

How to Use the iPhone as a Portable Wi-Fi Hotspot

The iPhone's Personal Hotspot feature allows you to turn the iPhone into a mobile hotspot so you can share your data connection wirelessly with other devices, such as the iPad or a laptop.

Before you can turn on the Hotspot on your State-issued iPhone, KDADS Facilities will need to have the feature activated with Verizon.

1. Your manager will need to send approval to Amanda.Clayton@ks.gov
2. Once approval is received and the feature has been activated, Amanda will let you know that you can proceed.

Turn on the Personal Hotspot Option in the iPhone:

1. Go to Settings
2. At the Settings screen, tap the General
3. Tap Cellular or Network whichever one is available to you
4. Tap Personal Hotspot
5. Change Wi-Fi Password. This makes sure other (unauthorized) devices can't connect to your network. The password needs to be at least eight characters long (a mix of letters, numbers, and punctuation).
6. Turn "On" Personal Hotspot. Once discovered it will show the name Wi-Fi is using.

Find and Connect to the New Wi-Fi Hotspot Created:

1. From each of the devices you want to share Internet access with, find the Wi-Fi hotspot name and connect to it.
2. Establish the connection by entering in the password you created.

Tips and Considerations:

- **Make sure you turn off the Wi-Fi Hotspot feature when you no longer need shared Internet access from the other devices as this can drain the iPhone battery rather quickly.**
- The hotspot feature uses strong WPA2 protection. Some older computers, laptops, etc. may not be compatible. If you try to connect with an older device that doesn't support WPA2, you may need to upgrade the wireless card.