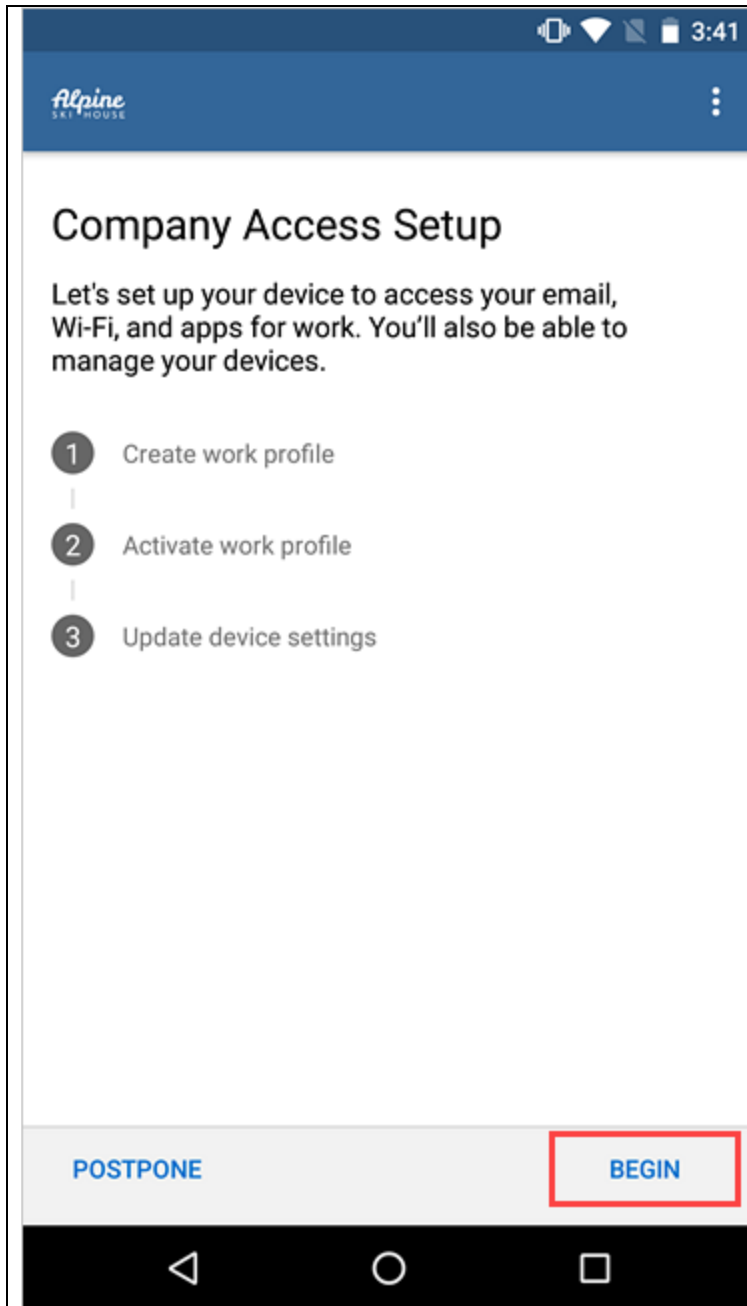


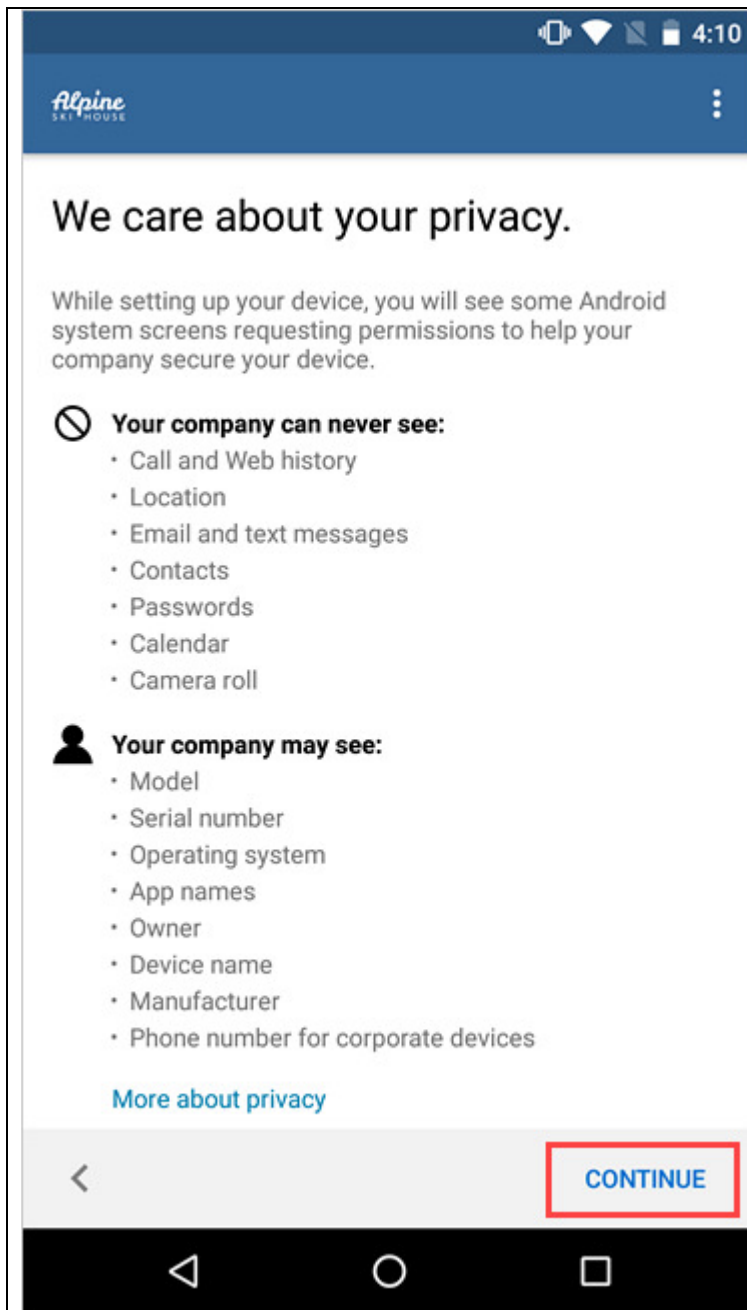
Bring Your Own Device (BYOD) Program

Enroll Device With Android Work Profile (removal instructions begin on page 15)

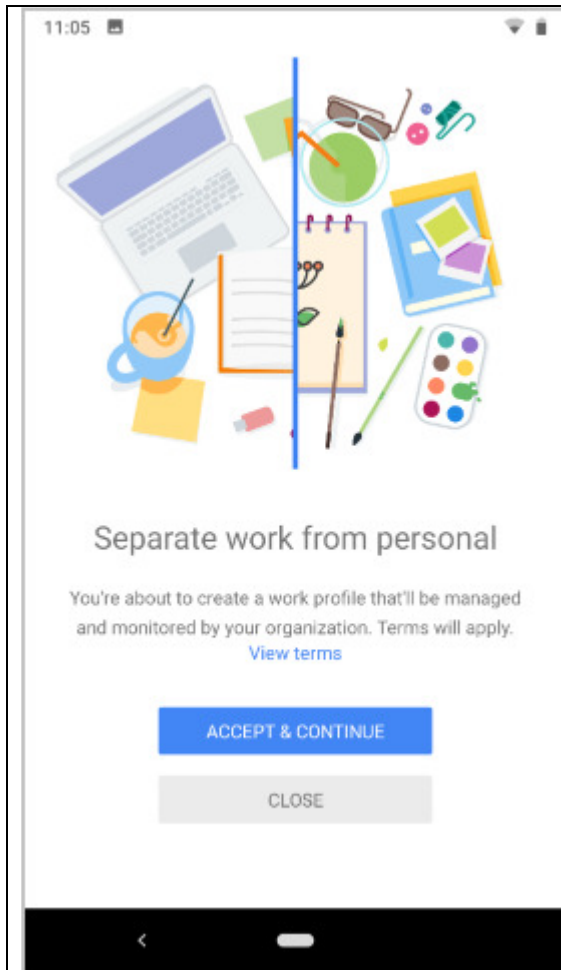
	1. Install the Company Portal app from Google Play Store.
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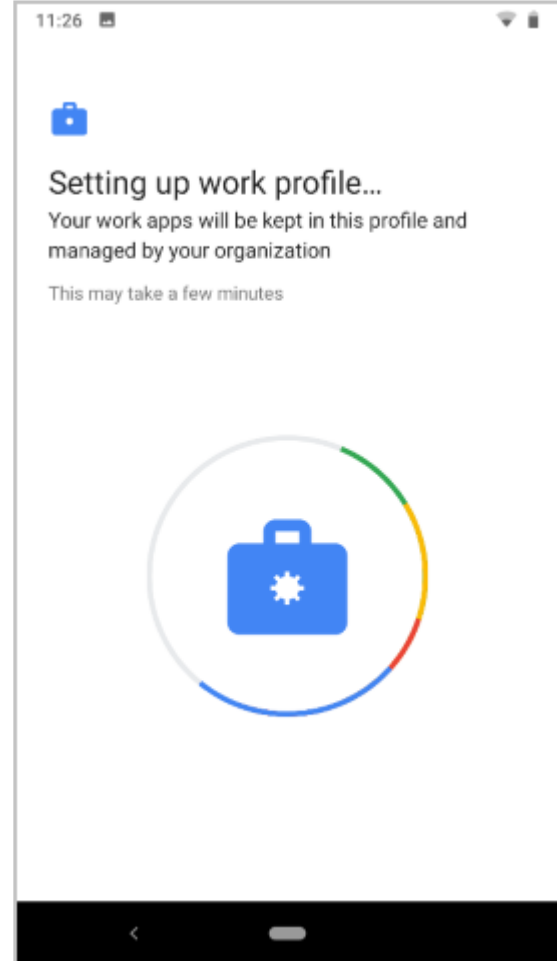
2. Open the Company Portal app and on the **Company Access Setup** screen, tap **BEGIN**.

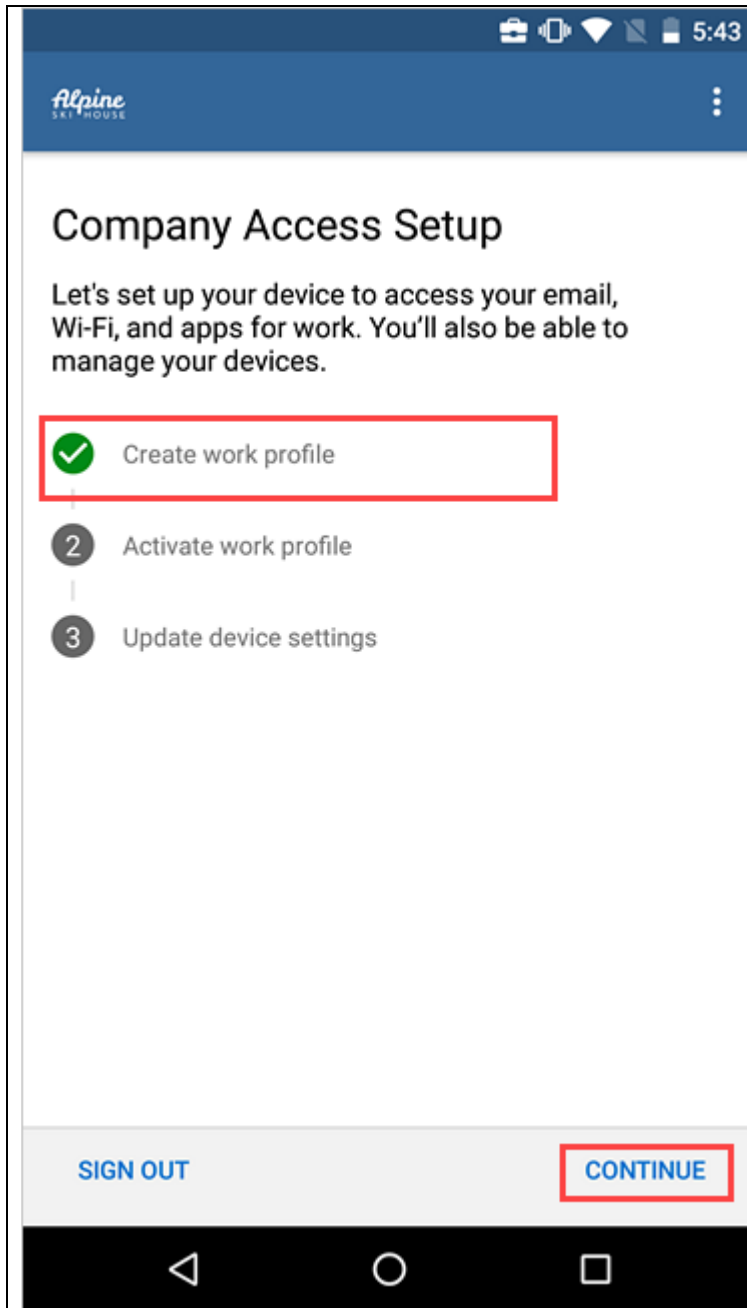


3. Review what your organization can and can't see. Then tap **CONTINUE**.



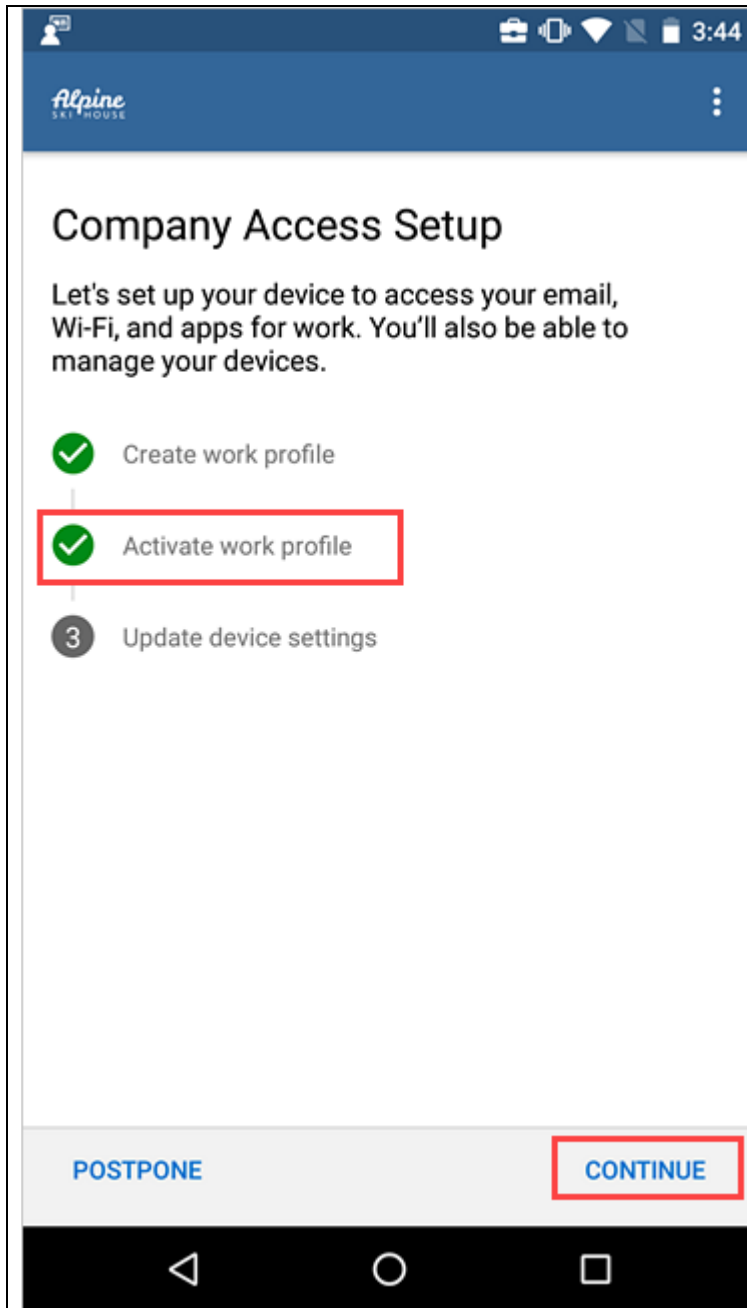
4. Review Google's terms for creating a work profile. Then tap **ACCEPT & CONTINUE**. The appearance of this screen will vary based on your device's Android version.

	<p>5. Wait while your work profile is set up.</p>
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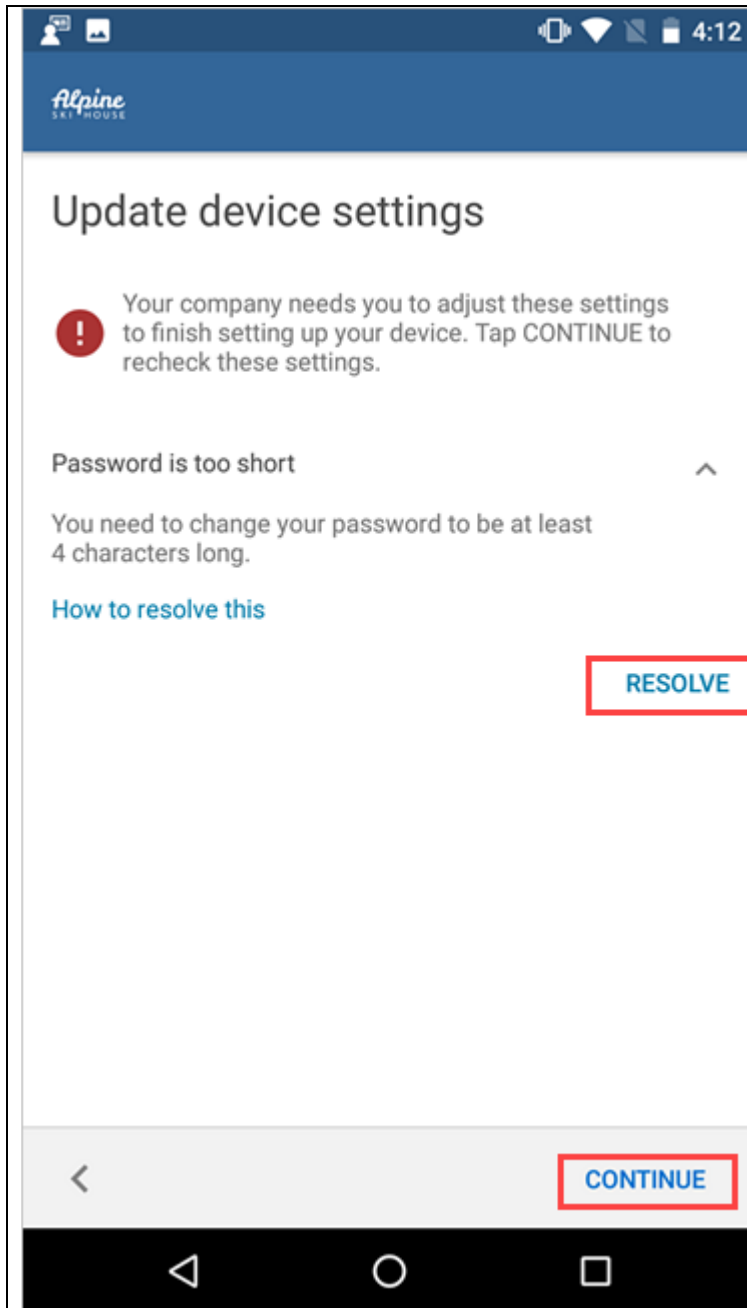


6. On devices running certain Android versions, you'll see another informational screen about the type of apps you need. Wait to be redirected and signed in to the Company Portal app.

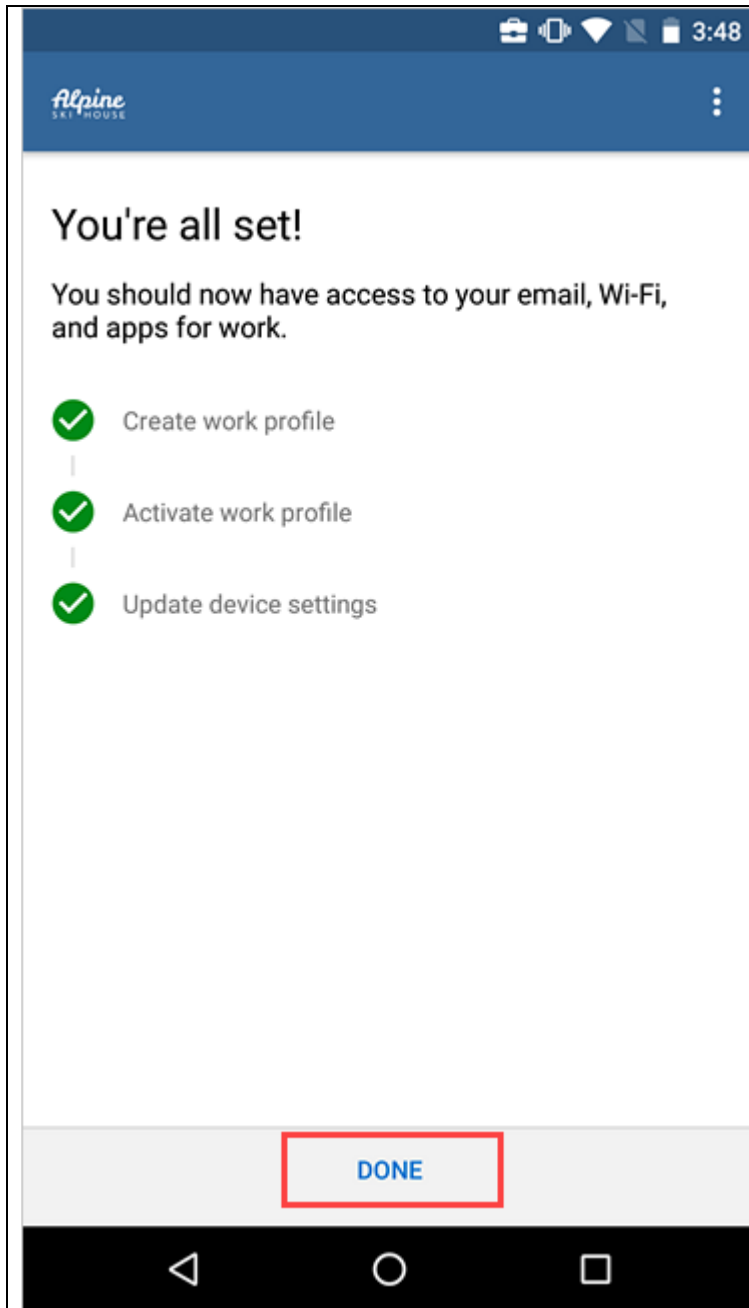
When you get to the **Company Access Setup** screen, check that your work profile is created. Then tap **CONTINUE**.



7. Check that your work profile is active. Then tap **CONTINUE**.

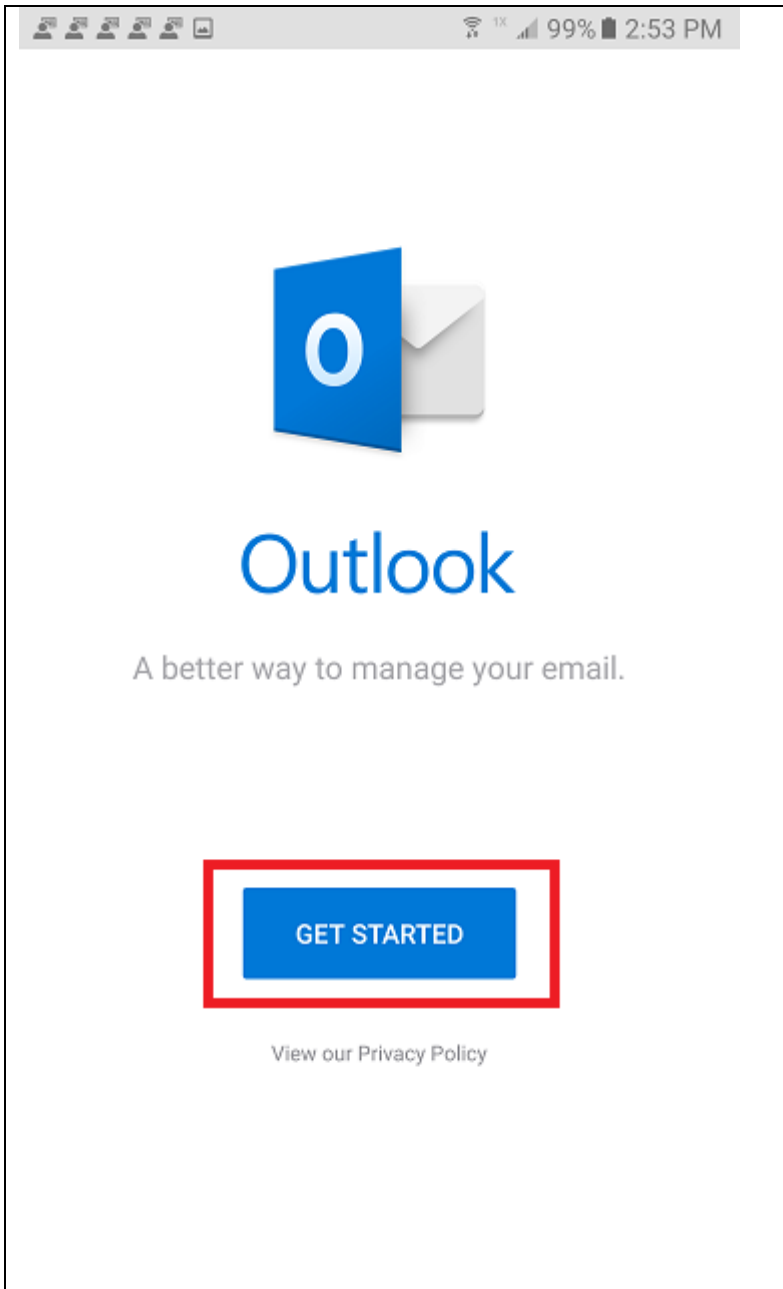


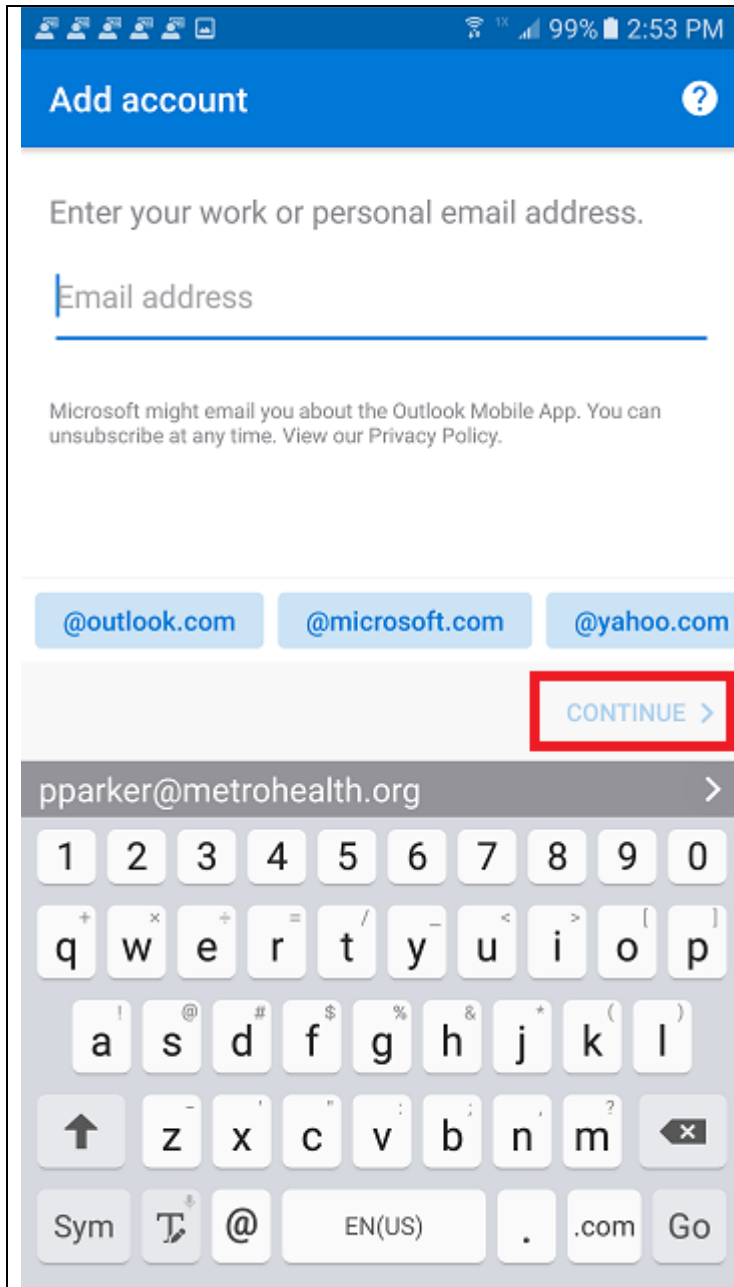
8. Your organization might require you to update your device settings. Tap **RESOLVE** to adjust a setting. When you're done updating settings, tap **CONTINUE**.



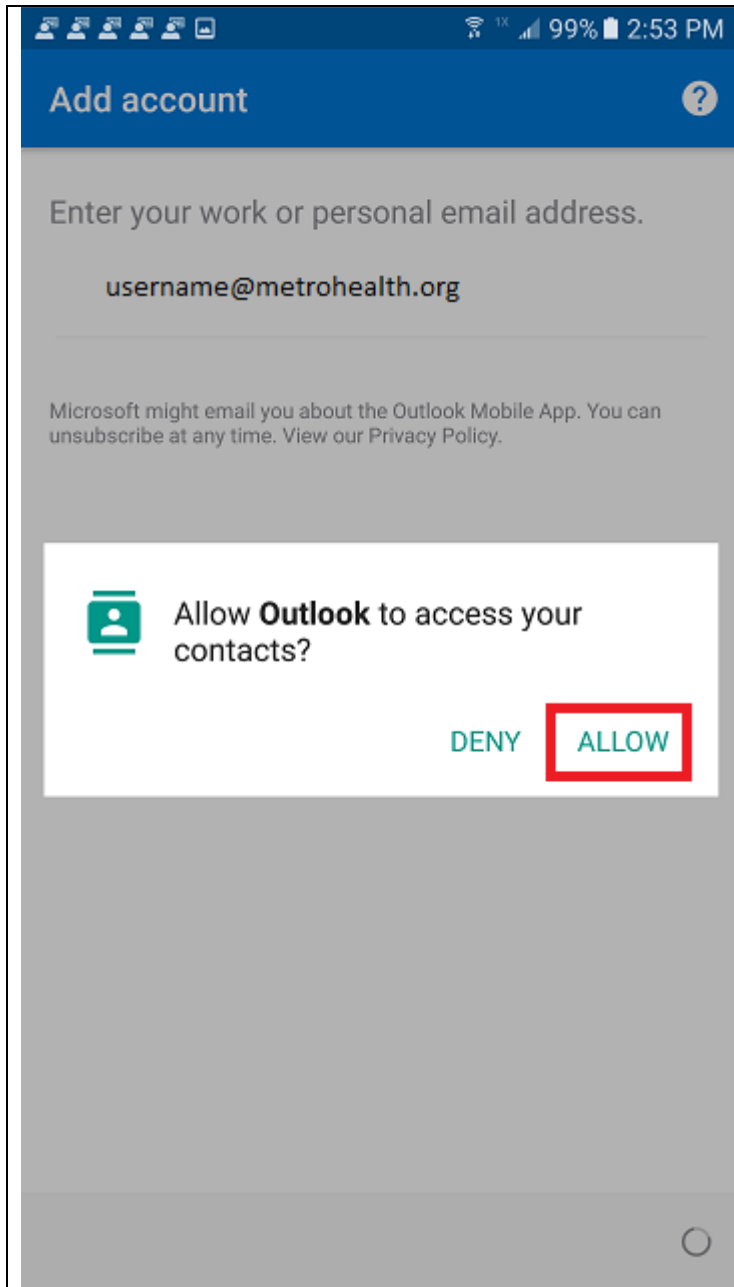
9. When setup is complete, tap **DONE**.

10. Outlook will install automatically.

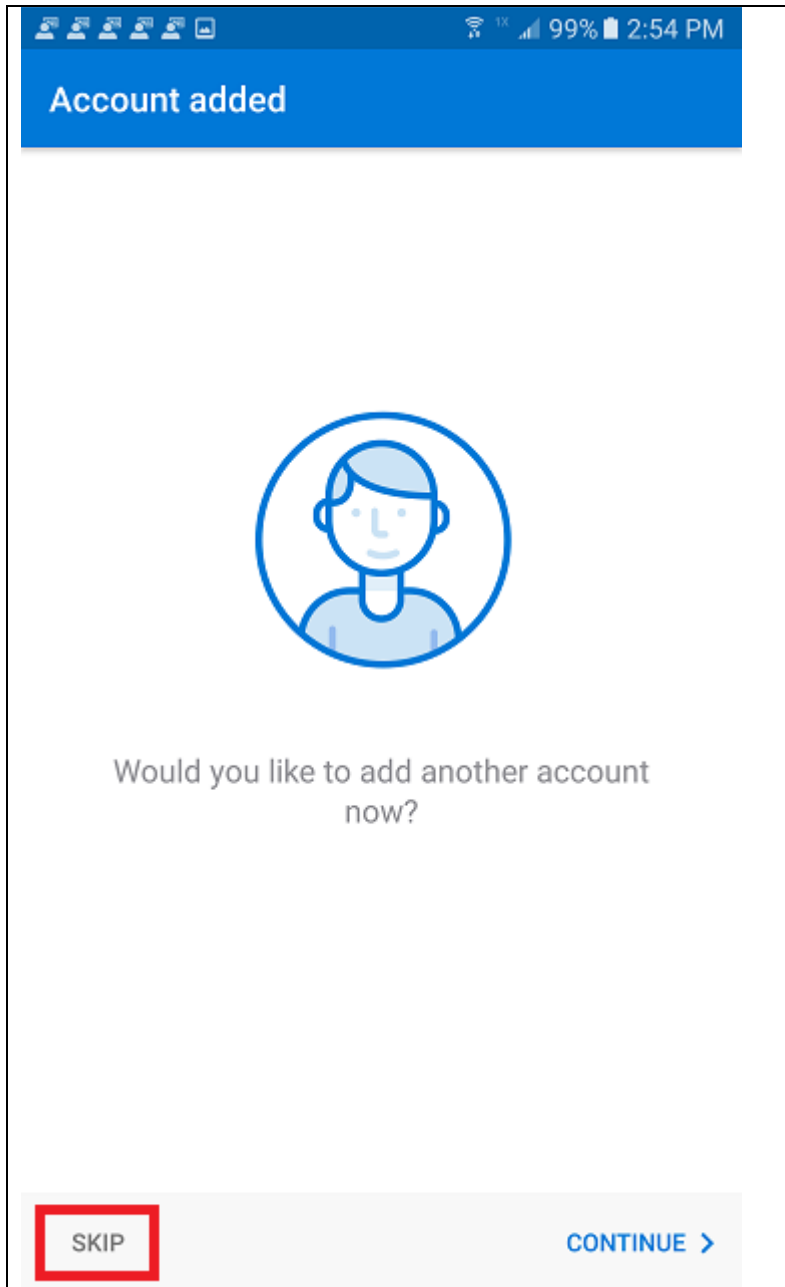
 <p>The screenshot shows the Outlook mobile app splash screen. At the top, there is a status bar with icons for signal strength, Wi-Fi, and battery (99%), and the time 2:53 PM. The Outlook logo, a blue square with a white 'O' and a white envelope, is centered. Below the logo, the word "Outlook" is written in a large blue font, followed by the tagline "A better way to manage your email." in a smaller grey font. At the bottom, a blue "GET STARTED" button is highlighted with a red rectangular border. Below the button is a link that says "View our Privacy Policy".</p>	<p>11. Click Get Started.</p>
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12. Enter your corporate email address and click **CONTINUE**.



13. Click **ALLOW**.

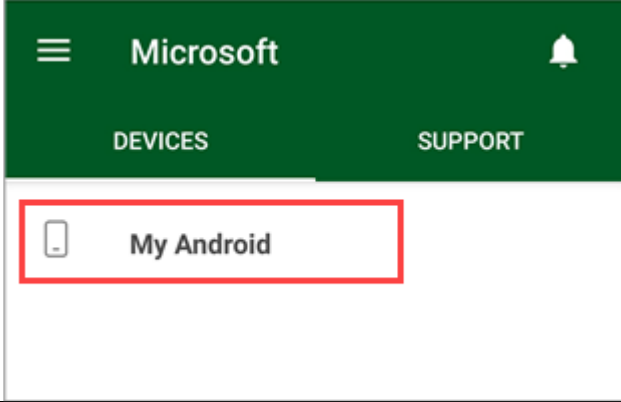
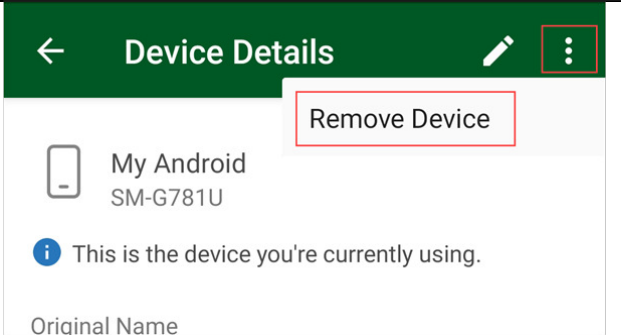
 <p>The screenshot shows an iPhone notification bar at the top with the text "Account added". Below the notification is a large blue circle containing a simple line-art icon of a person's head and shoulders. Underneath the icon, the text reads "Would you like to add another account now?". At the bottom of the screen, there are two buttons: "SKIP" on the left and "CONTINUE >" on the right. The "SKIP" button is highlighted with a red rectangular border.</p>	<p>14. Personal accounts are not allowed so click Skip.</p>
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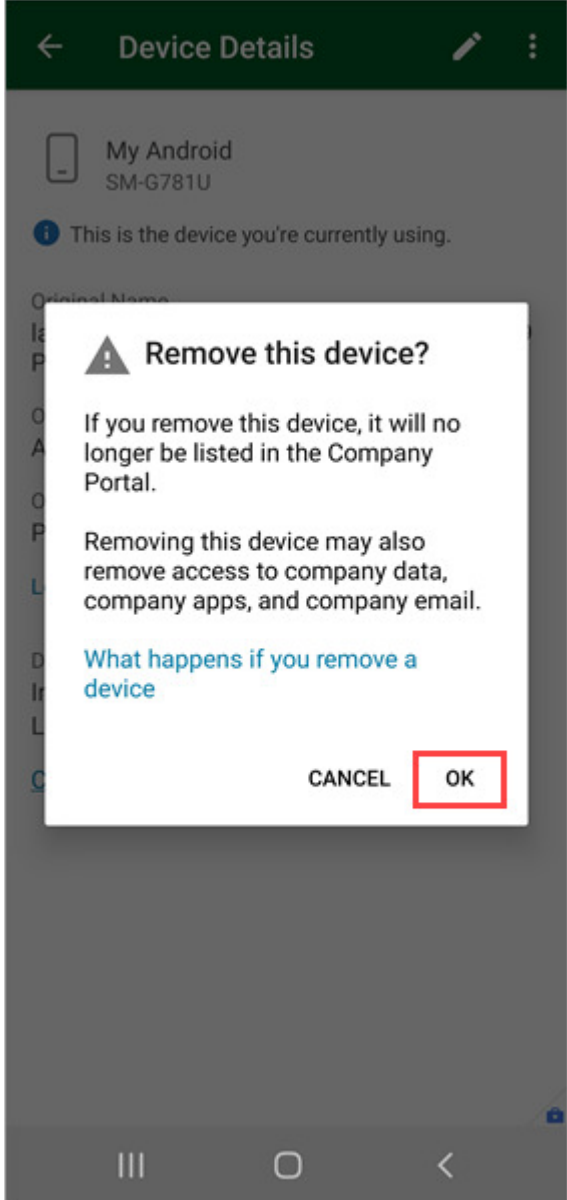
Intune Quick Tips

- Phone Unlock Passcode
 - Passcode must be enabled.
 - Passcode must be at the 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

	<ol style="list-style-type: none">1. Sign in to Company Portal.2. Select Devices and then select the device you want to remove.
	<ol style="list-style-type: none">3. Select the menu > Remove Device.

	<p>4. Select OK to finish removing your device.</p>
	<p>5. Tap and hold the Company Portal app icon until you see Uninstall. Tap Uninstall to remove the app.</p>
	<p>6. Tap and hold the Outlook app icon until you see Uninstall. Tap Uninstall to remove the app.</p>