

Android Quick Start Guide

Samsung / Google / LG / HTC / Huawei / Xiaomi / Motorola / Sony / and many more...


Get Free **Wi-Fi**, your university **email**, your **timetable** and important updates all from your Android phone or tablet.



BISHOP
GROSSETESTE
UNIVERSITY

Let's get you on free Wi-Fi

BGU offers free Wi-Fi, in and around the university. Once connected, it even works in other universities and establishments around the world, check **eduroam.org** for more details. We recommend downloading and configuring the eduroam app for ease of setup.

1. Go to the **Google Play** store on your device.
2. Search for  **geteduroam** and install the app on your device.
3. Launch the app and enter **Bishop Grosseteste University** into the Institution box and then tap **Next**.
4. Enter your username and password into the appropriate boxes using the below formats and click on **Connect to Network**.

Staff example: fredd.bloggs@bishopg.ac.uk (all lower case)

Student example: 1234567@student.bishopg.ac.uk (all lower case)

You should now see a Wi-Fi icon appear on your device. Try opening a web browser and see if you are online.

If the above method does not work, you will need to connect to the wifi manually and use the settings below. (You may need some or all of the below settings)

EAP method: Select PEAP

Phase-2 authentication: Select MSCHAPV2

CA Certificate: Select Do Not Use/Validate

Domain: type the following... **radius.bishopg.ac.uk**

Identity: Your BGU email address

Anonymous identity: Leave blank

Password: type your BGU password

Get the Apps

You can get all the below apps for your mobile phone or tablet by visiting the **Google Play Store**. The list of apps that we recommend you download and use whilst studying at the University are listed below.

- Microsoft Office
- Microsoft Teams
- Microsoft Outlook
- Microsoft Authenticator
- Blackboard

Getting the Office app for your device is the best way to use the full functionality that Office provides. The app which includes Word, Excel, Powerpoint and Forms all in one place. Other features of this app allow you to share files, convert text to images as well as editing and signing PDF documents.

Communicate with Teams

Getting the Teams app allows you to chat, call, or video call with other students and staff members, and even people outside of the organisation – just add in their email address. You can also manage meetings, share files and your Outlook calendar all in one place.



1. Install the **Microsoft Teams** app from the **Google Play store**.
2. Once it has installed, open **Teams** from your home screen.

3. When prompted type in your BGU email address (an example of this is shown in the previous section).
4. You should then be asked for your password. Fill this in, then tap Sign In.

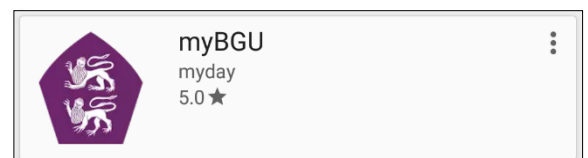


Once within the app, tap one of the icons (at the bottom of the screen) to choose from Activity, Chat, Teams, Calls and Calendar. Click the **More** button to access and re-arrange all the other features.

Get updates and notifications straight to your mobile phone

Get the myBGU app and you'll receive important notifications straight to your phone or tablet. This is also the quickest way to easily get to all aspects of the digital world of BGU. This includes Blackboard, SharePoint and OneDrive.

1. Select **Play Store** from the home screen, search for **myBGU**. It will look like the icon shown here, find it and then tap it.



2. Tap the green **INSTALL** button, and then **ACCEPT**.
3. Once it's finished installing find the **myBGU** app on your home screen and tap it.
4. Log in with your BGU email address and password – the same details that you used in previous steps.

Get Emails and your Timetable on your mobile phone

Getting BGU emails and your BGU timetable on your phone or tablet is easy; just follow the steps below...



1. Install the **Outlook** app. Just search for **Microsoft Outlook** in the **Google Play Store**.
2. Once it's finished installing, open **Microsoft Outlook** from your home screen.

3. When prompted, type your BGU email address (an example of this is shown in the previous section).
4. You should then be asked for your password. Fill this in, then tap **Sign In**.
5. It might ask you if you want to add another account, this allows you to add your personal email accounts too, so they're all in one place. To continue, tap, **Skip**.
6. It might then show you a mini tutorial, either tap the next arrow or **Skip**.



Once within the app, tap one of the icons (at the bottom of your device) to choose between Email, Search and Calendar (the calendar is where you will find your BGU timetable). For more info on your timetable, see our **timetable guide**.

Access systems securely with Microsoft Authenticator



Use **Microsoft Authenticator** to sign in easily and securely with Multi Factor Authentication (MFA).

Just enter your email address and password, then approve the notification sent to your device.

When logging in with MFA, you will enter your password and then you will be asked for an additional way to prove it's really you.

1. Install **Microsoft Authenticator** app from the **Google Play** store.
2. Add an account (**work or school account**).
3. When prompted, type in your BGU email address and select **Next**.
4. You should then be asked for your password. Fill this in and then tap **Sign In**.

To authenticate your BGU account on the app for the first time you will need to select another method to authenticate such as a text message or phone call. Once you enter these details you will then be able to use the app.

Print directly from your device using Mobility Print

Many Android apps allow for you to print, but first you need to set it up. Make sure your Android is connected to BGU Wi-Fi before continuing.



1. Install the **Mobility Print** app. Just search for **Mobility Print** in the **Google** Play store.
2. Once it's finished installing, open **Mobility Print** from your home screen.

3. Tap **Android Settings** and then tap **Printing**.

4. Tap the **Mobility Print** Printer and switch it on if it isn't already.

The way you print is different depending on the app you want to print from. When you select a printer, make sure you select **WebPrint Mono** or **WebPrint Colour**.

You will eventually be asked for your BGU Username and Password (*Student username is your B Number*).

You can also visit <https://myprint.bishopg.ac.uk> to print from any device, top up your print credit and view your print history.



If you change your password

If you change your BGU password, remember to change it on all of your devices. This includes eduroam, email, Wi-Fi and the BGU app. If you don't change your password on your device, you may get locked out of your account. All of your Microsoft apps will prompt you to update your password and will ask you to authenticate if using Microsoft Authenticator.

Get the dedicated Blackboard app

If you're a student, getting the dedicated Blackboard app is a must; just follow the steps below...

If you're a teacher, email or speak to Digital Learning to get more info about the Blackboard app



1. Get the **Blackboard** app. Just search for **Blackboard** in the Google Play store.
2. Once it's finished installing, open **Blackboard** from your home screen.
3. When prompted, type your BGU username and password.

If you are a student, your username is just your student number!

Check out this website to learn all about the Blackboard app: https://help.blackboard.com/Blackboard_App

If you get stuck, visit the Digital Learning team in CELT for more info about Blackboard.

Contact us for help!



Email IT Support ithelp@bishopg.ac.uk

Call IT Support 01522 583666

available from 8.30am to 5.00pm Monday-Thursday
and 4.30pm on a Friday.