

NWCCD Information Technology Services

1 Whitney Way Sheridan, Wyoming 82801 (307) 675-0555

How do I setup a mobile hotspot on my phone?

To set up a mobile hotspot, follow these steps:

Android:

- 1. Turn off the Wi-Fi on the phone
- 2. Plug the phone into a power source if possible
- 3. Open Settings

Note: Some phones may feature a **Mobile Hotspot** or **4G Hotspot** app. If so, use that instead.

- 4. Locate the Wireless & Networks section
- 5. Tap More underneath, then choose Tethering & Portable Hotspot
- 6. Tap the checkbox for **Portable Wi-Fi Hotspot** or **Mobile Hotspot**

Note: If the hotspot doesn't activate or the item is disabled, your phone may be incapable of creating a Wi-Fi hotspot or that feature may be unavailable under your carrier's data subscription plan.

- 7. Choose **Set Up Wi-Fi Hotspot** to give the hotspot a different name and assign a password if desired
- 8. Tap **Save** or **OK** to set your changes
- 9. You should now be able to locate the hotspot on your computer

• <u>iOS</u>:

- 1. Turn off the Wi-Fi on the phone
- 2. Plug the phone into a power source if possible
- 3. Open **Settings**
- 4. Tap **Cellular** or **Settings**
- 5. Tap **Personal Hotspot**
- 6. Slide the slider for Allow Others to Join

Note: If the hotspot doesn't activate, that feature may be unavailable under your carrier's data subscription plan.

7. You should now be able to locate the hotspot on your computer