

Android Mobile Devices

1. Android is a popular Operating System for many mobile devices
2. The latest version of Android is Lollipop (5.0); with some phones running on the latest Android Marshmallow (6.0); the newest software.
3. Since Android runs on so many different phones, certain buttons or paths can be different

Use the following links to navigate this document:

- I. [Android Buttons](#)
- II. [Security](#)
[>> 2-Step Verification](#)
- III. [Android Device Manager](#)
- IV. [Storage Management](#)
- V. [Mail](#)
- VI. [Contacts and Calendars](#)
- VII. [Widgets](#)
- VIII. [Applications](#)
- IX. [Business Productivity Apps](#)



Android Buttons

1. Back Button →



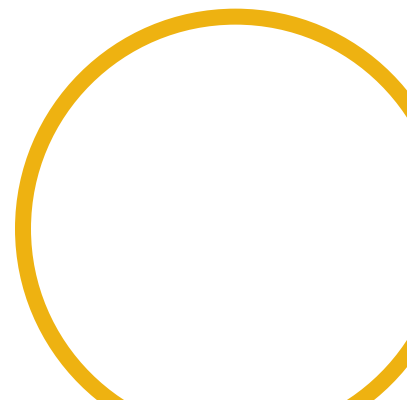
2. Home Button →



3. Task Manager →



4. Search Button →



Security

1. Keeping the data on your phone safe is very important.
2. You should use screen lock to help protect your personal data.
3. To get to the lock screen settings:
 - a. Press the '**Settings**' widget if you have one (Figure 1)
 - b. Press '**Quick Settings**' to '**Lock screen**'
4. Or you can utilize the settings search bar:
 - a. Simply type '**Lock Screen**' into the search bar (Figure 2)
5. Your phone will have different options for locking your screen.
6. Each has varying levels of security.
7. Choose one that is both practical and with at least a medium level of security.



Figure 1

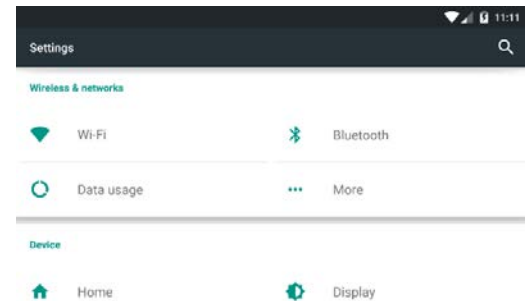


Figure 2

Security

2-Step Verification

1. Enable 2-step verification to protect your Google accounts with another layer of security.
2. Enabling 2-step verification requires both your password and a randomly generated code for sign-in.
3. Download '**Google Authenticator**' to quickly generate codes for signing into Google accounts (Figure 3).
4. If needed, one can also receive text or voice message of their code.
 - a. Learn more: <http://www.google.com/landing/2step>
http://youtu.be/17rykTIX_HY

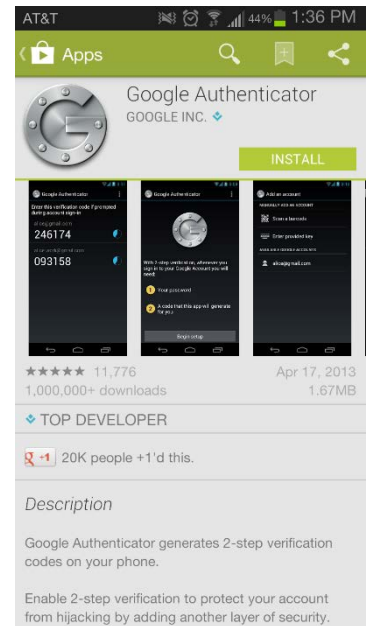


Figure 3

Android Device Manager

1. Allows you to track a missing Android Device.
2. Can sound an alarm, even if the device is on silent!
3. Can remotely wipe the device to ensure all your data is kept safe.
4. Similar to iCloud and Find My iPhone.
5. To set up this security, simply:
 - a. Open up the “**Google Play App**” and search for “**Android Device Manager**”
 - b. When downloaded, it will require a Google Account to log on
 - c. Once logged on, it will show a map of your current location (Figure 4)
 - d. When a phone is lost, go onto a computer or any internet access, and go to <https://www.google.com/apps/mydevices/b/0> (again, you will need a Google Account to access) and add your device on the top bar

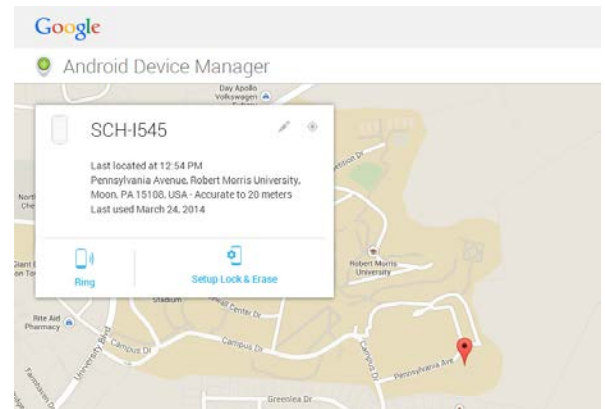


Figure 4

Storage Management

1. Most Android phones have an external SD card slot for additional storage.
2. You can see how much storage space you have left on your device by:
 - a. Going to '**Settings**' and then finding '**Storage**' (Figure 5)
3. **ESFile Explorer** is a free file manager that you can download from the Play Store:
 - a. **ES File Explorer** is a great tool for managing **files** and programs. It comes with a multitude of additional features such as a tool for killing running applications, direct cloud drive storage (via Dropbox, Google Drive, or SkyDrive), and an FTP client so you can use it both on your mobile device as well as your PC.
>> <http://bit.ly/RMUesfiles>

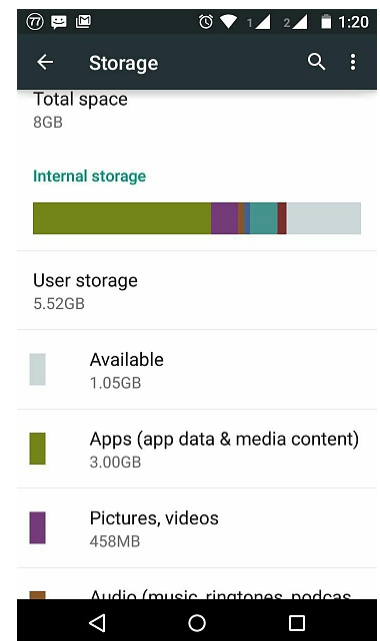


Figure 5

Mail

1. **Gmail** is the stock 'Email' app on Android.
2. Although, you can have multiple accounts receiving mail in the app.
3. You can switch between inboxes and accounts by pressing where your email address appears at the top (Figure 6).
4. You can also move between different labels this way.
5. Labels and stars appear towards the right-side of each message.

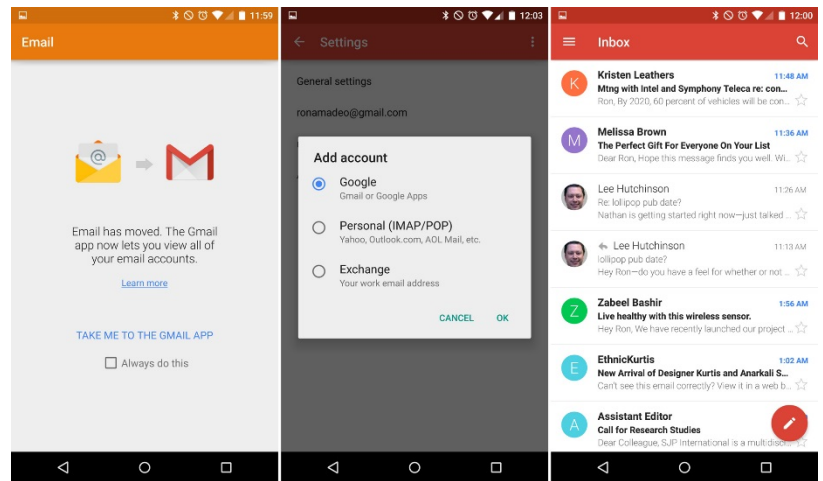


Figure 6

Contacts and Calendars

1. You can sync contacts and calendars from the accounts on your phone (Google, Facebook, etc...) to your phonebook and calendar.
 - a. Go to '**Settings**' and then scroll down to the '**Accounts**' section (Figure 7)
2. You can choose to sync contacts, calendars, and other options by pressing on each account and selecting or deselecting the options.

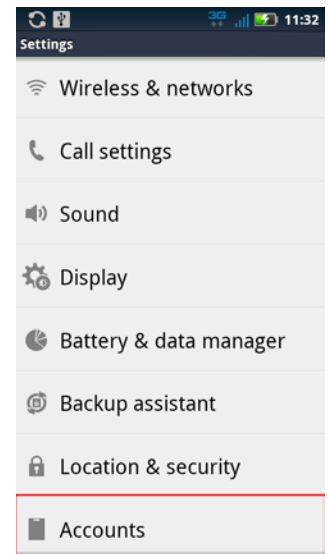


Figure 7

Calendars

1. When your calendar is synced with your Google accounts, you can view events added from any device.
2. You can decide which calendars to show on this main calendar by pressing the '**Calendars**' button on the top and then selecting or deselecting calendars (Figure 8).
3. The calendar app may look different on your phone.

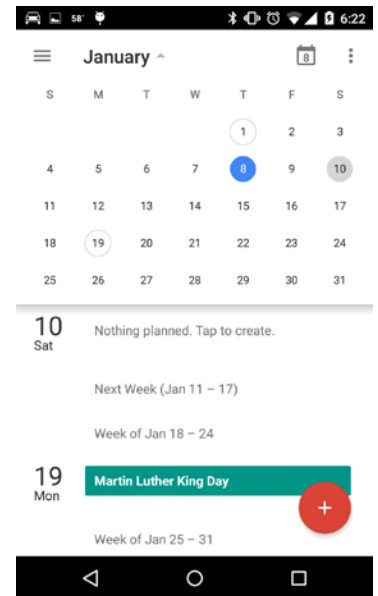
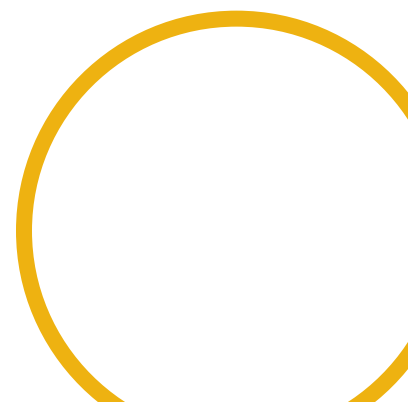


Figure 8



Widgets

1. Information Widgets: Displays most crucial elements of an app.
 - a. Example: Weather, Clock, Sports Score (Figure 9)
2. Collection Widgets - Specializes in showing a group of data
 - b. Examples: Gallery App, News App, Email (Figure 10)
3. Control Widgets - User triggered events
 - c. Examples: Wi-Fi on/off (Figure 11)
4. Provides “at-a-glance” views of app’s most important data.
5. Located right on the home screen.
 - a. Press the **“Apps”** button, in the upper right hand corner **“Widgets”**
6. Search for the ones you want.



Figure 9

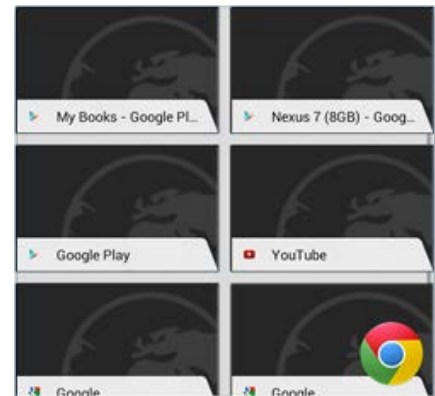


Figure 10

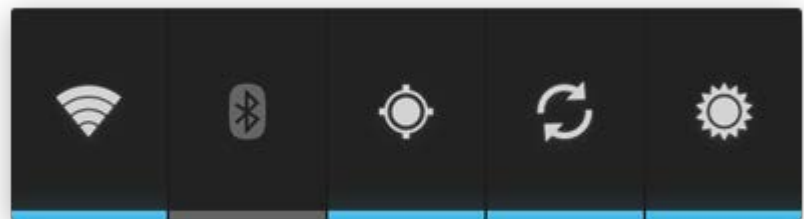
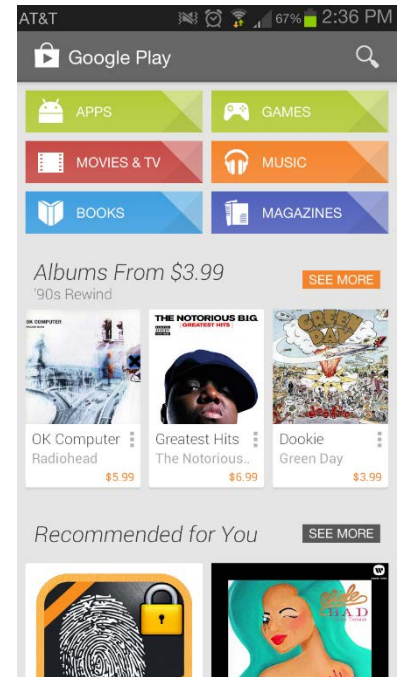


Figure 11



Applications

1. Whether you are a gamer, a news junkie, a road warrior, or all of the above, the **Google Play Store** has the apps you want.
2. There are many free apps and games that you can download here.



Educational Productivity Apps



1. **AnyConnect ICS+**: Provides reliable and easy-to-deploy encrypted network connectivity from devices by delivering persistent corporate access for users on the go

- a. Server: **VPN2.rmu.edu**



2. **Google Drive**: App that allows you to create Google Docs from a mobile device and access all documents you have created with Drive on your computer



3. **Dropbox**: Cloud-based service that lets you access all your photos, docs, and videos anywhere (and share large files that couldn't be transferred over email)



4. **Blackboard Mobile Learn**: Access Blackboard and its functionalities from your mobile devices



5. **Evernote**: Take notes, capture photos, create to-do lists, record voice reminders--and make these notes completely searchable, whether you are at home, at work, or on the go



6. **Google Keep**: Note-taking app like Evernote, but linked with your Google account and Drive



7. **VMware View**: Work on your Horizon View-based Windows virtual desktop from anywhere

- a. Server: **view.rmu.edu**

