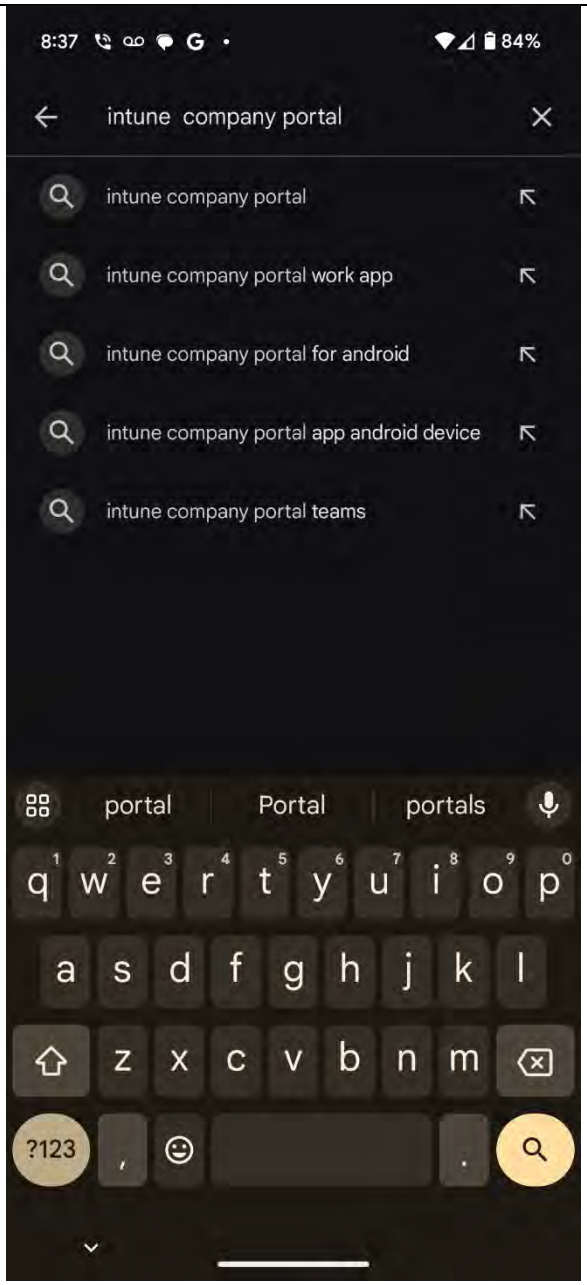
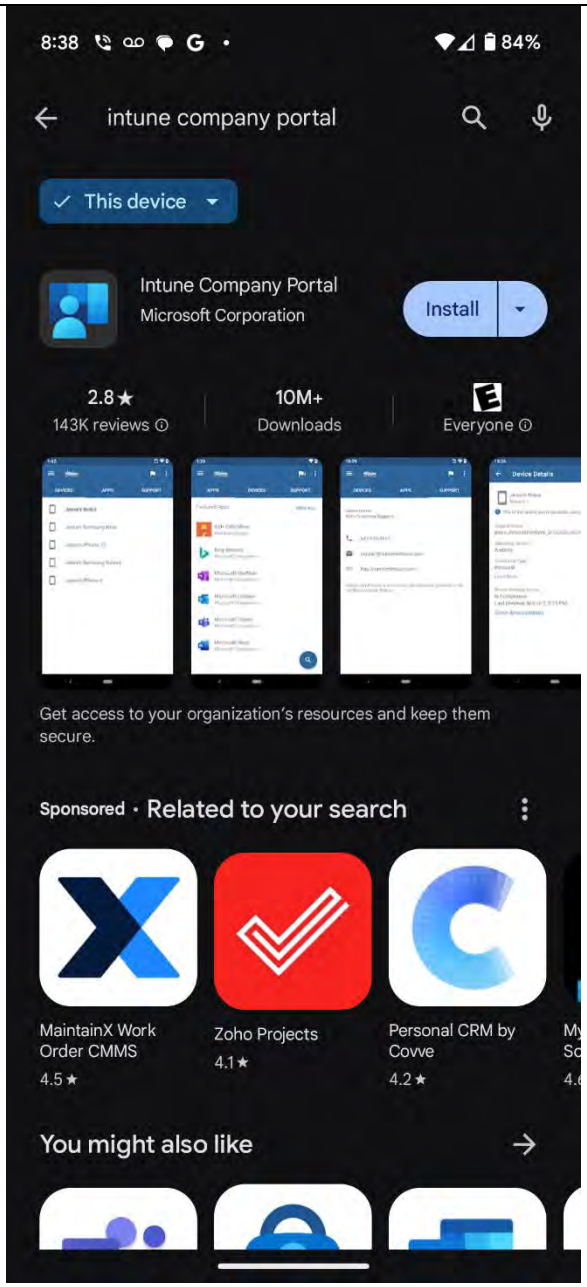
Bring Your Own Device (BYOD) Program

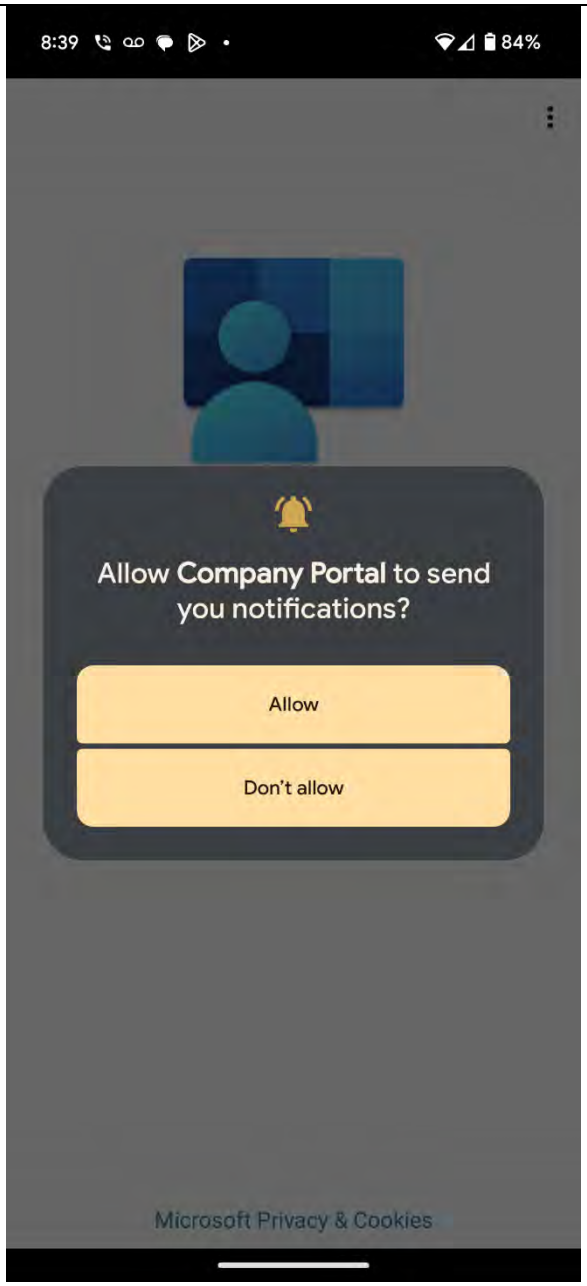
Enroll Device with Android Work Profile

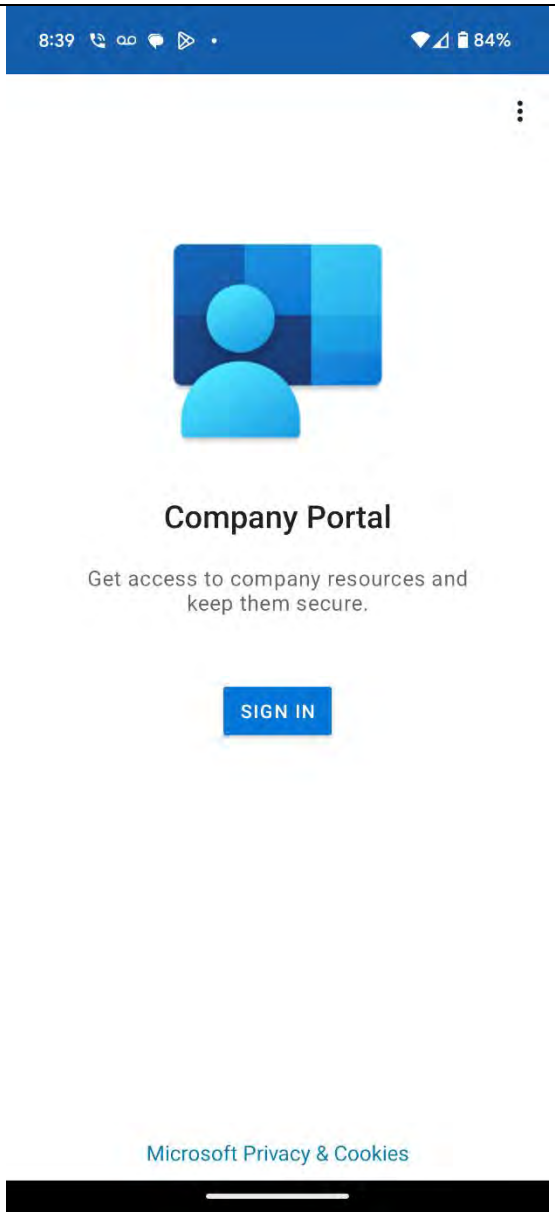
During the enrollment process for BYOD you will come to a screen that mentions that compliance policies have not been assigned to your device yet. You will be presented with an option to "Check device settings" at the bottom of the page, this is a common occurrence and can take 10-15 minutes to clear. On page 16 of this document, it references this exact occurrence.

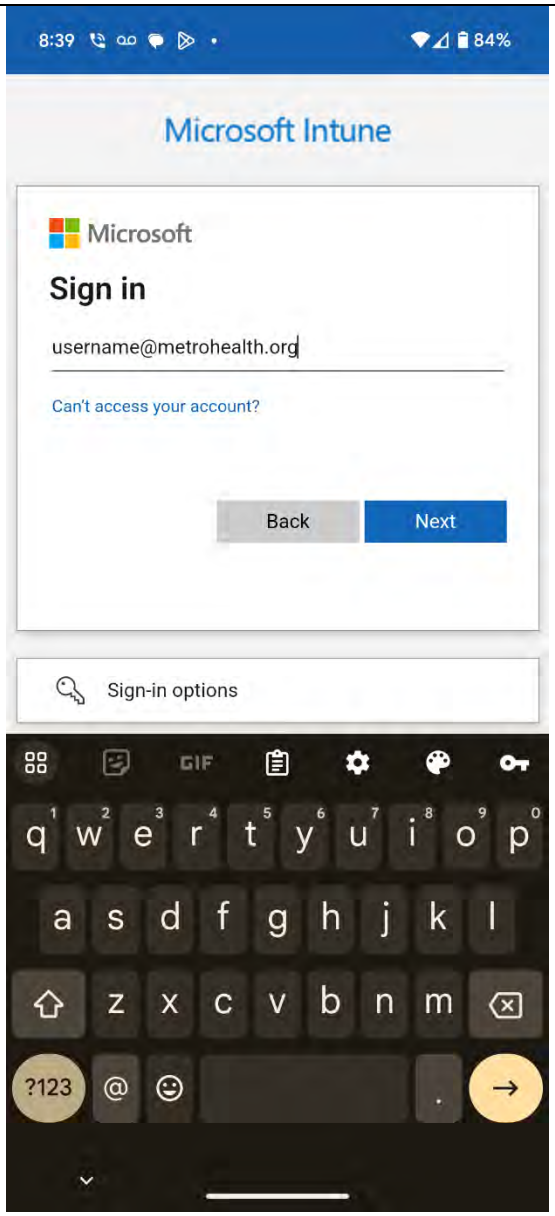
For any issues please call the Service Desk 216-957-3280

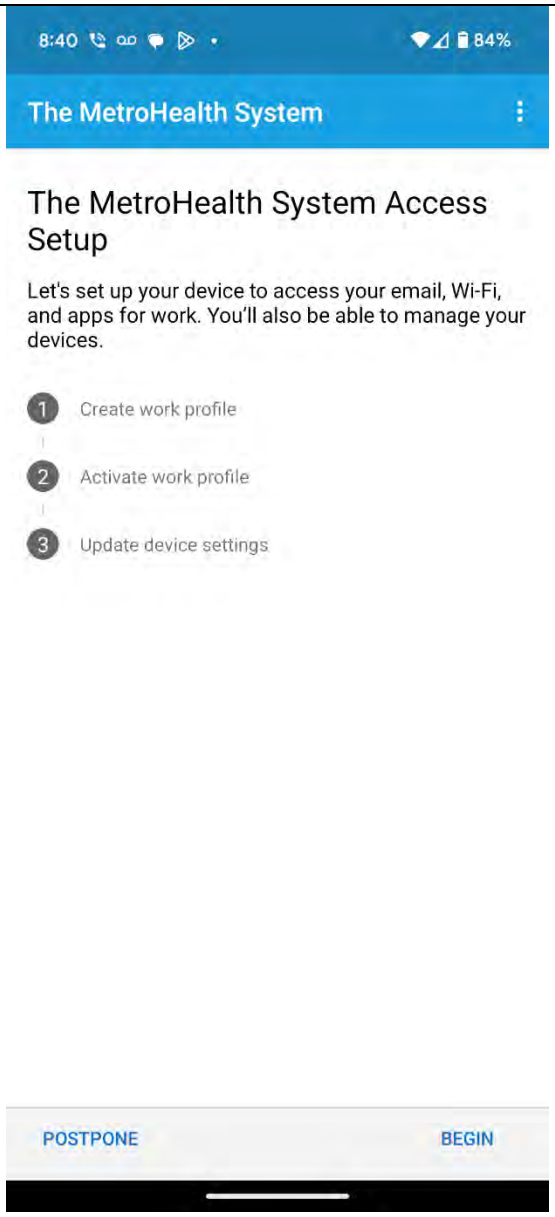
	Open the Google Play store on your android device. On the top search bar search **Intune company portal.**

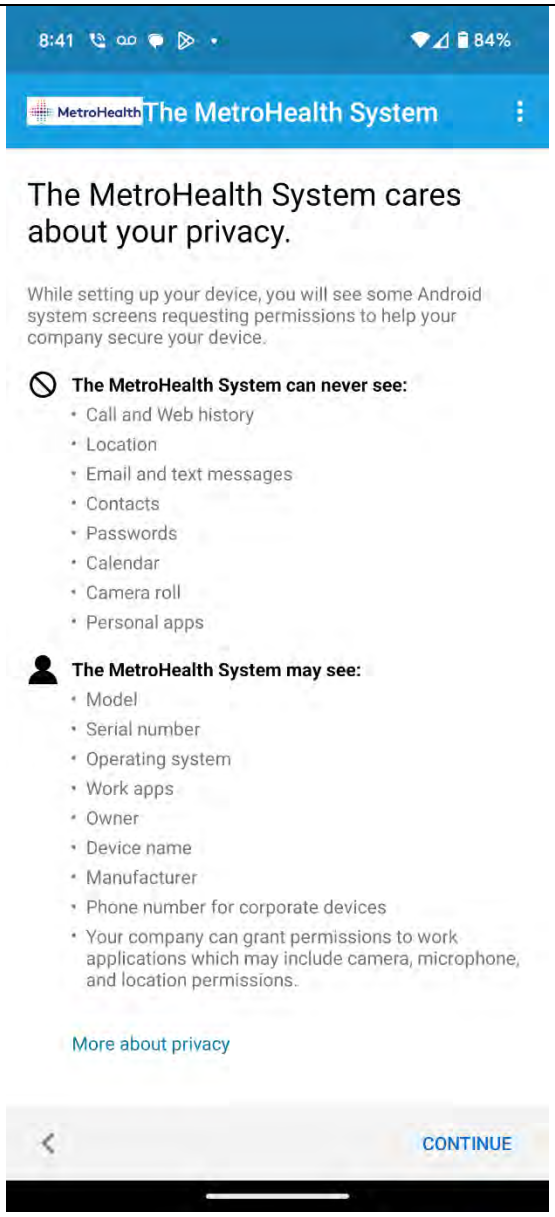
		Once it loads click **install** and then once its installed click **open**.

		Click **Allow** to receive notifications from the company portal.

	Click **Sign in**

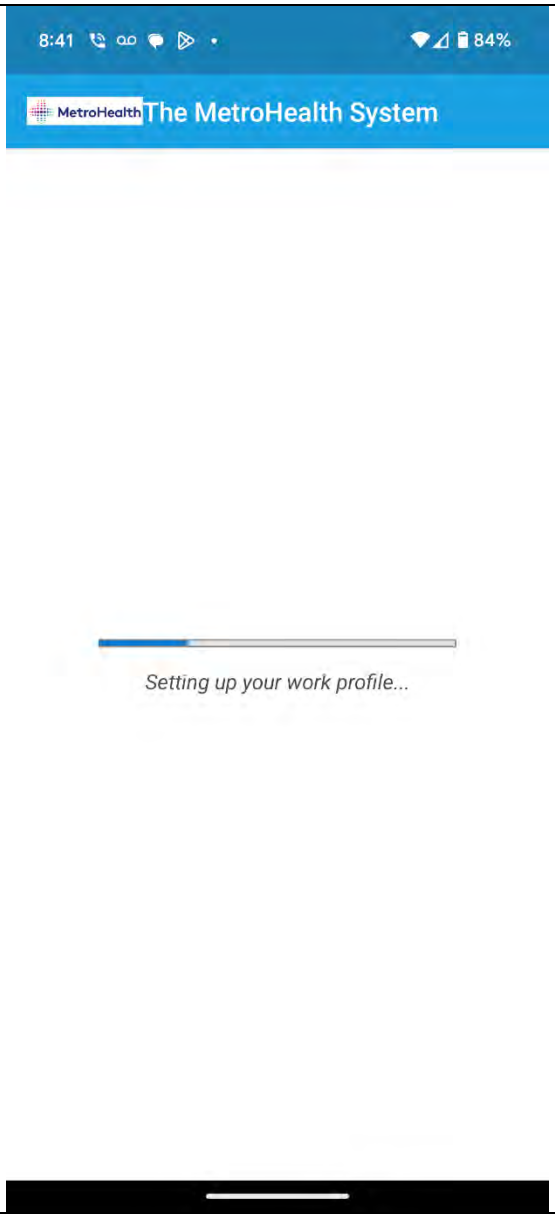
	Sign in to the Intune Company Portal with your MetroHealth email address.

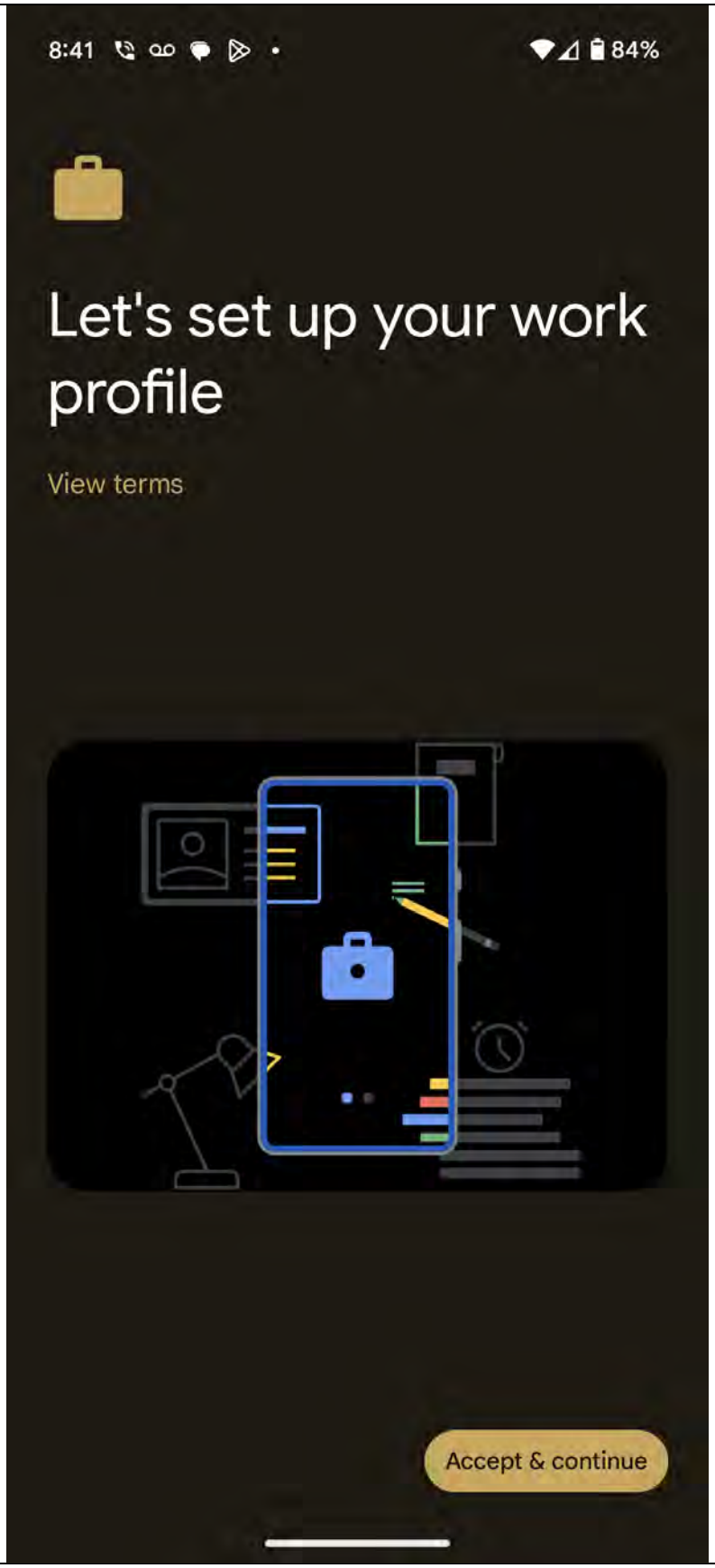
	Click **Begin** in the bottom right corner of the screen.



This screen tells you what data we do/do not collect.

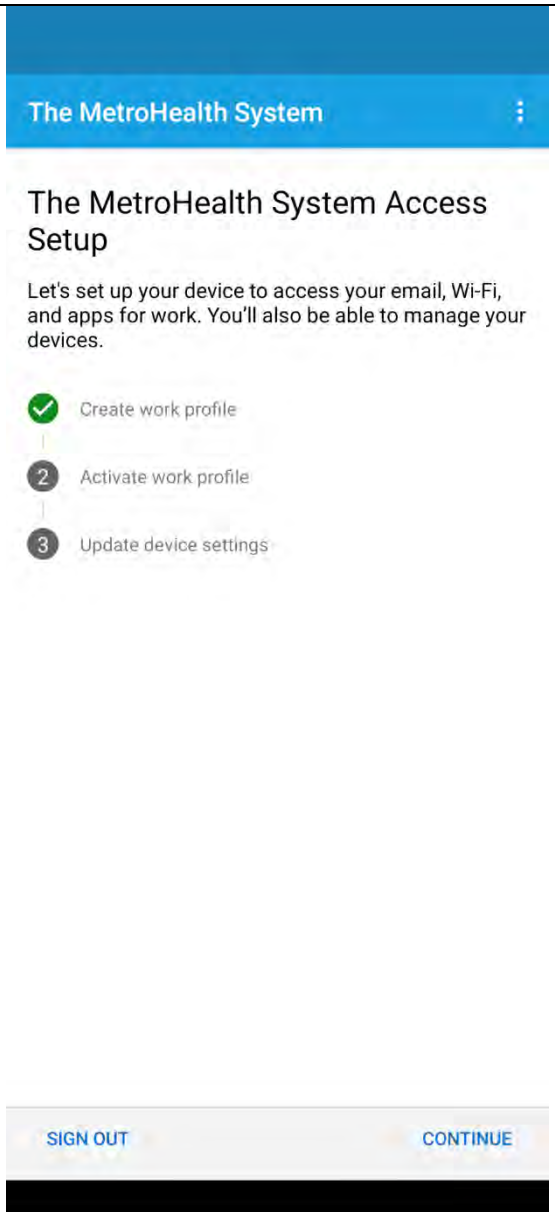
To keep going with the installation click **Continue** in the bottom right corner of the page.

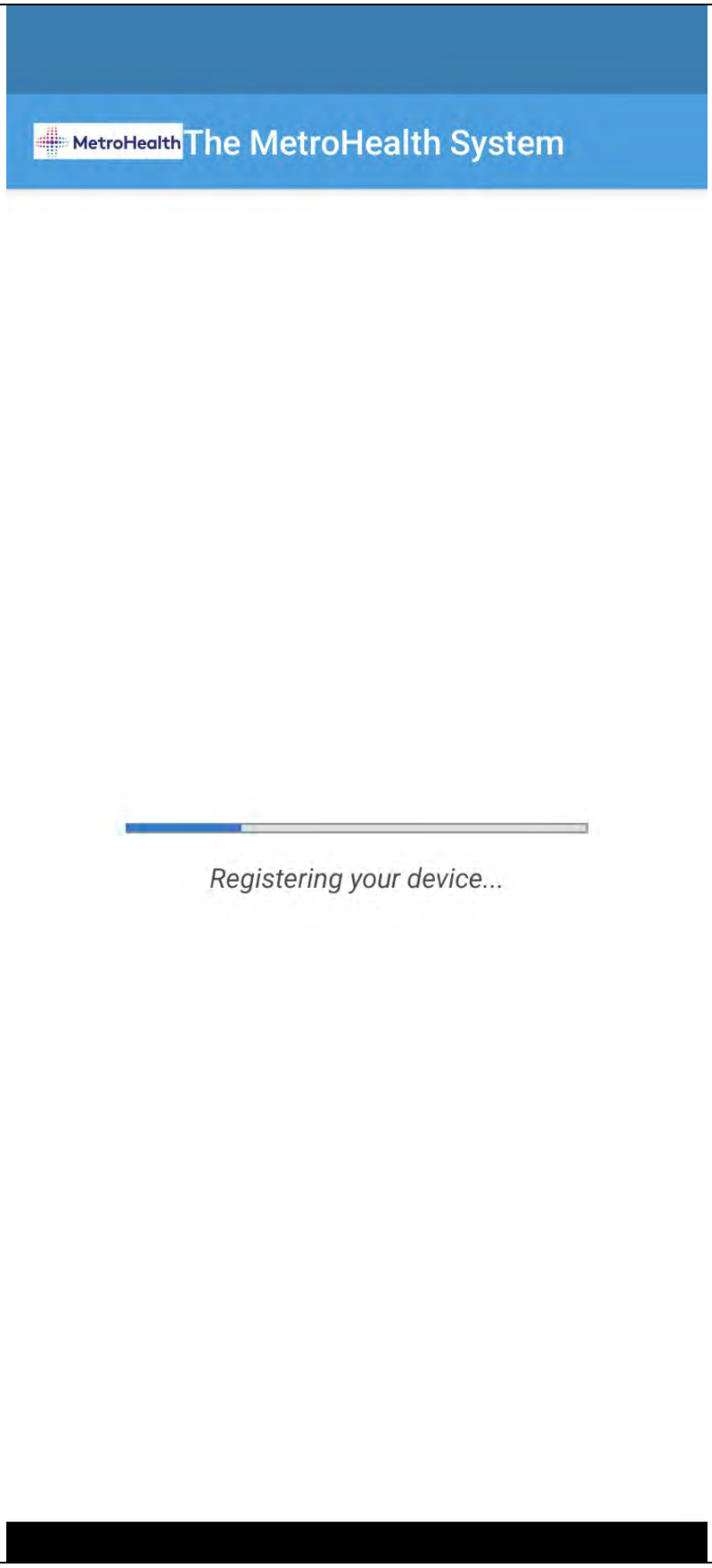
	The screen will change setting up your work profile. This process can take 3-5 minutes.



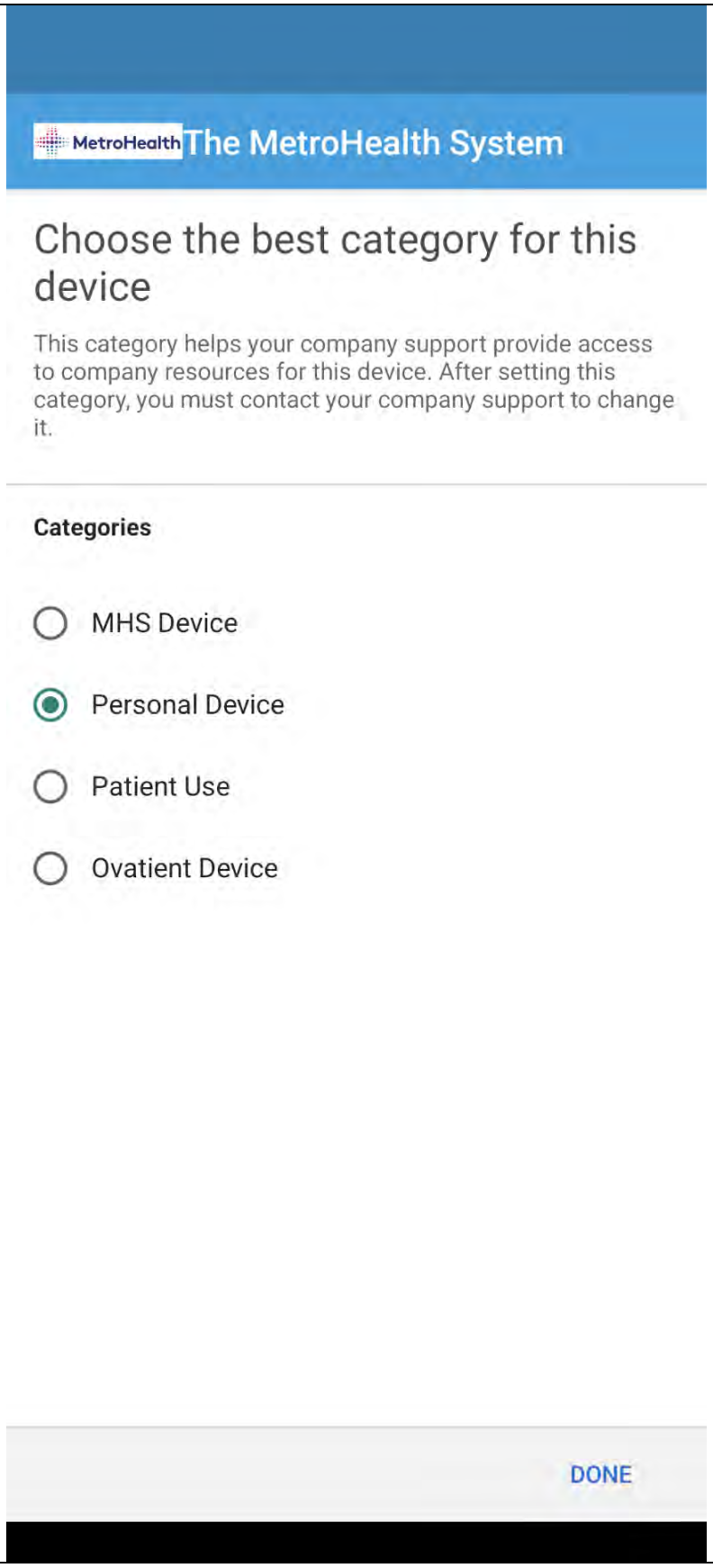
Following the last page this screen will load next to finish creating the work profile on your device.
Click **accept and continue** in the bottom right corner of the screen.
This will take a few minutes to complete.

Once the profile is setup it will go to this screen. Click N**ext** in the bottom right corner of the screen.

	It will take a moment to load to this page, Click **continue** in the bottom right.



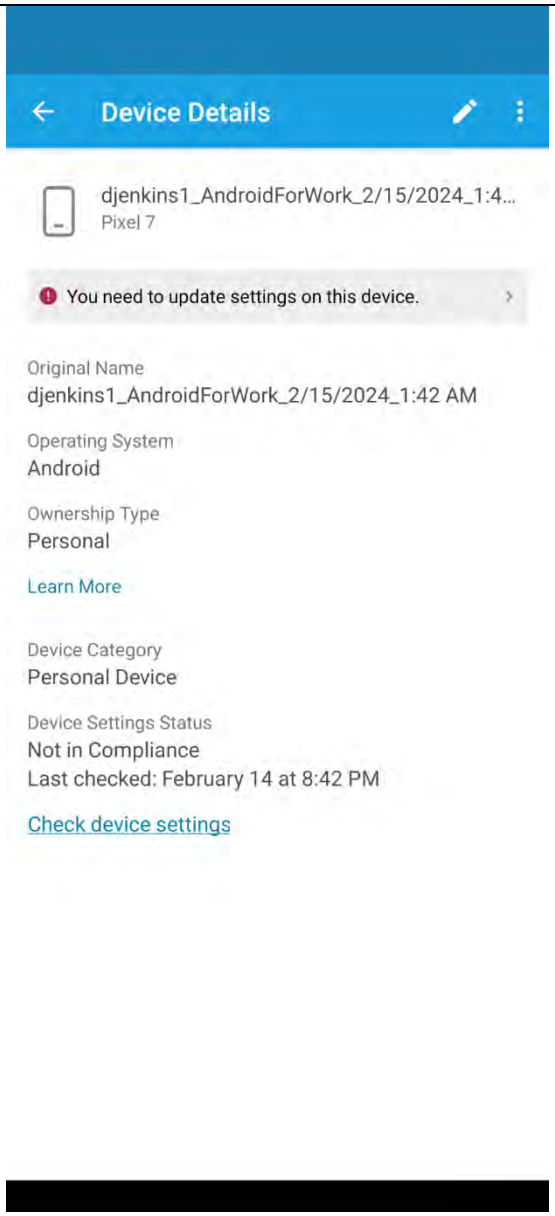
The screen will go to another loading page as it activates the work profile.



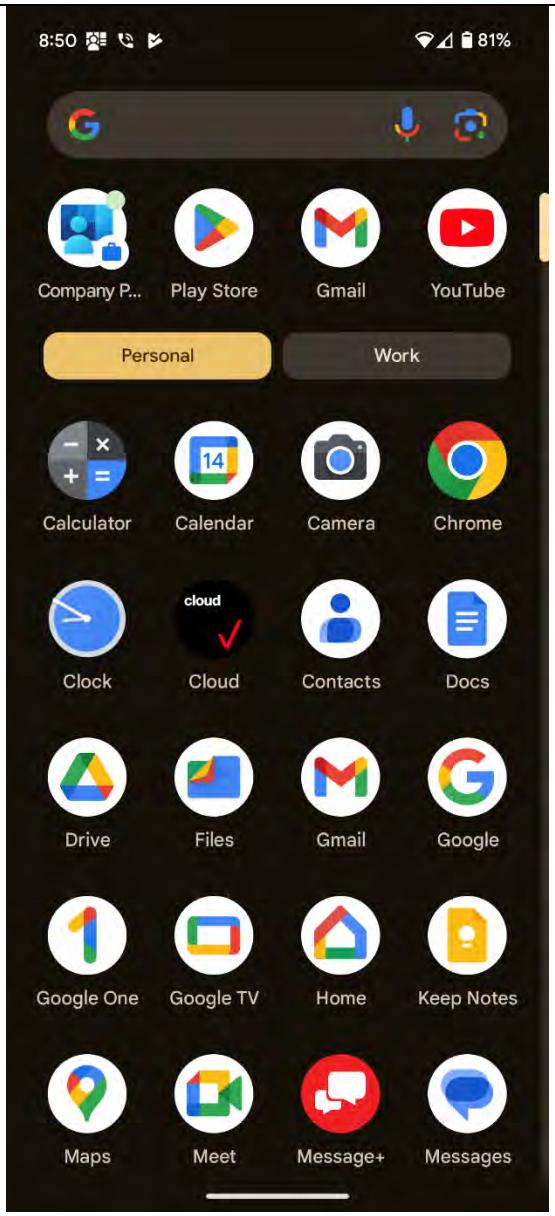
Once the profile is activated you will be prompted to select one of these options. For BYOD you will select **Personal device**.

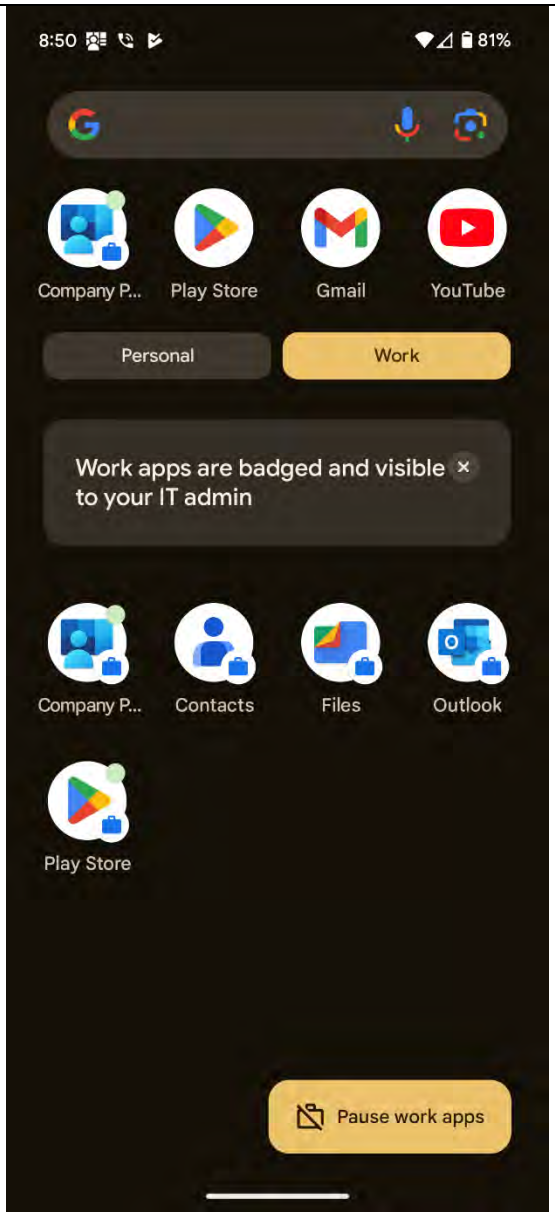
The next page will say that "you're all set" and you click the option of **Done**.

	Click the **device** in the center of the screen.

	The device will start checking compliancy with the system before it will grant access to outlook and other apps. This process can take 10-15 minutes to fully check in and ensure that all policys are in place on the device and up to date.

	Once compliancy is completed you will see this screen. Once here go ahead and close out the company portal app and go to your home screen.

		Swipe up from the bottom and you will see that you now have the selection of **Personal** and **Work**. Select **Work.**

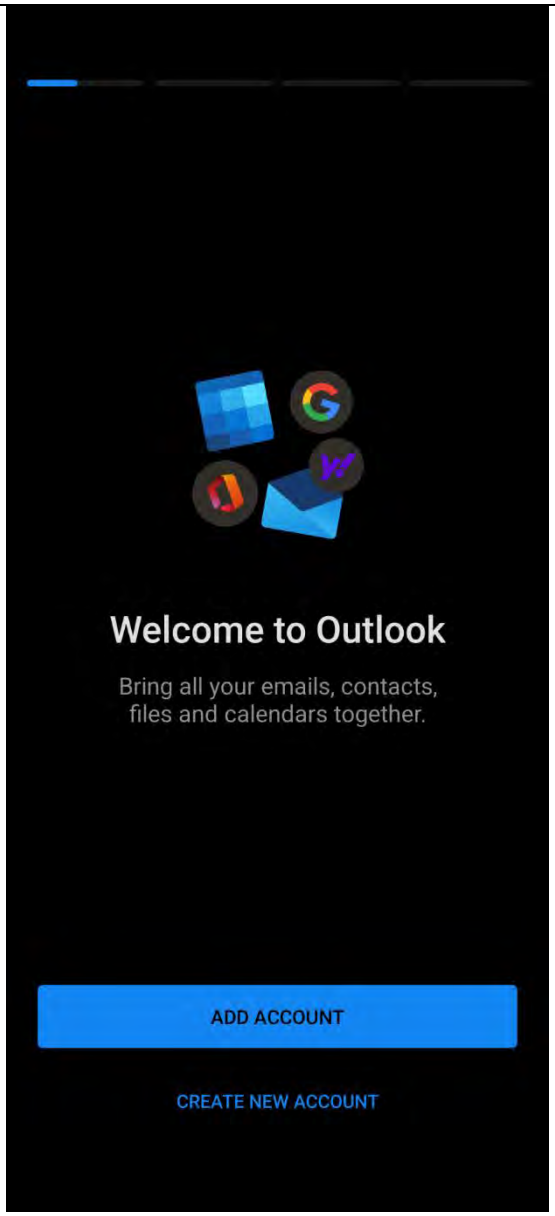


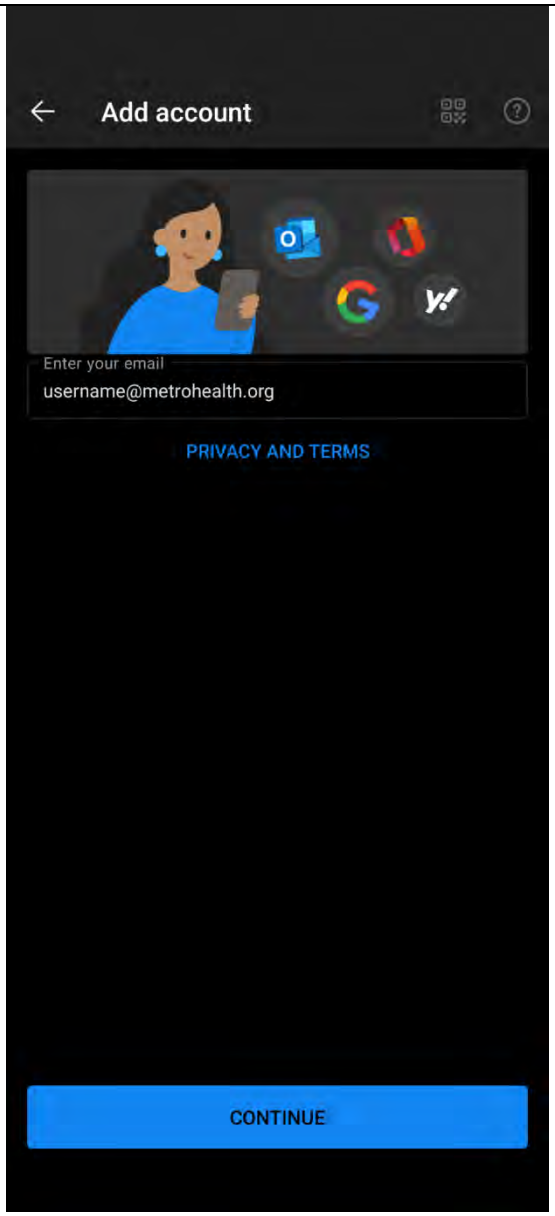
Outlook and Teams will automatically install onto the device if you are connected to wifi during the enrollment however it will take some time for it to download automatically.

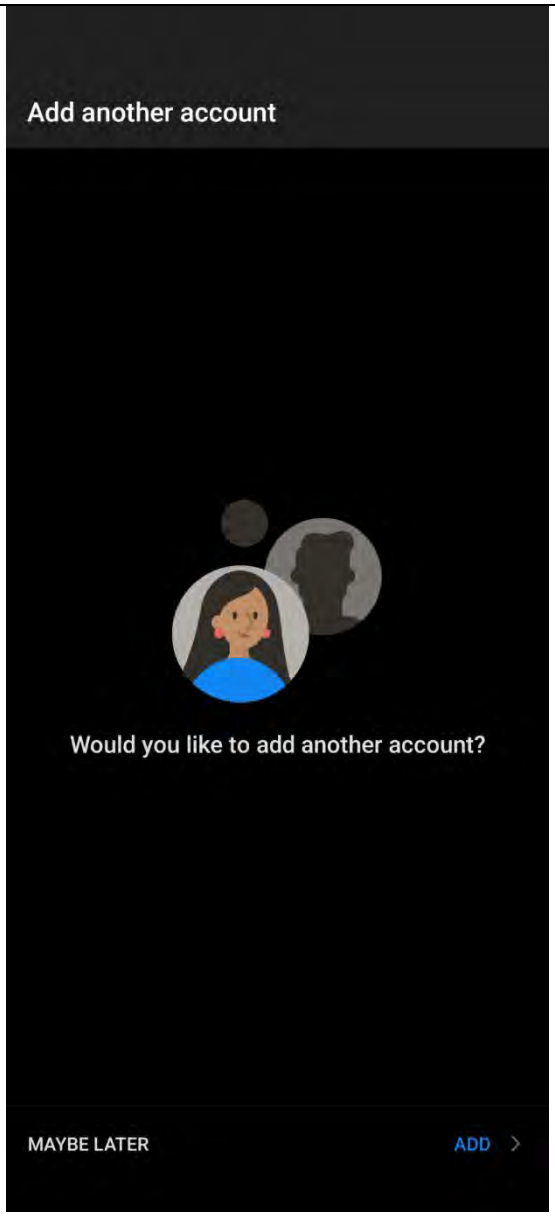
Alternatively, you can click the Play store shown on the picture and download it from there.

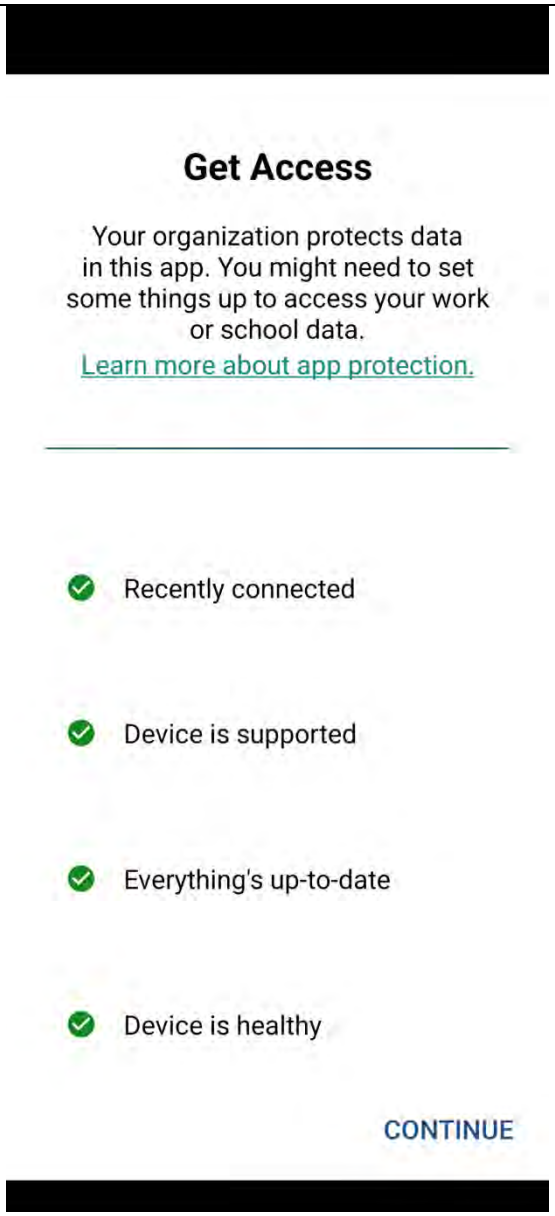
When it does download follow the instructions below
Click **Outlook**.

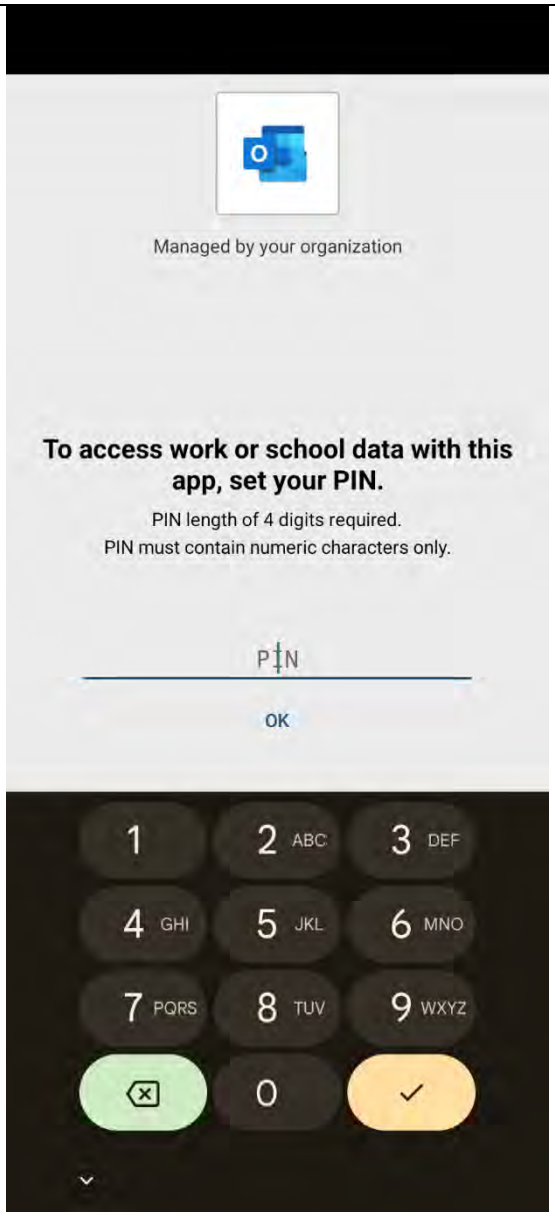
Note any app with the Briefcase icon on it is an app that falls under the work profile side of apps and is not a on the personal side of your phone.

	Click **Add Account**.

		Sign in to the outlook with your MetroHealth email address.

	Click **Maybe later**.

	screen tap, **Continue**.

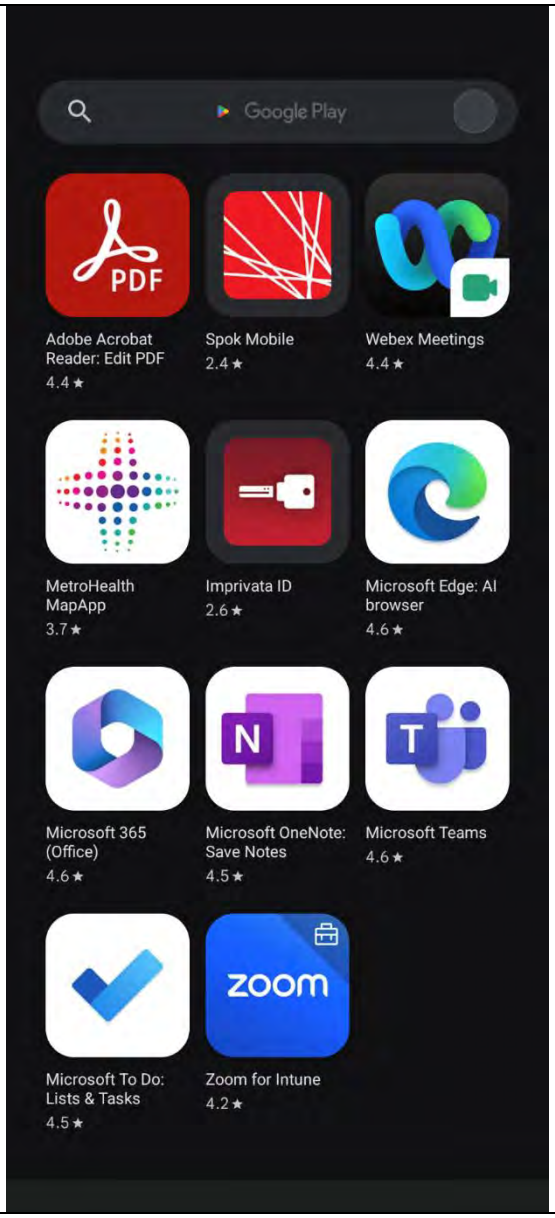


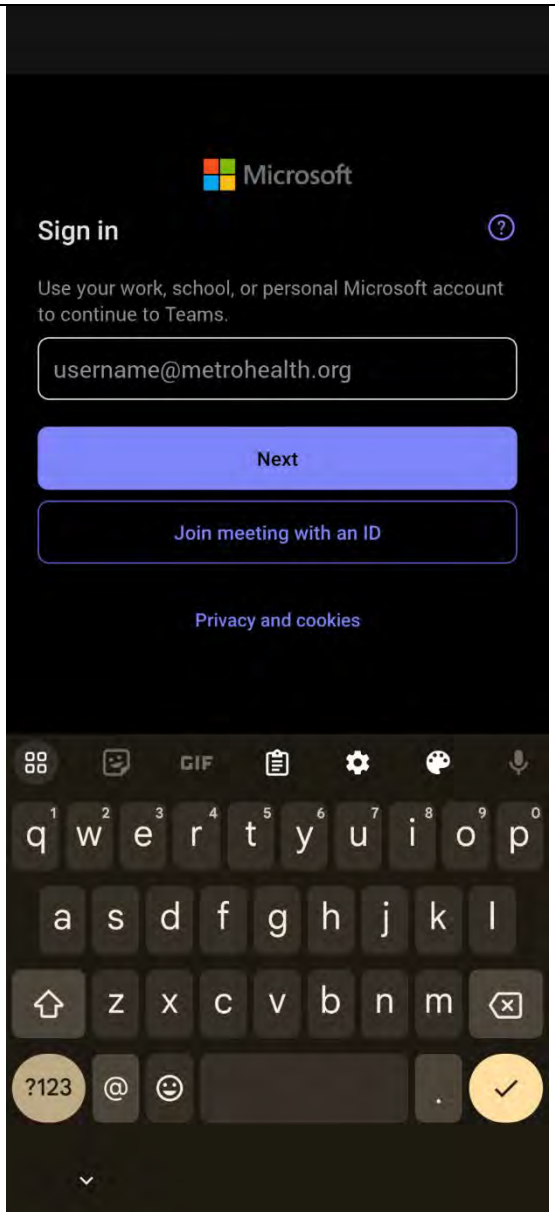
Create a 4 digit pin code, it will make you type it in a 2nd time to re-verify it.

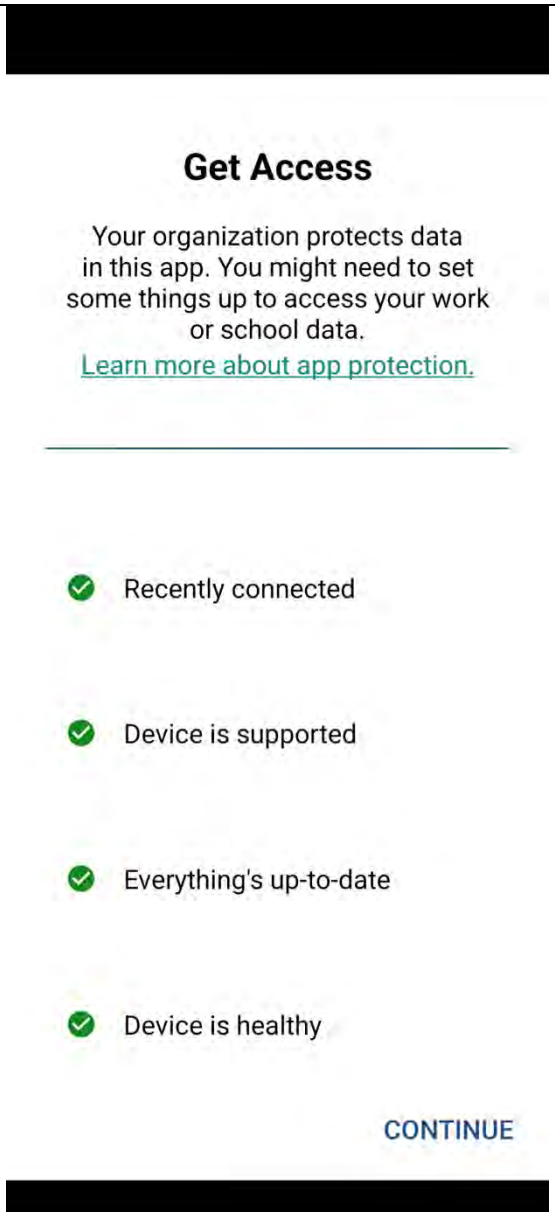
This code never expires and can be changed anytime at the login page when opening up the outlook app.

On the next page when it prompts you to allow notification click **Allow** if you would like to be notified of any new emails.

After this close out outlook and go back to your home screen.
Swipe up from the bottom again and go into the work profile once more and click **Play store**.

		Click **Microsoft Teams**. Click **Install** and once it is installed click **Open**. You will come to a page asking if you would like to allow notifications for new messages and chats, click **Allow** if you would like to receive them.

		Sign in to the Teams with your MetroHealth email address.



Click **Continue**.

On the next page it will ask you to click through 3 prompts showing you how to use the teams app. Once you click through them you will then be presented with your teams messages.

	If by this point you have not been prompted to change your pin code to your phone then swipe down from the top to your notifications and you should see a notification to update your device passcode. If no notification is there then go into phones settings>Security and Privacy (for google pixel) Lock screen and security (Samsung)>device unlock (Pixel) Screen lock type (Samsung)> for both you will select **Pin** and change it from there. The Pin code must be atleast 6 characters if using letters and numbers and if only using numbers then the minimum is 8 digits. **THIS CODE CHANGES EVERY 90 DAYS.** If you ever forget this code please call the service desk right away for them to reset the pin code.
	After the pin code is changed you're free to access Metro related apps.

Intune Quick Tips

Phone Unlock Passcode

Passcode must be enabled.
Passcode must be at the least 6 letters and numbers long or 8 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 Android Work Profile from Device

	Click device **Settings**. Click Accounts and backup. Click **Manage accou**nts. Click **Work**. Click Work account and then Remove account. Click Managed account and then Remove account.
	Click device **Settings**. Click **Work profile**. Click **Other security settings**. Click **Device admin apps**. Turn off Company Portal and Delete.
	Uninstall Intune Company Portal using Play Store.