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

Or to request any service contact the Administrative Information Technology Services (AITS) Service Desk:
servicedeskais@uillinois.edu
217-333-3102 (Urbana)
312-996-4806 (Chicago)
A service representative will contact you to discuss your needs.
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.

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.
5. Type in your work email address, domain (which is UOFI), netID (for UIS users, type usad\ 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.

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

ACCESSIONING WIRELESS WITH AN iPad

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

University of Illinois
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

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

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.

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.

FREE ANTIVIRUS SOFTWARE AVAILABLE FROM WEBSITE

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

**iPHONE**

1. Tap on Settings.
2. Select Mail, Contact, Calendars.
3. Choose Add Account.
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.

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

**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](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](http://accc.uic.edu/service/wireless)

To access the UIS Wireless please visit [http://www.uis.edu/informationtechnology/services/teaching-and-learning/iphone/](http://www.uis.edu/informationtechnology/services/teaching-and-learning/iphone/)

Helpful Links

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