Bring Your Own Device Program

How to Enroll Your personal Android device in BYOD

Revised 4/3/2019 TM
<table>
<thead>
<tr>
<th>Connect mobile device to WiFi.</th>
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<tbody>
<tr>
<td>Open the android Play Store.</td>
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</table>
Search for **Intune Company Portal**. Click on the link.
Click Install.

Intune Company Portal
Microsoft Corporation
Everyone

INSTALL

500 THOUSAND Downloads
2,624 Business
Similar

Install company apps & remotely manage your devices enrolled to Microsoft Intune

READ MORE

Why enroll your device?
- When enrolled, you're able to:
  - Ensure your device is secure
  - Get a company app from the Company Portal
  - Secure the email and more by configuring settings in a领导小组

More information about enrolling your device
Wait for the install to complete. Click **Open**.
Click Sign in.

Company Portal
The Company Portal lets you access work or school resources and keeps them secure.

Sign in
Requires a work or school account.
Microsoft accounts and other personal accounts are not accepted.

Don't have a work or school account?
Enter your corporate email address and click Next.
Enter your MetroHealth Email address and Network password and click **Sign in**.

This website only supports the web browser Microsoft Internet Explorer. Please enter your **Email Address** and **Password** to sign in!

If you experience any problems signing into this site please contact the service desk at 216-957-3280.
The MetroHealth System Access Setup

Let’s set up your device to access your email, Wi-Fi, and apps for work. You’ll also be able to manage your devices.

You will need to:

- Get your device managed

  ⚠️ The MetroHealth System requires you to accept Android permissions to secure your device.

- Update device settings

  ⚠️ The MetroHealth System might need you to set a passcode or encrypt your device.

Learn more about device setup

Click Continue.
The MetroHealth System cares about your privacy.

While setting up your device, you will see some Android system screens requesting permissions to help your company secure your device.

⚠️ The MetroHealth System can never see:
- Call and Web history
- Location
- Email and text messages
- Contacts
- Passwords
- Calendar
- Camera roll

👤 The MetroHealth System may see:
- Model
- Serial number
- Operating system
- App names
- Owner
- Device name
- Manufacturer
- Phone number for corporate devices

More about privacy

Click Continue.
What's next?

1. **Allow** permission to make and manage phone calls
   
   Your Android device needs this permission to report your device’s serial number and a cellular antenna ID. The MetroHealth System and the Company Portal app cannot make phone calls with this information.

2. **Activate** Android device administrator
   
   Android device administrator allows The MetroHealth System to apply required settings to your device.

3. **Confirm** KNOX privacy notice
   
   If you have a Samsung device, you need to accept an additional privacy notice.

   Learn more about permissions

Click **Next**.
What's next?

1. **Allow** permission to make and manage phone calls
   
   Your Android device needs this permission to report your device's serial number and a cellular antenna ID. The MetroHealth System and the Company Portal app cannot make phone calls with this information.

2. **Allow Company Portal** to make and manage phone calls?

3. **Confirm** KNOX privacy notice
   
   If you have a Samsung device, you need to accept an additional privacy notice.

   Learn more about permissions

Click Allow.
Company Portal

Activating administrator will allow Company Portal to perform the following operations:

- **Erase all data**
  Erase the phone's data without warning by performing a factory data reset.

- **Change the screen-unlock password**
  Change the screen-unlock password.

- **Set password rules**
  Control the length and the characters allowed in screen-unlock passwords.

- **Monitor screen-unlock attempts**
  Monitor the number of incorrect passwords typed when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.

- **Lock the screen**
  Control how and when the screen locks.

- **Set lock-screen password expiration**
  Control how frequently the lock-screen password must be changed.

- **Set storage encryption**
  Require that stored app data be encrypted.

- **Disable cameras**

Click **Activate**.
Choose the best category for this device

This category helps your IT admin provide access to company resources for this device. After setting this category, you must contact your IT admin to change it.

Categories

- [ ] MHS Device
- [x] Personal Device

Select **Personal Device** then click **Done**.
You're all set!

Let's set up your device to access your email, Wi-Fi, and apps for work. You'll also be able to manage your devices.

If you still need help, contact IT.

Get your device managed
The MetroHealth System requires you to accept Android permissions to secure your device.

Update device settings
The MetroHealth System might need you to set a passcode or encrypt your device.

Learn more about device setup

Click Done.
In your notifications panel click “Required application” “Install Outlook from Play Store”
Click Install. This can take up to approx. 10-15 mins. May take longer if not connected to WiFi (depends on your signal strength). Some Carriers require you to be connected to wifi if the download is too large, if this occurs, the download will not complete until you’re connected to a wifi network.
The official Microsoft Outlook app for Android phones and tablets.

WHAT'S NEW
All of our weekly updates include performance improvements and bug fixes to make Outlook better for you. Check out the latest updates here.
Click Get Started.

Outlook

A better way to manage your email.

View our Privacy Policy
Enter your work or personal email address.

Enter your corporate email address and click CONTINUE.
Enter your work or personal email address.

username@metrohealth.org

Microsoft might email you about the Outlook Mobile App. You can unsubscribe at any time. View our Privacy Policy.

Allow Outlook to access your contacts?

DENY  ALLOW

Click ALLOW.
If you do not have any personal accounts to add click **Skip**. Otherwise click **Continue** to add another account.

Would you like to add another account now?
Mimic the install portion for the remaining applications in the notification pane.

<table>
<thead>
<tr>
<th>Required application</th>
<th>2:50 PM</th>
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</thead>
<tbody>
<tr>
<td>Install Outlook from Play Store</td>
<td></td>
</tr>
<tr>
<td>Install OneNote from Play Store</td>
<td></td>
</tr>
<tr>
<td>Install Intune Managed Browser from Play Store</td>
<td></td>
</tr>
<tr>
<td>Install Excel from Play Store</td>
<td></td>
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<tr>
<td>Install PowerPoint from Play Store</td>
<td></td>
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<tr>
<td>Install Word from Play Store</td>
<td></td>
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</table>
If you do not have a passcode set on your phone you will also have a notification stating, “Secure your device” “You need to update your device passcode” Click the notification.
You must have either a pin that is at least 4 digits or a password. Click **PIN**.

<table>
<thead>
<tr>
<th>Screen unlock settings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Swipe</strong></td>
<td>No security</td>
</tr>
<tr>
<td><strong>Pattern</strong></td>
<td>Medium security</td>
</tr>
<tr>
<td><strong>PIN</strong></td>
<td>Medium to high security</td>
</tr>
<tr>
<td><strong>Password</strong></td>
<td>High security</td>
</tr>
<tr>
<td><strong>None</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fingerprints</strong></td>
<td></td>
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</tbody>
</table>
PIN must contain at least 4 numbers.
Enter the PIN again to confirm it.

Enter the pin again and click OK.
<table>
<thead>
<tr>
<th></th>
<th>Show content</th>
<th>Hide content</th>
<th>Do not show notifications</th>
</tr>
</thead>
</table>

Select display options for notifications on the lock screen.

Select if you want to show content on the lock screen and click **DONE**.
Use fingerprints

The screen lock type is currently set as PIN.

Tap SET UP to turn on Fingerprint lock and use fingerprints to unlock the phone as well as your PIN.

You may be prompted to setup a fingerprint to unlock your phone. You can either click **SET UP** or **LATER**.
Set up is now complete and you can use your MetroHealth email account by clicking on the Outlook icon.

Intune Quick Tips

- **Phone Unlock Passcode**
  - Passcode must be enabled.
  - Passcode must be at least 4 numbers long.
  - Passcode must be changed every 90 days.
  - Cannot use your last 5 passcodes.
  - Idle time before device is locked must be set to 5 minutes.
  - Number of failed logins before device will wipe all content and settings is set to 10 times. This is to prevent issues with theft.

- The Outlook Unlock PIN doesn't expire
- The Outlook PIN auto locks after 30 mins
- You cannot manually change the Outlook PIN but you can click “Forgot PIN” and reset it
- When opening weblinks from emails you will be directed to the Company Browser, not the device default browser
Remove Intune BYOD on Android

1. Launch **Settings** then **Lock Screen and Security**.
2. Click Other **Security Settings**.
3. Click **Phone Administrators**.

Click **Company Portal**.
PHONE ADMINISTRATOR

Company Portal

Administrator active. This allows Company Portal to perform the following operations.

- Erase all data
- Change screen unlock password
- Set password rules
- Monitor screen unlock attempts
- Lock the screen
- Set screen unlock password expiration
- Set storage encryption
- Turn off cameras

Click Deactivate.
Click OK.

You should now be able to uninstall Company Portal.