# How to Create A HotSpot Using a mobile device

**CREATION DATE:** March 13, 2020

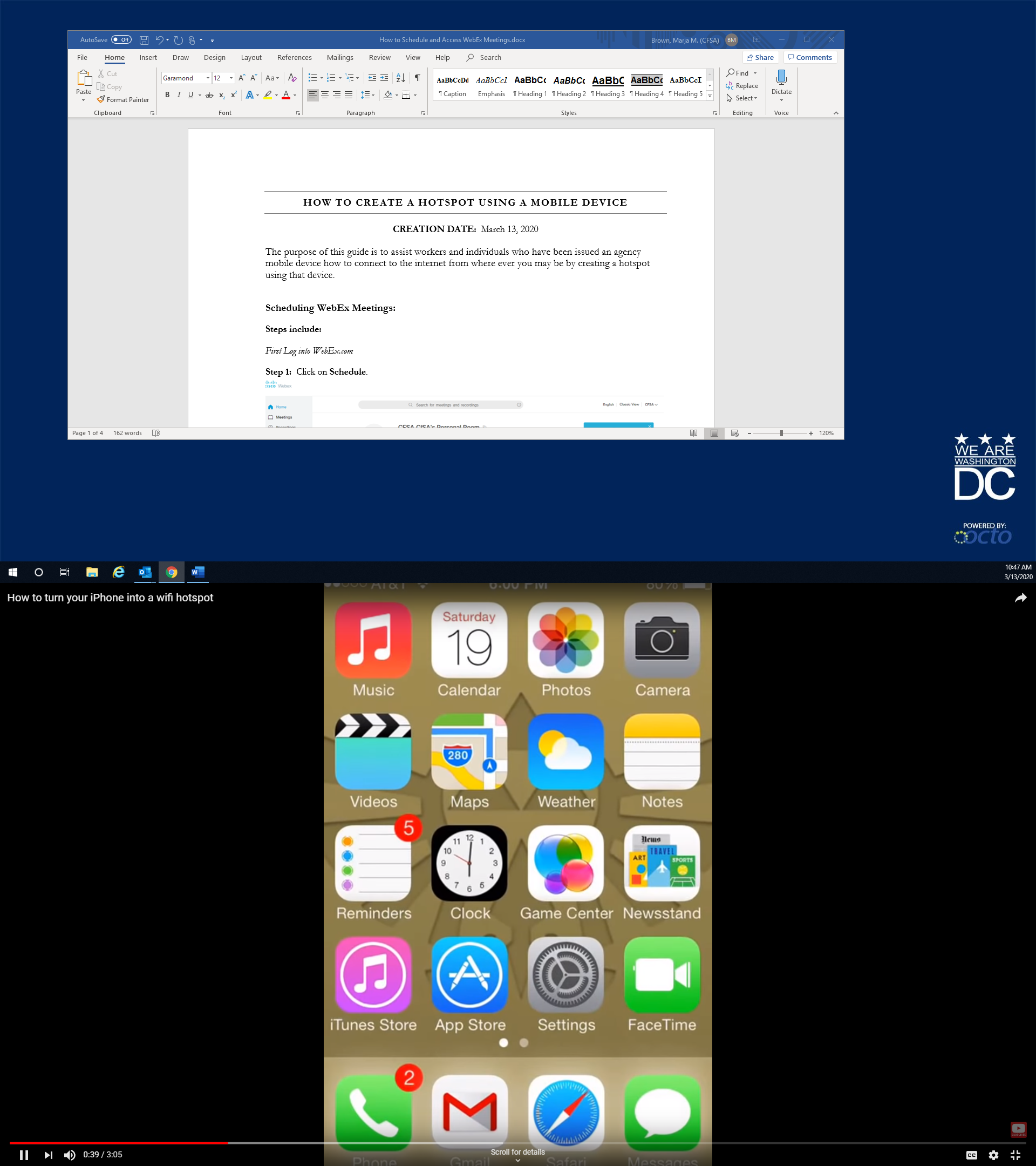
The purpose of this guide is to assist workers and individuals who have been issued an agency mobile device, how to connect to the internet from wherever you may be by creating a Hotspot using that device.

**Creating a Hotspot:**

**Steps include:**

*First Log into mobile device*

**Step 1:**Click on**Settings**.



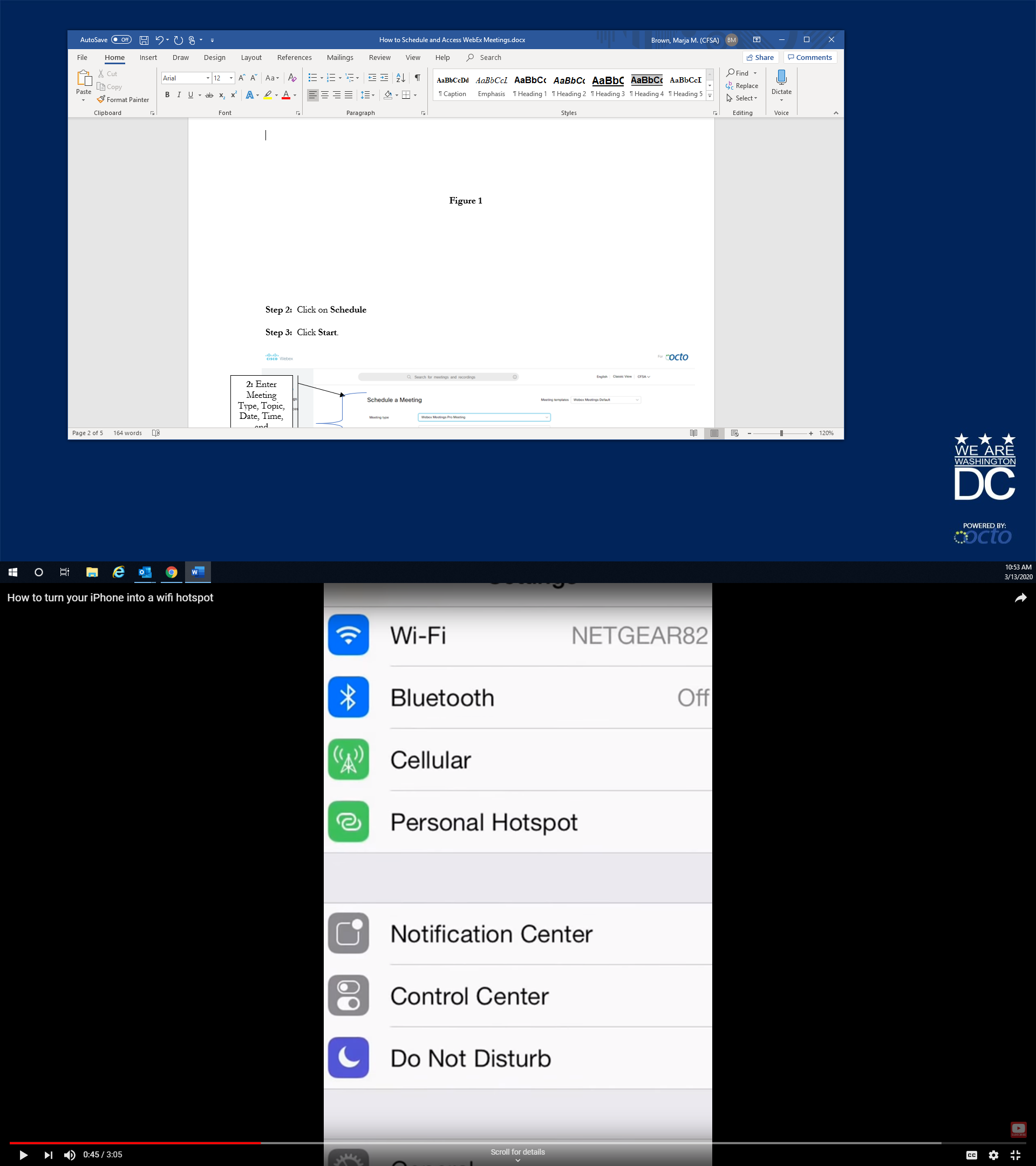
**1:** Click **Schedule**.

**Figure 1**

**Step 2:**Click on**Personal Hotspot**

**Step 3:**Slide dial to the right to turn **Personal Hotspot On** (area will turn green).

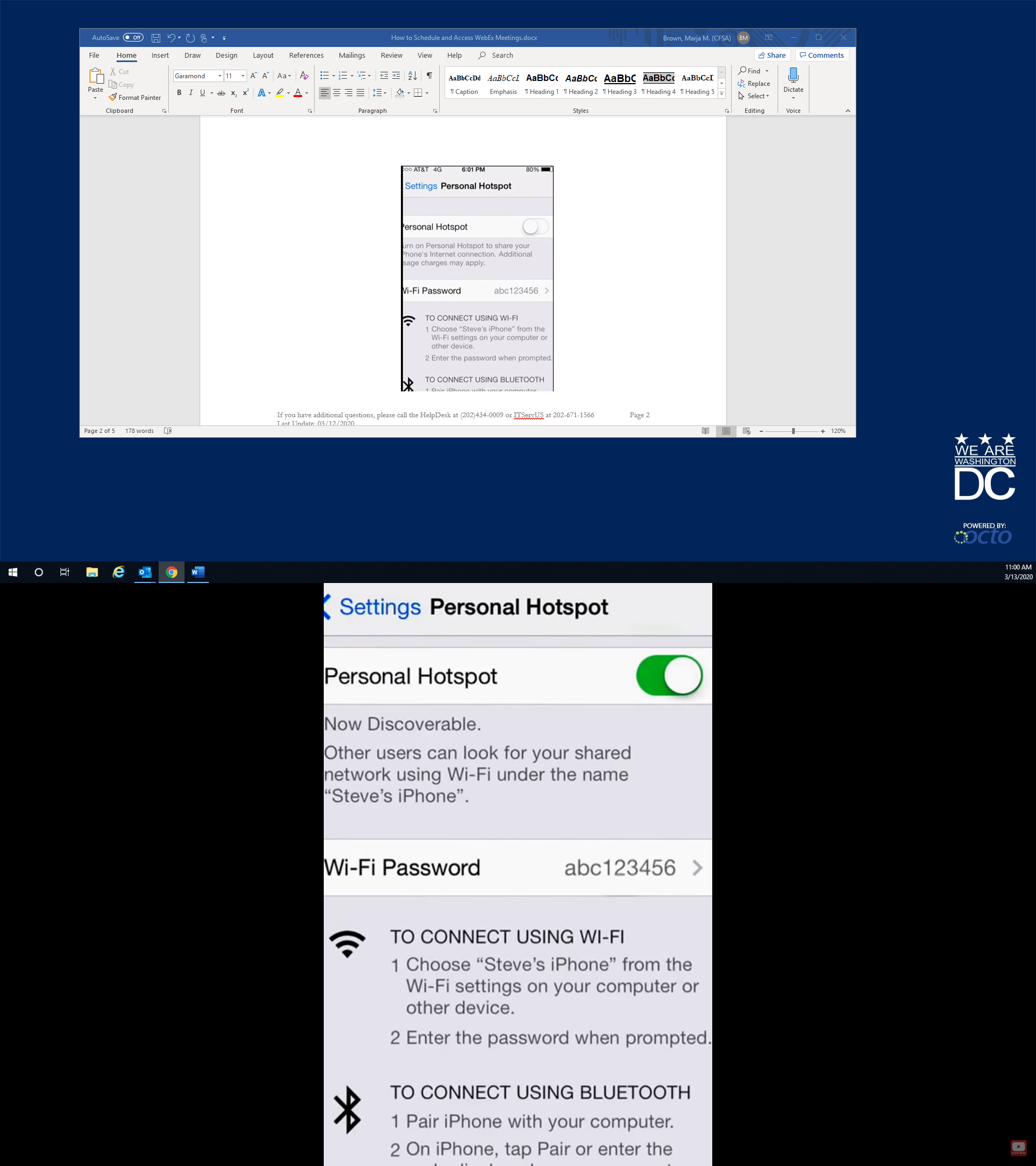
**Step 4:**Click **Wi-Fi Password** to enter a new password (or use existing).



**2:** Click  **Personal Hotspot**.

**Figure 2**

**3:** Slide to turn **Personal Hotspot on**.



Look for your name.

**4:** Click **WiFi Password**.

**Figure 3**

**Note:**

After creating the password or using the existing on, you will need to log onto your laptop to look for the Network Connections list.

You will see your name listed as one of the connections as displayed under the “Now Discoverable” area on your phone (Ex. Steve’s iPhone). Select that network and enter the password you created now you should have access