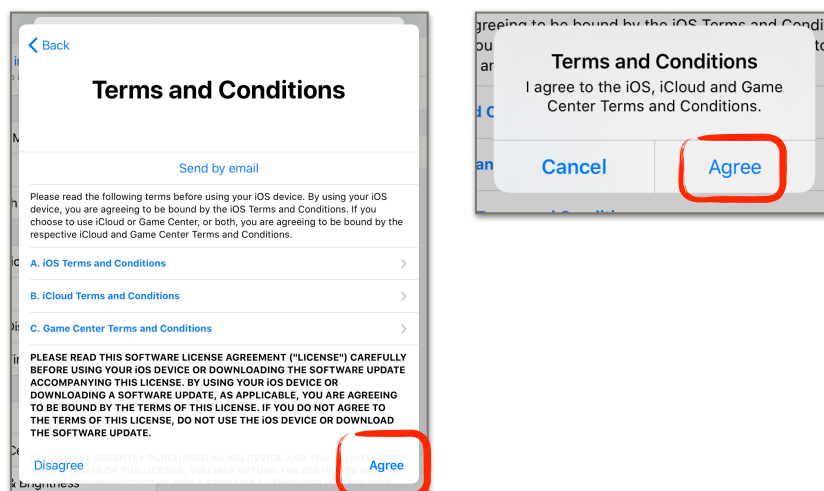


Step 5 Choose the security questions and answers and tap 'Next'.

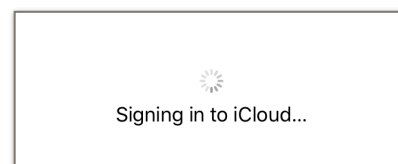
***Please make a note of what questions and answers you select here. Apple will ask you these questions from time to time. Keep a note of them somewhere safe. You could disguise them in a sentence or paragraph as if you were writing to someone. ***



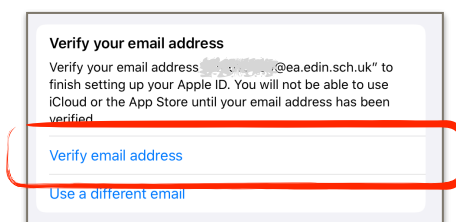
Step 6 Agree to the Terms and Conditions twice



*After tapping on the second 'Agree' you may have to wait a few minutes for your iPad to sign in to iCloud. If you have waited for more than 3 minutes and the iPad appears to be frozen, press the home button to return to the home screen, then open Settings again.

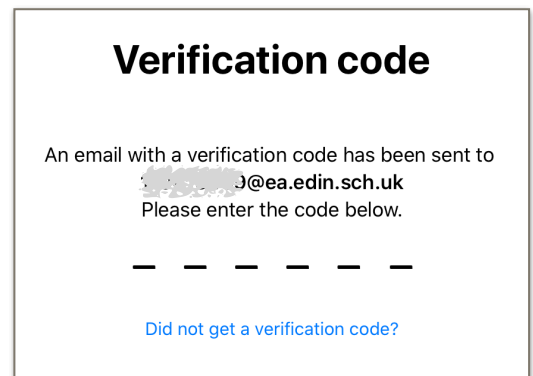


Step 7 You will now have to verify your email address in Settings. Go back into Settings if you have gone back to the home screen, and tap on 'Verify your email address'.



Step 8 To verify your email address you may be sent a code from Apple to your email. You have to open your email in the 'Mail' app, check for the code, then open 'Settings' again and type in the code. Your Apple ID and iCloud account will now be verified.

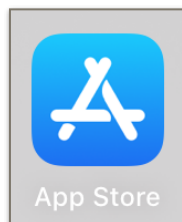
⚠ *Your iPad may also tell you about 'Two-Factor Authentication'. For this you **MUST** tap on '**Not Now**'.*



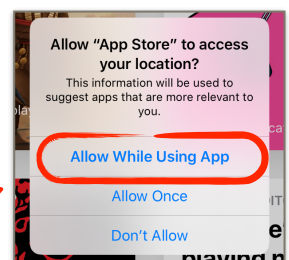
Section D - Setting up your Apple ID for the App Store

****You must follow these steps to ensure you are not asked for payment details****

Step 1 Press the Home Button to go back to the Go to the Home Screen and tap on the App Store, then tap on 'Continue'.

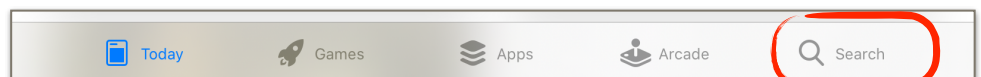


The App Store will ask you if you want to allow the App Store to access your location while you use the app. Tap 'Allow While Using App'.

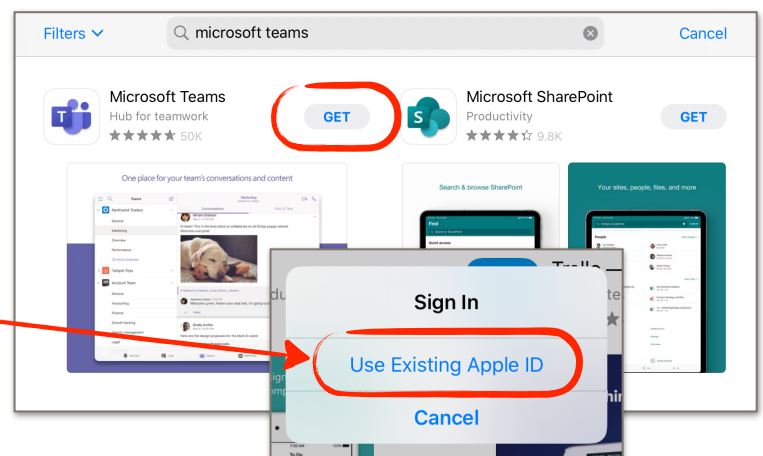


Step 2 We're going to install the App called **Teams**.

At the bottom of the App Store screen, tap on 'Search' and type in 'Teams'



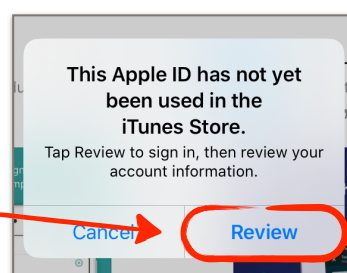
Step 3 Install the App called 'Teams'. To do this tap on the button beside the App that says 'Get'. This icon will change to say 'Install', so then tap 'Install'.



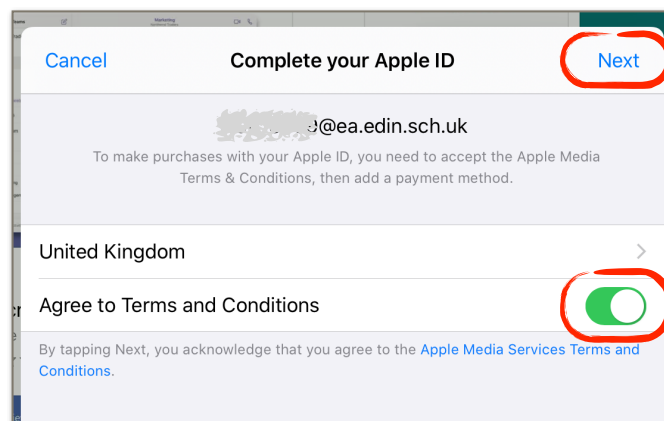
Step 4 Sign In with your existing Apple ID (the account you just created)

⚠ *Remember - Your Apple ID is your school email address Scottish Candidate
number@ea.edin.sch.uk and the password you just made*

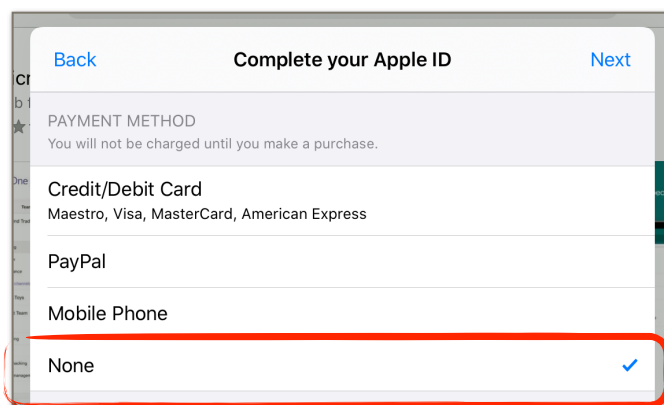
Step 5 Tap on 'Review'



Step 6 Make sure 'United Kingdom' is selected, tap beside 'Agree to Terms and Conditions' and tap on 'Next'

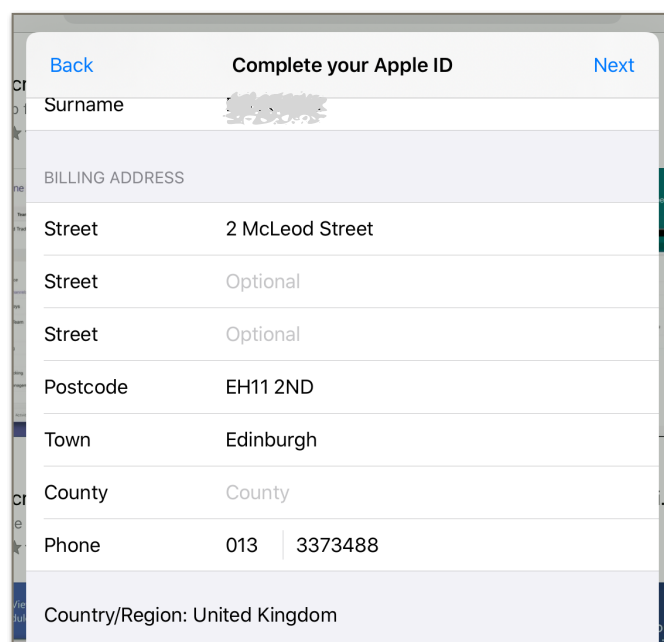


Step 7 Make sure that 'None' is selected as the payment method.



Step 8 Enter the school address and phone number for the 'Billing Address'. (Copy the information on the right and below.)

Address: **2 McLeod Street**
 Postcode: **EH11 2ND**
 Town: **Edinburgh**
 Phone: **0131 337 3488**



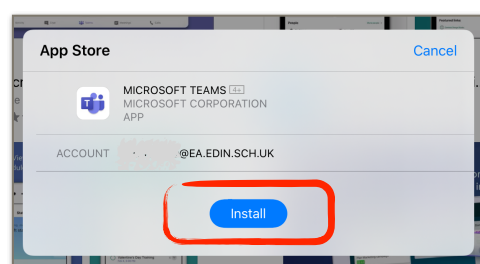
Step 11 You should see a window that says 'Apple ID Complete'.

Step 12 Now go back and search for the app called 'Teams' and install the app. (See section E to sign in to Teams)

Step 13 Select 'Always Require' when your iPad asks you about additional purchases.

****Congratulations - you have set up your iPad!**** 🍷

Apple ID Completed



iPad Set-Up Checklist

- ☐ Joined Wifi
- ☐ Set up school email account
- ☐ Created an iCloud Account
- ☐ Installed the App 'Teams'

Your iPad is now ready to be used!

Some Apps you should install now that we will use in school are (all free) -

- **Word** (see next Section E)
- **PowerPoint** (see next Section E)
- **OneDrive** (see next section E)
- **OneNote** (see next section E)
- **iTunes U**
- **Kahoot and Quizlet**



Apps we do not expect to see on your school iPad are Snapchat, Instagram, Facebook and Facebook Messenger.

Your teachers will let you know which apps to install for each class.

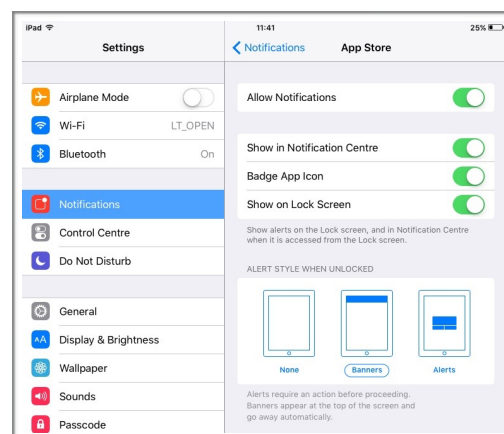
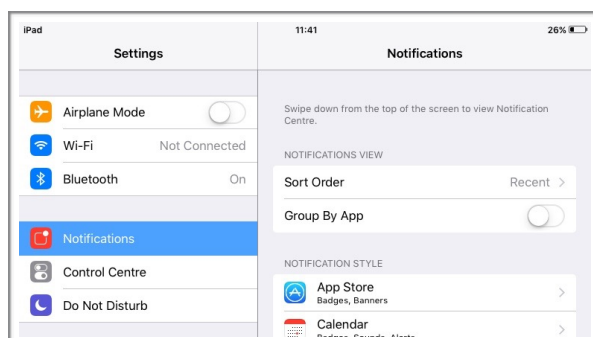
Issues

If there are any problems with your iPad, case, charger or wire you **MUST** let us know. You should report any problems to Mrs Cochrane the Business Manager in G76 or Mr Penman the AV Technician in the school office.

Notifications

ON for essential school apps.
OFF for everything else.

Notifications for apps you use regularly in school, for example **Mail** and **iTunes U**, should be **ON**. Notifications for all other Apps should be **OFF**.

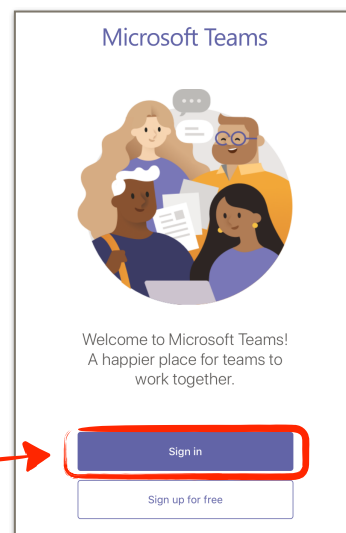


Section E - Setting up Office 365 Apps

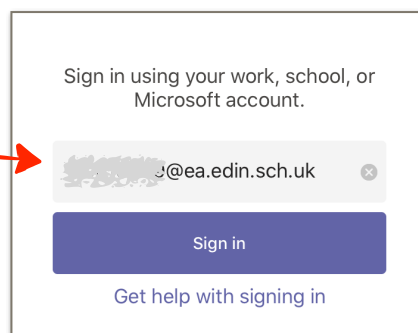
The City of Edinburgh Council gives every student free access to Office 365, the Microsoft Office suite of applications. To activate the Apps for use you need to follow the instructions below. It is the same process for every Office App. We will use the app **Teams** as an example.

Step 1 Install and open the app 'Teams'.

Step 2 Tap 'Sign In'



Step 3 Sign in with your school email address (the one that ends @ea.edin.sch.uk)



Step 4

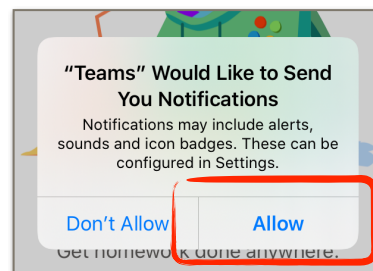
Then sign in again using just your SCN number and your school account password



Step 5 Tap 'Allow' to turn on Notifications.

Step 6 Tap 'Allow' to turn on the microphone. (You may not use this but good to have it available.)

Step 7 Say 'Next' to the next few screens and then the main Teams screen will appear. You may not be part of any class Teams yet, but when your teacher adds you they will appear here.



Congratulations - you have signed in to Teams. You will now automatically be signed in to the other Office 365 apps when you use them.

! Finally - you may have some 'Apple ID Suggestions' in Settings. You can tap 'Continue' to update your Apple ID Settings. However - always tap 'Not Now' underneath Two-Factor Authentication.

