Setting up your iPad
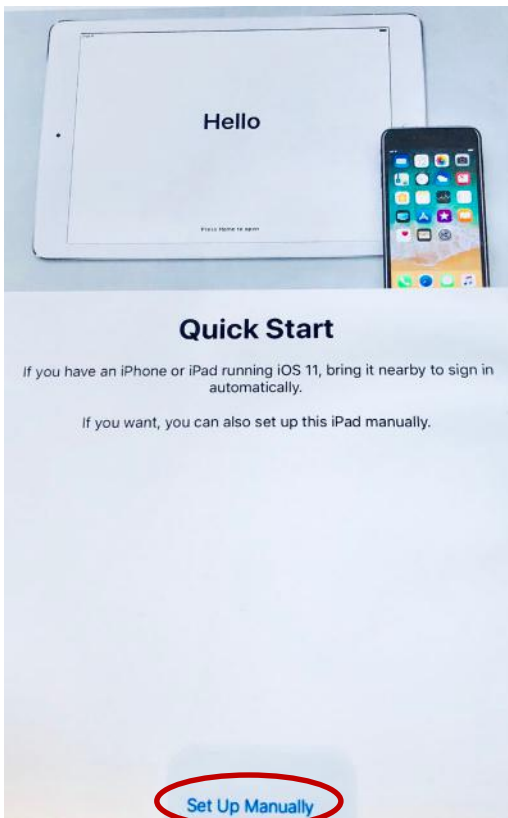
Please work through **all** of these pages to ensure the correct setup of your iPad.

Summary of Pages to work through:

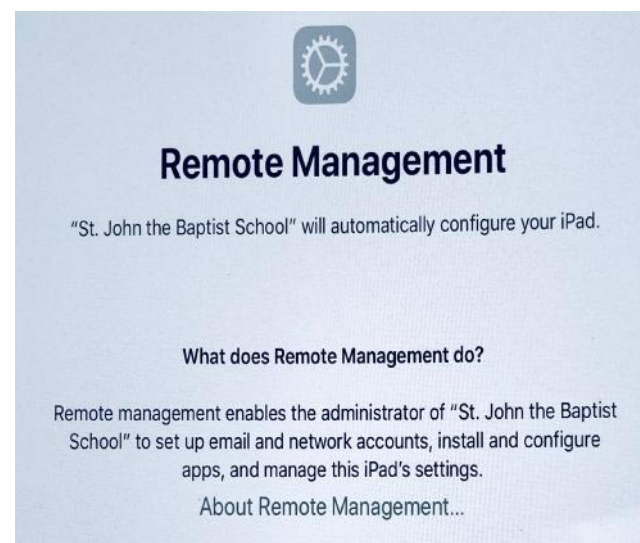|		
1.	Setting up your iPad	
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4.	Signing into Student Wi-Fi	
5.	Backing up GoodNotes on OneDrive	
6.	Apps to Download	

Set up iPad

- When you first turn the iPad on follow the set up screens…
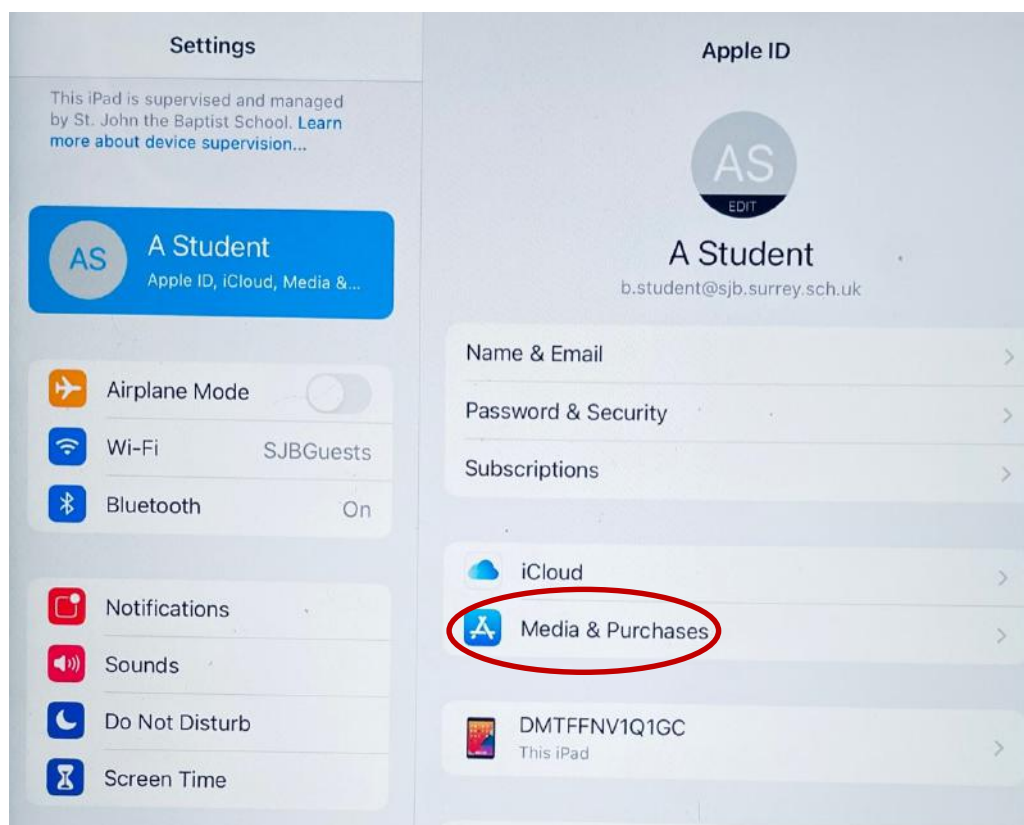 tap '*English*' and '*United Kingdom*' as the Country.

- When '*Quick Start*' appears, tap '*Set up Manually*'
- When '*Choose a Wi-Fi Network*' appears, tap '*SJB Guests*'. Tap '*next*'
- '*Remote Management*' should then appear. (If **NOT** then please speak to a member of the IT team who can assist, otherwise you will not get the correct apps.) tap '*next*'
- Enter you school login and password (just the first part eg 21studenta)

- When '*Apple ID*' appears, enter your full School email.
  (e.g 21studenta@sjb.surrey.sch.uk)
- '*Apple ID for St John the Baptist School*' will appear, tap '*Continue*' then enter your School Password then tap '*Continue*'
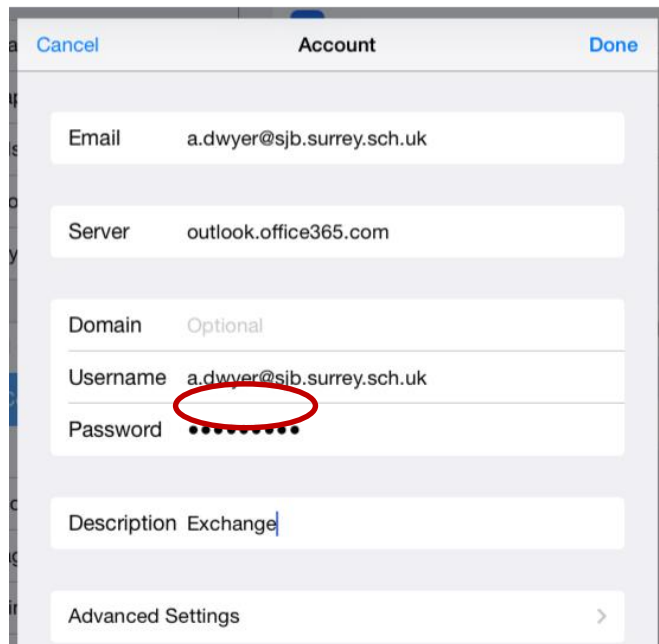- If 'Stay signed in for 60 days' appears, tick the box and tap '*Yes*'

Logging into the App Store

- When using your school email address for your Apple ID you will need to sign in into the App Store with your Personal Apple ID. So you can download Apps from the App store
- Tap on the '*Settings app*'
- Tap on your name at the top.
- Tap on '*Media & Purchases*'
- Tap '*Sign out*'
- It will say are you sure, tap '*Sign out*'
- Then, tap back on '*Media & Purchases*'
- Then, tap '*not (your name)*'
- Enter your personal Apple ID that you created at home.
- Tap '*Next*'

Setting up your email

- Tap on the '*Settings app*'
- Tap on '*Mail* '
- Tap on '*Accounts* '
- Tap on '*School Email*'
- Tap on 'Account (your email)'
- Enter your school password & tap '*Done*'.
- Tap '*next*' and it will verify, when all ticks appear, tap '*Done*'.

Cancel	Account	Done
Email	a.dwyer@sjb.surrey.sch.uk	
Server	outlook.office365.com	
Domain	Optional	
Username	a.dwyer@sjb.surrey.sch.uk	
Password	••••••••	
Description	Exchange	
Advanced Settings		>

- You may want to tap onto the inbox on the Mail app on your iPad to ensure your emails are coming through. It can take several minutes.

Sign into Student Wi-Fi

- You might need to connect to SJBStudents Wi-Fi.
- Tap on the 'Settings App'
- Tap on 'Wifi'
- Check you are connected to 'SJBStudents'
- If you are not connected to 'SJBStudents' tap on it in the Wifi list
- You are now logged onto the Student Wi-Fi.
- Please tap on the 'i' next to SJBGuests and select forget. (This wireless network won't allow you to connect after the iPad setup has been completed).

Backing up GoodNotes on OneDrive

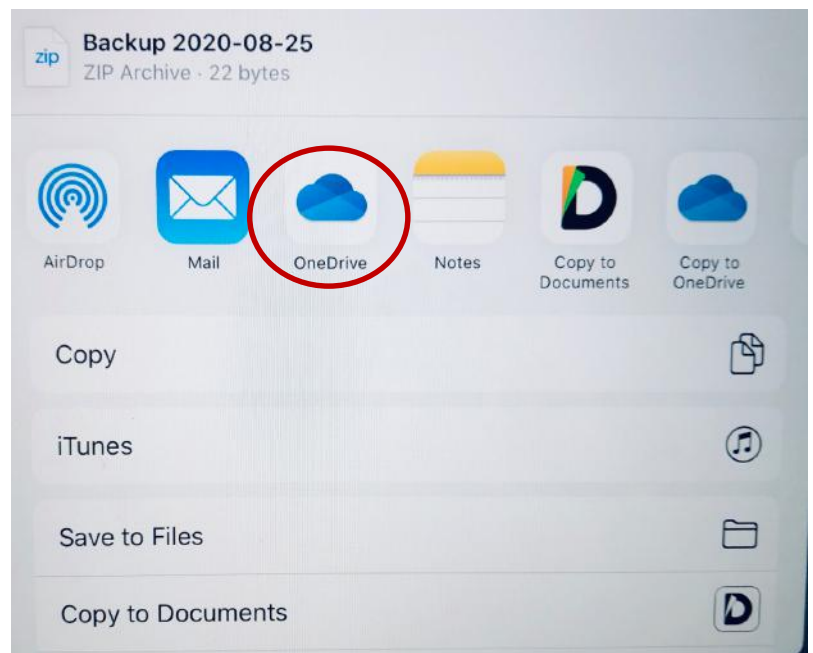We are using an App called OneDrive to back up GoodNotes.

We will push OneDrive out to your iPad and GoodNotes will be pushed out to you within 24 hours.

- Tap on the *'OneDrive' app*
- Sign in with your School login & password

Once GoodNotes has installed please ensure it is backing up to OneDrive and iCloud.

- Tap on the *'GoodNotes App'*
- Go to the top right and tap on the Settings wheel
- Tap on *'Settings'*
- Tap on *'Backup Data'*
- Tap on 'Backup Now'
- Tap the picture of the OneDrive App at the top
- Tap 'Upload to OneDrive'
- You need to do this regularly to backup your work.

- Tap on the *'GoodNotes App'*
- Go to the top right and tap on the Settings wheel
- Tap on *'Settings'*
- Tap 'iCloud Settings'
- Ensure this is on and slid to green
- Tap 'Done'.

Other apps to Download

1. Applications you may need to install from the app store in your own time:

  - iMovie
  - Pages
  - iTunes U
  - Numbers
  - iBooks
  - Show Me
  - Puppet Pals
  - iMotion HD
  - Popplet Lite
  - MyMusicTheory

2. Applications that will be pushed out to you:

  - OneDrive
  - SJBLearning tools
  - Self Service
  - Printing App
  - Relay WIFI App
  - SchoolHub
  - Edulink One
  - Kahoot
  - GoodNotes 5
  - Keynote
  - Showbie
  - Socrative Student
  - Sora
  - Zoom

If you have run out of time to do any of the above, then please ensure you try again at home using your home WIFI. If you are still having any problems, then please come into the IT office to get some help with it.

To get the most out of your iPad it is important to complete the set up **fully.**