

iPad Apps

After completing the initial setup for your iPad Mini, you will be directed to the home screen. The following guide identifies and defines the apps that come standard with an Apple device and the apps that have been added to the device by KSU through remote access.

Standard Apps

These apps come standard with an iPad Mini and cannot be deleted or removed from the home screen (See Figure 1).

- a. **Clock:** Displays the time. Can also be used to set timers and alarms (See Figure 1).
- b. **Photos:** Tap to access any pictures taken with or saved to the device (See Figure 1).
- c. **Camera:** Tap to access the camera menu and take pictures or record videos (See Figure 1).
- d. **Find My:** Tap to view the current location of any Apple devices registered to you (See Figure 1).
- e. **App Store:** Tap to access and download additional apps from the App Store (See Figure 1).

Note: You will need to register with an Apple ID to download apps from the App Store (See Figure 1).

- f. **Settings:** Tap to access the settings for the iPad, including the Wi-Fi menu, accessibility settings, and software updates. (See Figure 1).

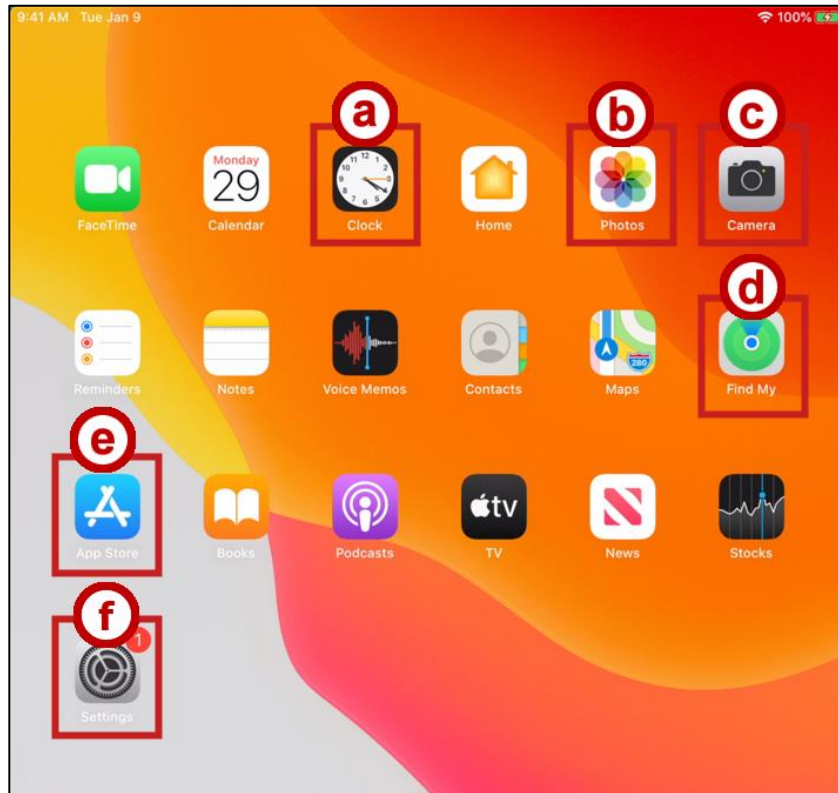


Figure 1 - Home Screen First Page Standard Apps View

Additional Standard Apps

These apps come standard with an iPad Mini but can be removed from the home screen.

- a. **FaceTime:** Tap to make audio or video calls (See Figure 2).
- b. **Calendar:** Displays the date. Tap to access, add, and remove items and reminders from your calendar(See Figure 2).
- c. **Home:** Tap to access and control any linked smart products in your home (See Figure 2).
- d. **Reminders:** Tap to access, create, or delete written reminders in list form (See Figure 2).
- e. **Notes:** Tap to access, create, or delete written notes (See Figure 2).
- f. **Voice Memos:** Tap to record audio and access previously recorded audio (See Figure 2).
- g. **Contacts:** Tap to access and edit contacts manually or sync contacts from another device (See Figure 2).
- h. **Maps:** Tap to access online navigation (See Figure 2).
- i. **Books:** Tap to access saved eBooks (See Figure 2).
- j. **Podcasts:** Tap to access saved podcasts (See Figure 2).
- k. **Apple TV:** Tap to access media through Apple TV (See Figure 2).
- l. **News:** Tap to read curated news articles from local and national sources (See Figure 2).
- m. **Stocks:** Tap to access information about stocks (See Figure 2).

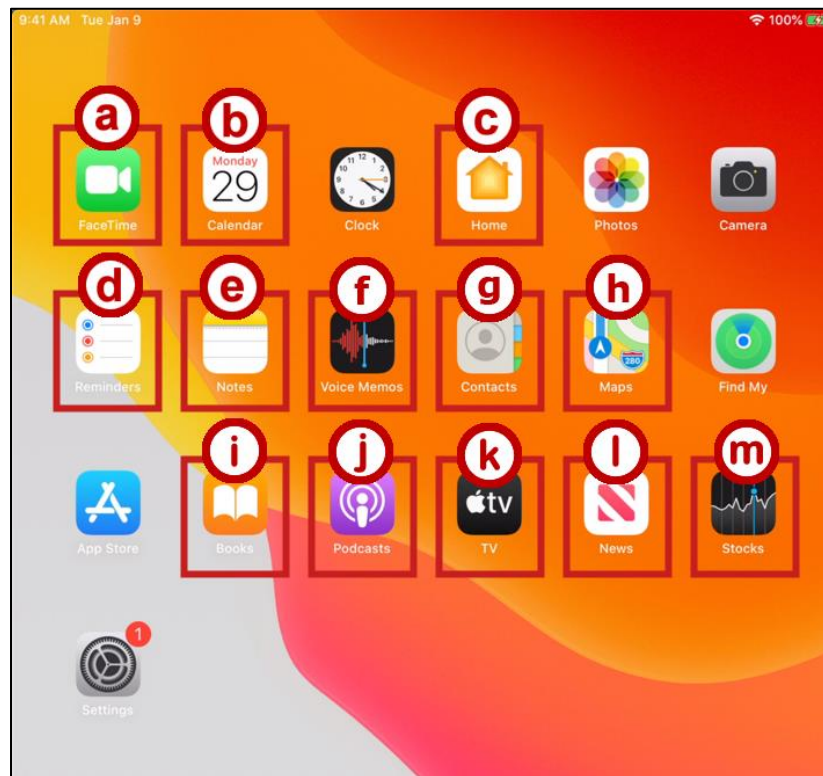


Figure 2 - Home Screen First Page Additional Apps View

Note: To toggle back and forth between pages, swipe your finger or stylus left or right across the screen.

- n. **Photobooth:** Tap to take pictures and apply effects (See Figure 3).
- o. **Shortcuts:** Tap to personalize and manage information from multiple apps (See Figure 3).
- p. **iTunes Store:** Tap to access and manage content purchased from the iTunes Store (See Figure 3).
- q. **Tips:** Tap to learn additional helpful hints and suggestions about using your iPad Mini (See Figure 3).



Figure 3 - Home Screen Second Page Additional Apps View

Note: Many of these apps offer both free and paid content. In order to access paid content, you will need to set up your Apple ID.

KSU Apps

These icons are direct links to commonly accessed programs and will open through the Safari browser.

- a. **D2L:** Tap for direct access to D2L Brightspace (See Figure 4).
- b. **Service-Now:** Tap for direct access to the self-service portal for campus requests (See Figure 4).
- c. **KSUStatusPage:** Tap for direct access to the most up-to-date service information about the status of any upcoming maintenance for KSU IT systems and services (See Figure 4).
- d. **OwlExpress:** Tap for direct access to OwlExpress (See Figure 4).
- e. **Microsoft Forms:** Tap for direct access to Microsoft Forms online (See Figure 4).

Note: You may need to sign in using your NetID and NetID password to access the full features available through Microsoft Forms.

- f. **Documentation:** Tap to access quick guides and full manuals for using University-sponsored technology from the Documentation Center (See Figure 4).
- g. **iPad User Guide:** Tap to access the full Apple iPad user guide (See Figure 4).



Figure 4 - Home Screen Second Page KSU Apps

KSU Apps Downloaded from Self Service

These apps come pre-installed on your iPad Mini directly from KSU.

- a. **Self Service:** Tap to view, install, or reinstall apps available for download (See Figure 5).
- b. **Microsoft OneNote:** Tap to take and organize notes (See Figure 5).
- c. **Microsoft Excel:** Tap to access, create, and edit spreadsheets and data (See Figure 5).
- d. **Microsoft OneDrive:** Tap to access to your personal files in the cloud (See Figure 5).
- e. **LiveSafe:** Tap to access information pertaining to campus safety (See Figure 5).
- f. **Microsoft Word:** Tap to access, create, and edit Word documents (See Figure 5).
- g. **Microsoft PowerPoint:** Tap to access, create, and edit PowerPoint presentations (See Figure 5).
- h. **Microsoft Teams:** Tap to access shared conversations, content, and tools through Teams (See Figure 5).
- i. **Duo Mobile:** Tap to verify your identity through two-factor authentication using Duo (See Figure 5).
- j. **RemoteSupport:** Tap to access Remote support. UITS staff may request access to control your device for troubleshooting purposes using this program (See Figure 5).
- k. **Microsoft Outlook:** Tap to access your KSU email (See Figure 5).



Figure 5 - Home Screen Second Page KSU Downloaded Apps

Static Dock Apps

These apps will remain at the bottom of any page for quick access.

- a. **iMessage:** Tap to access and send messages using your Apple ID (See Figure 6).
- b. **Safari Browser:** Tap to access the primary browser for the iPad (See Figure 6).
- c. **Apple Music:** Tap to view, manage, and purchase music (See Figure 6).
- d. **Mail:** Access, view, and manage mail from multiple accounts (See Figure 6).
- e. **Files:** Tap to access and organize files (See Figure 6).



Figure 6 - Home Screen Static Dock Apps

Frequently Used Apps and Icons

This section showcases pre-installed icons on your iPad Mini that you are likely to use frequently.

D2L

After tapping the D2L Icon from the home screen, you will be given direct access to the D2L Brightspace homepage.

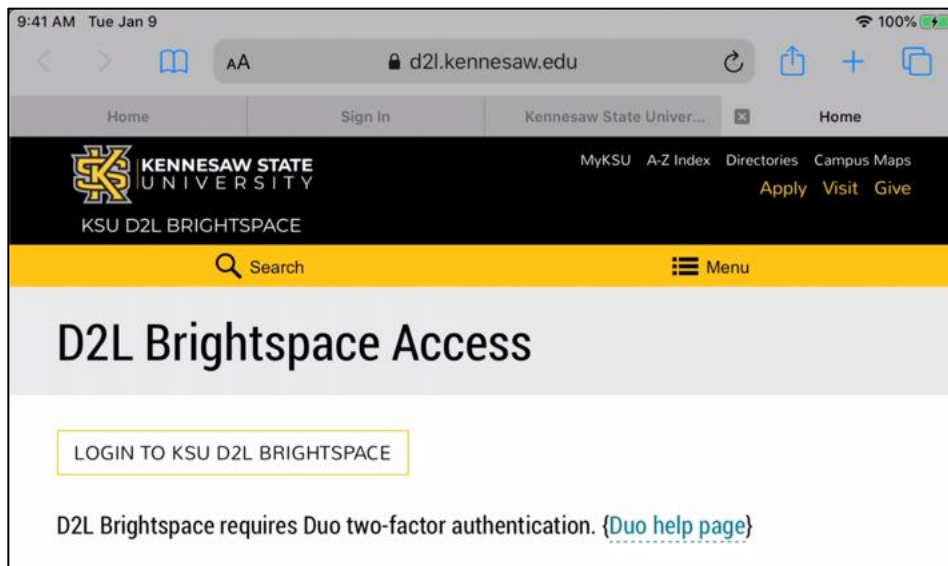


Figure 7 - D2L Brightspace App

Status

After tapping the KSUStatusPage icon from the home screen, you will be given direct access to the most up-to-date service information about the status of any upcoming maintenance for KSU IT systems and services.

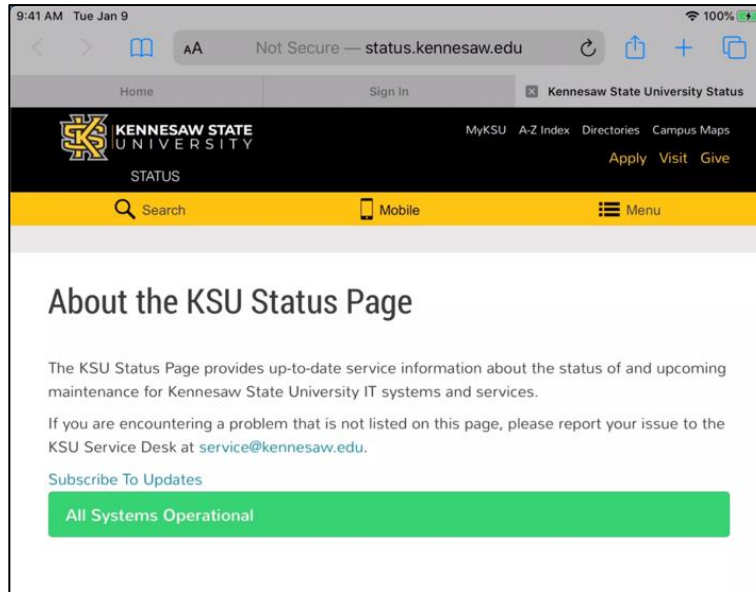


Figure 8 - KSU Status Page App

Self Service

After selecting the Self-Service Icon from the home screen, you will be given access to all available downloads.

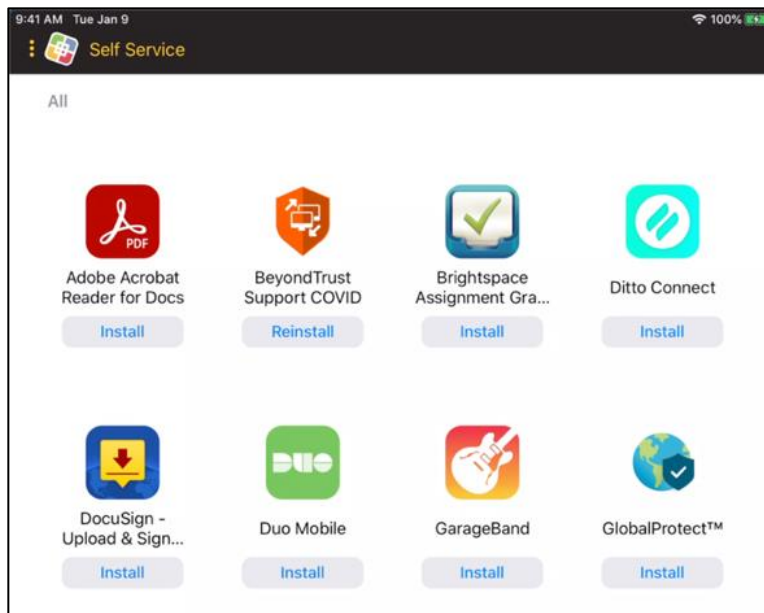


Figure 9 - Self-Service App

For additional support, please contact the KSU Service Desk

KSU Service Desk for Faculty & Staff

•Phone: 470-578-6999

•Email: service@kennesaw.edu

•Website: <http://uits.kennesaw.edu/>

KSU Student Help Desk

•Phone: 470-578-3555

•Email: studenthelpdesk@kennesaw.edu

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