

Setting Up Notability

Step 1: Download Notability

1. Open the **App Store** app on your iPad.
2. Search for **Notability** by Ginger Labs.
<https://apps.apple.com/us/app/notability/id360593530>
3. Click **Get**.
4. When prompted, enter your Apple ID password or use Face ID to log into your account.
5. The download will begin automatically.



Note: If you do not already have an Apple ID, instructions for creating one are available at:

<https://support.apple.com/en-us/HT204316>

Step 3: Set Automatic Backups

1. In **Settings > Manage Accounts**, tap Log In for either Google Drive or One Drive.
Note: Notability does not provide a backup service.

For Google Drive,

- a. Enter your **Dartmouth email** and click **Next**.
- b. Then complete **Dartmouth authentication** and **Duo**.
- c. **Allow** access.

For OneDrive,

- a. Enter your **Dartmouth email** and click **Next**.
- b. Then complete **Dartmouth authentication** and **Duo**.
- c. Click **Continue**.

2. In **Settings > Auto-Backup**, tap Google Drive or One Drive to select it as a backup service.
3. Review the Backup Settings which appear toward the bottom of the screen: Destination, Subjects to Back Up, and File Format.

Step 2: Create a Notability Account

1. Click the **cog icon** to the bottom left of the app.
2. Click on **Manage Accounts**.
3. Click on **Log In**.
4. Click on **Sign Up**.
5. Enter your **Dartmouth email address**.
Important: You must use your Dartmouth email to take advantage of the full feature set.
6. Create a **password**
Important: Do not use your Dartmouth password.
7. Create a **Username**.
8. Confirm you meet the age requirement.
9. Click **Sign Up**.

