

Carteret County Government iPad Deployment

Your iPad has already been through the initial setup process. This includes attaching to the wireless network at the County Administration building and updating the iPad operating system to the latest version.

To familiarize yourself with the iPad, please read the iPad guide on the App Launcher. This guide can also be found under Bookmarks using the Safari Web browser.



To turn on the iPad – hit the “Home” button on the front of the iPad or the “On/Off” button on the bottom edge.

See pictures below.





Upon receiving the iPad you will need to:

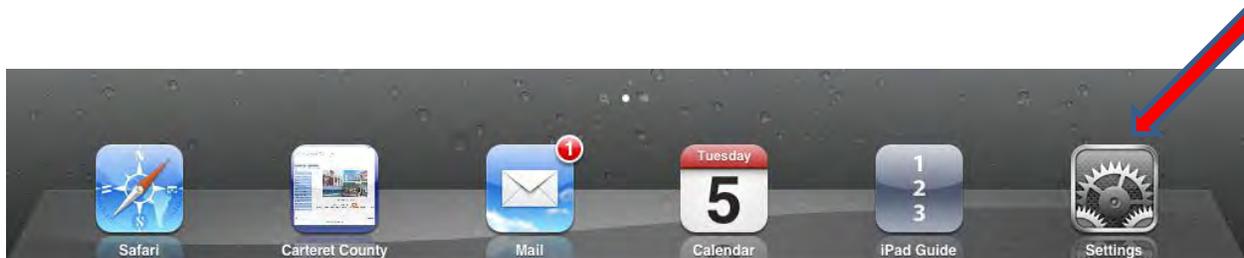
Step 1) Attach the iPad to your home wireless network.

If you are in the County Administration building, you should be ready to perform Step 2.

Note: Your iPad does have 3G Internet Access through Verizon (Internet access wherever there is a Verizon signal). Attaching to the wireless network is necessary for some software and will make the downloading of software faster.

How to configure wireless settings on iPad

- a. Tap Settings



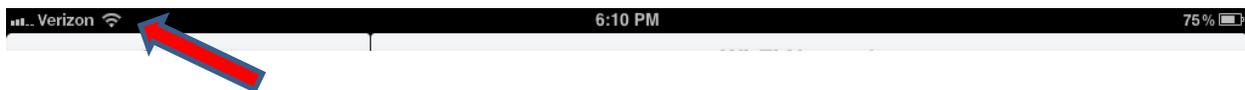
b. On the left hand side, look for Wi-Fi -> then tap Wi-fi



c. You will be presented with available networks

d. Tap on your network and enter in your password

e. Once connected you will see cone-type bars beside the word "Verizon"



Note: you are able to turn off the Verizon wireless by going to Settings -> Cellular Data -> and tapping "on" to turn "off"



Step 2) You will now need to set up your Carteret County Government Email.

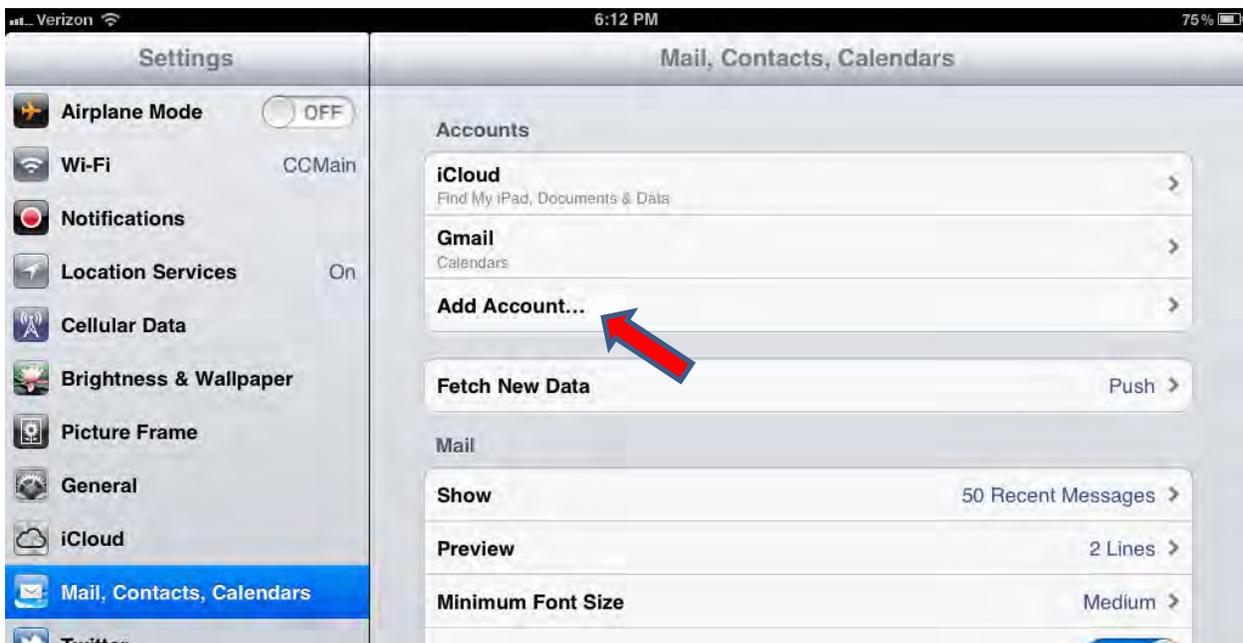
a. Tap Settings



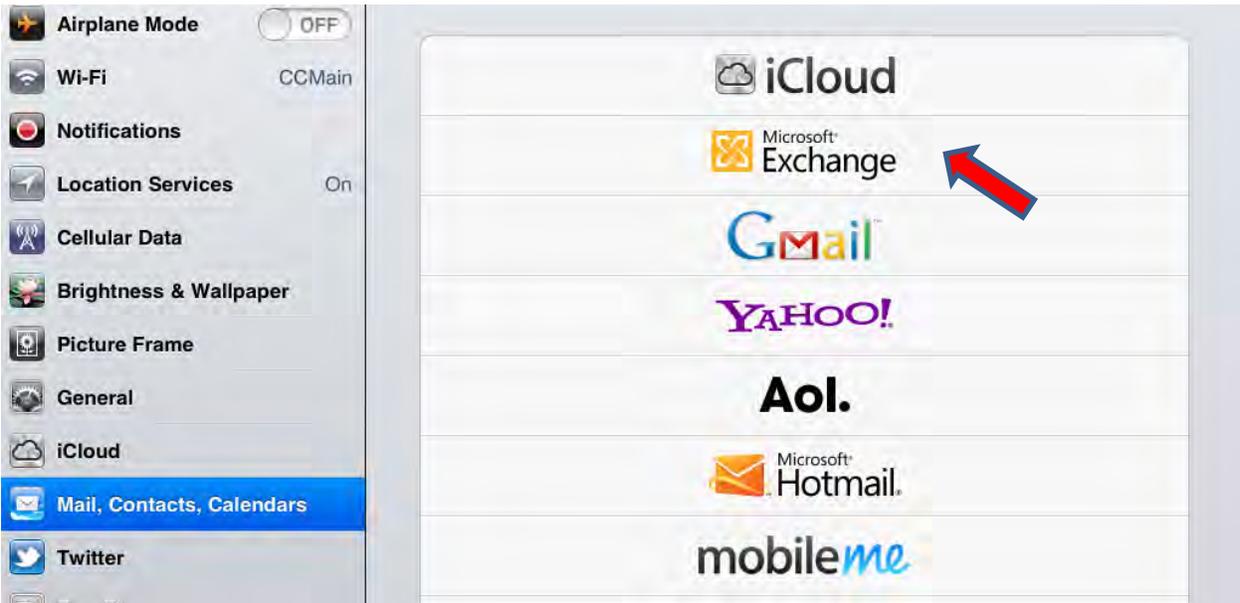
b. On the left hand side – look for Mail, Contacts, Calendars -> then tap Mail, Contacts, Calendars



c. Tap Add Account



d. Tap Microsoft Exchange



- e. Type in your Carteret County Government email – i.e. john.doe@carteretcountygov.org
(If you do not know your email address and email password, please contact the I.T. Office – 252-728-8506.)

- f. Domain = Type in ccpd
g. Username = Type in your username; this will be the name before the @carteretcountygov.org; i.e. john.doe
h. Password = Type in the password that was given to you when your Carteret County Government email was created. (If you do not know your email address and email password, please contact the I.T. Office – 252-728-8506)
i. Description = The default is Exchange; feel free to change this if you wish

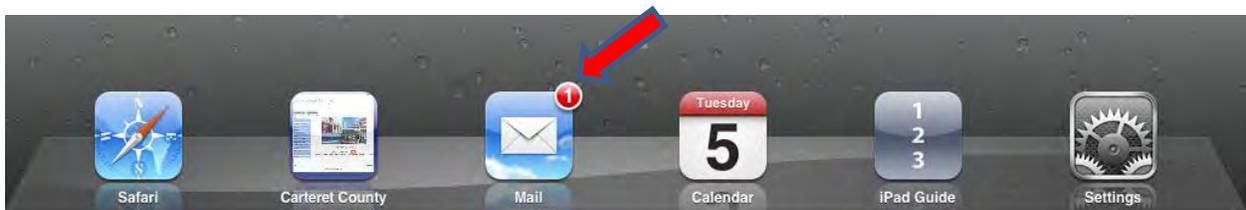
j. Once you hit "Next"; there will be a new field requesting the Server



- k. Server = Type in webmail.careteretcountygov.org
- l. Tap "Next"
- m. Tap "Save"



Your Carteret County Government email set up is complete. To begin sending and reading emails, tap on the Mail icon on the App launcher.



Note: With your Carteret County Government email created – you will be able to utilize the Calendar, Contacts, and Reminders application as well.

Step 3: Setting up your Apple ID with your Carteret County Government Email account

- a. Look for the App Store Icon on your iPad and tap on it to launch it (note: your icons on your iPad screen may not look like this)



b. At the top right hand corner – in the search box – type in “dropbox” and tap on “search”



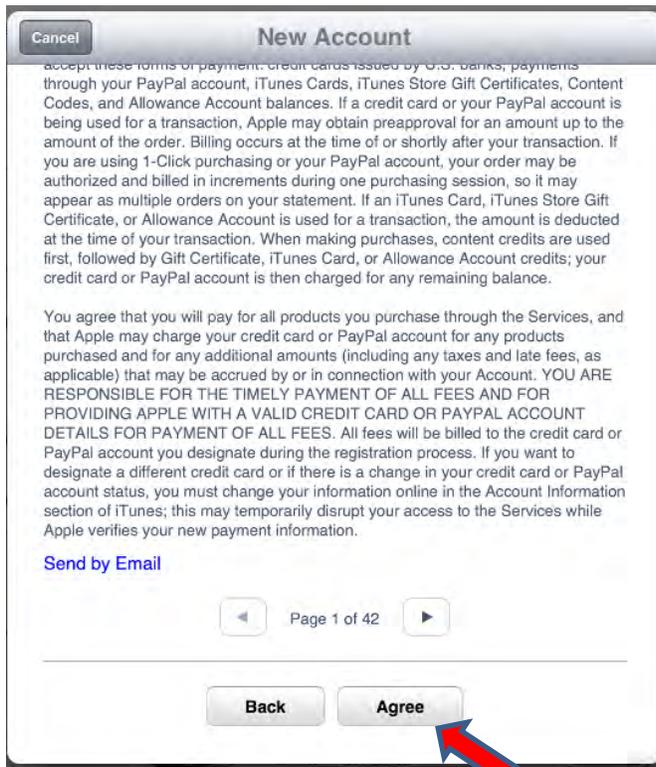
- c. Tap on “Free” -> “Install App” (Note: the above says “Install” because it has already been through the process)
- d. You will be prompted to Sign In – tap on Create New Apple ID – (you will be using your Carteret County provided email address)



e. Tap “Next”



f. Swipe up on the dialog box to proceed to the bottom of the page and tap on “Agree”



g. Fill in all the necessary information fields using your County provided email account

The screenshot shows the 'New Account' setup screen on an iPhone. At the top left is a 'Cancel' button, and at the top center is the title 'New Account'. Below the title is the section 'Apple ID and Password'. It contains three input fields: 'Email' with the placeholder 'email@example.com', 'Password' with the placeholder 'Password', and 'Verify' with the placeholder 'Retype your password'. Below these fields is the text 'This will be your new Apple ID.'. Below the password fields is a paragraph of instructions: 'Passwords must be at least 8 characters, including a number, an uppercase letter, and a lowercase letter. Don't use spaces, the same character 3 times in a row, your Apple ID, or a password you've used in the last year.'. Below this is the 'Security Info' section, which includes the text 'For your protection, these questions will help us verify your identity in the future.' and two input fields: 'Question' with the placeholder 'Choose' and a right-pointing arrow, and 'Answer' with the placeholder 'Answer'.

h. Once completed, tap on "Next"

- i. For Billing Information -> choose "None"; for Billing Address, feel free to use:
302 Courthouse Sq
Beaufort NC 28516

Cancel **New Account**

Billing Information
If you provide a payment method now, you will not be charged until you make a purchase. If you select None, you will be asked to provide a payment method when you make your first purchase.

Visa	✓
MasterCard	
Amex	
Discover	
None	

Card Details

Card Number	Required
Security Code	Required

Expiration Date

Month	Select a month
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Cancel **New Account**

Billing Address

Title	Select a title
First Name	First name
Last Name	Last name
Address	Street
Address	Street
City	City
State	Select a state
Zip	Zip

To enter a number, tap the area code first.

Phone	123	456-7890
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Country/Region: United States

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

- j. You will have to verify your account via the County provided email -> Tap “Done”; check your County provided email and follow the instructions.



- k. Once you have verified your account, look for the App Store Icon on your iPad and tap on it to launch it (note: your icons on your iPad screen may not look like this)



- l. At the top right hand corner – in the search box – type in “dropbox” and tap on “search”



- m. Tap on “Free” -> “Install App” (Note: the picture says “Install” because it has already been through the process)



- n. Select Use Existing Apple ID -> Enter in the username that was created in step g – your county provided email address - and the password you created in step g



- o. The downloading of the application should begin and once finished, you will be able to see the new application icon – Dropbox on the iPad



Step 4. Creating a Dropbox account with your County provided Email

The County will be using Dropbox to share Agenda Packet Materials along with other materials with your Dropbox account.

- a. Tap on the newly created Dropbox application



- b. Tap on Create a free account



- c. Type in the information requested using your County provided email account



- d. Tap Create Free Account and then Accept

Once your Account is created, please notify the County Manager's Office (252-728-8450) so the "share" can be set up.

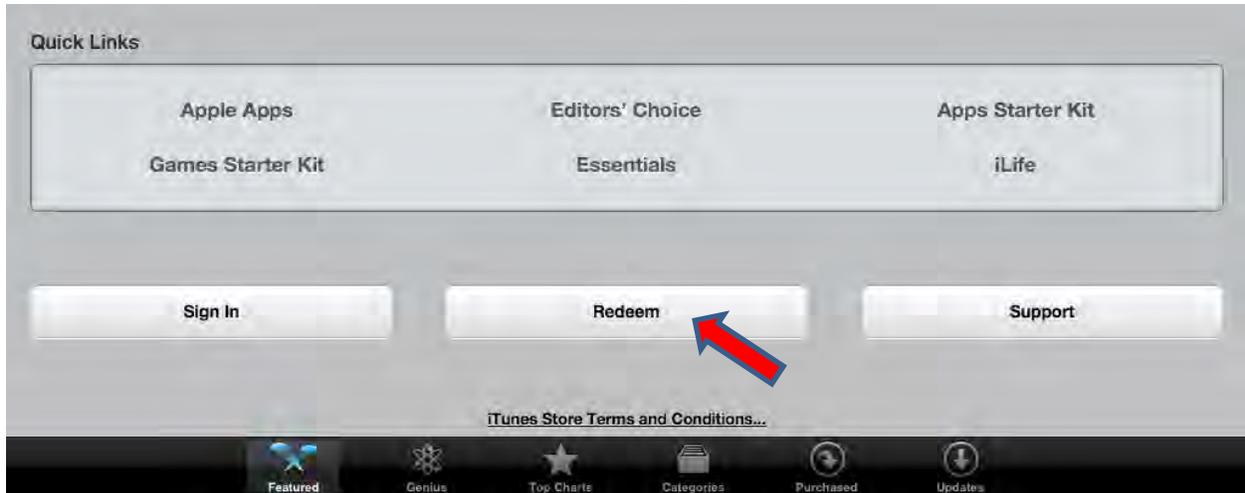
Step 5: Purchasing Apps on the Apple App Store

You will be provided with an iTunes Gift Card for purchases relating to county business.

- a. Proceed to the App Store



- b. Swipe up to proceed to the bottom of the App Store – you should see “Redeem” as the middle choice. (If you are not signed in, please sign in with your Apple ID using your Carteret County provided email.)



- c. Tap on Redeem (You will need to lightly scratch off the area on the back of the gift card to reveal the code) and enter in the code



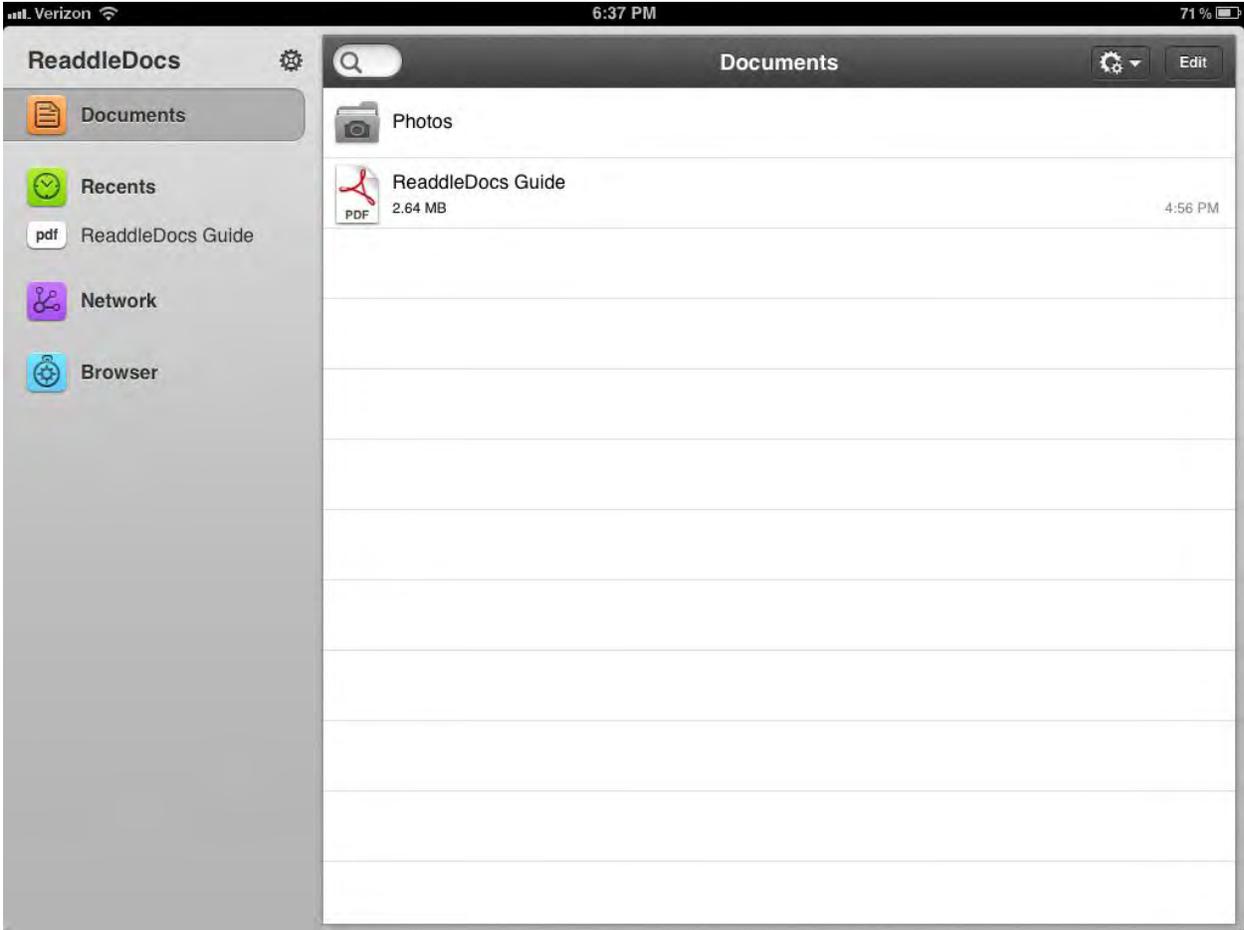
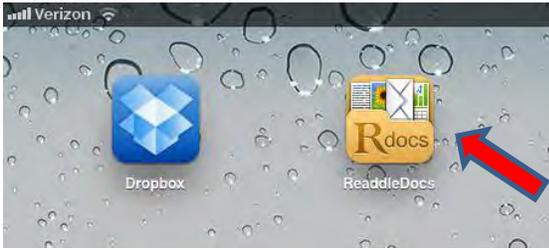
d. Once the code has been entered, while in the App Store – search for “readdle”



e. You will now want to purchase ReaddleDocs for iPad - \$4.99 -> Tap on \$4.99 -> Buy App to begin the process (note: the picture below says Installed because it has already been purchased)



f. Once the Readdle App has been installed, tap on it to launch



g. Now we will connect your Dropbox account with the Readdle App so you will be able to view documents in the “Share” that was created.

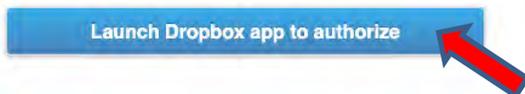
h. Tap on “Network”, and then “Add”



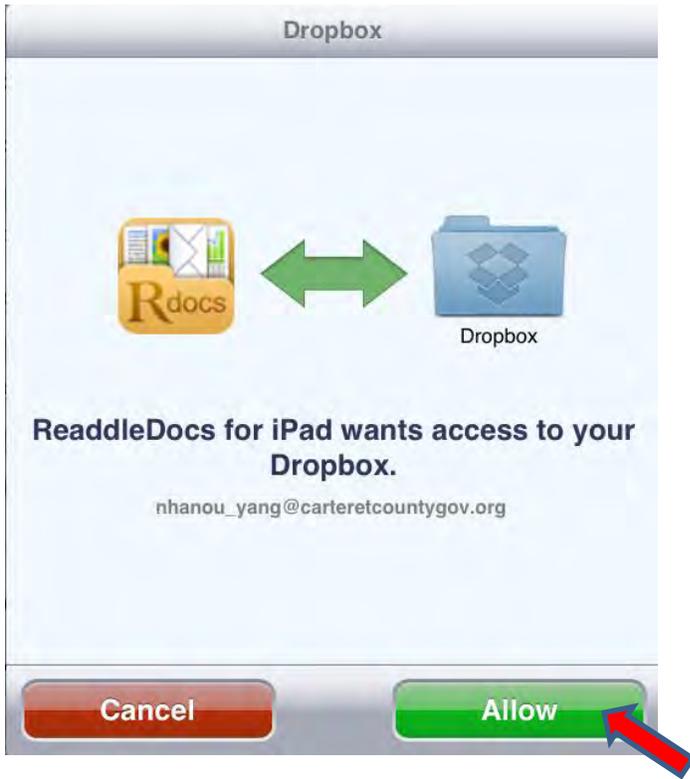
i. Choose Dropbox



j. Choose Launch Dropbox App to Authorize



k. Tap "Allow"



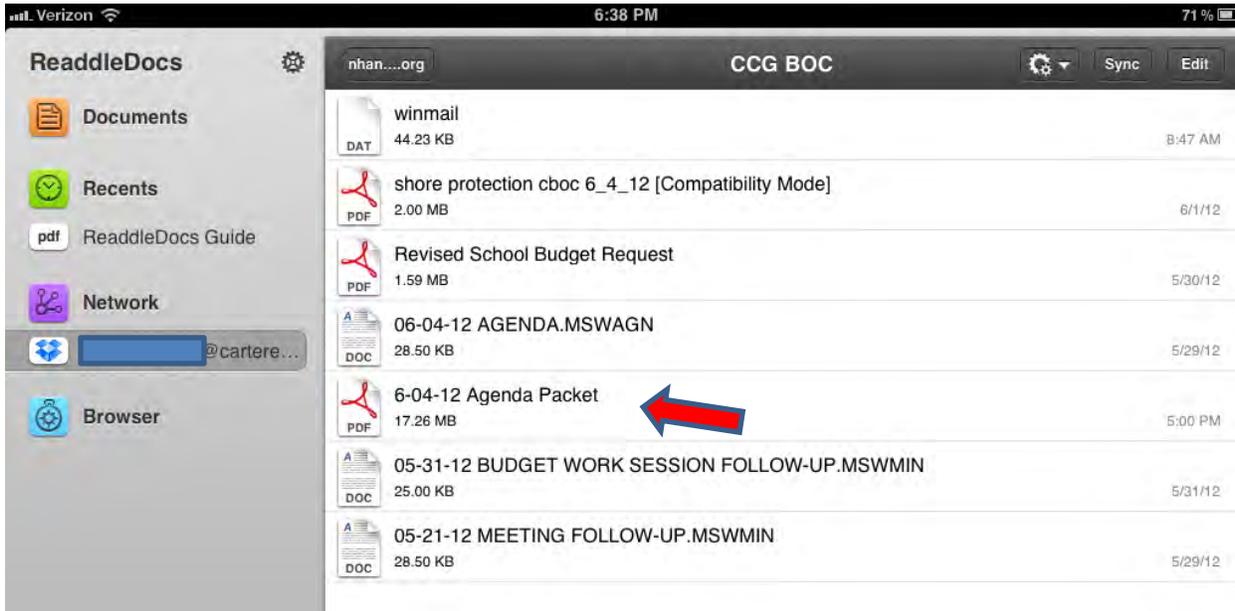
l. Once completed, you will see your Dropbox account added



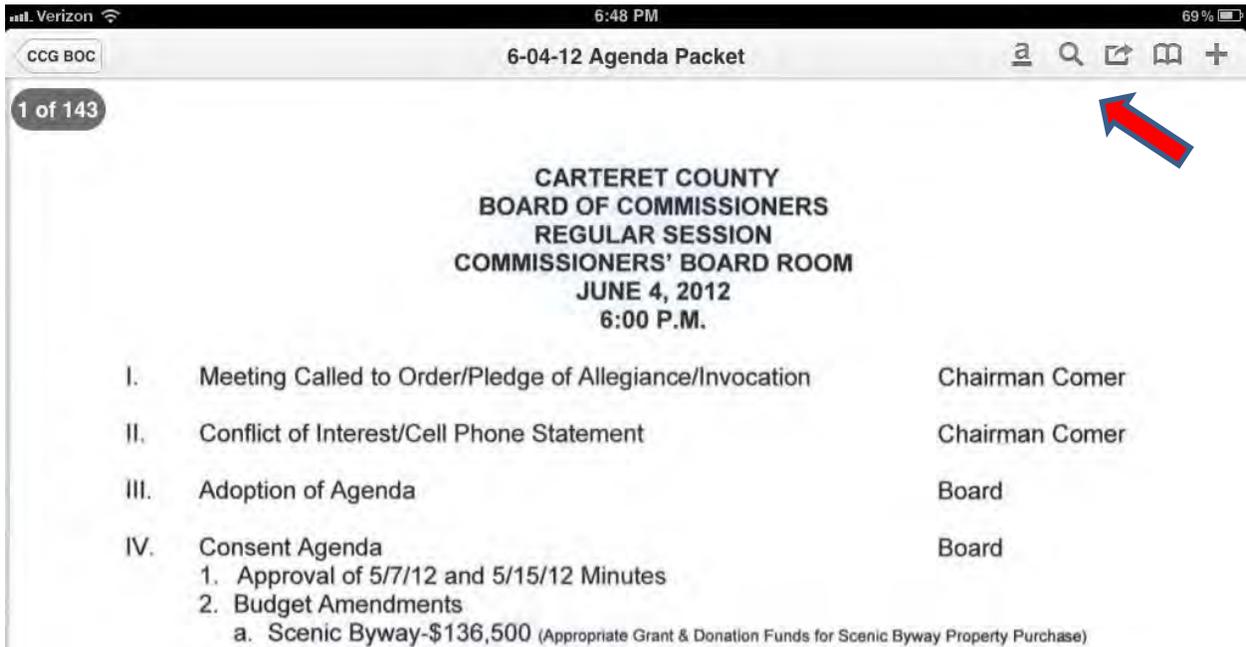
m. Tap on your Dropbox account to navigate to the desired folder, i.e. CCG BOC (your folder may be different)



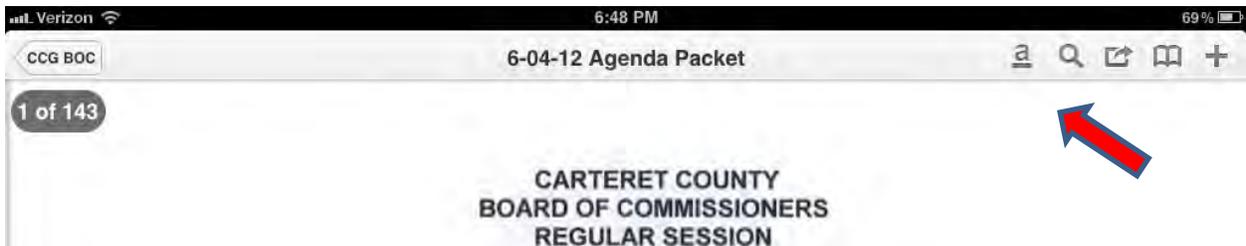
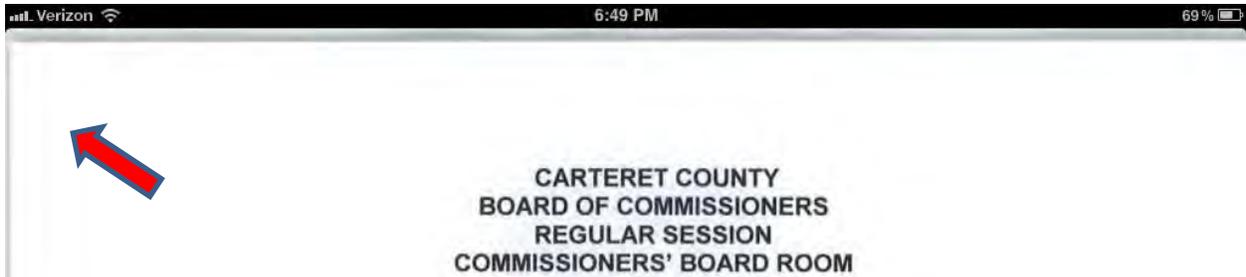
n. Choose your document and tap on it to view it



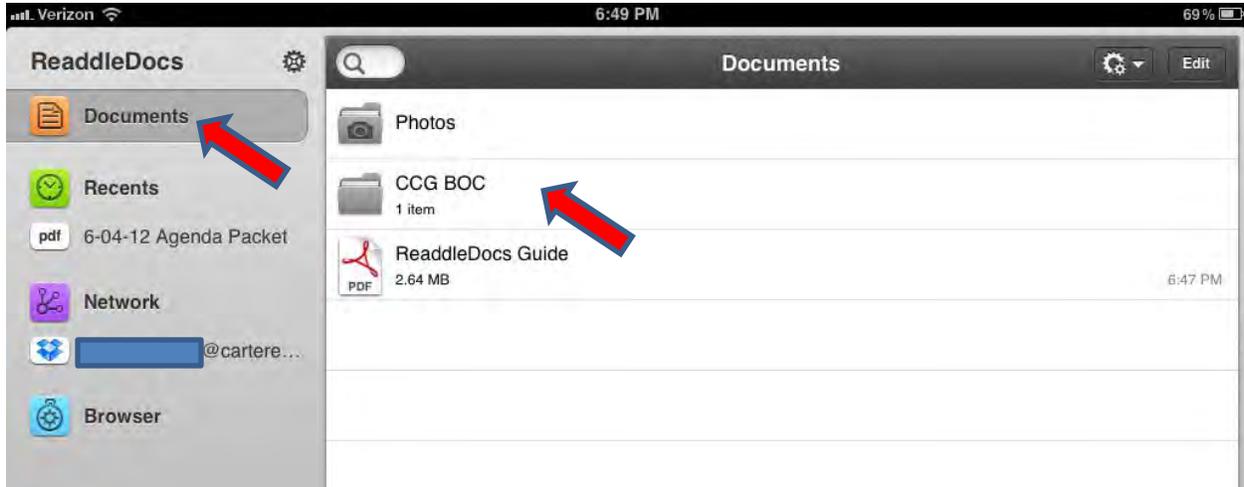
o. The document will open and you will see some “Action” buttons across the top.



p. After a few seconds, your “Action” bar may disappear. To make it reappear, tap on the upper left hand corner.



- q. Once the document is opened – Readdle Docs will create the same folder(s) as in Dropbox – in this example CCG BOC, to store the file(s) locally under Documents. Changes made to these documents will not AFFECT the originals in Dropbox since we are NOT SYNCING these two folders.



- r. For more detailed instructions on how to annotate files -> See ReaddleDocs Guide under Documents

