

iPad Tips

Setting up District Email

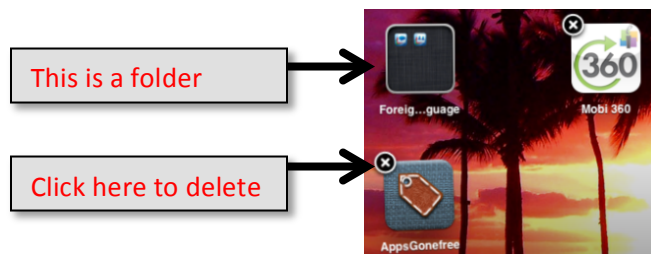
1. Tap on the setting icon.
2. Tap on "Mail, Contacts, Calendars"
3. Click on "Microsoft Exchange," or if you have already set up another email account, click on "Add Account..." then "Microsoft Exchange"
4. Type in your school email address with the @sgusd.k12.ca.us at the end of your user name.
5. Type in your email password.
6. Click "next"
7. Note *sometimes this is all you need to do, other time it will say "cannot verify identity..." so click "continue" and continue with the instructions below*
8. For "Server" type "mail.sgusd.k12.ca.us"
9. For Domain type "SGUSD"
10. Type your email user name without the @sgusd...
11. You may have to type your password again.
12. Click "Next" and you should be all set up. Use the mail icon on your home screen to check your email.

Setting up Your iTunes Account - **If you do not want to use a credit card with your school iTunes account then DO NOT set up iTunes when first setting up the iPad. Please follow these instructions**

1. Tap on the "App Store" icon
2. Search for a free app to download (see Downloading apps section below)
3. Under the app icon, tap "free" then "download"
4. Tap on the option for "set up new iTunes account"
5. Follow the onscreen instructions to set it up. Make sure you use your school email address. When it gets to the credit card section, click "none" for type of credit card. You do have to enter an address so you can use the school address if you would prefer.
6. Once you are finished, iTunes will send you an email to confirm your email address.

Downloading Apps

1. Tap on the "App Store" icon
2. Tap on either "Featured" or "Charts" at the bottom of the screen.
3. If you want to search for a particular app, type the name in the search bar in the upper right corner. Otherwise browse categories. There is a link in the education section for "apps for teachers"
4. ***When you choose apps, make sure you are choosing the iPad app and not the iPhone app***
5. How to delete an app or move them to a different location:
 - a. Tap and hold on the app until all apps begin to wiggle.



- b. To delete, click the "x" in the upper left corner of the app.
- c. To move the app, tap hold and move the app to a different location.
- d. To create folders for your apps:
 - i. Once the apps are wiggling drag one app on top of another app that you would like to have contained in the same folder

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- ii. A new folder is opened and it is automatically named. You can change the name of the folder by clicking on the title, deleting it and writing a new name.

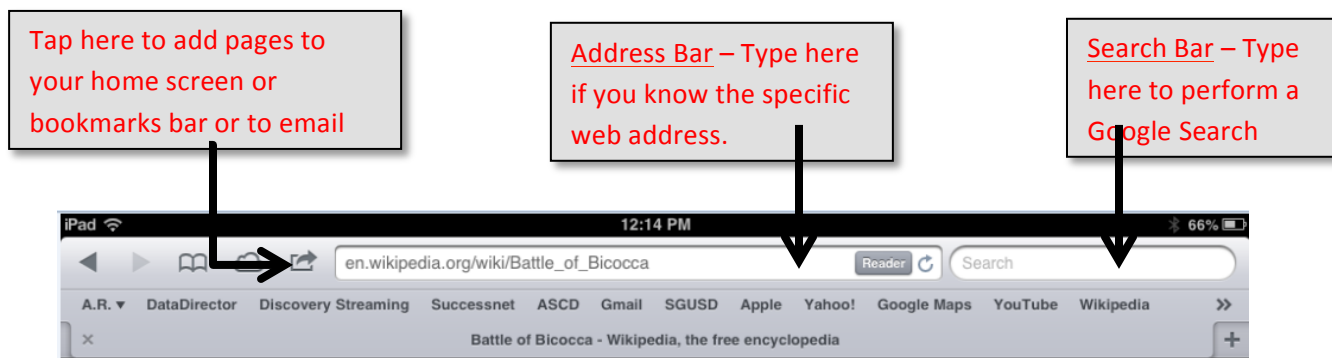


- iii. To remove an app from a folder, click on the folder, tap and hold the app you would like to remove until it wiggles, then drag the app out of the open folder area.

Software Update – Tap General in the menu and tap “Software Update.” **You will need to update to iOS6.** Just follow the onscreen instructions to do this. It takes a while and it will shut your iPad off and turn it back on again. Every time Apple comes out with a new operating system you will need to update your iPad in this manner.

Using Safari

1. Click on the safari icon.
2. To find a specific webpage, type the address in the address bar.
3. To perform a search for a webpage, type in the search bar and tap “search”
4. For many pages there is a reader function to make the type easier to read. Click on “reader” in the left corner of the address bar to perform this function if it enable for the page.
5. If you would like to add a webpage to your home screen, go to the page and click the box with the arrow to the left of the address bar. Tap “Add to Home Screen.” Then rename the page if you wish and click “add.” It is now an icon on your home screen. *Tip, if you have several websites you normally use, add them all to your home screen and place them all in the same folder and name it “Favorite Websites.” You can also use this function to email a link to someone.



6. If you would like to have a bookmarks bar in Safari, tap on the “settings” icon on your home screen then “Safari” on the left menu and move the slider for “always show bookmarks bar” to “on”

