

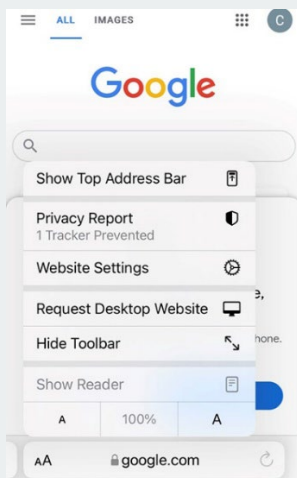


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Mobile Tech Tip #168

Move Address Bar to Top in Safari: In a recent iOS update, Apple moved the address bar in the Safari browser to the bottom tab bar. This tip shows mobile users how to bring the address bar back to the top.

1. Make sure you have a web address open in the Safari browser.
2. Tap the 'AA' to the left of the website's URL in the address bar.
3. In the menu option that appears, select "Show Top Address Bar".
4. If you want to move the address bar back to the bottom, repeat steps 1-2 and in the menu option that appears, select "Show Bottom Tab Bar".





Released 1/13/22

Mobile Tech Tip #169

Update to Apple iOS 15.3.1: The USDA Client Experience Center (USDA-CEC) Mobility has advised agencies that Apple device users should now update to iOS version **15.3.1**. Testing and evaluation of iOS version 15.3.1

has been completed and was cleared by USDA-CEC. Customers should not update their operating systems until notified by FSIS-OCIO to ensure your device continues to function with the MobileIron app installed on all

Apple devices. It is the responsibility of device owners to keep GFE (Government Furnished Equipment) devices updated with the latest approved iOS version.

1. Plug the iOS device into to power before proceeding with the update.
2. The device must be connected over a WIFI access point or hotspot, in order to perform the update.
3. Locate and tap on the **Settings icon**.
4. On the Settings screen, scroll down and tap on **General**.
5. Next tap on **Software Update**.
6. Tap **Download and Install** if the software update appears.
7. Enter the device **passcode** (if prompted.)
8. Tap **Agree** to the Terms and Conditions.
9. Tap **Agree** once again.
10. The update process will begin. This could take up to 30 minutes or more to complete, depending on the WIFI signal.
11. The device will **restart** and the update will **complete**. Upon completion, the Software Update screen will show as follows: iOS 15.3.1. Your software is up to date.

Released 2/24/22

Mobile Tech Tip #170

Update to Apple iOS 15.4: The USDA Client Experience Center (USDA-CEC) Mobility has advised agencies that Apple device users should now update to iOS version **15.4**. Testing and evaluation of iOS version 15.4 has been completed and was cleared by USDA-CEC. Customers should not update their operating systems until notified by FSIS-OCIO to ensure your device continues to function with the MobileIron app installed on all Apple devices. It is the responsibility of device owners to keep GFE (Government Furnished Equipment) devices updated with the latest approved iOS version.

1. Plug the iOS device into to power before proceeding with the update.
2. The device must be connected over a WIFI access point or hotspot, in order to perform the update.
3. Locate and tap on the **Settings icon**.



4. On the Settings screen, scroll down and tap on **General**.
5. Next tap on **Software Update**.
6. Tap **Download and Install** if the software update appears.
7. Enter the device **passcode** (if prompted.)
8. Tap **Agree** to the Terms and Conditions.
9. Tap **Agree** once again.
10. The update process will begin. This could take up to 30 minutes or more to complete, depending on the WIFI signal.
11. The device will **restart** and the update will **complete**. Upon completion, the Software Update screen will show as follows: iOS 15.4. Your software is up to date.

Released 4/14/22

Mobile Tech Tip #171

Update Trusted Phone Number for Apple ID: Mobile Users are reminded to review their Apple ID information and update their Trusted Phone Number for their Apple ID on their Government Issued Mobile Device. Some users may have previously used as desk phone number, and if that number is no longer applicable, it should be changed to a cell phone number that can receive a text message verification code. These codes are necessary if you are locked out of your Apple device, need to switch mobile carriers, or activate a new device under that Apple ID associated with your government email address.

A trusted phone number is simply a phone number that Apple uses to verify your identity when you sign into a new device with your Apple account, or when you need to set-up a phone with a new Mobile Service Carrier. It acts as a second layer of security for Apple's two-factor authentication (2FA) system.

To Update your Trusted Phone Number from your iPhone:

1. Go to **Settings** on your iPhone.
2. In Settings, tap on your **Apple ID name**, located at the top.
3. Next, select **Password & Security** from your Apple ID settings.
4. Here, you'll see your current trusted number. Tap on **Edit** next to the trusted phone number.
5. Enter a **10-digit cell phone number** (different from your Government Cell) as the Trusted Phone Number.
6. Click Done and back out to return to the home screen.

Released 5/12/22

Mobile Tech Tip #172

Update to Apple iOS 15.4.1: The USDA Client Experience Center (USDA-CEC) Mobility has advised agencies that Apple device users should now update to iOS version **15.4.1**. Testing and evaluation of iOS



version 15.4.1 has been completed and was cleared by USDA-CEC. Customers should not update their operating systems until notified by FSIS-OCIO to ensure your device continues to function with the MobileIron app installed on all Apple devices. It is the responsibility of device owners to keep GFE (Government Furnished Equipment) devices updated with the latest approved iOS version.

1. Plug the iOS device into to power before proceeding with the update.
2. The device must be connected over a WIFI access point or hotspot, in order to perform the update.
3. Locate and tap on the **Settings icon**.
4. On the Settings screen, scroll down and tap on **General**.
5. Next tap on **Software Update**.
6. Tap **Download and Install** if the software update appears.
7. Enter the device **passcode** (if prompted.)
8. Tap **Agree** to the Terms and Conditions.
9. Tap **Agree** once again.
10. The update process will begin. This could take up to 30 minutes or more to complete, depending on the WIFI signal.
11. The device will **restart** and the update will **complete**. Upon completion, the Software Update screen will show as follows: iOS 15.4.1. Your software is up to date.

Released 5/26/22

Mobile Tech Tip #173

Customize Text Size: A feature of iOS 15 and later allows mobile users to customize the text size on their Apple device on the home screen only or on all apps.

1. First, Add the Text Size Selector to the Control Center. Go to **Settings > Control Center >** (tap + next to) **Text Size**
2. Swipe down from the top to show the Control Center, then select **Text Size (AA)**
3. On the **Text Size menu** and use the bar feature to increase or decrease the text size. The default text size is 100%, but users can decrease the text size to a minimum of 80% or increase it to a maximum of 135%.
4. Use the slide at the bottom to select Home Screen only on the left or slide it over to the right for **All Apps** (recommended).
5. Tap the screen **twice** to return to Home.

Released 6/16/22

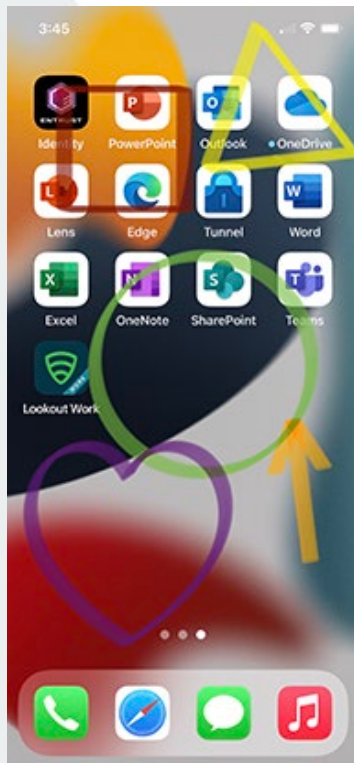


Mobile Tech Tip #174

Markup Tool for Emphasizing Images: The Markup feature lets you edit photos or screenshots to add text and draw with a pencil, pen, or highlighter. You can also add perfect shapes if you want to emphasize an area.

1. To find Markup in a photo or screenshot, **open an image** in the Photo App or Files App.
2. Tap **Edit** in the upper-right corner.
3. Next, tap on the **marker tip icon**. This is where you will find all the text, pen drawing tools, and color options to markup your image content.
4. You can add a couple of **perfect shapes** by tapping the **plus icon**, where you will see a square, circle, message bubble, and arrow.
5. To **draw perfect shapes**, keep **holding down your finger** on the screen after you draw something. The markup tool will instantly convert it to a “perfect version” of whatever shape you were drawing.
6. This perfect shape conversion works for **circles, ovals, squares, rectangles, triangles, hearts, and arrows**.

Note: This same method also works in Apple Notes, just keep your finger down until the shape snaps into place.



Released 7/7/22



Mobile Tech Tip #175

Update to Apple iOS 15.5: The USDA Client Experience Center (USDA-CEC) Mobility has advised agencies that Apple device users should now update to iOS version **15.5**. Testing and evaluation of iOS version

15.5 has been completed and was cleared by USDA-CEC. Customers should not update their operating systems until notified by FSIS-OCIO to ensure your device continues to function with the apps installed on all Apple devices. It is the responsibility of device owners to keep GFE (Government Furnished Equipment) devices updated with the latest approved iOS version.

1. Plug the iOS device into to power before proceeding with the update.
2. The device must be connected over a WIFI access point or hotspot, in order to perform the update.
3. Locate and tap on the **Settings icon**.
4. On the Settings screen, scroll down and tap on **General**.
5. Next tap on **Software Update**.
6. Tap **Download and Install** if the software update appears.
7. Enter the device **passcode** (if prompted.)
8. Tap **Agree** to the Terms and Conditions.
9. Tap **Agree** once again.
10. The update process will begin. This could take up to 30 minutes or more to complete, depending on the WIFI signal.
11. The device will **restart** and the update will **complete**. Upon completion, the Software Update screen will show as follows: iOS 15.5. Your software is up to date.

Released 7/14/22

Mobile Tech Tip #176

Update to Apple iOS 15.6: FSIS employees who have been issued GFE (Government Furnished Equipment) from Apple are responsible for keeping their Apple devices updated with the latest **approved** version of their device operating system software (iOS). The word “approved” is used to ensure that the applications on Apple GFE devices, and the devices themselves, continue to work properly with the new operating system; so, employees should not update their device operating system until notified by FSIS-OCIO.

USDA Client Experience Center Mobility has approved iOS version 15.6. Accordingly, FSIS-OCIO is, with this Mobile Tech Tip, notifying Apple device users **that you should now update to iOS version 15.6**.

1. Plug the iOS device into to power before proceeding with the update.
2. The device must be connected over a WIFI access point or hotspot, in order to perform the update.
3. Locate and tap on the **Settings icon**.



4. On the Settings screen, scroll down and tap on **General**.
5. Next tap on **Software Update**.
6. Tap **Download and Install** if the software update appears.
7. Enter the device **passcode** (if prompted.)
8. Tap **Agree** to the Terms and Conditions.
9. Tap **Agree** once again.
10. The update process will begin. This could take up to 30 minutes or more to complete, depending on the WIFI signal.
11. The device will **restart** and the update will **complete**. Upon completion, the Software Update screen will show as follows: iOS 15.6. Your software is up to date.

Released 8/25/22

Mobile Tech Tip #177

Update to Apple iOS 16.0.2: FSIS employees who have been issued GFE (Government Furnished Equipment) from Apple are responsible for keeping their Apple devices updated with the latest **approved** version of their device operating system software (iOS). The word “approved” is used to ensure that the applications on Apple GFE devices, and the devices themselves, continue to work properly with the new operating system; so, employees should not update their device operating system until notified by FSIS-OCIO.

USDA Client Experience Center Mobility has approved iOS version 16.0.2. Accordingly, FSIS-OCIO is, with this Mobile Tech Tip, notifying Apple device users **that you should now update to iOS version 16.0.2**.

1. Plug the iOS device into to power before proceeding with the update.
2. The device must be connected over a WIFI access point or hotspot, in order to perform the update.
3. Locate and tap on the **Settings icon**.
4. On the Settings screen, scroll down and tap on **General**.
5. Next tap on **Software Update**.
6. Tap **Download and Install** if the software update appears.
7. Enter the device **passcode** (if prompted.)
8. Tap **Agree** to the Terms and Conditions.
9. Tap **Agree** once again.
10. The update process will begin. This could take up to 30 minutes or more to complete, depending on the WIFI signal.
11. The device will **restart** and the update will **complete**. Upon completion, the Software Update screen will show as follows: iOS 16.0.2. Your software is up to date.

Note: This update is for Apple iPhone devices only, iPad users should remain at iPad OS 15.7.

Released 10/6/22



Mobile Tech Tip #178

Update to Apple iOS 16.1: Employees with Apple devices as GFE (Government Furnished Equipment) are reminded to not update their device operating system software (iOS) until instructed to do so by OCIO. Updating early can cause unnecessary security and functionality issues. OCIO notifies employees to update their iOS through Tech Tips, and review the list anytime for the most current approved iOS. To date, iOS 16.1 is the most current approved version.

1. Plug the iOS device into to power before proceeding with the update.
2. The device must be connected over a WIFI access point or hotspot, in order to perform the update.
3. Locate and tap on the **Settings icon**.
4. On the Settings screen, scroll down and tap on **General**.
5. Next tap on **Software Update**.
6. Tap **Download and Install** if the software update appears.
7. Enter the device **passcode** (if prompted.)
8. Tap **Agree** to the Terms and Conditions.
9. Tap **Agree** once again.
10. The update process will begin. This could take up to 30 minutes or more to complete, depending on the WIFI signal.
11. The device will **restart** and the update will **complete**. Upon completion, the Software Update screen will show as follows: iOS 16.1. Your software is up to date.

Released 11/10/22

Mobile Tech Tip #179

Outlook for iOS: Set-Up Automatic Replies: Set-up out-of-office replies quickly from Outlook on your Apple device (iPhone or iPad). Designate a reply during a specific date/time, block your calendar to show that you are out of the office, and set-up automatic replies for email messages.

1. Open the **Outlook** app on the Apple device (iPhone or iPad).
Note: iPhone users will follow steps 1-11; iPad users jump to step 3-11 after completing step 1.
2. Upper left-hand corner tap on the **circular Outlook icon** (blue and white icon/ or profile image).
3. Next, in the lower-left hand corner, click on **Settings (Gear Icon)**
4. Under **Mail Accounts**, select your **Office 365 (firstname.lastname@usda.gov) account**
5. Under Automatic Replies section, select **Automatic Replies** and **Toggle On**.
6. **Toggle On “Reply during a time period”** if you want your out of office message to have a **start date time/end date time**.
7. **Toggle On “Block my calendar”** and put a title like **“Out of Office”** if you want your Outlook Calendar to display that you are unavailable.
8. By default, the **check mark** appears for **Reply to Everyone**.
9. **Toggle Off “Use Different Replies”**.



10. In the **Reply to Everyone** with text field, type in your **Out of Office Message** and mention your return-to-work date and a back-up point of contact while you are out (if necessary).
11. Finally, select the **blue check box** at the top right-hand corner to save your automatic reply changes.

Released 11/23/22

Mobile Tech Tip #180

Update to Apple iOS 16.1.1: Employees with Apple devices as GFE (Government Furnished Equipment) are reminded to not update their device operating system software (iOS) until instructed to do so by OCIO. Updating early can cause unnecessary security and functionality issues. OCIO notifies employees to update their iOS through Tech Tips, and review the list anytime for the most current approved iOS. To date, iOS **16.1.1** is the most current approved version.

1. Plug the iOS device into to power before proceeding with the update.
2. The device must be connected over a WIFI access point or hotspot, in order to perform the update.
3. Locate and tap on the **Settings icon**.
4. On the Settings screen, scroll down and tap on **General**.
5. Next tap on **Software Update**.
6. Tap **Download and Install** if the software update appears.
7. Enter the device **passcode** (if prompted.)
8. Tap **Agree** to the Terms and Conditions.
9. Tap **Agree** once again.
10. The update process will begin. This could take up to 30 minutes or more to complete, depending on the WIFI signal.
11. The device will **restart** and the update will **complete**. Upon completion, the Software Update screen will show as follows: iOS 16.1.1 Your software is up to date.

Released 12/08/22

Mobile Tech Tip #181

Update to Apple iOS 16.1.2: Employees with Apple devices as GFE (Government Furnished Equipment) are reminded to not update their device operating system software (iOS) until instructed to do so by OCIO. Updating early can cause unnecessary security and functionality issues. OCIO notifies employees to update their iOS through Tech Tips, and employees can review the list anytime for the most current approved iOS. To date, **iOS 16.1.2** is the most current approved version for **iPhone** devices, but iPad users should remain at 16.1.1.

1. Plug the iOS device into to power before proceeding with the update.



2. The device must be connected over a WIFI access point or hotspot, in order to perform the update.
3. Locate and tap on the **Settings icon**.
4. On the Settings screen, scroll down and tap on **General**.
5. Next tap on **Software Update**.
6. Tap **Download and Install** if the software update appears.
7. Enter the device **passcode** (if prompted.)
8. Tap **Agree** to the Terms and Conditions.
9. Tap **Agree** once again.
10. The update process will begin. This could take up to 30 minutes or more to complete, depending on the WIFI signal.
11. The device will **restart** and the update will **complete**. Upon completion, the Software Update screen will show as follows: iOS 16.1.2 Your software is up to date.

Released 12/22/22