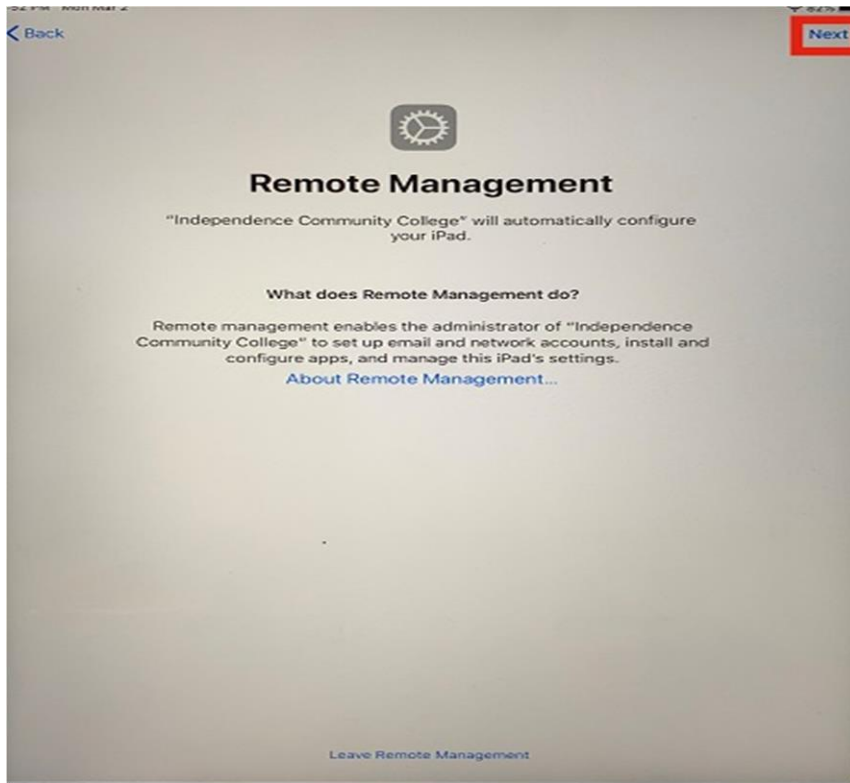
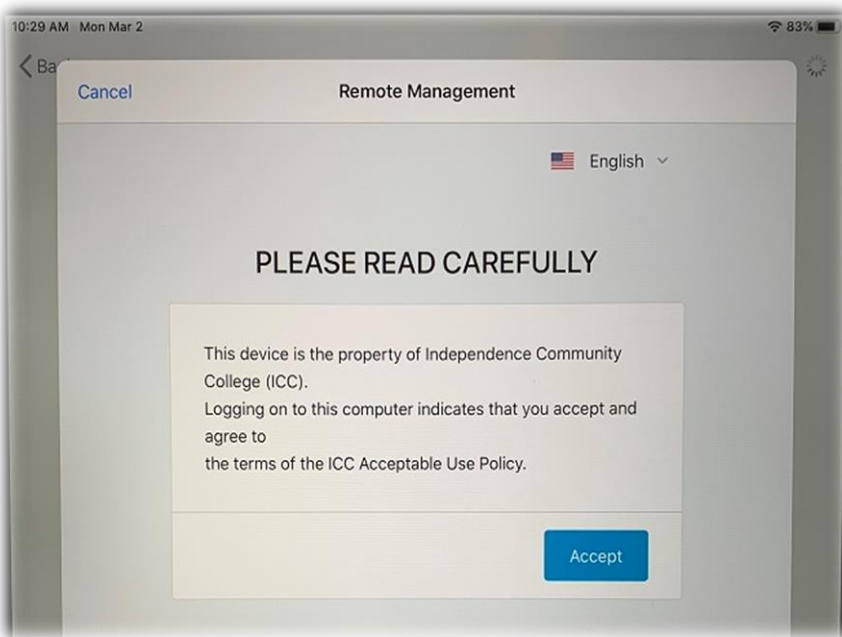


# IPAD SETUP

During the initial setup, this is one of the first screens you will see. Select "Next".

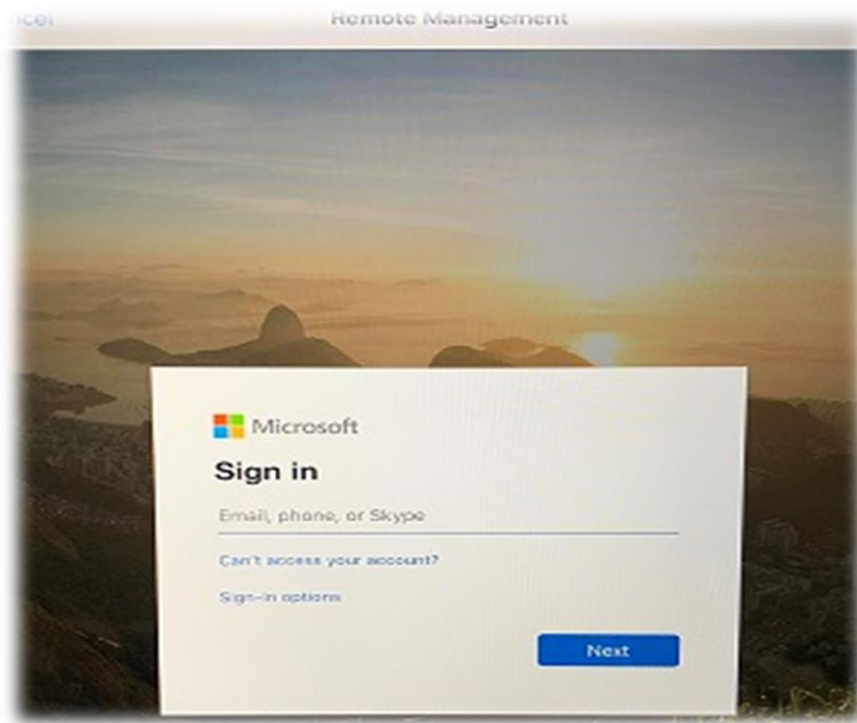


Read and accept the Use Policy.

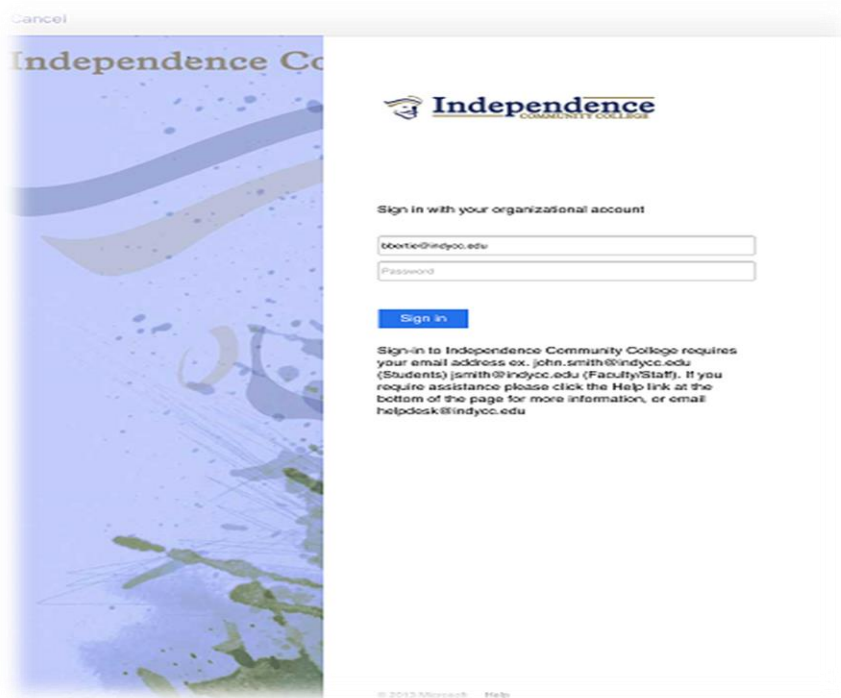


Enter your ICC email on the next screen to be re-directed to our sign-in page.

ICC email address's are **First Initial-Last Name @ indycc.edu** (ex. jdoe@indycc.edu).



Sign in with your ICC email address and password. For the non-employees, IT has provided a password in the Ipad box.

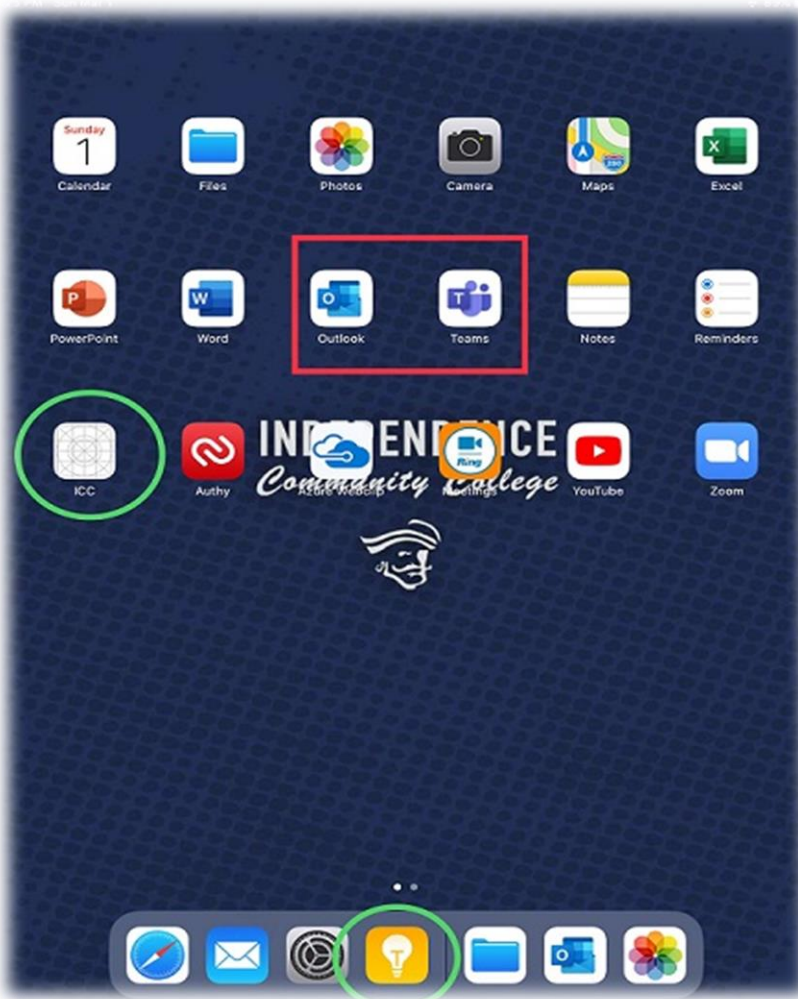


The items circled in green are

- A shortcut to the ICC webpage
- The “Tips” app for how to use the device in general.

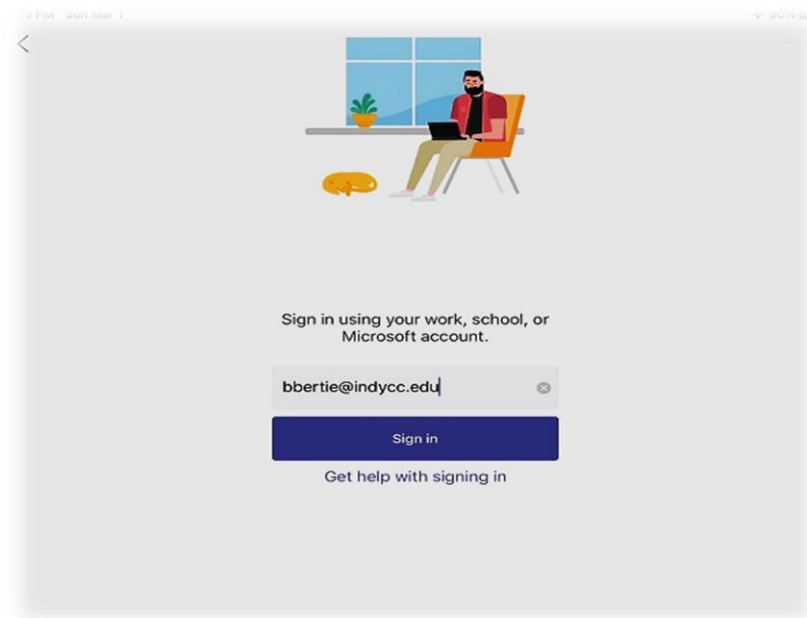
The items outlined in red will be your most-used apps.

The “Teams” app is where the Board documents will be uploaded.

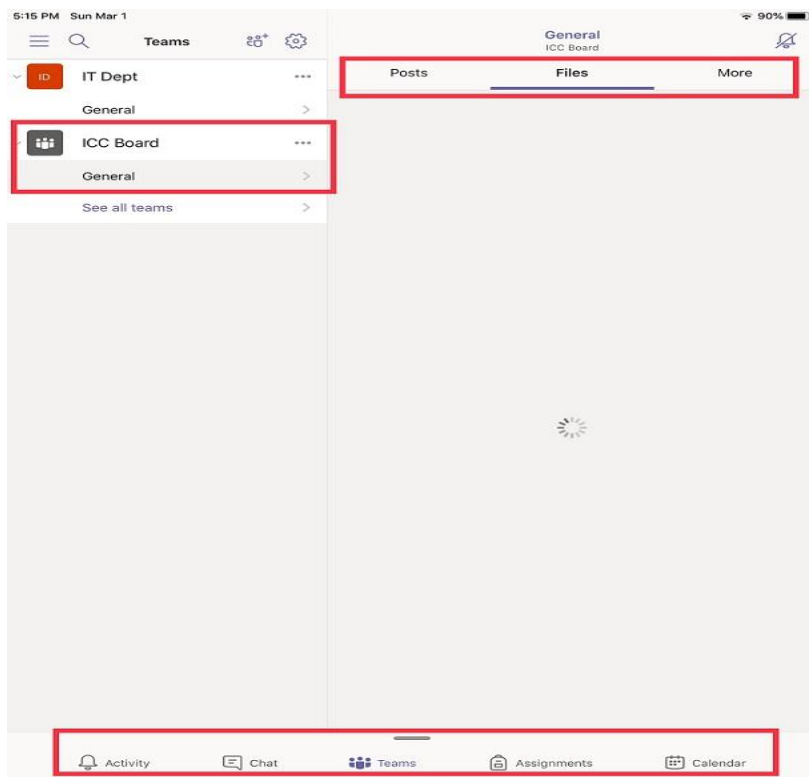


Opening the Teams app, you will be greeted with another login screen.

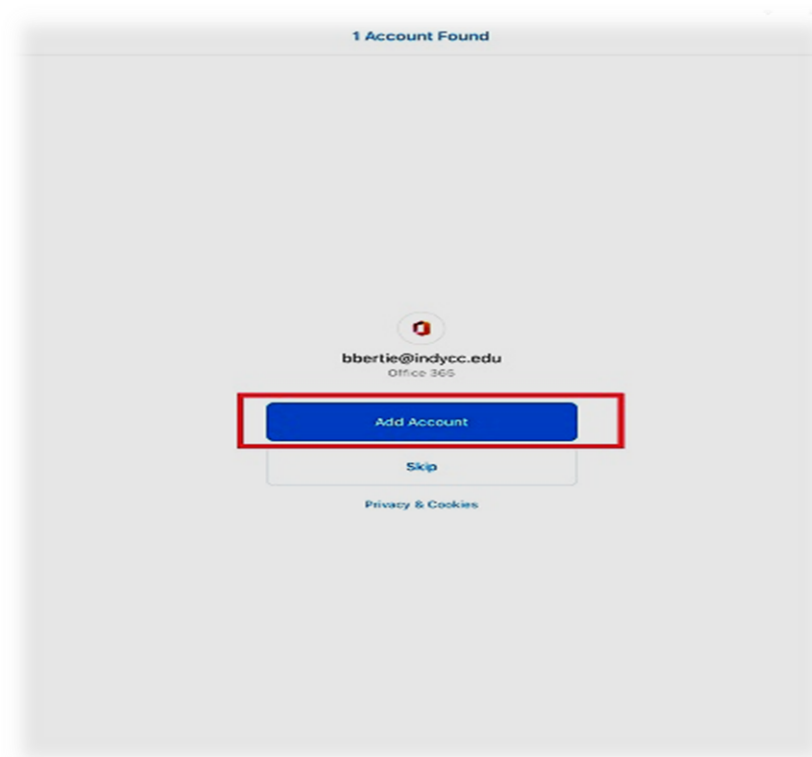
Again, enter your ICC email address, which will again re-direct you to the ICC sign-in page.



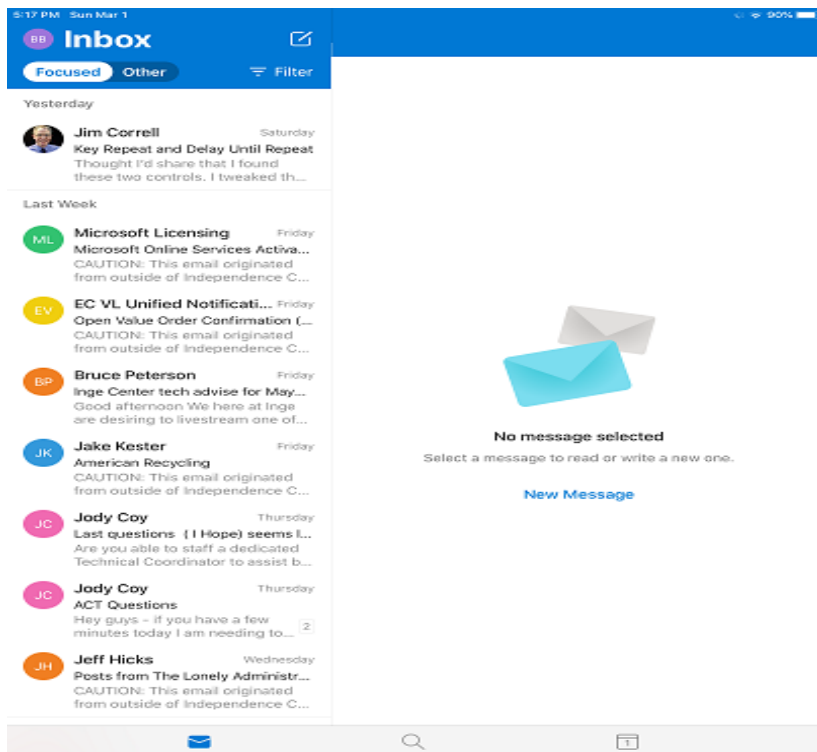
Once on the Teams main screen, there are tabs on the Left, Top, and Bottom for navigation.



Finally, Outlook will be used for email. The first screen should already have your email address because of logging into Teams previously. Just click the “Add Account” button.



There are three tabs across the bottom to switch between Mail, Search, and Calendar.



Other things to note.

- Your device will require you set a “PIN” code after setup. This is used like a password to get into the device. You will be asked to change this periodically. IT have pre-set some of these, which will be included in the box.
- Many other “apps” have been preinstalled on these devices. If there are others you would like, please request them by sending an email to [helpdesk@indycc.edu](mailto:helpdesk@indycc.edu).
- IT have included a USB adapter that you may use to access a portable USB drive with your device. You will need to use the “Files” app for this interaction.