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solutions
techGadget

A HOW-TO GUIDE FOR USING TECH GADGETS

*This how-to guide has been prepared for **University of Illinois - University Administration departments**. These instructions will provide easy solutions to accessing wireless networks and University email on the iPad, netbooks/laptops, and smartphones .*

Getting to know your new tech gadget

Did you purchase a new tech gadget and have no idea how to turn it on, let alone configure it to access a wireless network or your University email?

This how-to guide will answer those questions for you. Before we get started there are a few things that you will need to do.

1. Familiarize yourself with the gadget by reading through the introductory instructions that come with the device.
2. If you are trying to configure a smartphone, make sure that it has been fully charged and activated.
3. For configuring a device for your home wireless network, you will need to know your home network password.

Now let's get started.

For further information

iPad

CONNECTING TO A WIRELESS HOME NETWORK

1. Turn on the iPad.
2. Tap on the **Settings** application.
3. Make sure **Wi-Fi** is **ON**.
4. **Ask to Join Networks** should be **ON**. (Known networks will be joined automatically. If no known networks are available you will be asked before joining a new network.)
5. **Choose a Network**.
6. You will be prompted for a **password** (if the network is secure).
7. Type in the **password** (this is usually the WEP/WPA key on your router*).
8. The iPad will now attempt to join the network.
9. A **checkmark** means that your iPad successfully connected. In the upper left-hand corner of the iPad you will see the word iPad and the wireless symbol.
10. Now you can click **Home** and use the wireless applications.

If you do not remember the password (if different from WEP/ WPA key on router) you can logon to the router and change password to a new one. Note: if you change this password then any other devices that connect to the router wirelessly will need their settings changed to reflect the new password.

VPN Connection

Illinois: http://www.cites.illinois.edu/vpn
UIS: http://www.uis.edu/ITS/techsupport/ vpn.html
UIC: http://www.uic.edu/depts/accc/home/ SECURITY.html
AITS: Contact the AITS Service Desk 217-333-3102

Configuring your iPad for wireless and to access University email

ACCESSING WIRELESS WITH AN iPAD

ACCESSING UNIVERSITY EMAIL FROM YOUR IPAD

1. Turn on the iPad.
2. Tap on the **Settings** application.
3. Tap on **Mail, Contacts, Calendars**.
4. Go to **Microsoft Exchange**.
5. Type in your **work email address**, **domain** (which is UOFI), **netID** (for UIS users, type uisad\ before username) and **netID password**. The description is optional, **Next**.
6. You will be prompted for the **server name**, type **exchws.illinois.edu** or **webmail.uis.edu** (for UIS users)
7. Select **Next**.
8. You will be asked what to sync—choose **mail**, **contacts**, and **calendars** by tapping **ON**.
9. Select **Save**.
10. To view email, go **Home**, and tap on **Mail**.
11. If you already have an email setup (for example Yahoo), then you need to tap the upper left-hand corner arrow that has an email address on it to view other inboxes.
12. At this point, choose **Exchange**.
13. To view **calendars**, tap on **Calendars** from the **Home** screen.
14. To view **contacts**, tap on **Contacts** from the **Home** screen.
15. To **delete your account**, tap on the **Settings** application and select **Delete Account**.

Illinois Wireless
http://cites.illinois.edu/ wireless/wpa2/ iphone.html

UIS Wireless
http://www.uis.edu/ITS/ iss/iphone.html#edge

UIC Wireless & Wi-Fi
http://www.uic.edu/ depts/accc/itl/ipad.html

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Laptop/Tablet (or desktop computer)

Configuring your laptop/tablet for wireless, accessing University email, and purchasing Office 2013 and Antivirus software for your personal computer. These instructions are not brand specific.

CONNECTING YOUR LAPTOP/TABLET TO A HOME WIRELESS NETWORK

If you have a wireless router installed in your home, the laptop/tablet will immediately search for an available network once it is powered on. If you have created a password for your home's wireless network you will need to have that available to connect (this can be saved for future so it does not need to be entered each time). If there are several networks available, your laptop/tablet will prompt you to choose the one you would like to connect to. Simply choose the correct network, type in the password (if necessary), and connect. It's that simple!

CONNECTING TO A PUBLIC WI-FI HOTSPOT

Many coffee shops, restaurants, airports, and hotels (to name a few) offer free wireless access. Some places ask you to purchase something before they will give you a code to access their wireless network. Once connected there is no time limit. Remember to be cautious when using passwords unless on a secure connection.

PURCHASING OFFICE 2013 FOR YOUR PERSONAL COMPUTER

(For Illinois/UIS users). The Microsoft Campus Agreement provides a Home Use Program (HUP) that allows staff to obtain a copy for $9.95 of the latest version of Office for installation on personally-owned machines while employed at the University. If staff leave the University, they must remove the software from their personal home machines. To obtain Office 2013 or Office 2011 for the Mac through the HUP, please visit the following website: https://webstore.illinois.edu/Shop/product.aspx?zpid=752

The University of Illinois WebStore has great prices for over 150 software products that students, faculty and staff on all three U of I campuses can purchase.

After adding this to your cart, you will receive a program code that will give you access to the software.

The license key that comes with the $9.95 version must be the key used with that install (this key is **not** valid with the trial version that may come already installed on your new computer—you should uninstall the trial version before installing the purchased version).

(For all users). If you would like a copy of Office you can continue to use after you leave the University, please visit the University of Illinois WebStore at http://webstore.illinois.edu and purchase Office 2013 Professional Plus for personal use .

ACCESSING EMAIL VIA INTERNET

webmail.illinois.edu

To access your work email open up an Internet browser (for example Internet Explorer or Firefox) and type in webmail.illinois.edu in the address bar.

You will be prompted for your netID and password (these are the same that you use in the office to log on to your computer).

FREE ANTIVIRUS SOFTWARE AVAILABLE FROM WEBSTORE

You can install the free University McAfee software on your computer as long as you maintain student or staff status at the University of Illinois. It is available for download at http://webstore.illinois.edu. Once at this site click on Personal Purchase, Antivirus & Security. Choose McAfee Secure Virus Scan 8.8 for your specific computer and campus.

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Smartphones

Configuring your smartphone to access University email. The smartphones covered in this how-to document are the iPhone, Android, and Blackberry.

There may be some variations of instructions based on model of phone.

iPHONE

1. Tap on **Settings**.
2. Select **Mail**, **Contact**, **Calendars**.
3. Choose **Add Account**.
4. Choose **Microsoft Exchange**.
5. Enter your **University email address.**
6. Enter your **netID** and **password**.
7. Select **Next**.
8. Enter **server name**, type **exchws.illinois.edu**
9. Enter **domain**, type **UOFI**
10. Select **Next**.
11. Make sure **SSL** is checked *(located under Incoming Settings for Verizon)*.
12. Turn **ON** the items to sync (**mail, contacts, calendar**), Sync.
13. It may take several minutes for everything to sync.

Repeat Steps 1-3 for additional email accounts

ANDROID

1. Select **Home**.
2. Select **Menu**.
3. Choose **Settings**, **Accounts**.
4. **Add Account**.
5. Choose **Corporate Sync**.
6. Type in **UOFI\ your netID**.
7. Type in your **NetID password**.
8. Type in your **email address**.
9. Type in **server name**, **exchws.illinois.edu**
10. Select **Next**.
11. Choose **Calendar**, **Contacts**, **Email**.
12. Make sure **SSL** is checked.
13. **Finish**.

BLACKBERRY

Users who want to access their University email using a Blackberry phone will need to check with their provider to ensure that they have purchased the Enterprise Data Plan.

1. Once verification of having Enterprise Data Plan is complete, you will need to contact the AITS Service Desk to be added to the Blackberry server.

2. After your account has been created on the Blackberry server you will receive an email with your activation password.

3. On the phone go to **Options**, **Advanced Options**, **Enterprise Activation**.

4. Type in your **University email address** and **activation password.**

5. Choose **Sync**.

6. Your Blackberry phone will now sync.

*For instructions on accessing the **Illinois** Wireless with your iPhone or iPod Touch, please visit http://cites.illinois.edu/ wireless/wpa2/iphone.html*

*For instructions on accessing the **UIC** Wireless and Wi-Fi please visit http://accc.uic.edu/ service/wireless*

*To access the **UIS** Wireless please visit http://www.uis.edu/ informationtechnologyserv ices/teaching-and-learning/iphone/*

Helpful Links

AITS - http://aits.uillinois.edu
Illinois -http://cites.illinois.edu
UIS - http://www.uis.edu/ITS/index.html
UIC - http://www.uic.edu/depts/accc/index.html

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