

# Basic Setup Instructions for Farmingdale iPads

## Setting up email:

1. From the opening screen of the iPad, click on the settings button



2. This will take you to you the settings for the iPad. In the left-hand pane, click on “Mail, Contacts, Calendars”
3. Then in the right-hand pane, click on “Add Account”



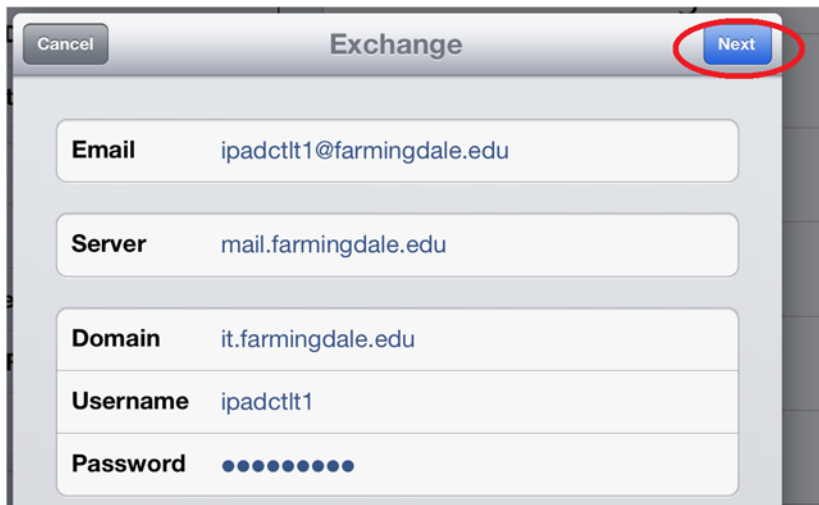
4. This will bring up a series of options. Choose “Microsoft Exchange”.



5. A new window will pop-up. In this window, enter your Farmingdale email address on the line marked "Email". On the line marked password, enter the password for your Farmingdale email address.
6. Click "Next"



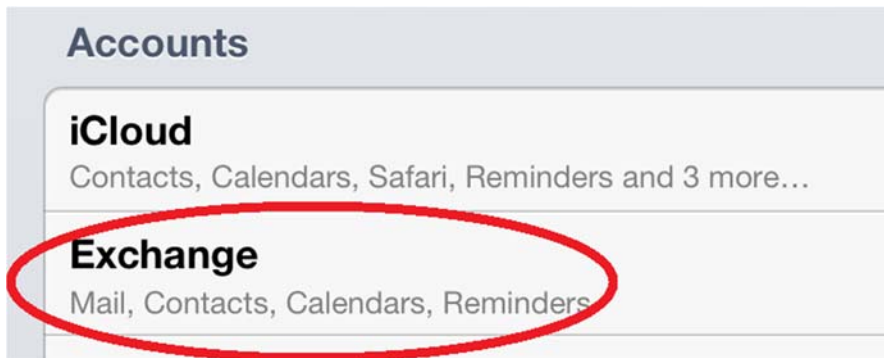
7. On the next screen, leave your email address and password as they are. On the line marked server, you'll want to enter "mail.farmingdale.edu".
8. On the line for Domain, enter "it.farmingdale.edu"
9. On the line marked Username, enter your farmingdale email address **WITHOUT THE @FARMINGDALE.EDU PORTION**. If the @farmingdale.edu portion is still there, the account will not be found.
10. Click "Next"



11. On the next screen, click "Next"



12. Your email has now been added to the iPad, but will only remember the last 3 days. To expand this, click on the "Exchange" account.

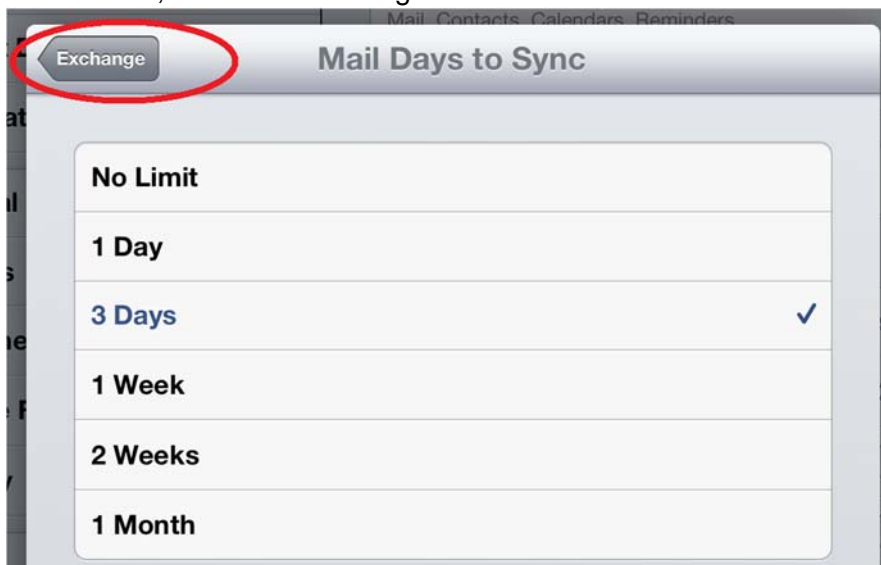


13. From this screen, click on the section indicating "Mail Days to Sync".

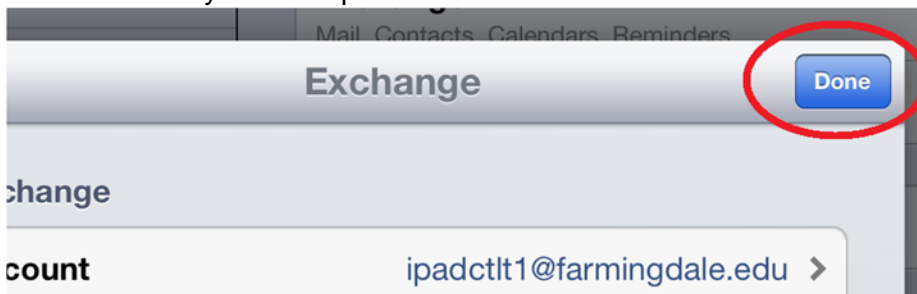


14. This will bring up an additional window. In this window, select the amount of days of email that you want to view on the iPad.

15. When done, click the "Exchange" button.

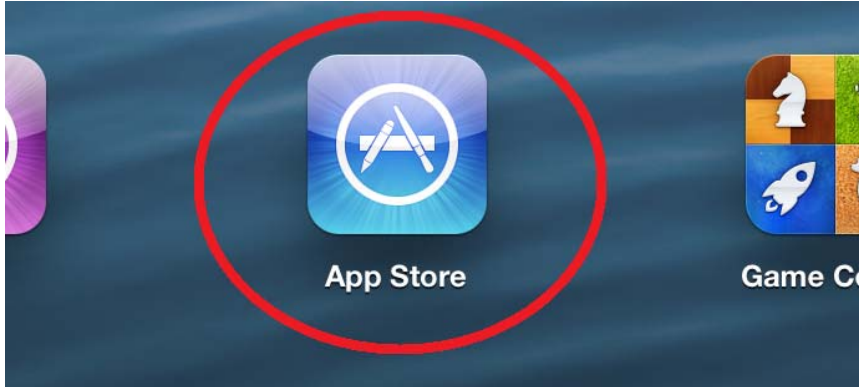


16. This will return you to the previous screen. Click "Done"

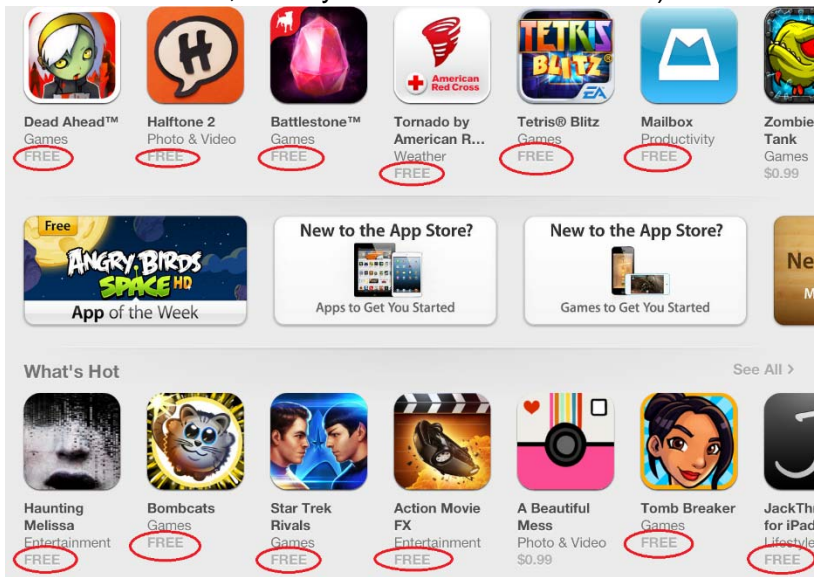


**Creating a New Apple ID without entering a credit card (you can add one later):**

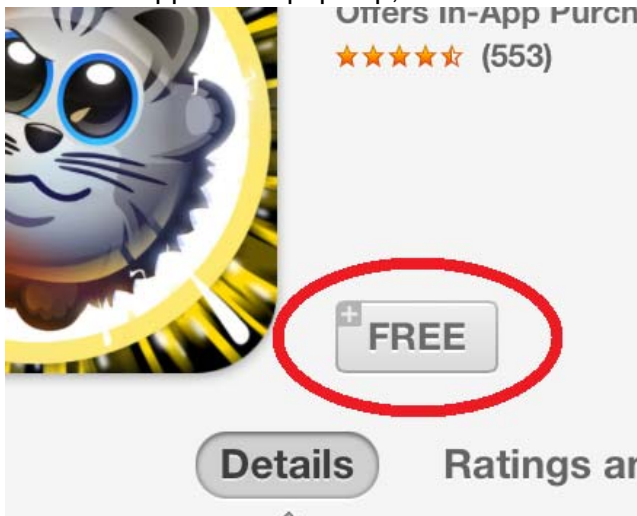
- 1) From the main screen, click on the “App Store” icon



- 2) From the “App Store”, click on any application that’s labelled as “FREE” (it doesn’t matter which one, since you won’t need to install it).



- 3) When the application pops up, click on the button marked “FREE”

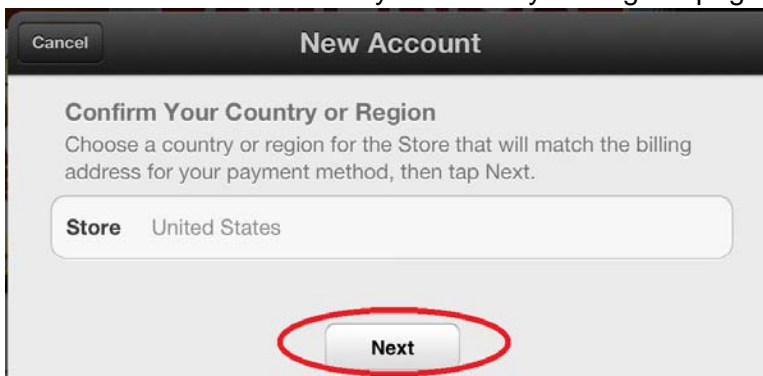


- 4) The button now change to a Green button that says “INSTALL APP”. Click on it again.

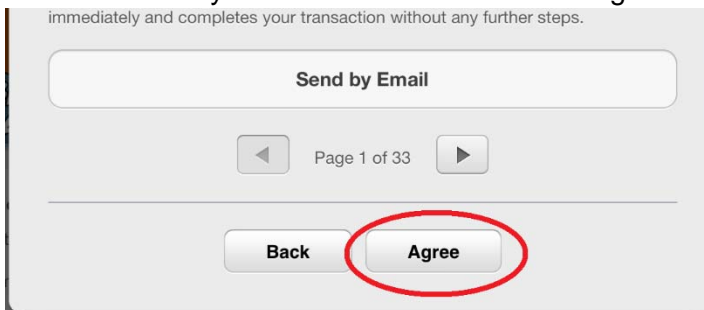
- 5) You will now be prompted to login or create an ID. Click on "Create New Apple ID"



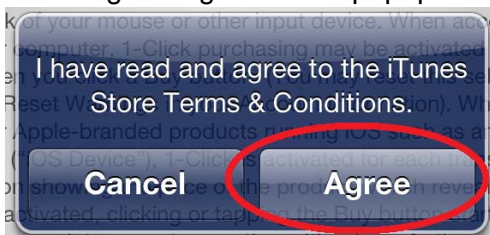
- 6) Click "Next" on the "Confirm your Country or Region" page



- 7) Scroll all the way to the bottom of the license agreement and click "Agree"



- 8) Click "Agree" again on the popup that appears when you click "Agree"



- 9) Fill in all fields on the next page (it will require some scrolling down) and make sure that you slide both "Subscribe to emails?" options to "OFF". When all of your information is completely entered, click "Next"

**New Account**

If you forget your answers, we can use this optional email address to send you instructions on resetting your information.

**Date of Birth**

|       |      |
|-------|------|
| Month | June |
| Day   | 1    |
| Year  | 1960 |

**Subscribe to emails?**

New iTunes Store releases and additions.

Subscribe ☐ OFF

News, special offers, and info from Apple.

Subscribe ☐ OFF

Apple uses industry-standard encryption to protect the confidentiality of your personal information.

[Back](#) [Next](#)

10) On the next page, you'll notice that "None" is marked as a valid payment method. Leave this alone and scroll down to your billing information at the bottom of the page.

None ✓

11) Enter the billing information and click "Next"

**City** Farmingdale

**State** NY

**Zip** 11735

To enter a number, tap the area code first.

**Phone** 123 456-7890

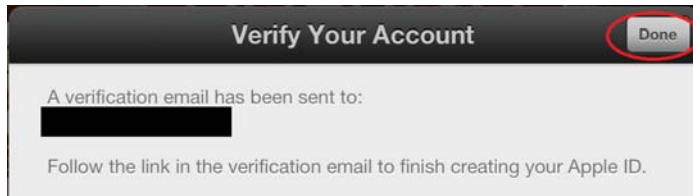
**Country/Region:** United States

Apple uses industry-standard encryption to protect the confidentiality of your personal information.

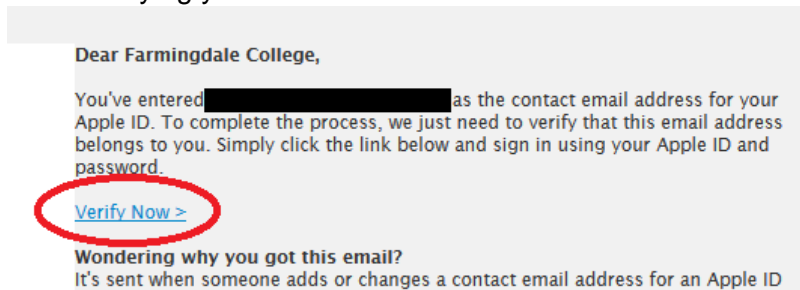
[Back](#) [Next](#)

12) You will now be told that you've been sent a verification email. Click "Done" and then check the email address that you registered. You'll have an email about your account.





- 13) In the email that you've been sent, there will be a link that will direct you to Apple to finish verifying your account



- 14) Login to the website with the userID and password that you provided during your Apple ID setup.

Sign in to verify your email address.

To verify the email address [redacted] please sign in with your Apple ID and password.

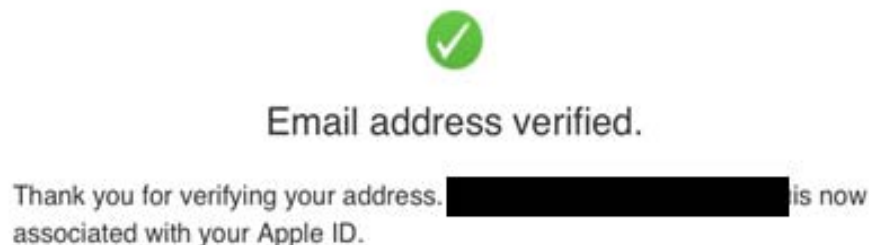
Apple ID

[Forgot your Apple ID?](#)

Password

[Forgot your password?](#)

- 15) You will now be given a screen indicating that your account has been verified. Your account is now setup.

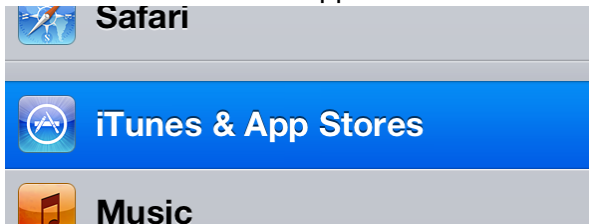


### Sign-in An Account to an iPad:

- 1) From the sign-in screen of the iPad, click “Settings”



- 2) Click on the “iTunes & App Stores” section of the left pane



- 3) Enter your Apple ID and Password in their respective boxes and then click “Sign In”

A screenshot of the iPad Settings app showing the sign-in screen for the iTunes & App Stores section. It features two input fields: "Apple ID" with the text "example@icloud.com" and "Password" with the text "Required". Below these fields is a "Sign In" button. At the bottom, there is a link that says "Forgot Apple ID or Password?".



## **Frequently Asked Questions:**

1) How do I get new applications for the iPad?

-To install new applications to the iPad, you can get them in 2 ways, depending on whether the applications will be personally owned or school owned:

Personally owned – Go to the App Store icon from the iPad's menu and purchase and/or install the applications that you need. When prompted for an Apple ID to install the application with, use your personal Apple ID and it will be permanently tied to that ID. **NOTE: Applications purchased in this manner, that are not free of charge, MAY NOT be charged to the school and must be purchased with outside methods.** These applications will be tied to your personal account and will be usable by the purchaser if they should ever be separated from the school. These applications are also subject to sales tax.

School owned – If the application is to be purchased and billed to the school, it will need to be purchased through your Apple iPad program coordinator. At the time of this writing, the following people are coordinators for purchases within the program:

Michael Knauth - CTLT  
Jim Hall - Admissions

2) How do I backup the iPad?

-The iPad is backed up through the iCloud account associated with the device. The process of backing up the device is generally invisible to the user and will occur the first time each day that the device is powered on and connected to the internet. The free plan that comes with the device holds 5GB of storage and you will be given a warning if your storage exceeds what can be backed up.

3) Why won't the iPad synchronize with my computer?

-The iPad is configured in a "supervised" mode. This prevents synchronizing the device from a machine that it wasn't originally built from and allows applications to be placed on the device without fear of them being lost if the account associated with them is ever lost or unusable.

4) How do I get my pictures/movies/etc off of the iPad?

-Because the iPad may not be synchronized with a workstation by the USB cable, other methods must be employed to get data off of the workstation. Currently, the primary method of getting files off of the iPad, is to email them to oneself. By retrieving this email on another machine, the file may be retrieved to the other workstation and saved there.

An alternate, but currently unsupported method of moving files at this time is GoogleDrive. These methods are expected to be employed in the future and steps on using them will be added to this document when the time comes.