

Dear amazing Hood students,

I can only imagine how you are feeling during this challenging time.

I can guess that if you do not have experience using an iPad, this probably feels like one more obstacle in an already overwhelming situation. Please know that I am here to help you and that I truly do believe that this iPad will make it easier for you to get through the weeks ahead and that after an initial adjustment period, it will be able to help you much more than you may think it can.

I speak from personal experience. I was initially a huge skeptic about the iPad's usefulness in college, but over the past 8 years of using it in my classes, I now do more work on my iPad than I do on a computer.

It's not my goal to make you love the iPad that Hood is lending you, but I do want to get you up and running as quickly as possible so that you can focus on the coursework that is ahead of you. Thanks for giving it a try and for doing your best to help the college make the most of the resources that we have.

If you run into any difficulties or need me to work with you on how to make a specific assignment work on the iPad, please don't be shy about reaching out for help; I'm very happy to set up a (virtual) appointment to work with you.

Keep calm and carry on-line,  
Dr Heather Mitchell-Buck  
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## How to set up your iPad

<https://www.wikihow.com/Set-Up-a-New-iPad>

The iPad will walk you through the setup process when you turn it on for the first time, but if you'd like a little extra guidance, this WikiHow page will take you through it step by step.

- If you have an iPhone, this process will feel very familiar!
- If you don't have an Apple ID, you will need to set one up as part of this process to allow you to download the free apps that you will need.

## Apps you'll need

All of the productivity apps mentioned below are free and easily found with a quick search in the app store. As long as you set up your Apple ID as part of the device setup, you are good to go. If you skipped that step, [here's how to set it up](#).

To check Blackboard and use the web:

- Your iPad has the Safari browser built in.
- If you are a regular Chrome user and want to access all of your bookmarks and history, there is an iPad app; it's limited but it does work.
- There is a Blackboard app; I admit that I don't find it very useful. I generally recommend using Blackboard in Safari because that usually works best for me.

To check your email:

- There are apps for Outlook, Gmail, etc. that make it easy to login and check your email. This is the easiest and most efficient way to check your email on an iPad
- If you want to try and check all of your email in one place, you can also use the Apple Mail app that is built in; Hood's IT team has instructions on how to set that up [here](#) (but it can occasionally be a little finicky!). There's also a great app called Spark that can handle multiple inboxes in a single app.

To do your homework and projects:

An iPad will let you use pretty much whatever tools you are already comfortable with:

- If you are comfortable with Microsoft Word, Excel, and PowerPoint, those are all available through the app store.
- If you are happier using Google Docs, Sheets, and Slides, again, those also are available through the app store.
- To read PDFs, you'll want Adobe Acrobat Reader.
- To take notes, you can certainly use the Notes app that is built in, or try OneNote or Evernote.

To access your cloud files:

If you have files in OneDrive, Google Drive, Dropbox, you can get the apps for each of these services. I also suggest that you set up the Files app that comes with the iPad so your documents in the cloud are easy to upload to Blackboard when you have a paper due. [Here's how to set up the Files app](#) (scroll down to "use third-party apps in Files").

To stay connected:

Of course there are apps for every social media service out there ;-)

There are also apps for Slack and Zoom and other services that your profs may be using with your class while we are online. Generally, if you try to use any of these services in your web browser, it will prompt you to get the app instead.

A few other app recommendations

I put together [this page of app recommendations](#) a few years ago. It's a bit out-of-date, but you may still find some useful ideas there for reading eBooks, watching Netflix, etc.

Speaking of Netflix, you are allowed to use this iPad to help you relax too. Go ahead and watch shows or play games on it if you want; you can [reset the device](#) before you return it to us (but this erases EVERYTHING, so don't do it until you are ready!!) , so we'll never know. ;-)

## To change settings

If you are new to using an iOS device, one thing that may be strange at first is the Settings app. If you want to make a change to any app on your iPad (for example, you want to turn notifications on / off), or if you want to turn off the annoying Keyboard Clicks noise, the place to do all of that is in the Settings app. [Here's a guide to changing common settings](#) on the iPad.

## Other iPad tips and tricks

<https://www.macrumors.com/guide/new-ipad-tips/>

This is a pretty helpful list of features that will help to familiarize you with different features on your iPad.

And if you can't find what you need here, Google is your friend - if you are not sure how to do something on an iPad, I guarantee someone out there on the interwebz has posted an article that can help!