iPhone & iPad Quick Start Guide

Get Free **Wi-Fi**, your university **email**, your **timetable** and important updates all from your iPhone or iPad.

BISHOP
GROSSETESTE
UNIVERSITY

Let's get you on free Wi-Fi

BGU offers free Wi-Fi, in and around the university. Once connected, it even works in other universities and establishments around the world, check *eduroam.org* for more details. We recommend downloading and configuring the eduroam app for ease of setup.

1. Go to the Apple app store on your device.

2. Search for *geteduroam* and install the app on your device.

3. Launch the app and enter **Bishop Grosseteste University** into the Institution box and then tap **Next**.

4. Enter your username and password into the appropriate boxes using the below formats and click on **Connect to Network**.

Staff example: fred.bloggs@bishopg.ac.uk (all lower case)

Student example: 1234567@student.bishopg.ac.uk (all lower case)

You should now see a Wi-Fi icon appear in the top left corner of your device. Try opening Safari and see if you are online.

Get the Apps

You can get all the below apps for your mobile phone or tablet by visiting the **Apple App Store**.

The list of apps that we recommend you download and use whilst studying at the University are listed below.

- Microsoft Office
- Microsoft Teams
- Microsoft Outlook
- Microsoft Authenticator
- Blackboard

Getting the Office app for your device is the best way to use the full functionality that Office provides.   The app which includes Word, Excel, Powerpoint and Forms all in one place. Other features of this app allow you to share files, convert text to images as well as editing and signing PDF documents.

Communicate with Teams

Getting the Teams app allows you to chat, call, or video call with other students and staff members, and even people outside of the organisation – just add in their email address. You can also manage meetings, share files and your Outlook calendar all in one place.

1. Install the **Microsoft Teams** app from the **Apple App store**.
2. Once it has installed, open **Teams** from your home screen.

3. When prompted type in your BGU email address (an example of this is shown in the previous section).
4. You should then be asked for your password. Fill this in, then tap Sign In.

| Activity | Chat | Teams | Calls | Calendar | More |

Once within the app, tap one of the icons (at the bottom of the screen) to choose from Activity, Chat, Teams, Calls and Calendar. Click the **More** button to access and re-arrange all the other features.

Get Emails and your Timetable on your mobile phone

Getting BGU emails and your BGU timetable on your iPhone or iPad is easy; just follow the steps below…

1. Get the Microsoft Outlook app. Just search for Microsoft Outlook in the app store or scan the QR code…

2. Once it's finished installing, open Microsoft Outlook from your home screen.

3. When prompted, type your BGU email address (an example of this is shown in the previous section).

4. You should then be asked for your BGU password. Fill this in, then tap **Sign In**.

5. It might ask you if you want to add another account, this allows you to add your personal email accounts too, so they're all in one place. To continue, tap, **Maybe Later**.

6. It might then show you a mini tutorial, either tap the next arrow or **Skip**.

7. It might ask you to Enable Notifications, turning this on means you will get notified of BGU emails as soon as they arrive.

Once within the app, tap one of the icons (at the bottom of your device) to choose between Email, Search and Calendar (the calendar is where you will find your BGU timetable). For more info on your timetable, see our **timetable guide** – found at https://bgu.mydaycloud.com/pages/it-help

Access systems securely with Microsoft Authenticator

Use **Microsoft Authenticator** to sign in easily and securely with Multi Factor Authentication (MFA).

Just enter your email address and password, then approve the notification sent to your device.

When logging in with MFA, you will enter your password and then you will be asked for an additional way to prove it's really you.

1. Install **Microsoft Authenticator** app from the **Apple App** store.

2. Add an account (**work or school account**).

3. When prompted, type in your BGU email address and select **Next**.

4. You should then be asked for your password. Fill this in and then tap **Sign In**.

To authenticate your BGU account on the app for the first time you will need to select another method to authenticate such as a text message or phone call. Once you enter these details you will then be able to use the app.

If you change your password

If you change your BGU password, remember to change it on all of your devices. This includes eduroam, email, Wi-Fi and the BGU app. If you don't change your password on your device, you may get locked out of your account. All of your Microsoft apps will prompt you to update your password and will ask you to authenticate if using Microsoft Authenticator.

Get updates and notifications straight to your mobile phone

Get the myBGU app and you'll receive important notifications straight to your iPhone or iPad. This is also the quickest way to easily get to all aspects of the digital world of BGU. This includes Blackboard, SharePoint and OneDrive.

1. Select **App Store** from the home screen.

2. Tap **Search** and type **myBGU.**

3. Look for the app like the one shown here and tap **GET.**

4. Find the myBGU app on your home screen and tap it.

5. Log in with your BGU email address and password – the same details that you used in previous steps.
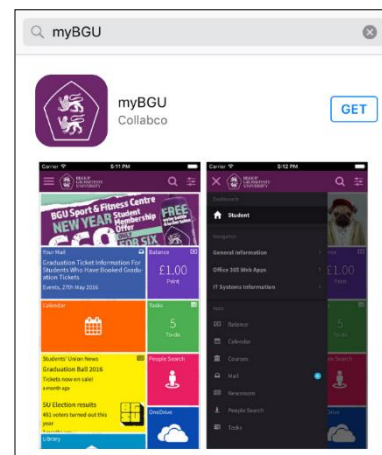
Print directly from your device using AirPrint

iOS devices support a technology called **AirPrint**. This allows you to print directly from your phone or iPad wirelessly! If given the option to print from an App, choose **AirPrint** and choose your printer. Make sure your iPhone or iPad is connected to BGU Wi-Fi before continuing (See previous section).
In the example below, we are going to use the Microsoft Word App…
If you haven't already got the Microsoft Word app, you can get it for free from the App Store!

1. Tap the Menu/File button, then Tap **Print**, then Tap **AirPrint**, and then Tap **Printer.**

2. You should then be able to select from a list of AirPrint printers, **WebPrint Mono** or **WebPrint Colour.**

3. You should then be able to tap **Print** (in the top right corner).

4. If it asks you to log in, please use your BGU username and password.

If you are a student, your username is just your B number!

5. You can now collect your print outs from any BGU printer, simply log in to the printer with your BGU ID card and release your prints!

You can also visit **https://myprint.bishopg.ac.uk** to print from any device, top up your print credit and view your print history.

You may need to associate your BGU ID card with your account if this is the first time using the printer.

Get the dedicated Blackboard app

If you're a student, getting the dedicated Blackboard app is a must; just follow the steps below…

If you're a teacher, email or speak to Digital Learning to get more info about the Blackboard app

1. Get the **Blackboard** app. Just search for **Blackboard** in the app store or scan the QR code…

2. Once it's finished installing, open **Blackboard** from your home screen.

3. When prompted, type your BGU username and password.

If you are a student, your username is just your B number!

Check out this website to learn all about the Blackboard app: **https://help.blackboard.com/Blackboard_App**

If you get stuck, visit the Digital Learning team in CELT for more info about Blackboard.

Contact us for help!

Email IT Support ithelp@bishopg.ac.uk
Call IT Support 01522 583666
available from 8.30am to 5.00pm Monday-Thursday
and 4.30pm on a Friday.