



**BALL STATE
UNIVERSITY**

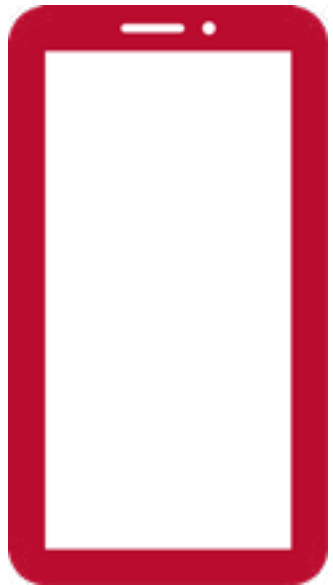
Information Technology

Mobile Device Management

A GUIDE TO SETTING UP YOUR ANDROID PHONE FOR BALL STATE

Introduction

Whether you're new to the university or just getting a new phone, this guide will help you set up Ball State tools on your mobile device. Ball State provides several online resources from internet access to email management to cyber security to get your phone university-ready!



New Faculty and Students

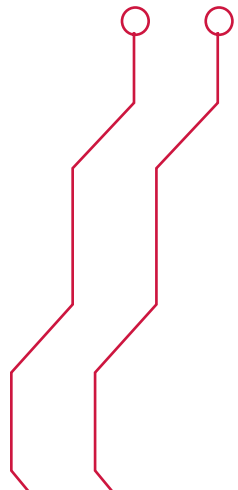
Welcome to Ball State University! You should prepare your cell phone with the university's Wi-Fi and applications before beginning work or classes.

Wi-Fi

To access Ball State's official Wi-Fi network, select "bsuconnect" and log in with your Ball State credentials.

1. Navigate to "Wi-Fi" on the Settings app.
2. Select the "bsuconnect" Wi-Fi network among the list of nearby Wi-Fi networks. If "bsuconnect" does not appear in the list, click "Add network" and type "bsuconnect."
3. When prompted, set the following configuration options:
 - EAP method: PEAP
 - Phase 2 authentication: MSCHAPV2
 - CA certificate: choose "do not validate" or leave this space blank
 - User certificate: leave this space blank
4. Sign in with your Ball State username and password.

NOTE: Android phones can be different, so the configuration options may appear differently on your phone.



Duo Mobile

Duo Mobile is a digital security platform that helps ensure the safety of your information. Ball State requires faculty, staff, and students to use Duo Mobile for two-factor authentication to access university accounts.

1. On your computer, navigate to my.bsu.edu and sign on with your Ball State credentials. You will be prompted to set up Duo Mobile on your Android.
2. Read the information about Duo Security, then scroll to the bottom and select “Start Setup.”
3. Ball State recommends using your mobile phone for two-factor authentication. When prompted, select “Mobile phone.”
4. Add your phone number and click the check box. Then, select Android.
5. On your phone, navigate to the Google Play Store and download the Duo Mobile app.
6. On your computer, click “I have Duo Mobile.”
7. Open the Duo Mobile app and click the plus icon in the upper right corner. Use your phone to scan the QR code. Alternatively, you can select “Email me an activation link instead” to activate your account.

Your device is now registered with Duo Mobile! When you sign into your Ball State account, you will be prompted to authenticate your identity. Choose your preferred method of authentication to safely access your information. See the **“Setting up Two-Factor Authentication for your Ball State Account”** Knowledge Base article for more information.



Outlook Webmail and Calendar

Ball State provides faculty, staff, and students with Microsoft Office 365 accounts, allowing access to Word, Excel, OneDrive, OneNote, and Outlook. The university recommends downloading and installing the Outlook app on your mobile device to access your Ball State email account and calendar.

STEP 1

Navigate to the Google Play Store and download the Outlook app.

STEP 2

Once the app is installed, select “Add Account.” Sign in with your Ball State email. This will take you to the university’s sign in page where you will log in with your Ball State password.

STEP 3

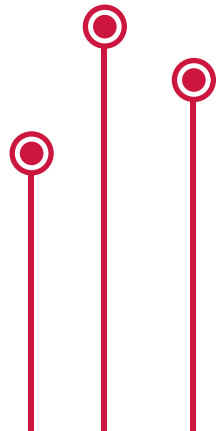
Outlook will ask if it can be a device administrator. This means if you want to access your Ball State email on your phone, you will need a password or pin to unlock your device as an additional security measure.

STEP 4

You can now manage your Ball State emails and calendar on your mobile device! If you would like to access other Microsoft tools on your mobile device, download and install the apps in the Google Play Store and sign in with your Ball State credentials.

Current Students and Faculty

When you get a new phone or change your Ball State password, you will need to adjust your Wi-Fi connection and Duo Mobile and Outlook accounts. If you use a password storage application, you will need to update your new password after changing it.




Wi-Fi



When you get a new phone, you will need to log into Ball State's Wi-Fi network by selecting the "bsuconnect" network and logging in with your Ball State username and password.

Every year, Ball State faculty and students must change their passwords. If you recently changed your password, follow these steps to reconnect to Ball State's Wi-Fi on your phone:

1. Navigate to "Wi-Fi" on the Settings app.
 2. Select the "bsuconnect" Wi-Fi network among the list of nearby Wi-Fi networks.
 3. Click "Forget."
 4. To reconnect to "bsuconnect," select "bsuconnect" among the list of nearby Wi-Fi networks. If "bsuconnect" does not appear in the list, click "Add network" and type "bsuconnect."
 5. When prompted, set the following configuration options:
 - EAP method: PEAP
 - Phase 2 authentication: MSCHAPV2
 - CA certificate: choose "do not validate" or leave this space blank
 - User certificate: leave this space blank
 6. Sign in with your Ball State username and password.
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NOTE: Android phones can be different, so the configuration options may appear differently on your phone.

Duo Mobile

When you get a new phone, you will need to activate Duo Mobile on your new phone since it is Ball State's required digital security platform.

1. On your computer, go to vpn.bsu.edu and login with your username and password.
2. Select "Add a new device."
3. Select an authentication method. If you do not have access to your original device, do not select "Send Me a Push." Instead, if you have a new phone with the same number, you can select "Enter a Passcode." If you do not have access to your original device or the same number, please contact the Help Desk.
4. When prompted, select "Mobile phone."
5. Add your phone number and click the check box. Then, select Android.
6. On your new phone, navigate to the Google Play Store and download the Duo Mobile app.
7. Open the Duo Mobile app and click the plus icon in the upper right corner. Use your phone to scan the QR code. Alternatively, you can select "Email me an activation link instead" to activate your account.

You have activated Duo Mobile on your new phone, so your new phone should be listed under the "My Settings & Devices" page. If you have multiple devices listed, you can make your new phone your default device for receiving Duo authentication notifications. Next to "Default Device," select your new phone. For more information, see Duo's "Adding a new device" article: guide.duo.com/add-device.

Outlook Webmail and Calendar

When you get a new phone, you can download the Outlook app to access your Ball State email and calendar.

STEP 1

Navigate to the Google Play Store and download the Outlook app onto your new phone.

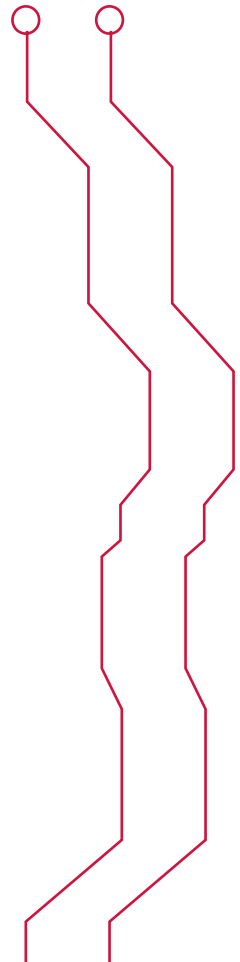
STEP 2

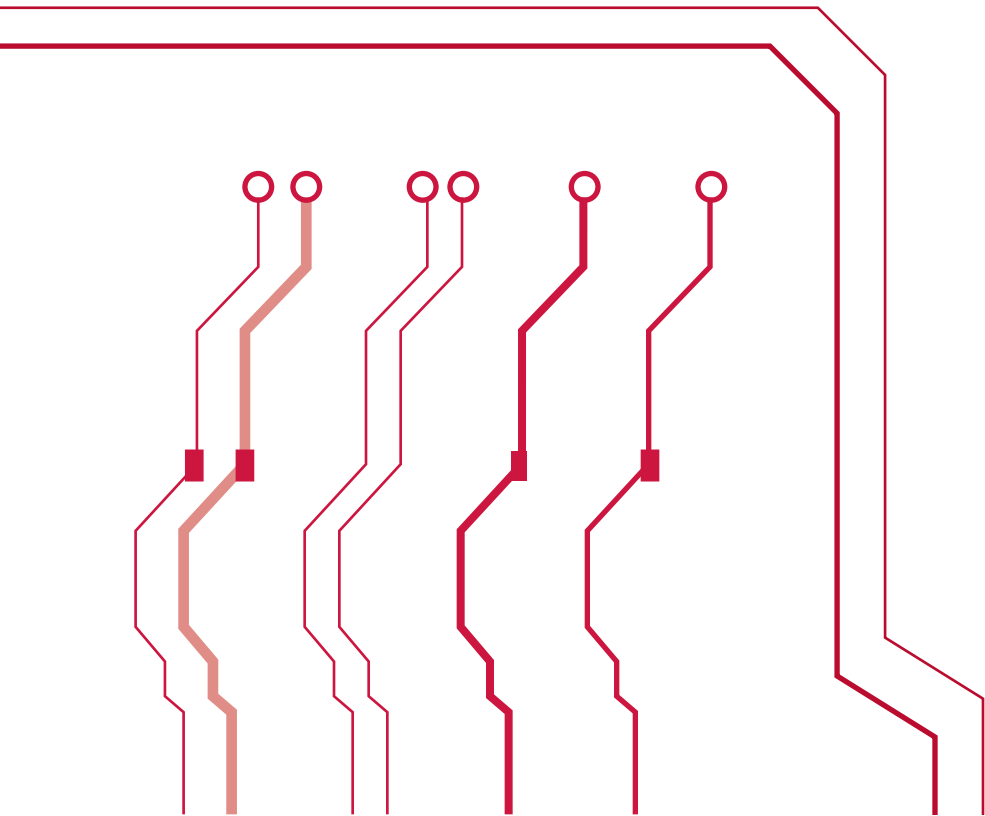
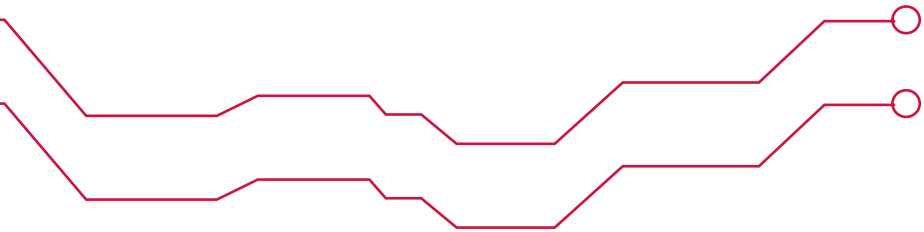
Once the app is installed, select “Add Account.” Sign in with your Ball State email. This will take you to the university’s sign in page where you will log in with your Ball State password.

STEP 3

Outlook will ask if it can be a device administrator. This means if you want to access your Ball State email on your phone, you will need a password or pin to unlock your device as an additional security measure.

You are ready to manage your Ball State emails and calendar on your new phone! You can download other Microsoft tools in the Google Play Store and sign in with your Ball State credentials.





Need More Help?

BALL STATE HELPDESK

bsu.edu/helpdesk

(765) 285-1517

Bracken Library (BL) 101

Ball State University

Muncie, IN 47306

DUO MOBILE SUPPORT

<https://duo.com/support>

MICROSOFT OFFICE SUPPORT

<https://support.microsoft.com/en-us/>

ANDROID SUPPORT

<https://support.google.com/android/>



