University of Brighton

Information Services

What to do with a new iDevice?

I have my new iDevice… now what do I do?

Your iPhone, iPad or iPod Touch will allow you to access and use your university email and calendar as well as well as a number of other key university services via Apps but more on that later.

Last updated
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Contents

1   University of Brighton Mobile Security Policy

All staff must read the university's Mobile Security policy before connecting mobile devices to university information systems

2   Getting Connected

The brief instructions below should help you to set up your iPhone, iPad or iPod Touch for use with the university's wireless network when on campus.

1   Tap the Settings icon
2   Tap the Wi-Fi button
3   If Wi-Fi is off, tap On
4   If you are in a wireless enabled area, you will see **eduroam** in the 'Choose a Network...' list
5   Tap **eduroam**
6   Type in your username with the following format: username@brighton.ac.uk e.g. ms30@brighton.ac.uk the press *next*
7   You will be prompted to enter your password and then press *next*
8   If asked, **accept** the **radius** security certificate
9   You should now be connected to the university's eduroam wireless network.

You will also want to set up your email, calendars etc. for details of how see:

https://staff.brighton.ac.uk/is/computing/Pages/Mobile-devices/Connecting-to-email-services.aspx

Having done this it's really important that you protect your device. The simplest way of doing this is to put a passcode lock on it.

3   Adding a Passcode Lock

1   Go to **Settings>Touch ID and Passcode**

2   **Turn Passcode On**

3   Enter a passcode and then re-enter it

4   Tap on **Require passcode** and set a time between 2 and 15 mins so that your device will lock if inactive for this period of time

4 Get to know your iPad

- Chapters 1 and 2 of the **iOS 11: iPhone and iPad essential training** on Lynda.com are essential watching if you've not used an iPad before (and are useful even if you have!): https://www.lynda.com/iOS-tutorials/iOS-11-iPhone-iPad-Essential-Training/606043-2.html?org=brighton.ac.uk

- University of Sussex's Getting started with your iPad pages - will help you find your way around your iPad: http://blogs.sussex.ac.uk/tel/2015/03/17/getting-started-with-your-ipad/

5 Accessing the Apple Store

You'll need an apple ID to access the Apple App Store.

Please note:

- There is no university-wide policy for purchasing apps for university use.
- Apple ID account setup requires that credit/debit card details are added and each account needs to have a unique card assigned to it – you cannot use the same credit/debit card for two separate accounts.
- Your Apple ID account will only be charged for apps that are not free. *All apps used to work with your university files, emails and calendars are free.*
- Accounts can also be initiated with App Store gift cards as an alternative to a credit/debit card, which can be purchased over the counter at many supermarkets as well as online and at the Apple Store.
- Reimbursement for the purchase of apps will be at your manager's discretion.

5.1 For University owned devices:

We recommend setting up an account using your university email address even if you already have a personal account used on other devices.

Some university apps are provisioned by code, if you leave the university these can be redistributed to other employees and it is only possible for these apps to be deployed to you with a university email address as your Apple ID.

Also if you leave it is possible for your work account apps (which belong to the university) to be reassigned to another employee.

5.2 For personally owned devices:

Ideally use a non-university email account to setup your Apple ID in case at some point in the future a device is assigned to you.

5.3 Setup your Free Apple ID:

This can be done when first setting up your device by selecting **Create a Free Apple ID** from within the settings app/area.

You can also click on **Settings >> Sign** in and then click on **Don't have an Apple ID or forgot it?**
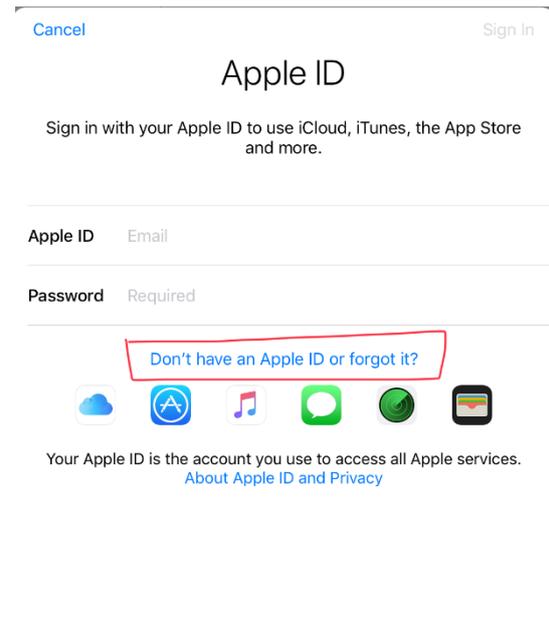
6 University Supported Apps

6.1 Shareplus staffcentral app

The Staffcentral app is used to navigate to and open existing files stored on SharePoint staffcentral and My Department

For information on using the staffcentral app, including how to download it, see:

https://staff.brighton.ac.uk/help/Pages/mobile-devices.aspx#apple

The best way to edit existing files stored on SharePoint or to save new files to SharePoint is to use the Staffcentral app alongside the free Office apps (see below).

6.2 OneDrive app

Use the Microsoft OneDrive app to navigate to and open existing content on your staff OneDrive for Business account.

See the OneDrive for Business pages for more about OneDrive and for instructions on how to access it using a mobile device:

https://staff.brighton.ac.uk/is/computing/Office365/Pages/OneDrive.aspx

6.3 Microsoft Office Apps

All university staff can install Microsoft Office apps for free as part of the university's Office 365 agreement with Microsoft. The Office apps include:

- Word
- Excel
- PowerPoint
- OneNote

Install the Microsoft Office apps for Word, PowerPoint, Excel and OneNote from the App store, then sign in using your university OneDrive for Business account to work on your OneDrive files directly.

You can also set up your most used SharePoint locations to work with your files stored on My Department and staffcentral

6.4 Skype for Business

Use the Skype for Business app for video and audio calls, so that you can bring someone into a meeting via skype. For more information see the Skype for Business pages on staffcentral:

https://staff.brighton.ac.uk/is/media/Pages/Lync/staff.aspx

6.5 BlackBoard Mobile Learn (studentcentral)

This App gives you access to studentcentral via your iPad, iPhone or iPod Touch. For details of how to download it:
https://staff.brighton.ac.uk/is/learningandteaching/Pages/Mobile/Blackboard-mobile-learn.aspx

For some tips on using the App in your teaching see:
https://studentfolio.brighton.ac.uk/elearning/?p=2364

6.6 ConnectTxt

If your school have signed up for the texting service then you can access this and send free text messages to your students via this app (compatible with: iPhone, iPad, iPod Touch). For more information about this service see:
http://blogs.brighton.ac.uk/elearning/2012/03/16/txttools-becomes-connecttxt-more-than-a-change-of-name/

7 Using your iPad in meetings

Information Services run regular workshop to help you use your iPad in meetings. Visit the Using your iPad in meetings for course details and bookings, along with resources and tips to help you make the most of your device:

https://staff.brighton.ac.uk/is/training/Pages/mobile/meetings.aspx

8 Using your ipad in teaching and learning

Contact your local Learning Technology Adviser to find out more about using your iPad in Learning and Teaching:

https://staff.brighton.ac.uk/is/learningandteaching/Pages/Learning-Technologies-Advisers.aspx