



Tethering Guide

V1.0

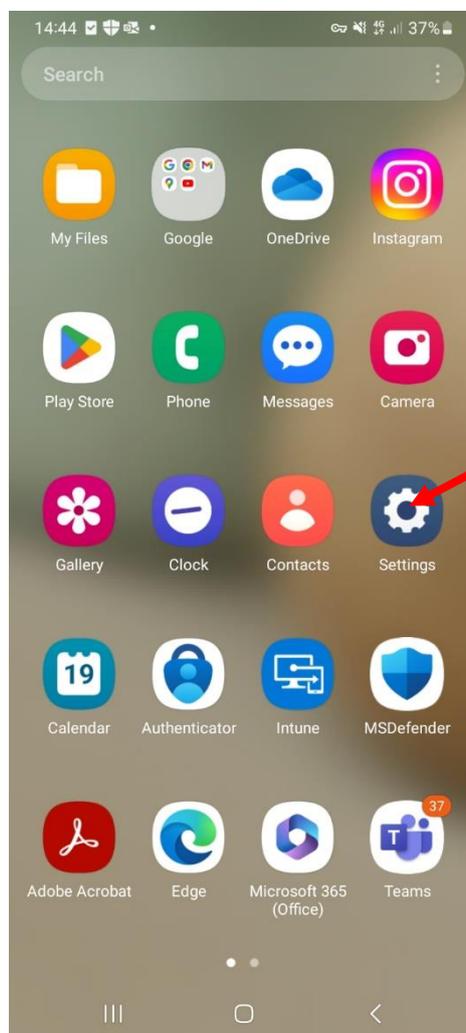
Document	Tethering Guide
Purpose	How to tether devices from your work phone
Version	V1.0
Owner	ICT Business Transformation Team / Adults System Support
Last Updated	19/01/2024

Purpose of this guide

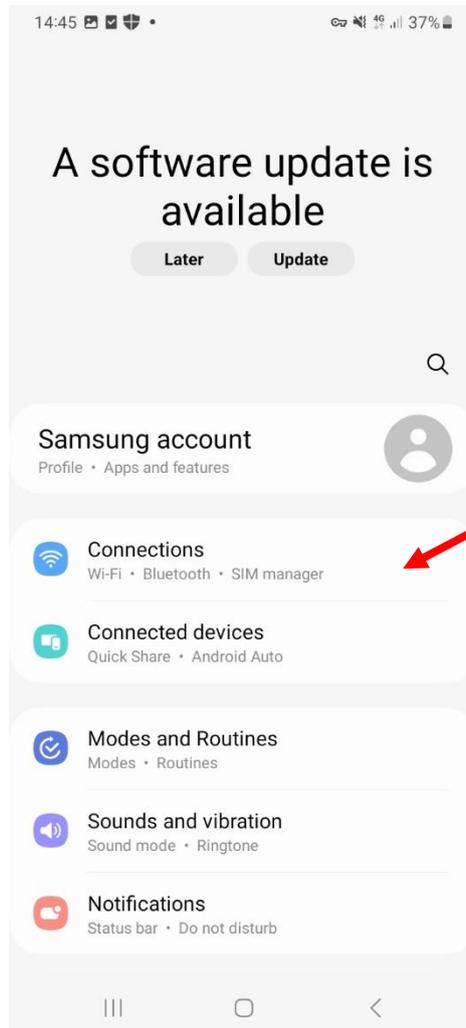
1. The purpose of this guide is to inform you how to tether your work device from your work mobile. This useful in situations where you do not have Wi-Fi signal but do have 4G connection on your phone.
2. Please note: This does use your mobile phone's data usage please ensure you are not overusing this as it will drain your allocated data usage. Please ensure all updates needed on any device is still done on Wi-Fi connection. This also raises your mobile devices power consumption.

How to tether your device

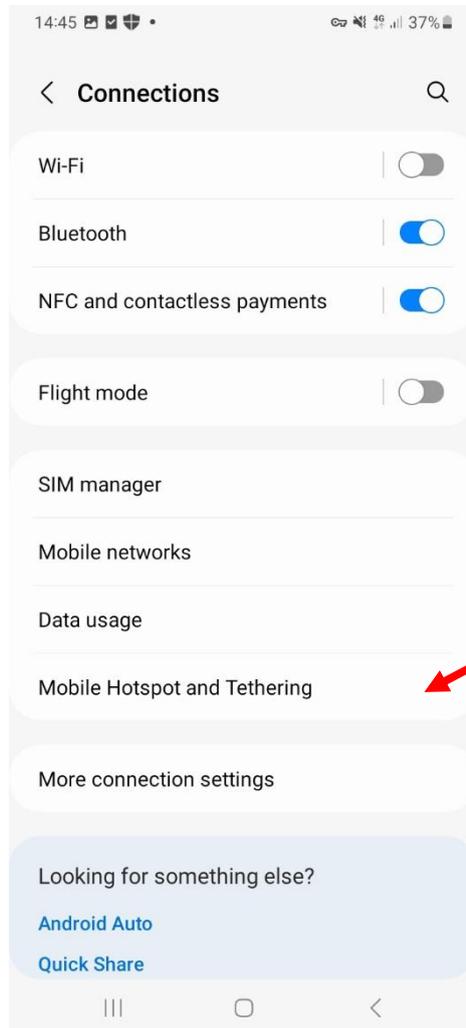
1. First, you need to enable the setting on your mobile device. Unlock your mobile device and open **“Settings”**.



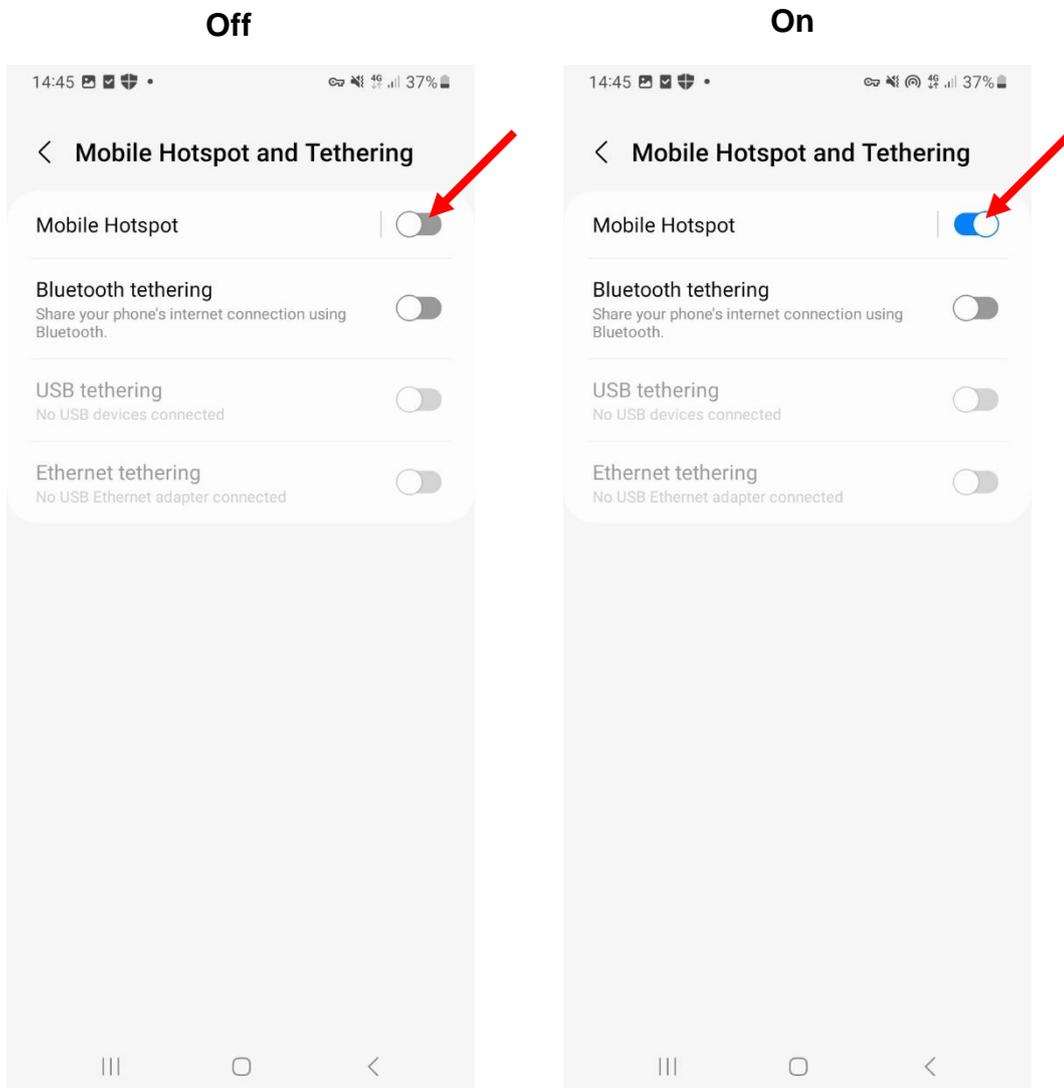
2. After selecting “**Settings**”, select “**Connections**”.



3. Once selected, then select **“Mobile Hotspot and Tethering”**.

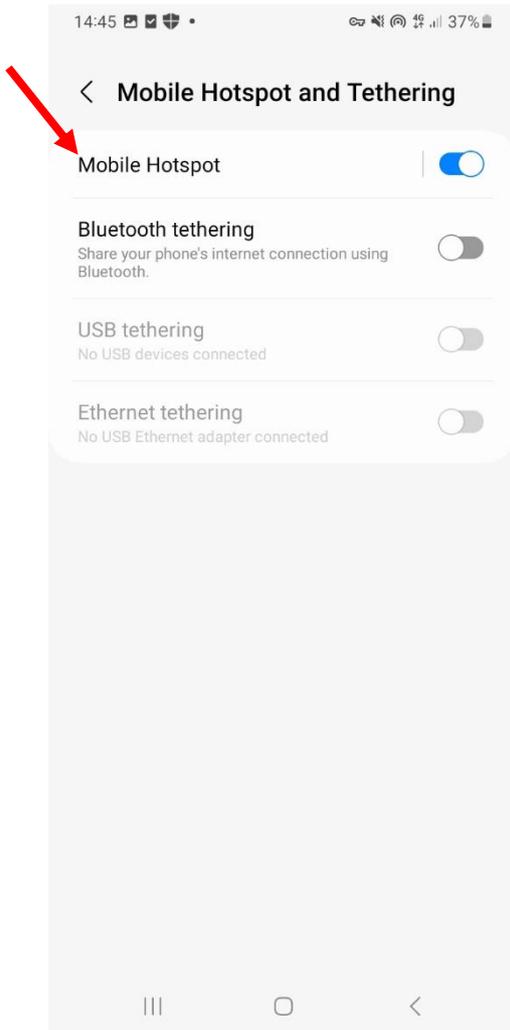


- By default, “**Mobile Hotspot**” option is toggled off. You want to remember to turn it back off after every time you use it to ensure you are not using data unexpectedly. You want to turn this on by pressing the toggle.

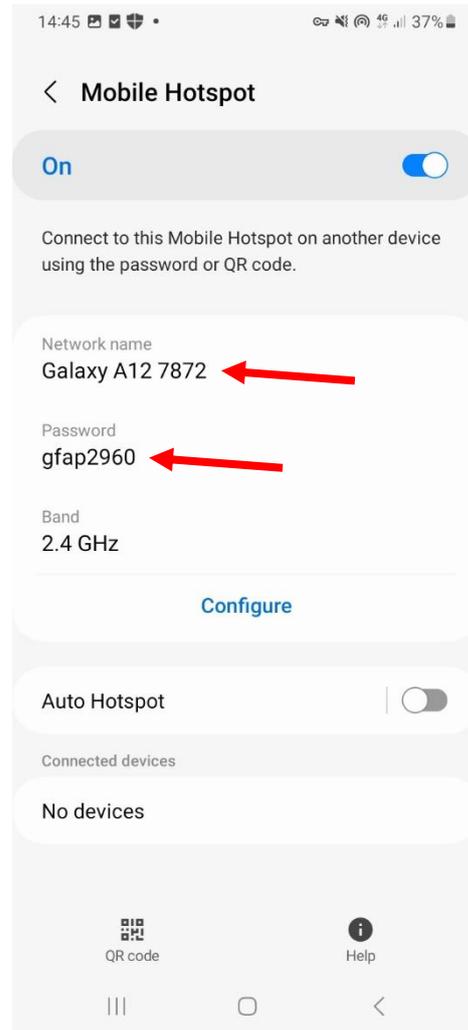


5. Before you come out of that screen you need the name and password of your device you are trying to connect to. Hold onto this information as you need it for your device you need to connect it to. You access this by selecting the name **Mobile Hotspot** NOT the toggle to turn it off/ on.
Please note: DO NOT share this information with others. If you feel your password is compromised, please change it by selecting “Configure”.

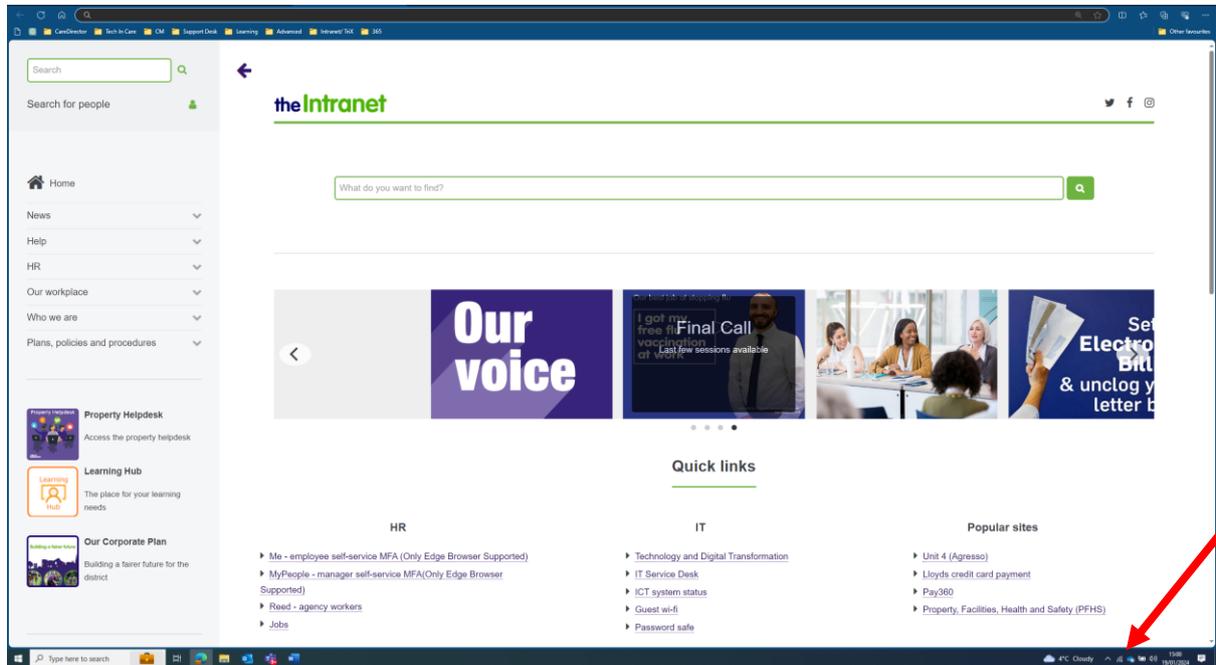
Select the name



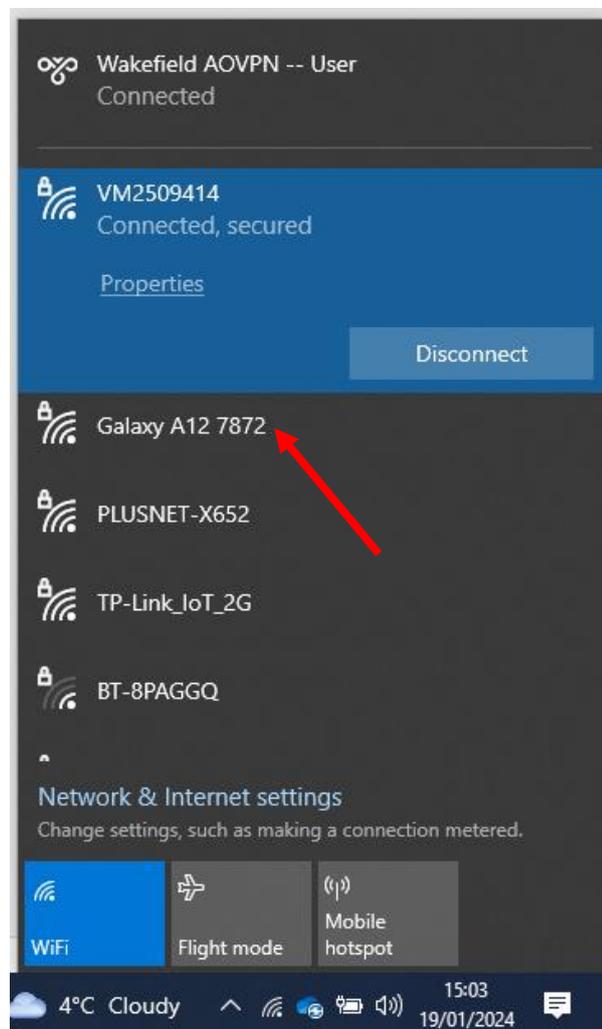
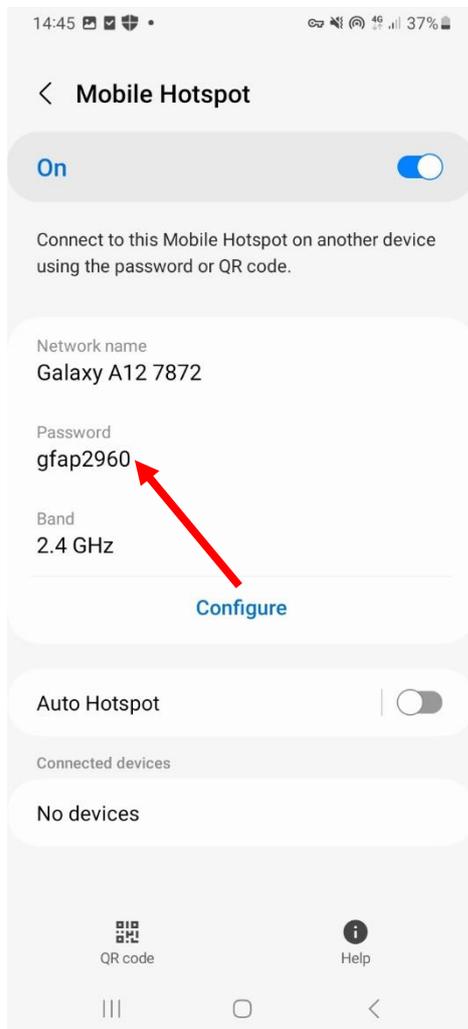
Take note of the name and password



- You have now completed all the necessary steps on your mobile device. Now go to your device you wish to tether to, in this example we will choose a laptop. On the bottom right of your laptop screen, there is a “Wi-Fi” symbol, select it.

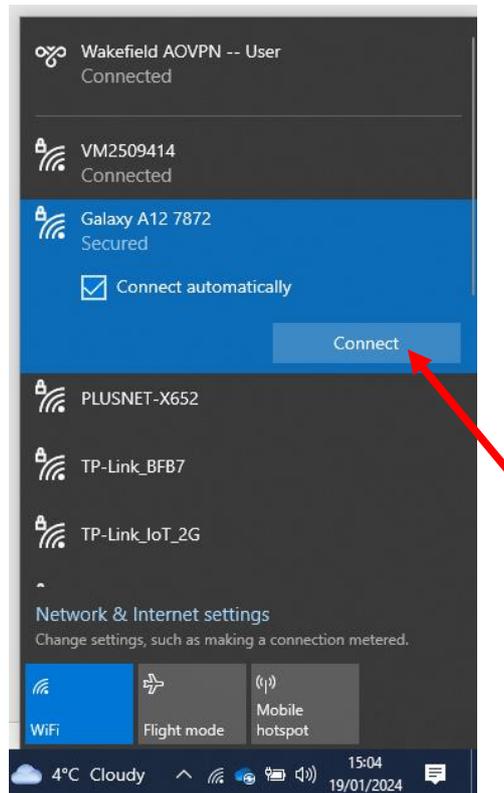


- When selected, it will bring up a list of nearby and available Wi-Fi and tethering hotspots. Look for your device's name. In this case my device's name was **Galaxy A12 7872** so I am going to select that one.

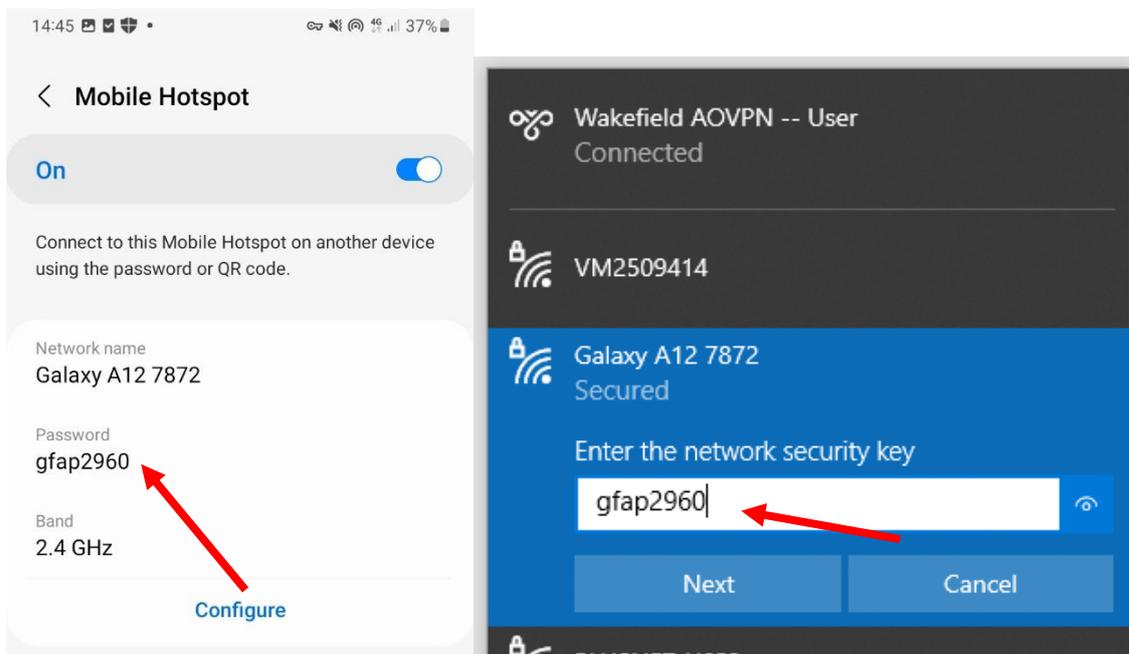


8. When selected, press the option **“Connect”**

Please note: If this is the second time trying to connect your device, you might have left the connect automatically tick on which means your device will try and automatically connect to that device whenever it can. This is why it is important to turn off mobile hotspot when you are finished with it.



9. When selected, it will now ask for the password. I will now type in the password that was listed in my device. It is caps sensitive – type it exactly how it looks on your mobile device. When done, press “**Next**”.
- Please note: When you type it, it will show as little black dots. This is fine – if you want to make sure you have typed it in correctly, press the eye on the right.



10. Congratulations, you are now connected through hotspot. Remember to turn it off on your mobile device when you are finished. Using this way will use your mobile data so again please do not update devices whilst on 4G or do anything that would deem “strenuous” on your data usage such as playing online videos as this causes a spike in data usage.

Version Control

Version	Change	Author	Date
V1	INITIAL START	SS	19/01/2024