

## IT DOCUMENTATION

PRODUCT: Microsoft Office365 Mobile Device Management (Android Devices)

SUBJECT: Mobile Device Onboarding Procedure for Distribution to End Users DATE

REVISED: 10/7/2016 JE

## Prerequisites

- 1) To download the Microsoft Outlook email and calendar app you will need to associate a Google account with the GooglePlay Store on the Android device. If you downloaded an app from the GooglePlay Store in the past, then this is probably already setup. If not, then you will be prompted to either use an existing account or create a new one.
- 2) The install process runs faster when the Android device is connected to a Wi-Fi network, this is not required but is highly recommended especially if you do not have an unlimited cellular data plan.
- 3) **You will be required to use a four-digit lock screen PIN. This is to protect the Town's email in the event that your device is lost or stolen.**

## Procedure

Install Microsoft Apps: (connect to Wi-Fi if not done already)

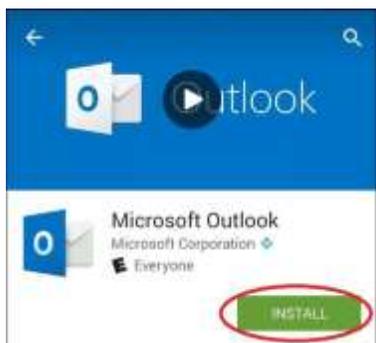
Note: The user interface (UI) of Androids can vary by model so use these steps as a guide, or consult the manufacturer's help for your particular device.

- 1) Tap the Play Store icon 

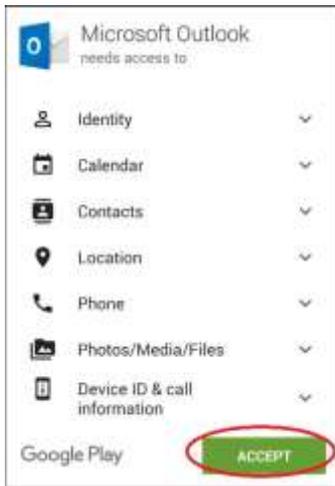
- 2) On the top of the screen there is a search box, in that box type Microsoft Outlook, then tap on the Microsoft Outlook app in the search results below



- 3) Tap Install

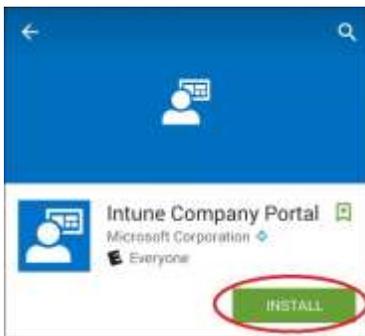


4) Tap Accept

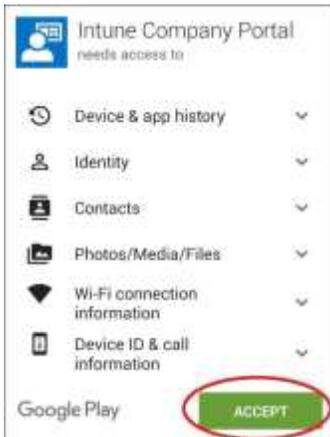


5) Search for the app, Intune Company Portal the same as above.

6) Tap Install



7) Tap Accept



8) Tap Open



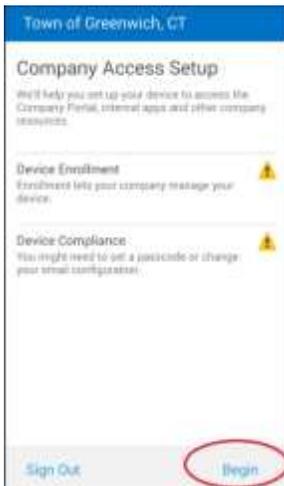
9) Tap Sign In



10) Type your Town email address using the format Firstname.Lastname@greenwichct.org; then type in your current password then tap Sign In



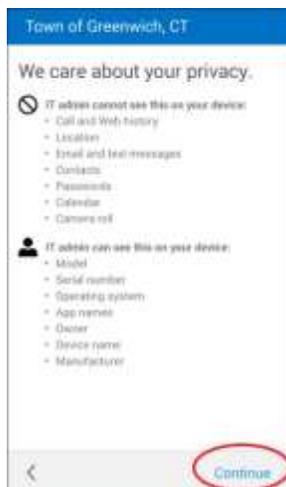
11) Tap Begin



## 12) Tap Continue



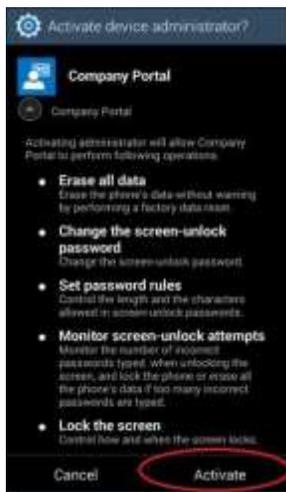
## 13) Tap Continue



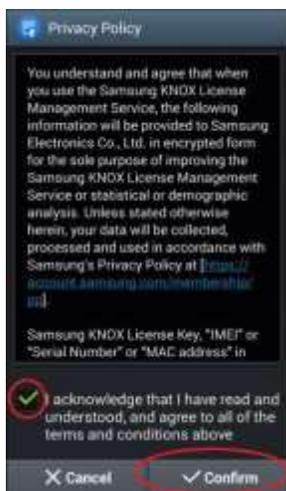
## 14) Tap Enroll



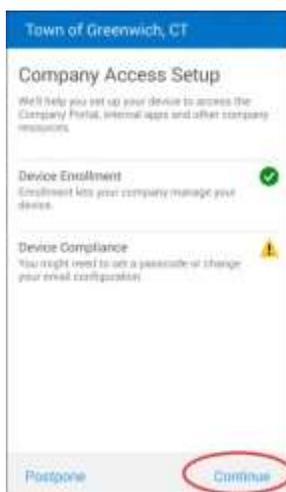
15) Tap Activate



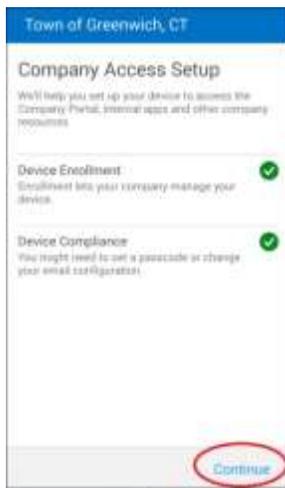
16) Tap the checkbox at bottom of screen then tap Confirm



17) If your device does not have a lock screen PIN, then you will be prompted to create a PIN after tapping Continue



18) If your device already has a lock screen PIN then your screen should look like this, tap Continue



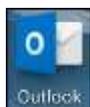
19) When you have satisfied the enrollment requirements your screen will look like this, tap Done



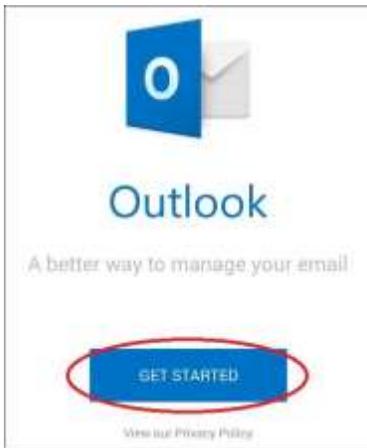
20) After tapping Done you will see the following screen, this means enrollment was successful



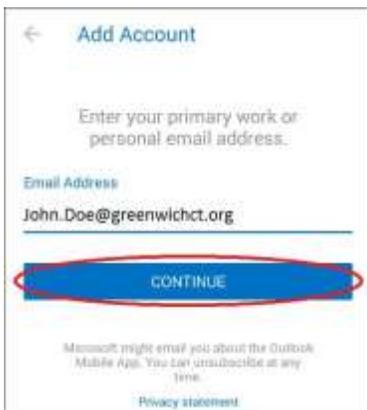
21) Press the home button, navigate to the All Applications screen, locate the Outlook icon and tap it



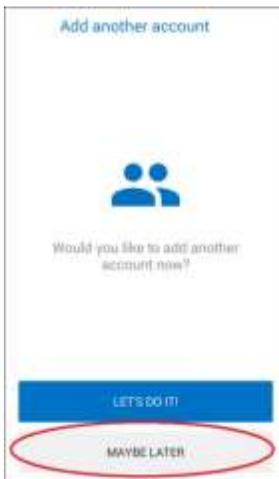
22) Tap Get Started



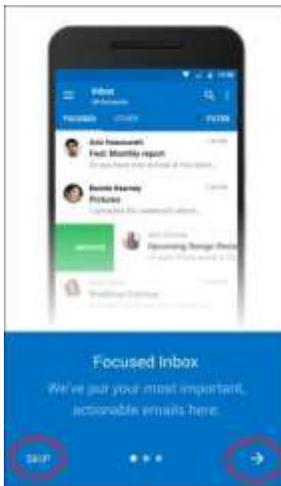
23) Type your Town email address using the format Firstname.Lastname@greenwichct.org then tap Continue



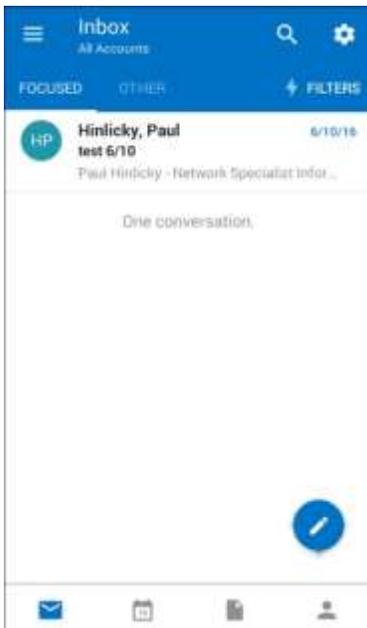
24) Tap Maybe Later



25) Either tap the arrow to review the introduction screens or tap Skip



26) You should now be looking at the Outlook inbox screen and if there is mail available to download from your account the synchronization process will begin in a few minutes



End of Procedure