



Tynecastle High School June 2021

iPad Set Up Guide

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.

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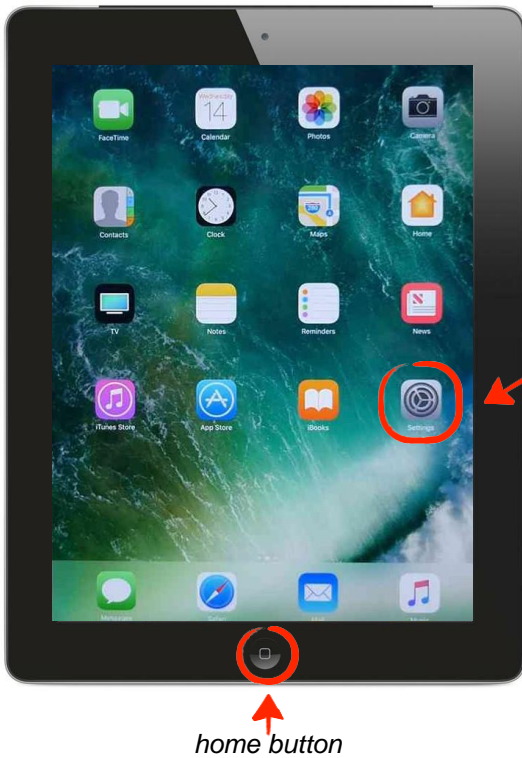
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You will need:

- Your Scottish Candidate Number (SCN).....
This is the 'Username' that you log into school computers with. It is 9 digits long.
- Your School Email address.....
This is your SCN Number then '@ea.edin.sch.uk'
- Your School Password.....
This is the password you use to log into the school computers with. If you need to reset your password, contact admin@tynecastle.edin.sch.uk requesting a password reset.

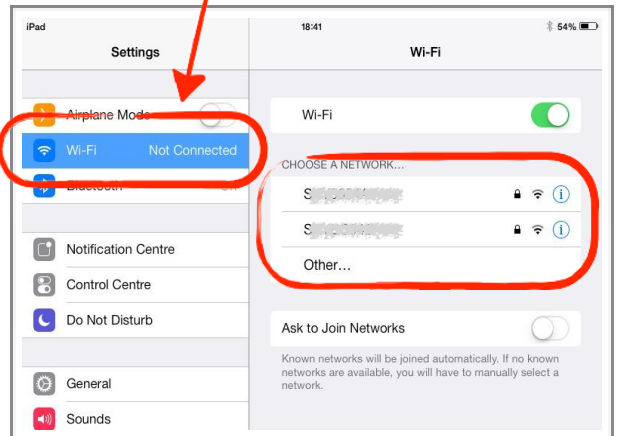
Section A - Connecting to your home wifi

↓ sleep/wake button

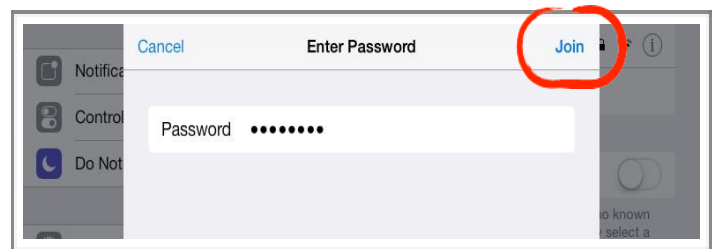


Step 1 Turn on the iPad by pushing the home button on the front of your iPad. Push the home button again to unlock the iPad.

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



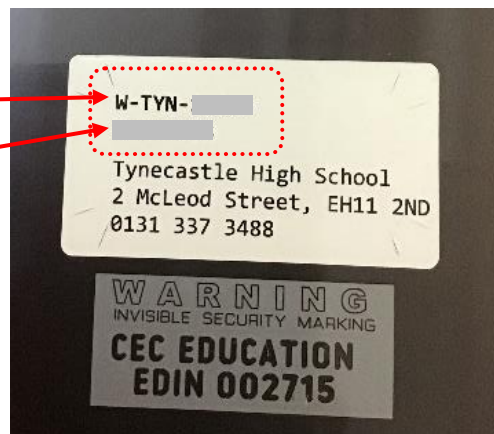
Step 3 Enter your wireless network password and tap 'Join'. Once you see a tick beside your network press the home button to go back to the home screen.



Joining the Wi-Fi network at school: You will join the Wi-Fi named 'LT_OPEN' by entering the details from the security sticker on the back of your iPad:

Username: W-TYN-...
Make sure you use capital letters

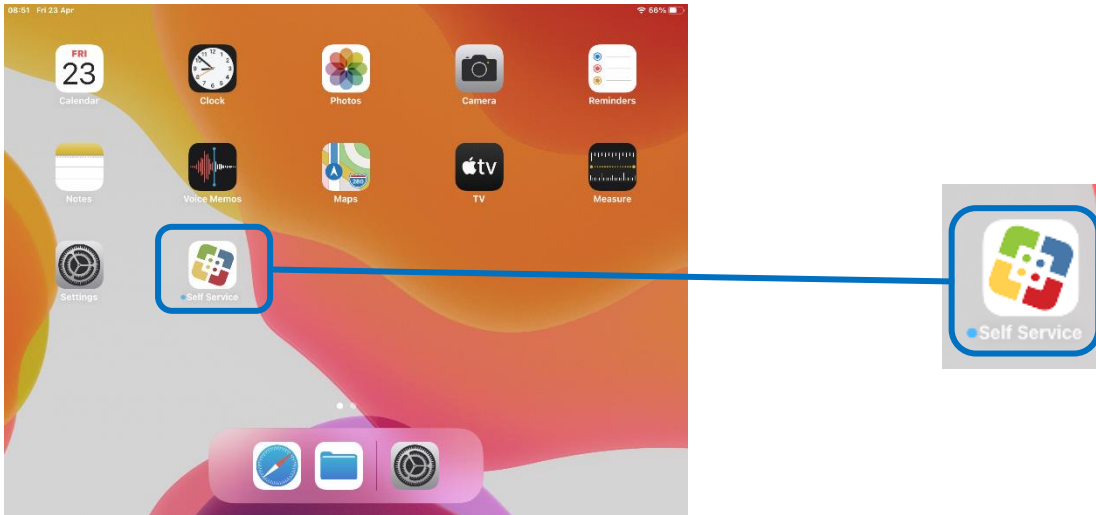
Password:
Make sure you copy it exactly



Section B – Downloading Apps

The City of Edinburgh Council use a system called Jamf to manage your iPad. When you turn on your iPad you will not need to create an AppleID and will not have an APP store. To download approved Apps, there is the “Self Service” App from which you download.

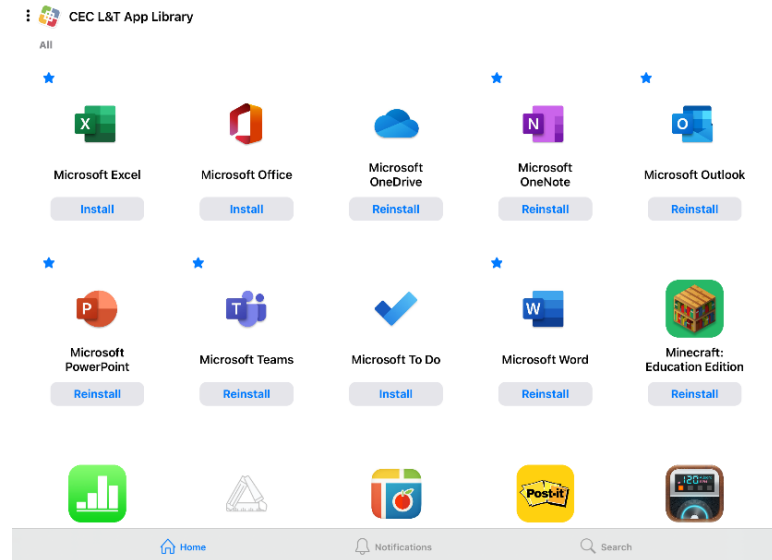
Step 1 – Tap on the home screen to return to the main page and click on the “Self Service” App.



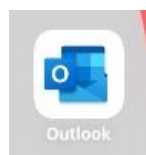
Step 2 – Select install on the following Apps:

- Microsoft Outlook
- Microsoft Teams
- Microsoft OneDrive
- Microsoft Office
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft OneNote

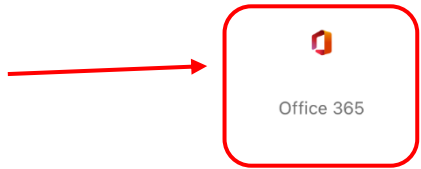
(Be aware they might take some time to install.)



Step 3 – Open the “Microsoft Outlook” App.



Step 4 – Choose “Office 365”



MICROSOFT



Outlook.com



Exchange

OTHER



Yahoo! Email



iCloud



Google

Add Account

Enter your work or personal email

Email Address

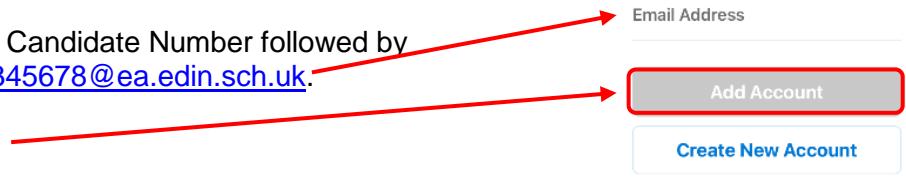
Add Account

Create New Account

Step 5 - Here you will need to sign into your school **email account**.

This is your 9-digit Scottish Candidate Number followed by @ea.edin.sch.uk, e.g. 012345678@ea.edin.sch.uk.

Press “Add Account”.



Step 6 – The next window will ask you to sign into your school account.

User name (which is your Scottish Candidate Number).

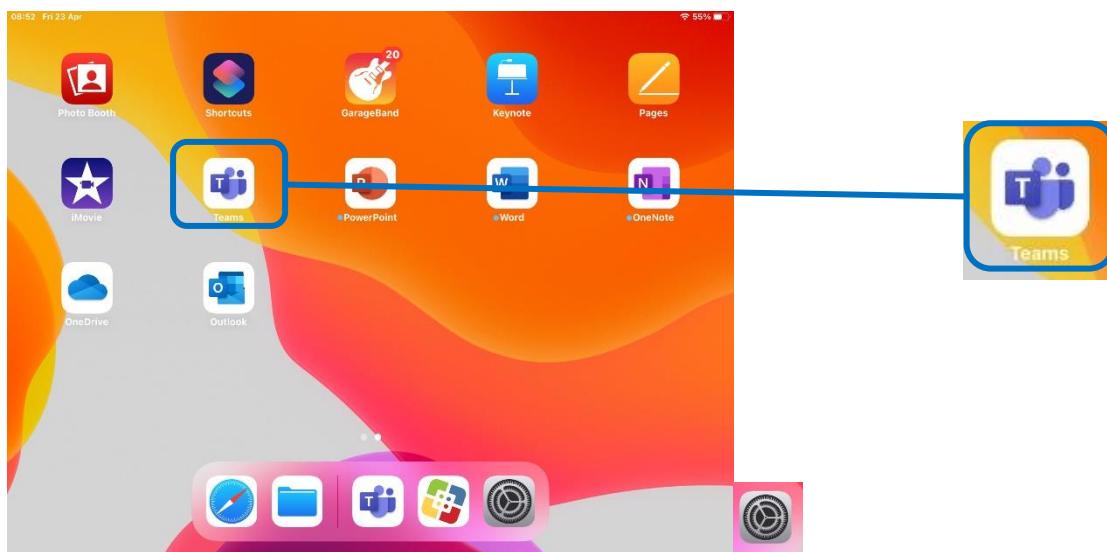
Password (this is your school computer password).



Step 7 – You will then be directed back to Microsoft Outlook where you will be asked if you would like to accept notifications which you should and if you would like to add another account.

Press “maybe later”.

Step 8 – Open up Microsoft Teams App.



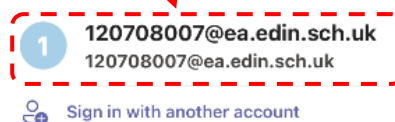
If you have successfully logged into Outlook, your email address should be visible to log in with. After selecting it will run through 3 questions and ask if you would like notifications turned on.

Say yes.

It will automatically sign into your Teams APP using your Outlook details.



Select an account to sign in with



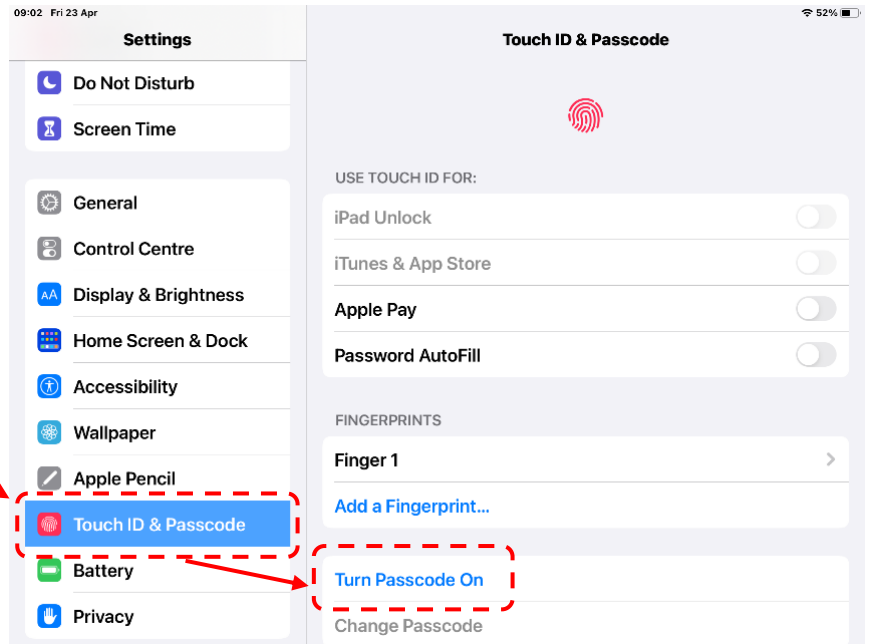
Step 9 – Sign into the same for all other Microsoft Office Apps. Most should automatically log into your school account now that the Outlook account is set up.

Section C – Making your iPad secure – setting up your Passcode

Step 1 – Open up settings

Step 2 – Select Touch ID and Passcode

Step 3 – Select turn on passcode and select a memorable passcode to unlock your device.



Please note that Touch ID is not enabled to unlock your iPad even if a fingerprint is saved.

iPad Set-Up Checklist

- Joined Wifi**
- Set up school email account**
- Installed the App 'Teams'**
- Enabled Passcode**
- Configure the iPad to suit your own Learning.
Scan the QR code to go to find out more.**



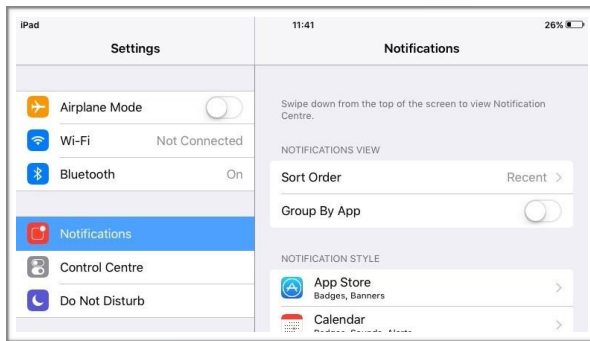
Congratulations! Your iPad is now ready to be used!

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.

ON for essential school apps.
OFF for everything else.

Notifications



Notifications for apps you use regularly in school, for example Outlook and Teams, should be **ON**.

Notifications for all other Apps should be **OFF**.