

## IT DOCUMENTATION

PRODUCT: Microsoft Office365 Mobile Device Management (Apple iPhone & iPad)

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 an Apple ID with the Apple App Store on the iPhone or iPad. If you downloaded an app from the Apple App Store in the past, then this is probably already setup. If not, then you will be prompted to either use an existing Apple ID or create a new one.
- 2) The install process runs faster when the iPhone or iPad 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.**

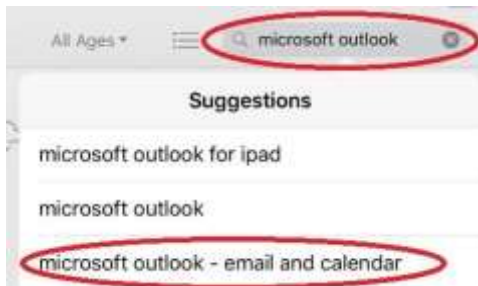
## Procedure

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



- 1) Tap the App Store icon

- 2) In the upper right corner of screen is a search box, in that box type Microsoft Outlook – Email and Calendar




- 3) Then tap the search button located on the on-screen keyboard

Search

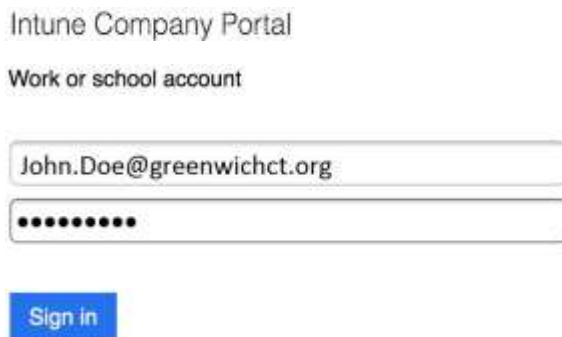
- 4) Tap the download icon on Microsoft Outlook – Email and Calendar
- 5) In the upper right corner of screen is a search box, in that box type Intune
- 6) Select the Intune Company Portal

7) Tap the download icon on Microsoft Intune Company Portal screen

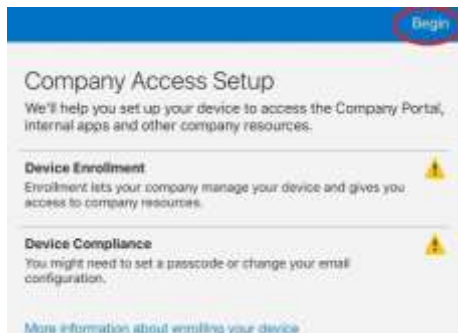


8) When downloading is complete tap Open 

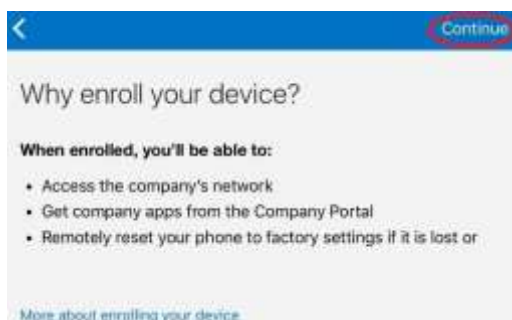
9) Type your email address and password and tap “Sign In” (NOTE: in some cases, you may need to tap “Sign In” a second time)



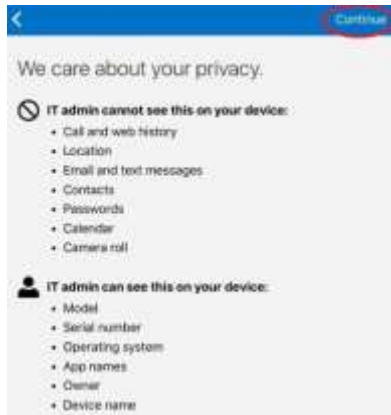
10) Tap Begin



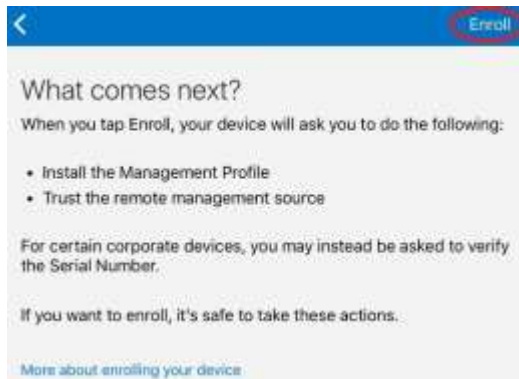
11) Tap Continue



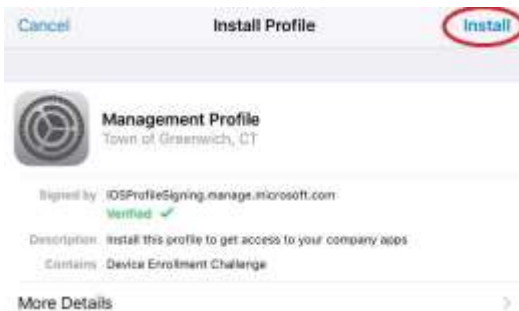
12) Tap Continue



### 13) Tap Enroll



### 14) Tap Install



15) If prompted enter your device lock screen PIN. If your device does not currently have a lock screen PIN, then proceed to the next step.





16) Tap Install

17) Tap Install



18) Tap Trust



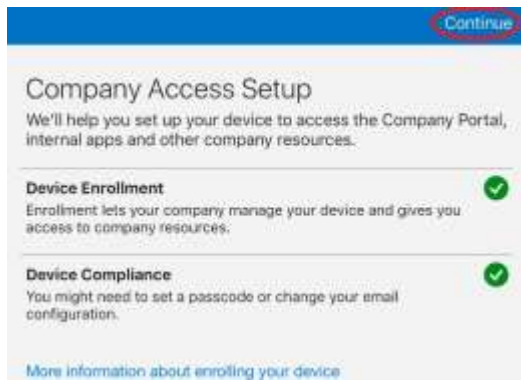
19) Tap Done



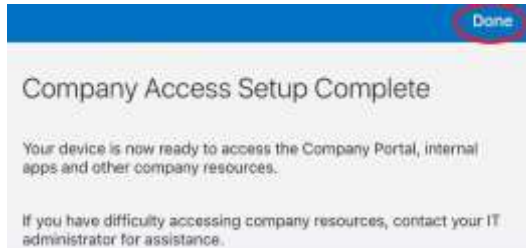
20) Tap Open



21) Tap Continue



22) Tap Done



23) If your device does not have a lock screen PIN code, then you will be prompted to create it.



24) Press the home button to get back to the desktop, locate the Outlook icon and tap it



NOTE: If prompted for Apple ID you will need to enter your Apple ID username and password.

25) Tap Get Started



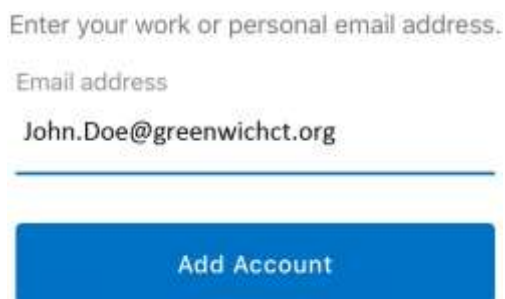
26) Choose if you would like to allow Outlook to display alerts for new messages and calendar reminders



27) If you chose Notify Me in the previous step, then you will be prompted to Tap OK



28) Type your Town email address using the format Firstname.Lastname@greenwichct.org then tap Add Account



29) You are brought to the Office365 login screen where you need to type in your current password; then tap "Sign In" (NOTE: in some cases, you may need to tap "Sign In" a second time)



33) Tap Maybe Later



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



35) 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