

## Mobile Device: iOS Resources

### iOS

- Be sure to update your mobile device to the latest Operating System if needed.
- iPads and iPhones all run on the same version of iOS



Use the following links to navigate this document:

- I. [Security](#)
- II. [Security: 2 – Step Verification](#)
- III. [Mail \(iOS App\): Google](#)
- IV. [Calendars](#)
- V. [iCloud Backup](#)
- VI. [Tips & Tricks](#)
- VII. [Tips & Tricks: World Clock](#)
- VIII. [Tips & Tricks: Alarm](#)
- IX. [Tips & Tricks: Stop Watch](#)
- X. [Applications](#)
- XI. [Business Productivity Apps](#)

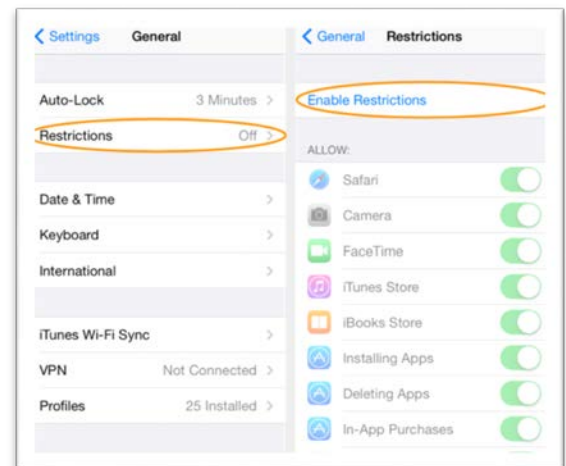
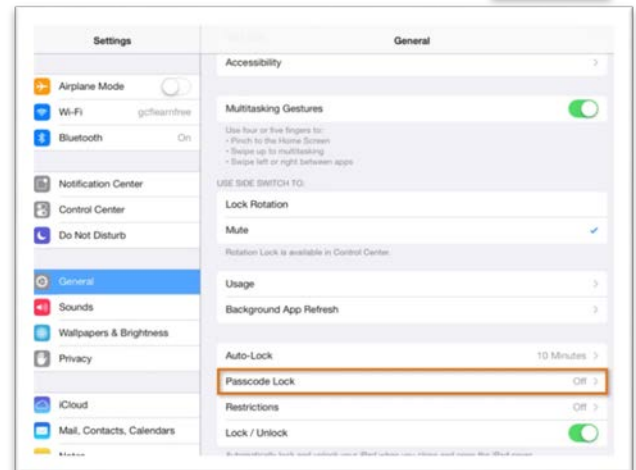
## Security

- Keeping the data on your phone safe is very important.
- You should use screen lock to help protect your personal data.
- There are several types of Passcodes you may use.
  - 4 digit numeric passcode (*simple passcode*)
  - 5+ digit numeric passcode
  - Alphanumeric passcode



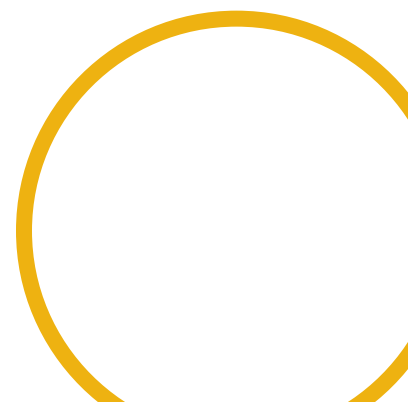
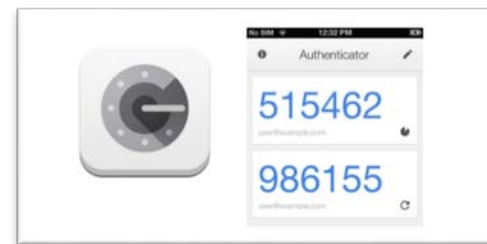
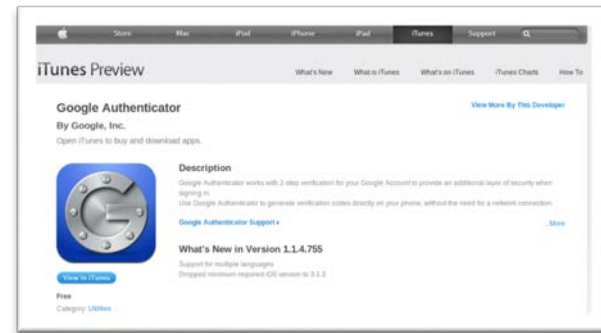
1. To get add a passcode, first go into **Settings** by clicking the cog / gear icon
2. Touch **“General”**
3. Then touch **“Passcode Lock”**

- Here you can change the type of passcode, and change what apps are allowed when locked
  - You may also activate erase option which will clear the phone after 10 failed attempts
  - You can also choose to enable “Restrictions” on your device (*like parental controls*)
4. To add restrictions, go to **“Settings”** > **“General”** > **“Restrictions”**
    - Remove iOS apps by changing it to “off” (*Example: if you turn off “Installing Apps,” “Deleting Apps,” & “In-app Purchases” the App Store will actually disappear*)
    - Restrict content allowed by **Ratings**
    - Change what apps can access your **Location**



## Security: 2 – Step Verification

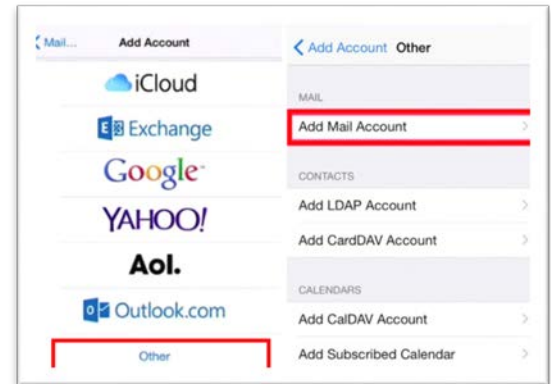
- Enable **2-Step verification** to protect your Google accounts with another layer of security
- Enabling **2-Step verification** requires both your password and a randomly generated code for sign-in
- **Download “Google Authenticator”** to quickly generate codes for signing into Google Accounts
- Learn more:
  - Click [HERE](#) for Google’s user friendly explanation
  - Click [HERE](#) for a short video explanation
- If you have already signed up for **2-Step Verification** and have any questions contact the Help Desk:
  - Phone: **412-397-2211**
  - Email: [help@rmu.edu](mailto:help@rmu.edu)
- Or you can go online to [rmu.edu/training](http://rmu.edu/training) and click **2-Step Verification** to the left of your screen for instructional guides and FAQs





## Mail (iOS App): Google

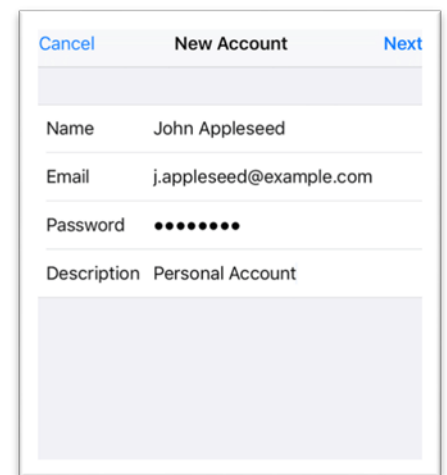
- You can have multiple accounts receiving mail in the mail app
1. To set-up touch **“Settings”**
  2. Scroll down to **“Mail, Contacts & Calendars”**
  3. Touch **“Add Account”**
  4. Select **“Google”**
  5. Enter your information and press **“Next”**
  6. Enter server information: **m.google.com**
  7. Enter your email address in the username box and press **“Next”**
    - You can always disable these features later (Mail, Contacts, Calendars, Notes)



If you are using **2-factor authentication** you must create an app specific password to enter in the box that says password.

### Learn More:

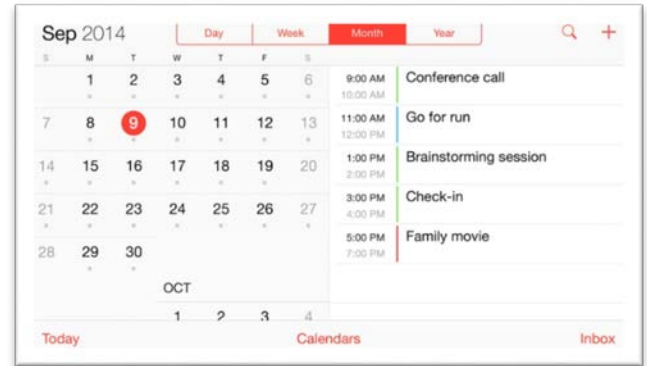
- Click [HERE](#) for instructions to sign-in to my email on my iOS device when 2-Step Verification is enabled





## Calendars

- When your calendar is synced with your Google accounts, events that you add on either your phone or computer will appear on both calendars (*phone & computer*)
- 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
- You can change calendar views between Month, Day, and List at the bottom of the main calendar screen



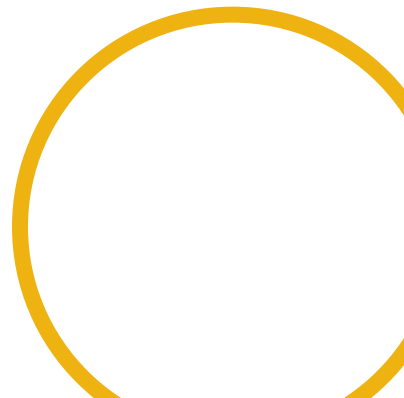
**IMPORTANT:** By default, only your primary calendar will be synced with your device. If you have additional calendars you'd like to sync, follow the instructions below:

<https://calendar.google.com/calendar/syncselect>



## iCloud Backup

- In case anything happens to your Apple device, you need to make sure you keep an up-to-date backup of your device. To back up your device use iCloud on your computer.
- iCloud is the recommended way to back up your device. To make sure iCloud backups are enabled:
  1. Go to the “**Settings**”
  2. Then “**iCloud**”
  3. Scroll down to the bottom and select “**Storage & Backup**”
  4. Turn this feature **ON**
  5. Once iCloud is on, your device will automatically back itself up when plugged in, locked, and connected to Wi-Fi.



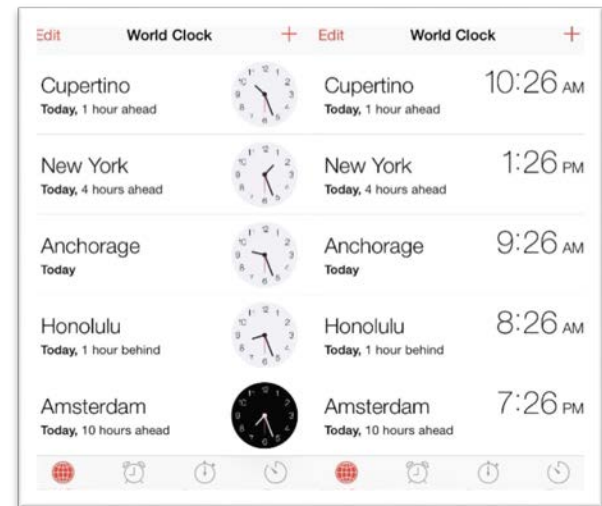
## Tips & Tricks

1. Starting at the very bottom of your screen, flick up from the bottom
2. You will see this panel of quick commands
3. Starting at the **top**, you can quickly turn features on and off
  - The airplane is **Airplane mode**
  - The second symbol is **Wi-Fi**
  - The third is **Bluetooth**
  - The moon is **Do Not Disturb Mode** (*Will silence any incoming messages when needed*)
  - The lock icon is **Lock Portrait Orientation** (*The screen will not shift horizontally*)
4. The second row down controls the **Screen Brightness**
5. The third row down, if you are listening to music from the actual music app here, you can to the **next song, pause, or change the volume**
6. The fourth row down is the **AirDrop** option or **AirPlay**
  - **AirDrop** - you can share photos, videos, websites, locations, and more with people nearby with an Apple device
  - **AirPlay** - Wirelessly stream content from your iPhone, iPad, or iPod touch onto an Apple TV
7. Finally, the last row shows four icons
  - The **Flashlight**
  - The **Timer**, you can set a timer by moving the minutes and hours up and down, and touch **start** when ready
  - The **Calculator**
  - The **Camera**



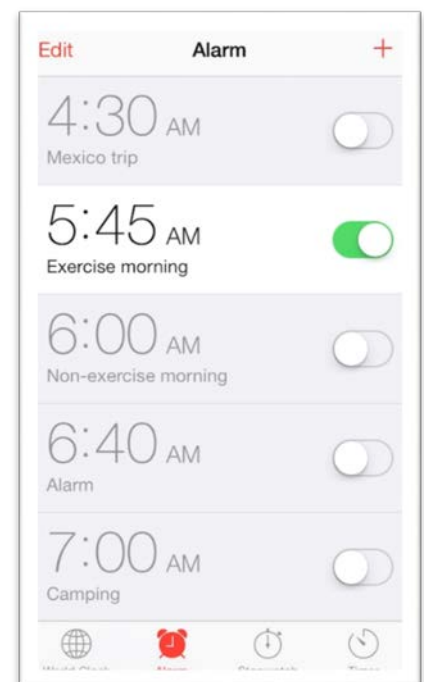
## Tips & Tricks: World Clock

- **World Clock**
1. From here, you can add clocks to see the time around the world
  2. Touch the + sign to Add Clocks.
  3. Touch **Edit** to delete
  4. Touch the clock to view it larger and the temperature in that location



## Tips & Tricks: Alarm

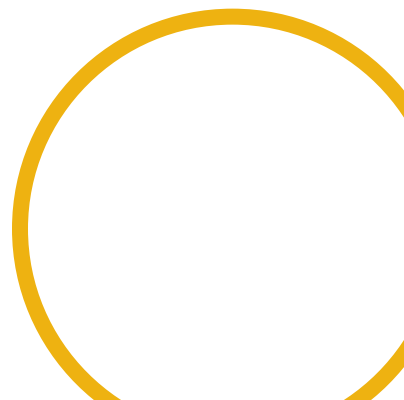
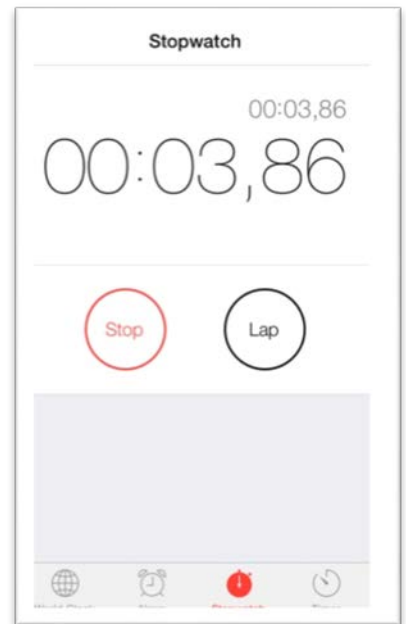
- **Alarm** – This app is very effective, you can use it on your phone every day to replace the old fashioned alarm clocks.
1. Touch the + sign in the top right to add alarms
  2. The way this looks may vary depending on if you are using an iPad or iPhone





## Tips & Tricks: Stop Watch

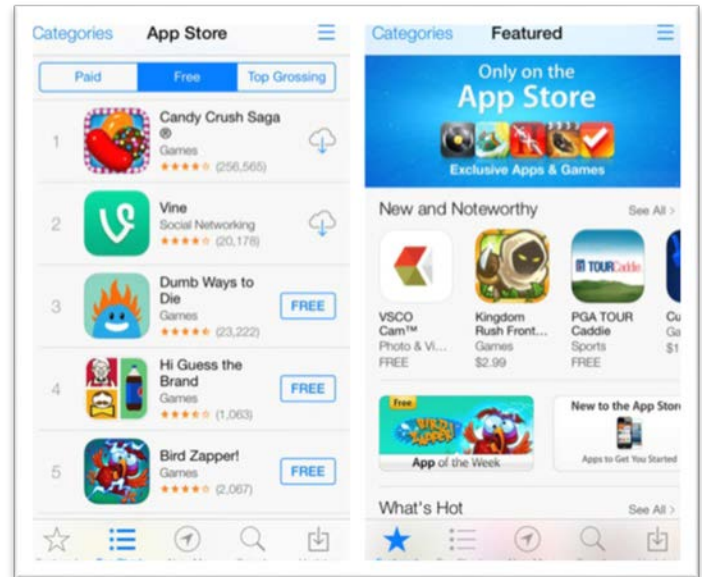
- This can be used the same way as a standard stop watch.
1. Press **Start** to begin timing
  2. Touch **Lap** if you want to record a time while still keeping a running timer
- It will count the laps, tell you the difference in duration, and give you the total time





## Applications

- The Apple App Store is the world's largest collection of mobile apps.
1. On your Apple device, open the **App Store**
  2. Once in the **App Store**, you can search for any app you want, or browse through categories to find a desired app
  3. Once you find the app you want to download, press the button labeled with the **price of the app**, or the word **"FREE"**
  4. **Install App**
- If this your first time logging into the App Store, you may be asked to set up a credit card, and log in with an email, this is all normal



## Business Productivity Apps



- **AnyConnect:** Provides reliable and easy-to-deploy encrypted network connectivity from devices by delivering persistent corporate access for users on the go:
  - Server: [VPN2.rmu.edu](https://vpn2.rmu.edu)



- **Dropbox:** Cloud-based service that lets you access all of your photos, docs, and videos anywhere *(and share large files that could not be transferred via email)*



- **Google Drive:** An App that allows you to create, edit or view Google Docs from a mobile device. You can access all documents you have created with Drive on your computer or mobile device



- **Blackboard Mobile:** Access Blackboard and its functionalities from your mobile devices



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



- **VMware View:** Work on your Horizon View-based Windows virtual desktop from anywhere.
  - Server: [view.rmu.edu](https://view.rmu.edu)