Apple iPad for Business Use

(Corporate Customers Only)   **Price: $200**

Course Description:
This course is intended for business professionals in a variety of roles such as sales, IT support, general management, etc., who are new iPad users and need to utilize the iPad device to access, create and share information; connect to business and public networks and resources; and perform general work tasks productively and efficiently from a variety of locations and varying levels of network connectivity.   *** Students must bring their own iPad2 or later device for the course. ***

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 1 day

Course Objectives: Learn to perform common business productivity tasks on an iPad device.

Upon successful completion of this course, students will be able to:
- Set up your iPad.
- Use and configure the Safari web browser.
- Setup and use iPad Mail.
- Configure and use the Calendar, Contacts, and Reminders apps.
- Install third party apps from the App Store.
- Create and Manage Files on your iPad.
- Manage iPad security.
- Explore other iPad capabilities, settings, and general management and maintenance of your iPad.

Prerequisites: **Students must bring their own device: iPad2 or later device**

Course Outline	
Getting Started with Your Apple iPad • Activate Your iPad • Navigate the iPad interface • Use built-in iPad functions • Connect to a Wi-Fi network • Care and Maintain you iPad **Using the Safari Web Browser** • Browse with Safari • Configure Safari **Configuring and Using iPad Mail** • Set up and Use iPad Mail • Customize Mail Settings	**Using Calendar, Contacts, and Reminders Apps** • Navigate the Calendar • Navigate Contacts • Navigate Reminders **Installing Apps and Managing Files** • Install Apps • Identify Useful Business Apps • Manage Files **Manage iPad Security** • Customize Personal Security Settings • Integrate Organizational Security • Locate a Lost iPad