![Easterseals Southern California logo] **Tech Tip**

Apple OS-18 Quickstart Setup Guide

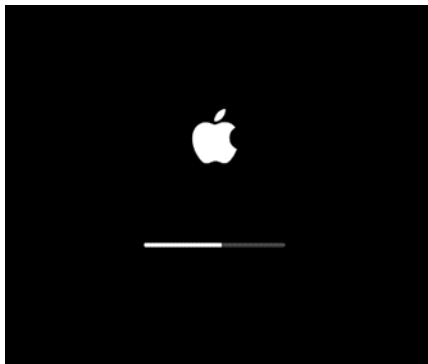|	
What you will need:	
1. Work-issued Apple devices (iPads and iPhones) fully charged.	
2. A Wi-Fi connection is best. However, Cellular service or using a Hot Spot should work.	
3. Okta login credentials; information on this was provided in your NAE packet.	

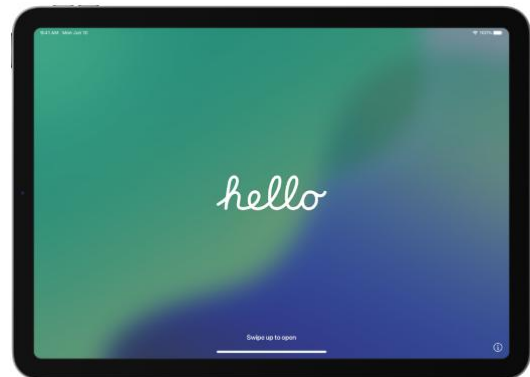|	
Before you start:	
1. Read the instructions below to understand what is expected.	
2. Familiarize yourself with the device layout.	

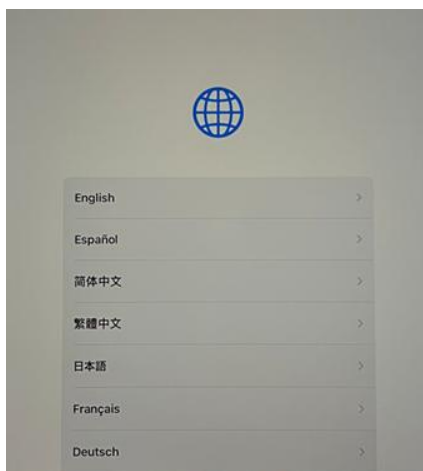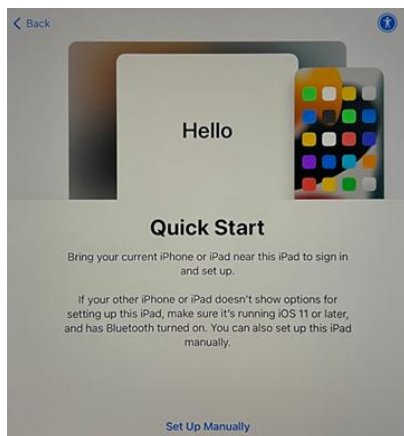| **Apple Mobile Device Setup Process**	
Step 1. Turn on the device. Press and hold the top button until the Apple logo appears. (A few seconds.) 	Step 2. When the Hello screen appears, tap anywhere on the screen to start the setup process. Some iPads may have the Home button at the bottom of the device, if so, press and hold to start setup.
Step 3. Tap on your preferred language. 	Step 4. Select **United States** as the Country.
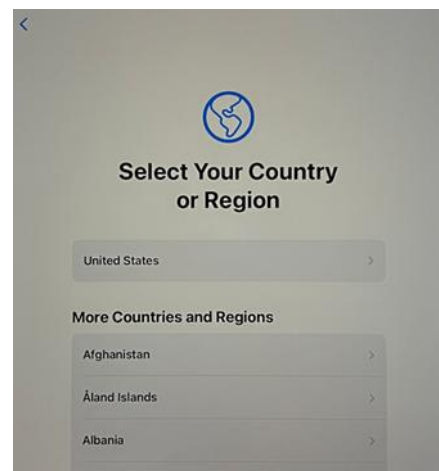
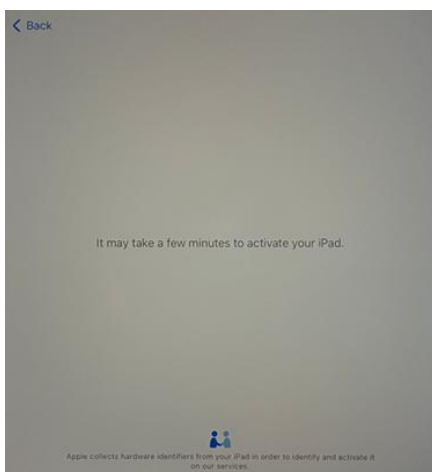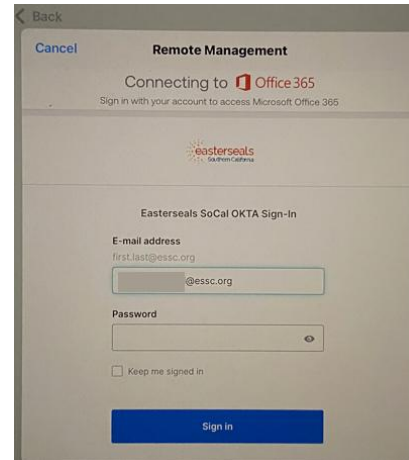|	
Step 5. Optional – you may get this screen; if so, you can change the **Appearance** of text and icons by pressing down on the sliding bar and dragging it. 	Step 6. If you get this screen, tap on **Set Up Without Another Device**.
Alternatively, if you get this screen, tap on **Set Up Manually**. 	Step 7. Connect to a Wi-Fi network or Hot Spot. (This is where you will see your Wi-Fi options. If you experience a problem at this step, contact the Helpdesk.)
Step 8. Please wait for the activation to complete. 	Step 9. Depending on your iPad's version, you will either tap on **Next** in the top right corner of the screen **OR** tap on **Enroll this iPad**.

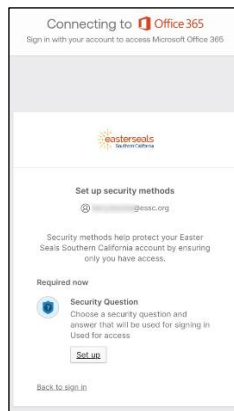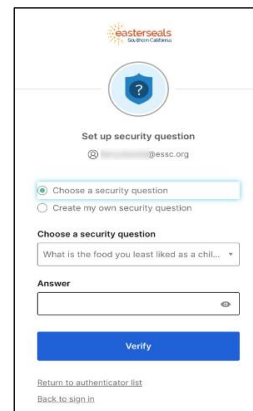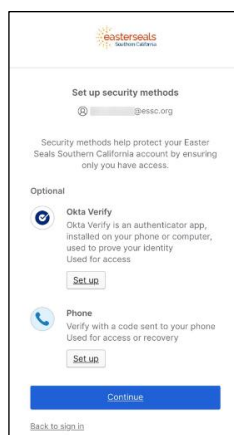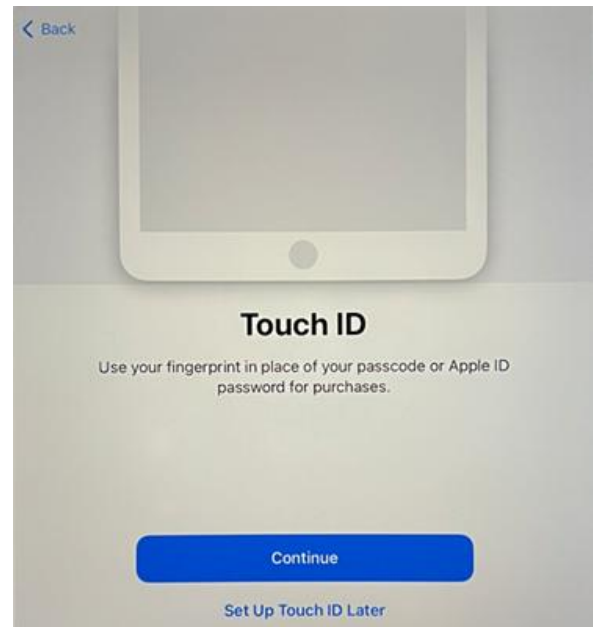|	
Step 10. Microsoft **Sign-in** screen, type in your full Easterseals email address and tap on **Next**. 	Step 11. **Sign in using your Okta credentials; these** are your Easterseals email address and passphrase. In the future, you may hear the term Okta password, which is the same as Okta passphrase.
Step 12. Click to **Setup** your Okta Security Question and Answer. 	Step 13. **Choose** or **Create** a Security Question, **type in your Answer** and then click on **Verify**.
Step 14. Click on **Continue,** do not setup Okta Verify or Phone Verify. 	Step 15. If prompted, Answer your Okta Security Question and tap on **Verify**.
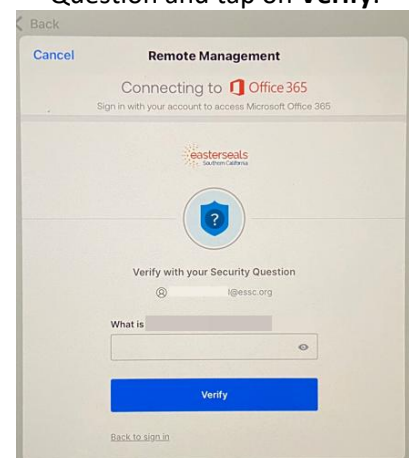
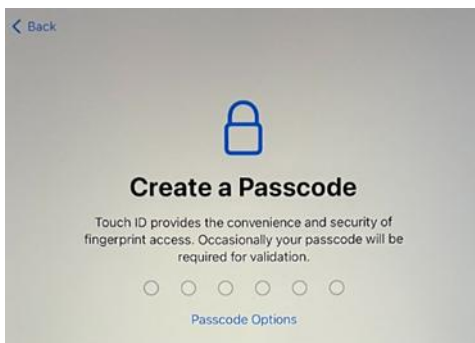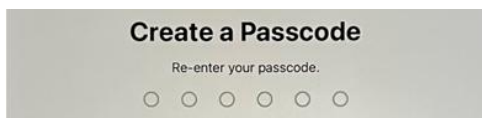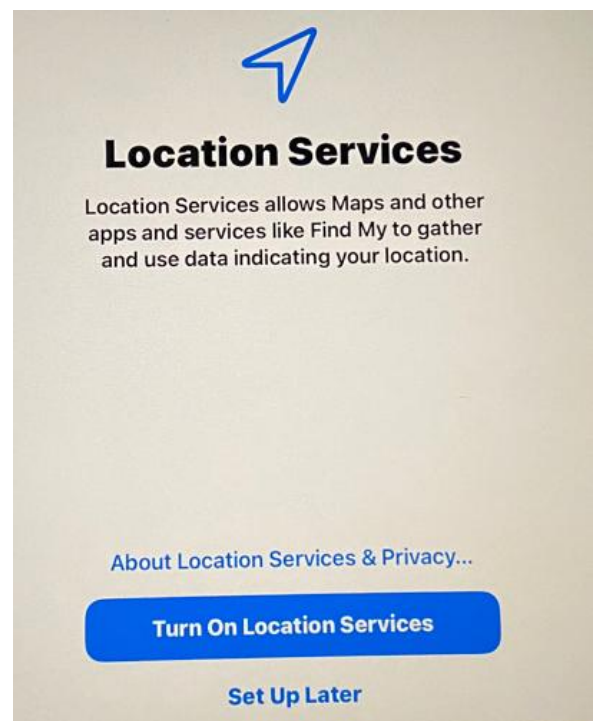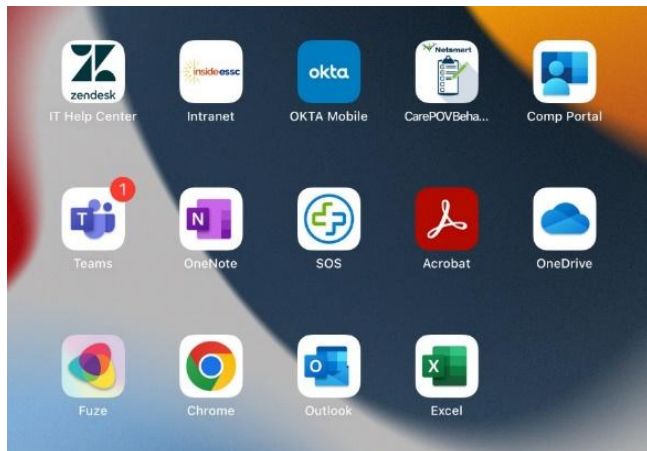|	
Step 16. Please wait for the configuration to complete. **Configuring iPad** Installing configuration from "Easter Seals Southern California"	Step 17. Choose to tap on **Continue** to turn on Touch ID or tap on **Set Up Touch ID Later**. ‹ Back **Touch ID** Use your fingerprint in place of your passcode or Apple ID password for purchases. Continue Set Up Touch ID Later **Note:** to use the top button to capture your fingerprint you will need to remove the case.
Step 18. Create a **6-digit** passcode for device security. ‹ Back **Create a Passcode** Touch ID provides the convenience and security of fingerprint access. Occasionally your passcode will be required for validation. ○ ○ ○ ○ ○ ○ Passcode Options Confirm your passcode by typing it in again. **Create a Passcode** Re-enter your passcode. ○ ○ ○ ○ ○ ○ The 6-digit passcode for your mobile device (iPads and iPhones) is not the same as your Okta passphrase. A 6-digit passcode is only used on a mobile device and is made of 6 numbers.	Step 19. Tap on **Turn On Location Services**. **Location Services** Location Services allows Maps and other apps and services like Find My to gather and use data indicating your location. About Location Services & Privacy... **Turn On Location Services** Set Up Later

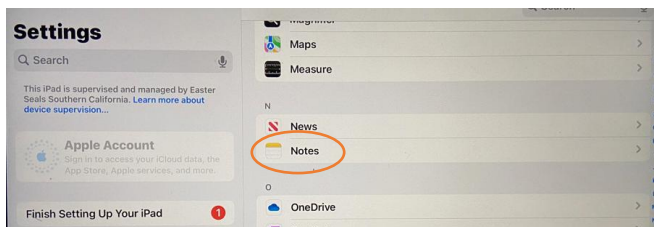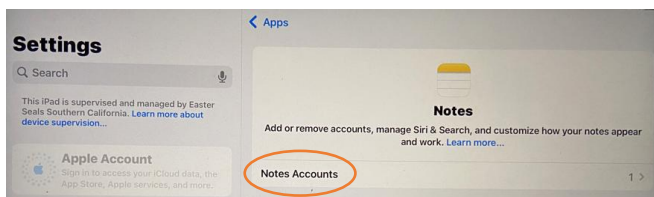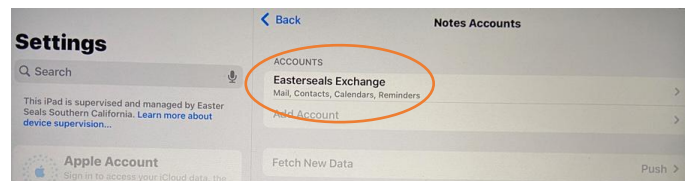| Step 20. The device's Home page opens, and applications start downloading.	Step 21. When you receive this Exchange password prompt - popup message, tap on **Edit Settings**.
	If the popup message does not appear, tap the **Settings** icon and proceed to next step.
	ActiveSync allows end users to connect their Exchange mailbox (Microsoft Outlook) with a mobile device (iPads and iPhones). This includes your Notes, Calendar, Contacts, and Reminders.

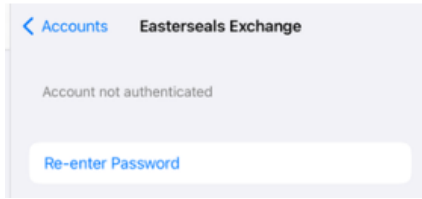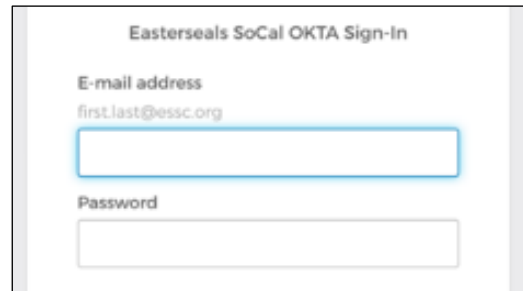| Step 22. Scroll down and tap on **Notes**.	Step 23. Tap on **Easterseals Exchange**.
Then tap on **Notes Accounts**.	If the Easterseals Exchange account is not visible, skip to Step 29 and return to this step after completing all the other steps in this guide.

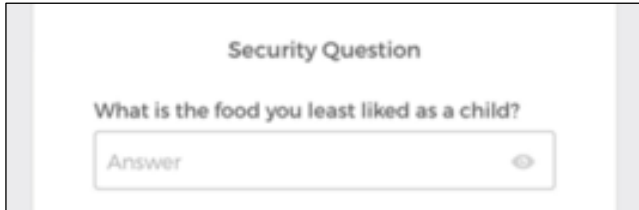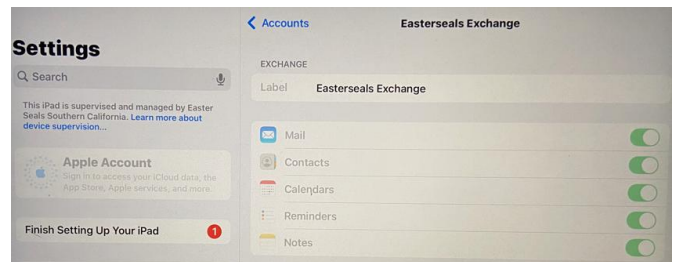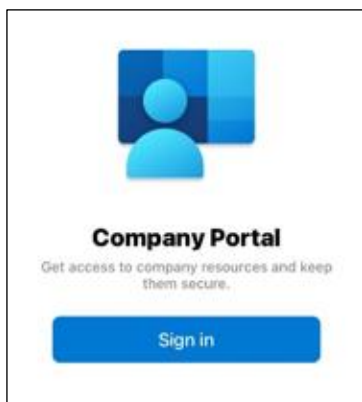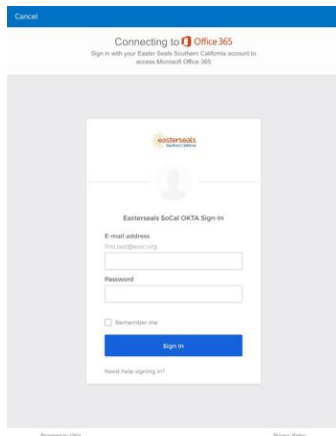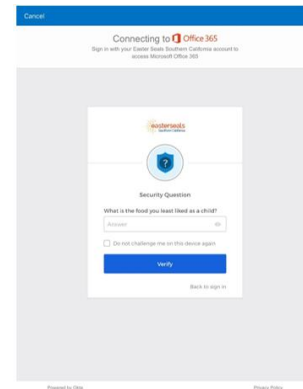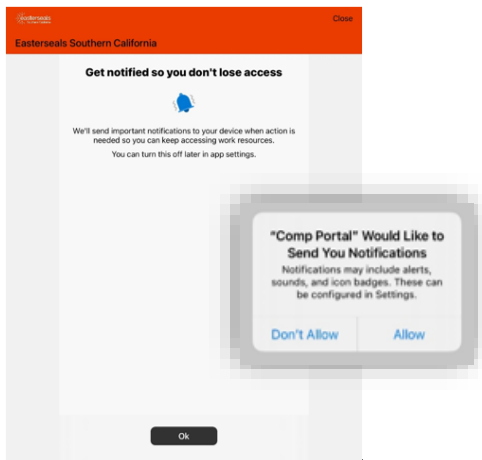|	
Step 24. Tap on **Re-enter Password**. **< Accounts Easterseals Exchange** Account not authenticated **Re-enter Password** A popup message will show that **Settings** wants you to Use "microsoftonline.com" to sign in. Tap on **Continue**.	Step 25. **Sign in** with your Okta credentials. Easterseals SoCal OKTA Sign-In E-mail address first.last@essc.org Password
Step 26. Type in the answer to your Okta Security Question. Security Question What is the food you least liked as a child? Answer (This is an example Security Question; your question may be different.) You will be asked if you trust essc.org then tap on **Continue**.	Active Sync should now be enabled for Mail, Contacts, Calendars, Reminders and Notes. **Settings** **< Accounts Easterseals Exchange** EXCHANGE Label Easterseals Exchange Mail Contacts Calendars Reminders Notes Swipe up with your finger to **close Settings**.
Step 27. The **Company Portal** application does not open automatically, tap on the icon to open, and then tap on the **Sign in** button. **Company Portal** Get access to company resources and keep them secure. Sign in	Step 28. Microsoft Intune **Sign in** screen appears. Type in your full Easterseals email address and then tap on **Next**. Microsoft Intune Microsoft Sign in Email or phone Can't access your account? Next Sign-in options
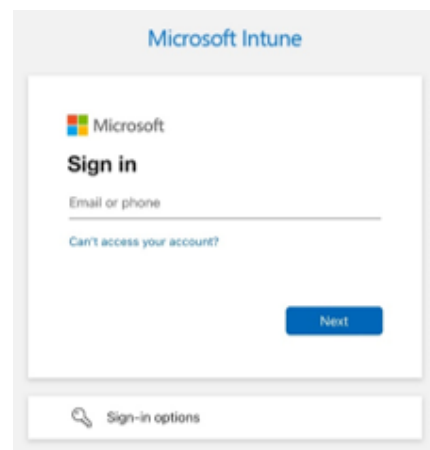
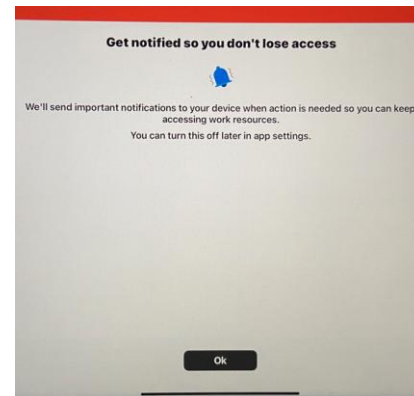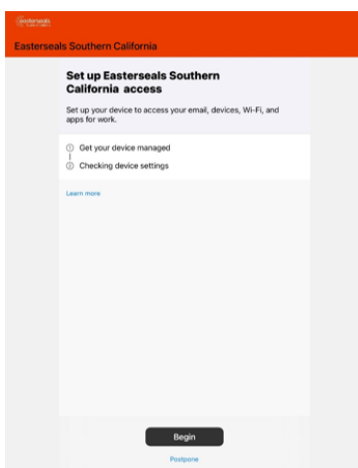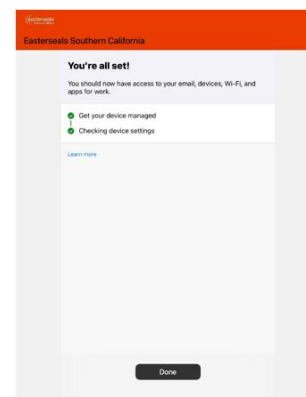| Step 29. **Sign in** with your Okta login credentials.	Step 30. Answer your Okta Security Question and tap on **Verify**.
Step 31. Tap on the **Ok** button. A pop-up message may appear, tap **Allow** for notifications.	**Alternatively**, you may get this screen instead of the pop-up message, if so, tap on **Ok**.
Step 32. Tap on the **Begin** button.	Step 33. Tap on the **Done** button.
	Congratulations! You have setup your Apple device.

*Please contact the **Help Center** as soon as possible for assistance with any technology.*
Portal: essc.zendesk.com | Email: Helpdesk@essc.org | Phone: 714-834-1111 x4357 (xHELP)

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