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<td>1.</td>
<td>Install the Company Portal app from Google Play Store.</td>
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2. Open the Company Portal app and on the **Company Access Setup** screen, tap **BEGIN**.

**Company 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.

1. **Create work profile**
2. **Activate work profile**
3. **Update device settings**
We care about your privacy.

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

⚠️ **Your company can never see:**
- Call and Web history
- Location
- Email and text messages
- Contacts
- Passwords
- Calendar
- Camera roll

👤 **Your company may see:**
- Model
- Serial number
- Operating system
- App names
- Owner
- Device name
- Manufacturer
- Phone number for corporate devices

More about privacy

3. Review what your organization can and can’t see. Then tap **CONTINUE**.
4. Review Google’s terms for creating a work profile. Then tap ACCEPT & CONTINUE. The appearance of this screen will vary based on your device’s Android version.
Setting up work profile...
Your work apps will be kept in this profile and managed by your organization
This may take a few minutes

5. Wait while your work profile is set up.
6. On devices running certain Android versions, you'll see another informational screen about the type of apps you need. Wait to be redirected and signed in to the Company Portal app.

When you get to the Company Access Setup screen, check that your work profile is created. Then tap CONTINUE.
7. Check that your work profile is active. Then tap CONTINUE.
8. Your organization might require you to update your device settings. Tap **RESOLVE** to adjust a setting. When you’re done updating settings, tap **CONTINUE**.
9. When setup is complete, tap **DONE**.

10. Outlook will install automatically.
11. Click Get Started.
12. 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.

13. Click ALLOW.
14. Personal accounts are not allowed so click **Skip**.

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 BYOD Company Portal and Outlook on Android


2. Select **Devices** and then select the device you want to remove.

3. Select the menu > **Remove Device**.
4. Select OK to finish removing your device.

5. Tap and hold the Company Portal app icon until you see Uninstall. Tap Uninstall to remove the app.

6. Tap and hold the Outlook app icon until you see Uninstall. Tap Uninstall to remove the app.