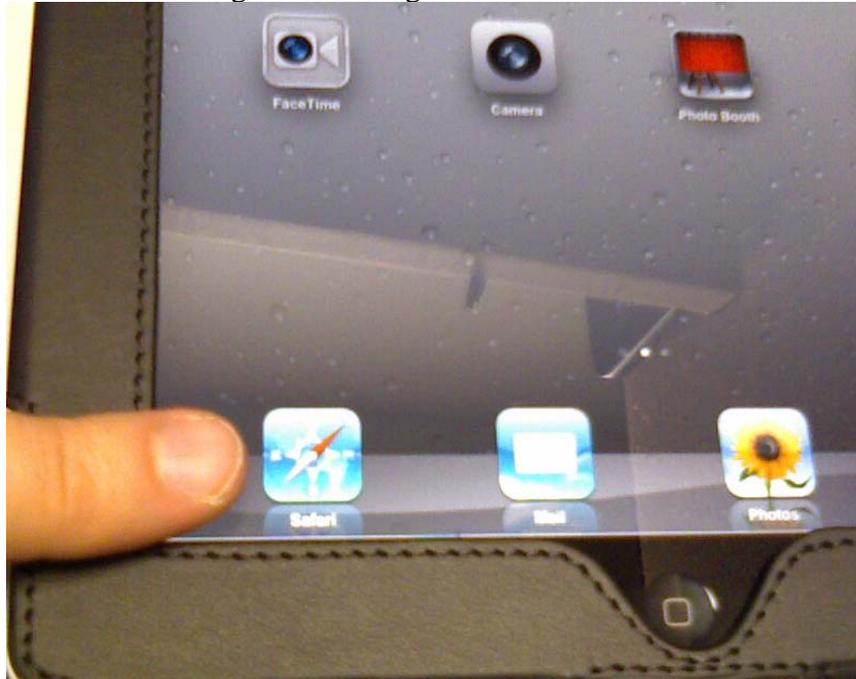
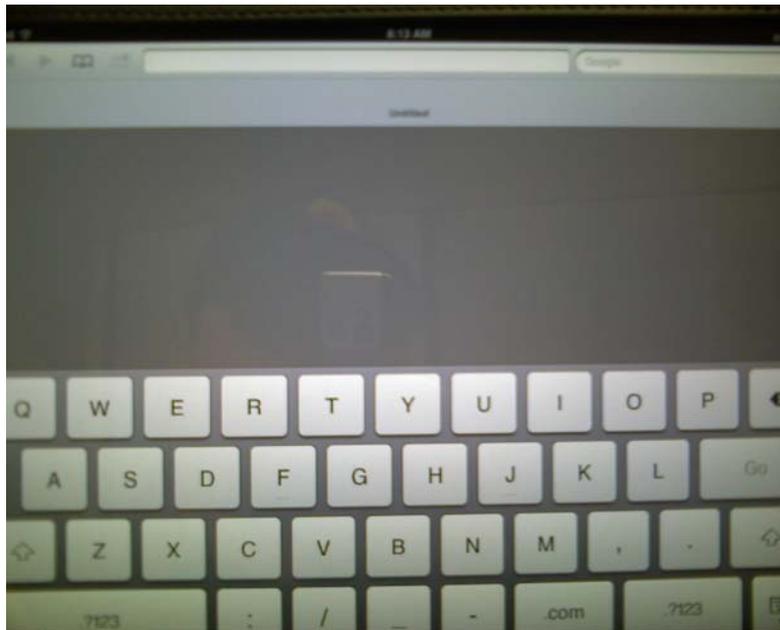


Introduction to Remote Web Access and Outlook Web Access: How to check your shared files on the iPad

1. Turn on the iPad and tap the Safari icon on the bottom to open the Safari web browser. You should see something like the images below:

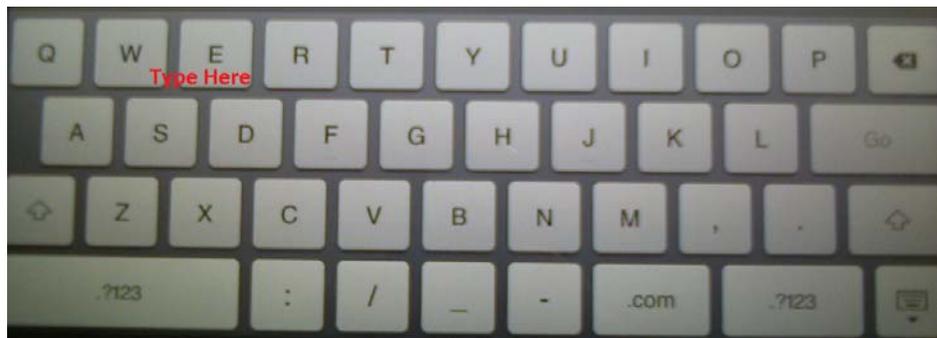
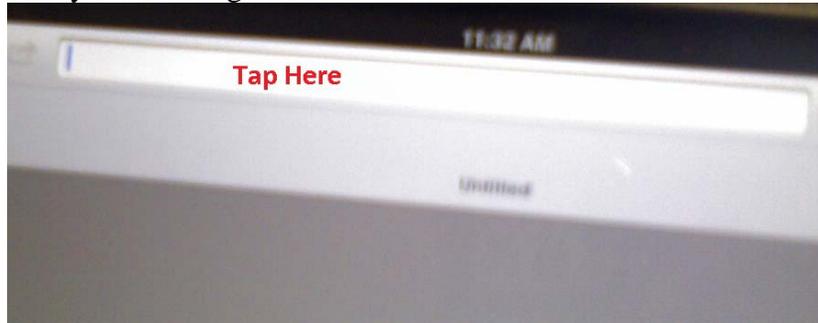


Safari Icon



Blank Web Page. If you have set Safari to open to a favorite “Home Page” you will see that website instead. You may also see the last website you were at in Safari if you did not close it when you left the Safari app.

- At the top of the screen, you should see the time displayed. The long, white rectangle below it is the address bar. Here the web page address, such as www.yahoo.com is displayed. Tap the address bar, and the keyboard will appear at the bottom of the screen, and blinking | cursor appears in the address bar, just like the ones you see in word processors like Microsoft Word. You can then type on the keyboard to enter a website address that you wish to go to.



- Man in the Mirror has a special website setup for you to download files we're sharing with you to your iPad. Tap the address bar and type in the following website address to get there:

<https://mail.maninthemirror.org/remote/m>

Tap the Go button on the keyboard when you're done typing, and the website should begin to load. When it's loaded, you should see a login screen like the one below.



4. Tap the white rectangle under the words User name. Like the address bar, the keyboard and text cursor | appear, allowing you to type in your user name. For most of you, your user name is your first name and last name in all lower case letters with no space in between. So for example if your name is John Smith, your user name is johnsmith. When you are done typing, tap the Next button on the upper left hand corner of the keyboard. This will move the cursor to the white rectangle under the word Password, and allow you to type in the password for your account. If this is the first time using this site, your password was set to MIMad0! and must be entered exactly as it is seen here (capital M I M, lowercase a d, the number 0 and the special character !). When you have finished typing your password, tap the Go key on the keyboard to log in.



5. You should now see a window on the Man in the Mirror server titled “Files.” Under the word Files is a list of several folders. To open a folder and see the files and other folders in it, simply tap its name (Please note that the folders assigned to you may look slightly different than the images below, but the same methods are used to access them). When you see a file you want, simply tap its name, just as you would a folder, and the file will open. Safari will let you view some files right in the browser. For example, anything you see with .pdf after its name can be read right in Safari just by tapping the name!

Files

- Admin Forms
- Artwork
- faxes
- MIM Area Directors
- OrLANtech
- Public
- QBooks
- RedirectedFolders
- Scans
- SEP Client Install
- Shared Files
- StaffFiles
- Users
- UserShares

Search your files 

Apple
[Sign out](#) | [Help](#)

Folders

Windows Small Business Server 2011
Version 4

Technology ▶ Apple iPad

- Man Alive WBS Handouts
- videos
- Area Director MPD presentation Real.pptx 
- ETMIM 2012 Q1 Online Version.pdf 
- Men Statistics.doc 
- NMLB-Model_Overview.ppt 
- No Man Left Behind Sample Chapter.pdf 

Search your files 

Apple
[Sign out](#) | [Help](#)

Files and Folders within Folders

Man In The Mirror jump-started our Men's Ministry in 2004 by providing a firm foundation through their Leadership Training Center and ongoing education and insight to build our ministry to men. Their training is the best investment our church has made: men are excited about coming to church and so are their women!

W. MARK SHIRLEY, Men's Ministry Director,
The MET (Metropolitan Baptist Church), Houston, TX

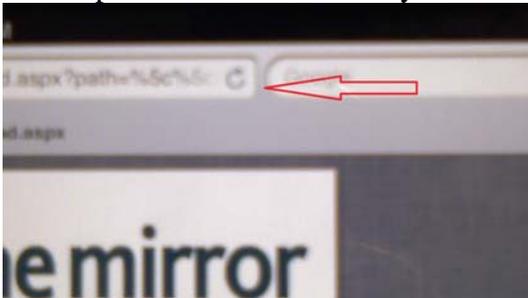
The vision for men's ministry is not to have a men's group in every congregation! Morley, Delk, and Clemmer have nailed it—the vision is for every man to have a living, growing relationship with Jesus Christ; for every man to be a disciple! This book will give you tools to help make disciples of the men in your congregation and beyond.

DOUG HAUGEN, Director, Lutheran Men in Mission,
Evangelical Lutheran Church in America

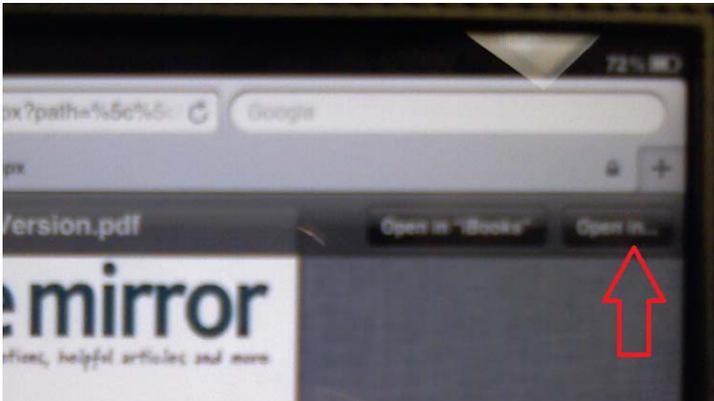
Two problems plague the church today: biblical illiteracy and lack of male involvement. No Man Left Behind helps solve the second problem by providing a paradigm for churches to develop mature disciples for Christ. Best of all the work is clear,

Browsing a PDF file

6. Sometimes you will want to save these files to your iPad. To do so, tap the file's name to open it in Safari, just as when you would read it. You may have noticed that a slightly transparent bar appears just below the title of the web browser tab, then disappears to allow you full view of the file. To save this file to your iPad, tap the button on the right of the transparent bar that says, "Open in..." Don't worry if you it disappears before you can tap it. Simply refresh the screen by tapping the "Curly Q" symbol on the right side of the address bar, and it will appear again. You should then see several options for opening the file in a new app. The two you will be using the most are Keynote and Quickoffice. For power point presentations (anything with .ppt and .pptx at the end of its name), you can tap Keynote to open the presentation application we gifted to you when preparing the iPads for you. Most of you have been using this app already with a preloaded Man in the Mirror presentation covered in your training sessions just before your commissioning.



Refresh

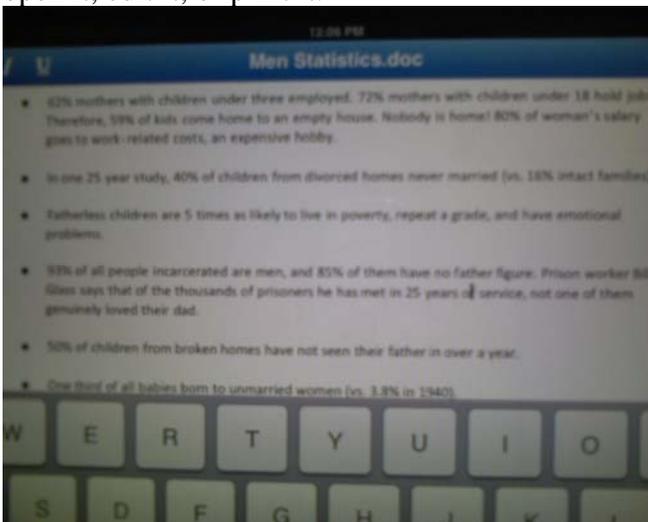


Open in...

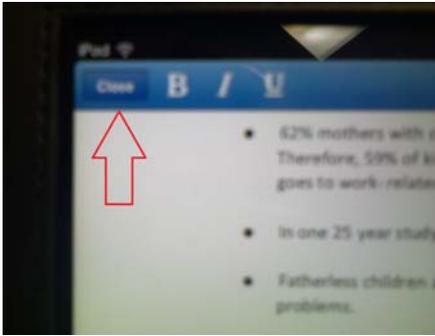


Open in... app options

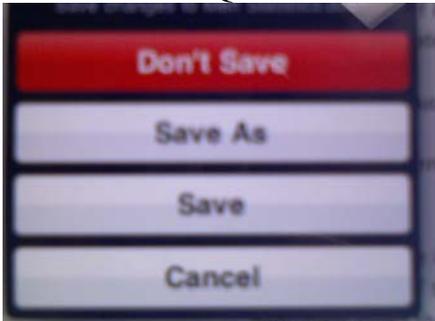
7. The Quickoffice option is another app for editing office files that we have purchased for you. Use this for all the other files besides power point presentations. When you tap Quick office, the screen will, “flip,” to this app and open the file within it. Tap the text on of the file on the screen to display the keyboard and cursor, which will allow you to begin editing the office file. When you finish, tap close in the upper left corner. If you made any changes, you will be asked to save them. Tap Save when this appears to do so. You may also be asked what name you would like to save this file as, and be given the keyboard to change it. You may change the file’s name to whatever you wish or simply tap Done to keep it the same. Lastly, tap the blue Save button in the upper right. Your file is now downloaded to the iPad in Quick office and should be visible in the list of files in front of you. Return to the Quickoffice app at any time and tap the file name in the list to open it, edit it, or print it.



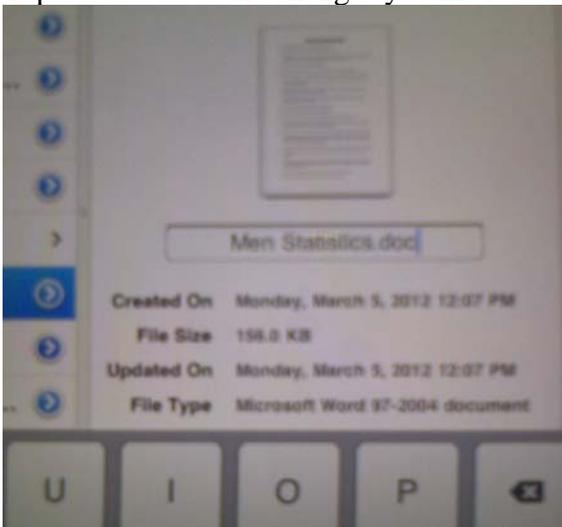
Editing a document in Quickoffice



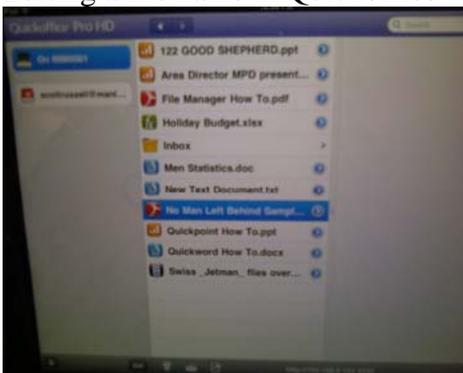
Close Button in Quickoffice



Tap Save to save the changes you made to the document



Editing a file name in Quickoffice



Files downloaded this way are listed in the Quickoffice app from then on!