

iPhone Basic Set-Up Guide

Wolf Creek Public Schools

Please note the following:

1. The iPhone Set-Up guide is detailed in order to provide you with information on how to connect set up your phone for use with FirstClass. Be sure to follow all of the instructions carefully in order to successfully set up your iPhone.
2. Use of a Wolf Creek owned iPhone as well as the Wolf Creek network is governed by the Staff Acceptable Use Policy. This includes ensuring that passwords are protected.
3. Users that exceed the rate plan package for additional voice calls and/or data use on a Wolf Creek iPhone may be responsible to pay for any additional charges incurred. Please ensure you are responsible with using this device as additional minutes and data usage can easily add up.

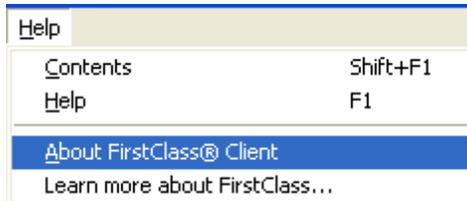
iPhone at a Glance



Setting up your new iPhone to work with FirstClass (Wolfnet)

Before proceeding, please ensure that you have FirstClass version 10 installed on your home computer.

If you want to check which version you are using, please log in to FirstClass on your home computer and click on the HELP menu and choose ABOUT First Class (as illustrated below)



It should show Version 10 as illustrated below.



If you do not have version 10 you can download it by visiting the division website at www.wolfcreek.ab.ca and clicking on **WCMail** and following the directions.

Setting Up iPhone for FirstClass

These directions are for those users who have a new iPhone or iPod Touch and want to be able to download applications that are free without having to set up an iTunes account with a credit card. You can always modify your account later if you want to add your **personal** credit card. **Important Note: At no time should a business credit card be used.**

Hint: As a user that internet shops, I have a Visa card which has a predefined low limit that can be easily self monitored for all online purchases.

NOTE: Users that already have an iTunes account can ignore the following steps and simply proceed to downloading the First Class Mobile client from iTunes on page 9.

There are 2 ways to do this.

1. For users that access to iTunes on their computer, they can preview and download applications there.
2. For users who do not have iTunes on their computer or have access to a computer, they can still access the iTunes Apps Store directly from your iPhone or iTouch.

For the purpose of this tutorial we will set up the account up by demonstrating how to do this **directly from your iPhone or iTouch**. These instructions are very detailed to assist you.

From your iPhone or iTouch select the App Store. Your icon for the APP Store may be located differently on your home screen.



HOME BUTTON



APP Store ICON

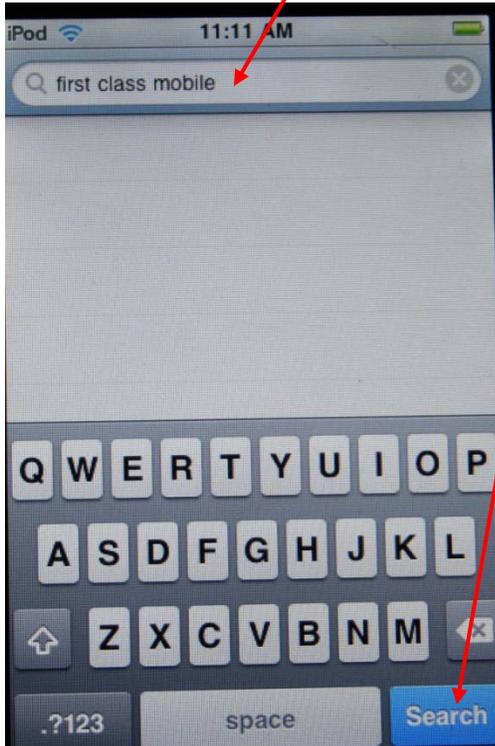
Please note what is referred to as the **home button**.

Click on Search on the bottom menu



In the search bar presented tap with your finger and a keyboard will present it self.

Type in First Class Mobile and then tap search



Next, Tap on First Class Mobile and then on Free. The word Free will change to install.

Tap on it.

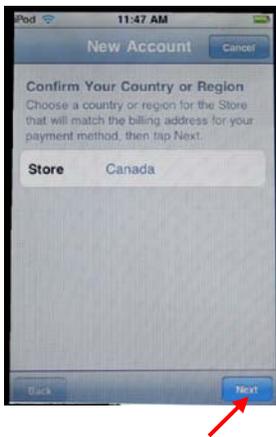


Next you will be presented with a screen that allows for the signing in with an existing account or creating an account.



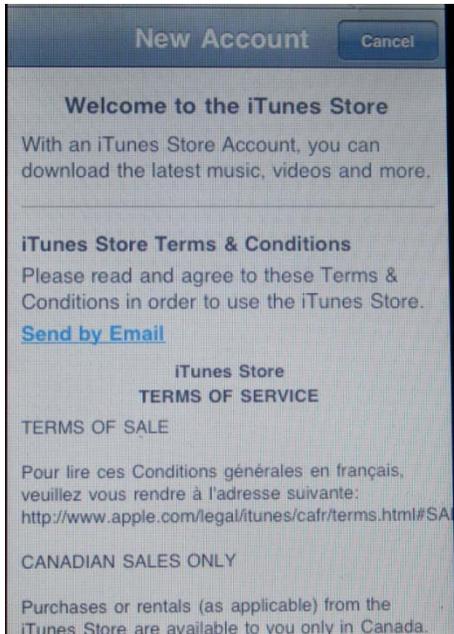
Choose Create New Account

The screen that comes up is to confirm your country. If not already selected **choose Canada**.

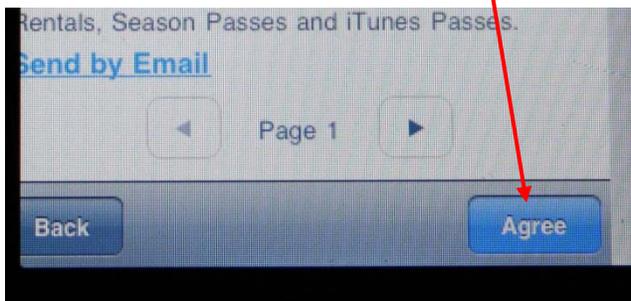


Then click Next

You are now present with an agreement. After reading the agreement on the bottom you will **see a button to select agree you will need to tap.**



Scroll to the bottom and **select Agree**



Next you will see the following. **select Agree**



Fill in all of the requested info

- Email address (e.g. yourname@wolfcreek.ab.ca)
- Password (this is your choice and can be anything you will remember - don't forget it)
- Confirm password
- Day of Birth
- Month of Birth
- Subscribe – Off
- Subscribe – Off

Next

Credit Card Set-Up (even though we won't actually enter one)

Here you will see Visa selected as default.

Scroll down and check **none**

Fill in all of the requested info

- First name
- Last Name
- Address
- City
- Province
- Postal Code
- Phone Number

Click Done

After a few minutes you should receive an email (to the email address you signed up with above) requesting account verification.

Use your phone to complete this step.

Open the Safari Browser

To do This click the home button and then



Choose the Safari application

In the address bar **type in** webmail.wolfcreek.ab.ca

Click ACCEPT on the certificate

Click the **icon** next to **Login to WCMail**.



Login to your email using your Wolfnet login username and password.

Open your mail box and look for an email from iTunes. Open it and click the link supplied in the email message. By clicking on this link you are verifying your account. After your account is verified you can **click back in your browser**.

Continue to click back in your browser until you get the root of the mail box which will look like the original screen when you first logged into your Wolfnet account. On the bottom of the screen you should see a box labeled **destination**. **You will need to scroll down to see this.** **Click DESTINATION** and on the bottom scroll until you see the word **Logout**. (see illustration on next page)



Once logout is selected **choose go** in the upper part of the menu.

We can now resume to getting our first class mobile client installed.

Go back to the home screen by **clicking the home button**.

You have now completed the registration part of this process. The next step is to install the First Class (Wolfnet) client on your phone.

Steps to Downloading the First Class Mobile client

Click App store

Choose First Class Mobile. Note: If you need to search for it again use the search function.

Select the application (First Class mobile) and then touch the word free then install.

The next window gives you the ability to sign in with an existing account. **Sign in with the user name and password you just created.**

If successful you will see the application installing. Please wait for the installation to finish.

Setting up FirstClass Mobile on Your iPhone

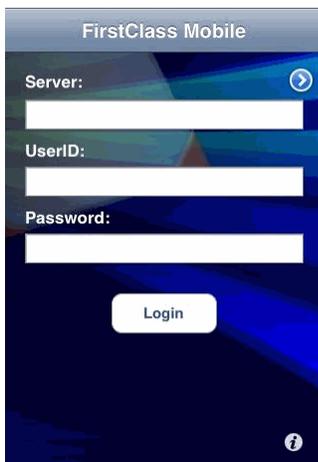
Once you have downloaded FirstClass Mobile from the App Store, please follow the simple instructions below to configure your iPhone™ or iPod touch.

1. Tap on the **FirstClass icon** on your device. All other icons on this screenshot are the default Apple icons in their default locations.



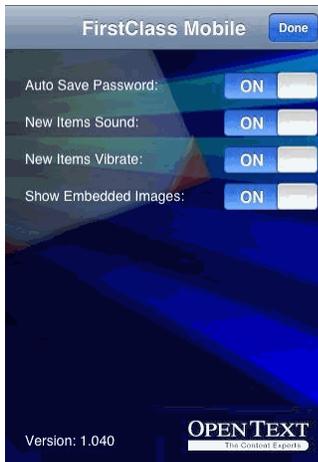
2. Fill in your **Server name**, **User ID** and **Password**. This is the same address you enter on your desktop computer.

Server name is: **wcmail.wolfcreek.ab.ca**



IMPORTANT: Log in and out once before trying to complete the following steps.

3. The **bottom "i"** button leads you to the following screen:



This screen allows you to set a few **basic configuration** options. **Make sure you turn off Auto Save Password.** You **do not** want your password automatically saved since anyone who finds your phone can then gain instant access to your email.

In the software there is what is known as a hidden Easter egg. When turning this function on it will add Contacts and Calendar to the list.

Look at the above graphic.

To turn on tap 3 times on the word Version. You should see a message **Alarm On.** Relog back in to have those extra options. Note: This is unsupported by FirstClass.

Configuring the iPhone for ActiveSync (Calendar & Contacts)

Please note that depending on their size it may require a bit off time for synchronizing to complete. Large amounts of calendar items and contacts take more time.

Please note - ActiveSync® requires FirstClass Synchronization Services 9.1 build 10 (or later)

To configure ActiveSync on your iPhone™ please follow the instructions below:

1. Tap **Settings**



2. Tap **Mail, Contacts, Calendars**



3. Tap **Add Account**



4. Tap **Microsoft Exchange**



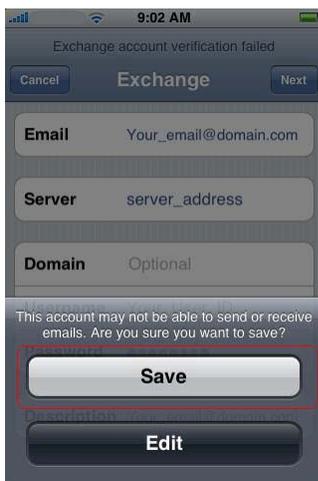
5. Enter your **Email** address, and the **Username** and **Password** of your FirstClass account. **Domain** should remain blank. Tap **Next**.



6. Enter the **Server address** **sync.wolfcreek.ab.ca** Tap **Next**.



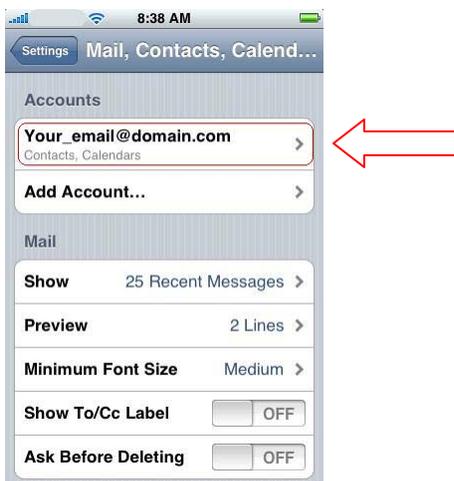
7. You will see the following error. Ignore it and click **Save**.



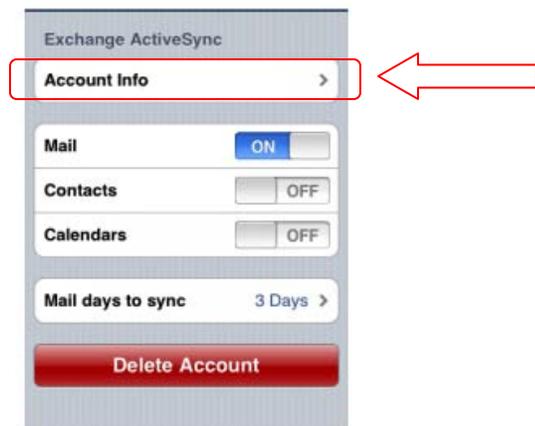
8. Turn off the **Mail** portion of Active Sync (illustrated below). This will be unsupported by Wolf Creek. If you do not use the calendars or contact list in First Class you can also disable **Contacts or Calendars** if you don't wish to sync one of them. It is recommended that you learn to use these features if you do not already. Click **Save**.



9. Tap your newly configured account.



10. Tap **Account Info**



11. Confirm that **Use SSL** is set to **ON**. Slide it from OFF to **ON** (if necessary). See below:



12. Once you have completed step 11, then click the **HOME** button on the front of the iPhone to return to the main screen.



10. Go back to your desktop - tap **Settings** again & choose **Mail Contacts Calendar**



11. Tap **Fetch New Data**.



12. Set **Push** to **OFF**, and the **Fetch** schedule to **Manually**.



13. Tap **Advanced**.

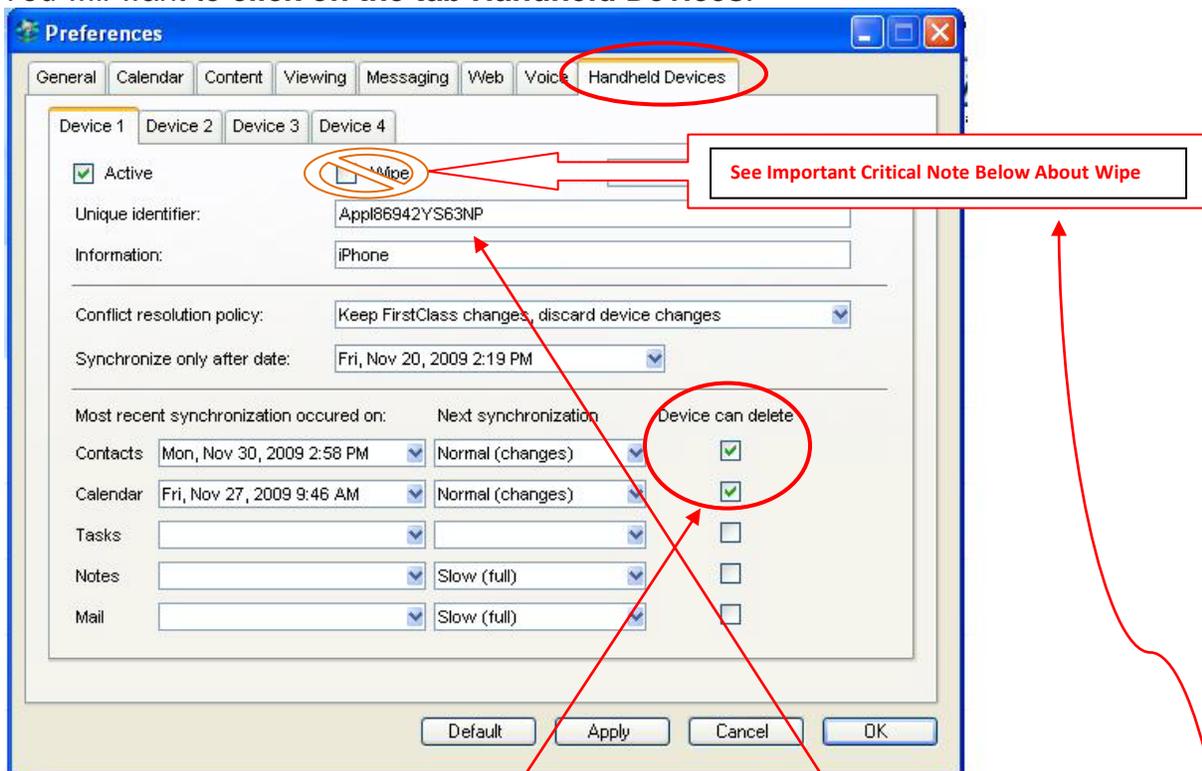
14. Select **PUSH** and then set this to **Manual**.



By setting everything to manual either contacts or calendars should update themselves when you open either. Your contacts and calendar will now sync whenever you access those containers on your iPhone.

Open each container (contacts and calendar) to sync them once. Once the syncing is completed, go to your workstation and log into first class (Wolfnet)

Once you are logged in go to **Edit** and choose **preferences** in the top menu bar. You will want to **click on the tab Handheld Devices**.



Looking at the device listed we can see that Device 1 information references iPhone. Your iPhone may be listed under one of the other device tabs. Find your iPhone.

In order for your handheld to be able to delete from the first class server you need to select **device can delete** for Calendar and Contacts. Click OK.

Critical note: In the diagram above you will see an option for Wipe. If a user selects this option, it will wipe out the phone and force the user to have to go back to their phone service provider to have it setup again. This feature should only be used if your iPhone ever gets permanently lost.

Congratulations, you're done!

See Additional Support for Using the iPhone

<http://www.apple.com/support/iphone/>

The User's Guide can be downloaded at:

http://manuals.info.apple.com/en/iphone_user_guide.pdf

iPhone Quick Tips: Zooming In to Enlarge Part of a Webpage

The following information is provided to assist you in navigating webpage on your iPhone.

Safari lets you see web pages just as they were designed to be seen in computer-based browsers. A simple double tap lets you zoom in and rotate iPhone sideways for a wider view.

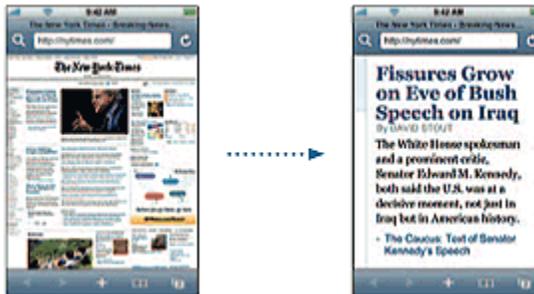
View a webpage in widescreen orientation

Rotate iPhone sideways. Safari automatically reorients and expands the page.



Resize any column to fit the screen

Double-tap the column. The column expands, so you can read it more easily.



Double-tap again to zoom back out.

Zoom in on part of a webpage

Double-tap the part of the page you want to zoom in on. Double-tap again to zoom out.

Zoom in or out manually

Pinch to zoom in or out.

Scroll around the page

Drag up, down, or sideways. When scrolling, you can touch and drag anywhere on the page without activating any links. If you tap a link, you follow the link, but if you drag a link, the page scrolls.

Scroll within a frame on a webpage

Use two fingers to scroll within a frame on a webpage. Use one finger to scroll the entire webpage.

Jump to the top of a webpage

Tap the status bar at the top of the iPhone screen.