

Setting up an iPhone/iPad, including HIT applications

1. DUO:

- A. **iPhone:** Send Lori phone number/let her know you got a new smartphone and she can forward links for Duo install and activation or go to <https://in.virginia.edu/2steplogin>.
- B. **iPad:** Go to <https://in.virginia.edu/2steplogin> (needed for Outlook, etc., authentication).

2. Wi-Fi (& Certificate):

A. If On grounds (@2420)

- a) Connect to the **UVA WiFi Setup** WiFi network
- b) Open a Web browser and type in **connect.virginia.edu**
- c) Under "Faculty, Staff, & Students", click **Continue**
- d) Use the UVA Network Setup Tool (by SecureW2) to download and install a profile
 - i. To install profile: Go to **Settings**, click **Profile Downloaded**, then click **Install**
- e) If you've done this correctly, you'll be connected to **eduroam**

B. If Off grounds:

- a) Connect to your home Wi-Fi network
- b) Open a Web browser and go to <https://in.virginia.edu/standard>
- c) Use the UVA Network Setup Tool (by SecureW2) to download and install a profile
 - i. To install profile: Go to **Settings**, click **Profile Downloaded**, then click **Install**
- d) Once you're on grounds, you'll be able to connect to **eduroam**

3. MobileIron/IvantiGo (HIT management/encryption software):

From laptop for instructions: <https://hit.healthsystem.virginia.edu/departments/mobile-device-technologies/mi-cloud-personal-ios-setup/>

From iPhone/iPad: <https://bit.ly/migoreg>

You will see several apps get installed during this process: Tunnel, Health IT Apps, Ivanti Go, etc. You may need to open IvantiGo and allow access. Pay attention to the pop-ups/prompts.

You have to do Step 3 BEFORE Steps 4 & 5

4. Outlook (From laptop for instructions)**:

<https://hit.healthsystem.virginia.edu/departments/mobile-device-technologies/related-content/outlook-365-on-iosipados2/>

****Please note that you need to use the Outlook app installed during Step 3 and NOT Outlook from the App Store.**

5. Zoom Workplace*** (Install from Health IT Apps folder, Sign-in option is SSO and uvahealth-org as domain/company name)

*****Please note that you need to install the Zoom Workplace app from the Health IT Apps folder installed during Step 3 and NOT from the App Store.**

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6. Teams:

- a) From your smartphone, go to <https://in.virginia.edu/teams-groups>
- b) Sign in at Office365 button
- c) Work or school account: **(userid@virginia.edu)**
- d) UVA/academic password: **(academic password)**
- e) Click on Apps or Teams (depending on browser)
- f) Choose Download the mobile app

7. Misc. UVA apps:

- a) **Advancement Hub** (Bookmark: <https://hub.advancement.virginia.edu/>)
- b) **ParkMobile** (See app store; Not UVA specific so you can use any email address for this app)
- c) **OfficeRnD Hybrid Work** (See app store; Generally, set up using your userid@virginia.edu and academic password or Netbadge/DUO)
- d) **Workday** (See app store; Org ID = UVA; Netbadge/DUO)
- e) **EverTrue Advancement** (See app store; Generally, set up using your userid@virginia.edu and Netbadge/DUO)
- f) **Tableau Mobile** (See app store; Server = tableau.admin.virginia.edu, Group ID = UVA)
- g) **WebEx Meetings** (See app store; Video conferencing service used by medical center; userid@uvahealth.org and HS password)
- h) **Box: The Content Cloud** (See app store; userid@virginia.edu and Netbadge/DUO)

Below are some helpful Outlook setting tips for iPhones:

- You get to **Settings** by **clicking on your initial at the top left and then the gear icon** on the left
- **From Settings:**
 - If you no longer want to have your Inbox split into Focused / All – Tap on Mail and turn off the Focused Inbox option
 - If you want to see all of your emails and not by grouped conversations – Tap on Mail, Email Organization, and turn off Group Emails by Conversation option
 - To change your swipe options – I like my emails to go to the deleted box when I swipe on them
 - Tap on Mail and then Swipe Options
 - Type on the picture or words, Swipe Right, and choose Delete rather than Archive
 - Do the same for the Swipe Left
 - To change your signature
 - Tap on Signature
 - Delete or add to what's in the box and click the back button at the top
- You can also delete multiple emails by holding down an email until the white circles appear on the left next to each message
 - Select the circle beside the ones you want to delete and hit the trashcan icon at the bottom
 - You can also mark emails as unread, flag them, and move them using this method