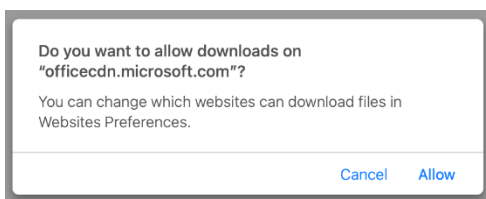This guide will help setup access to Office 365 on your existing Corporate Mac.

Setup
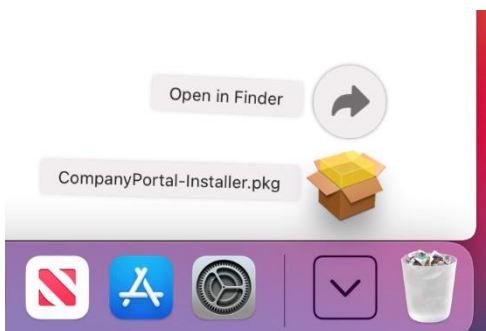
Please note that the steps below may vary depending on the version of macOS installed.
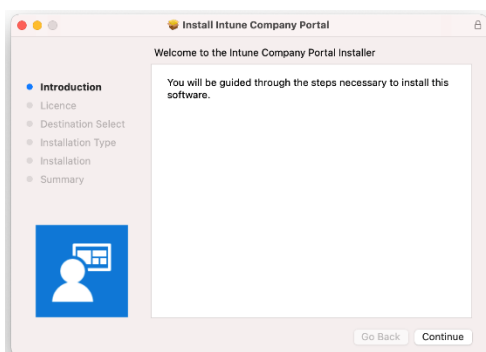
1. Open a browser and go to Enroll My Mac
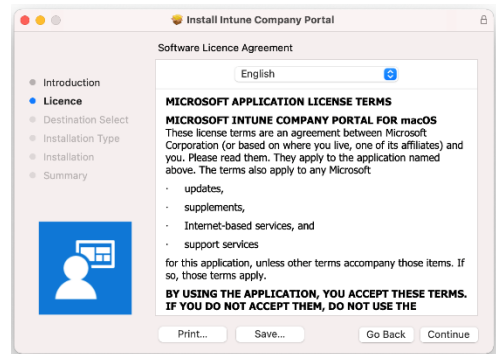
2. Select **Allow**

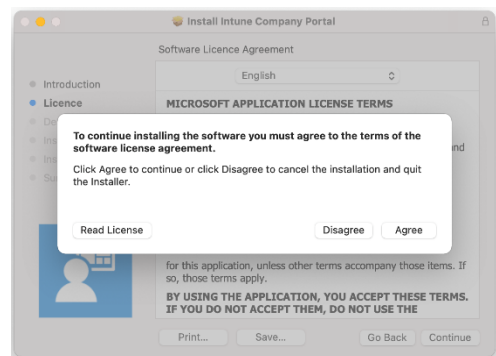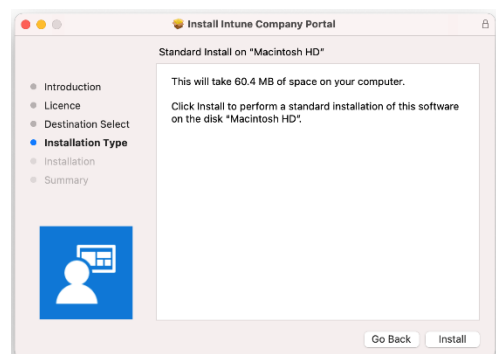3. Open Downloads and select **CompanyPortal-Installer.pkg**

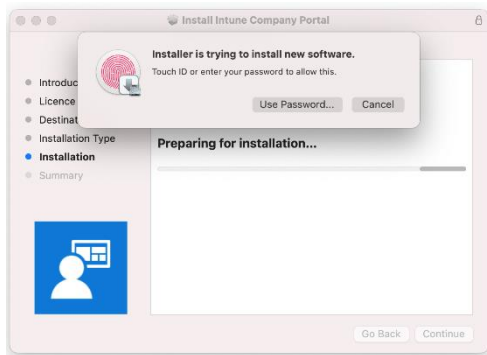
4. Select **Continue**
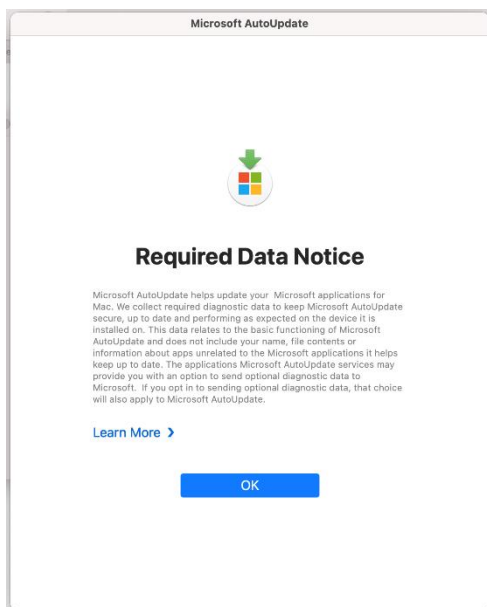

5. Select **Continue**

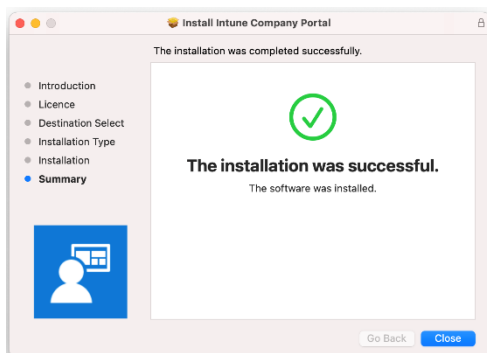6. Select **Agree**

7. Select **Install**

8. Use your Touch ID (if applicable) or enter your password to authorise the installation

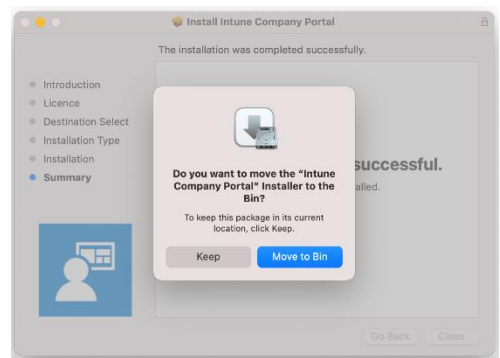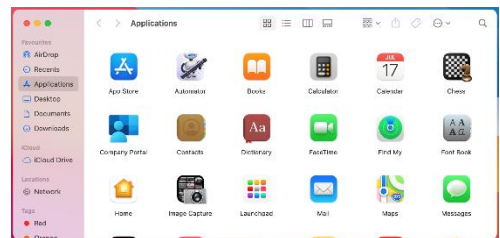9. Select **OK**

10. Select **Close**

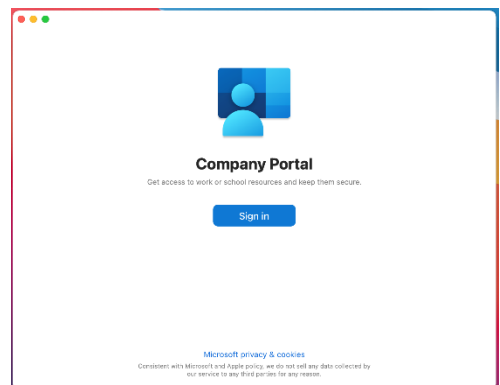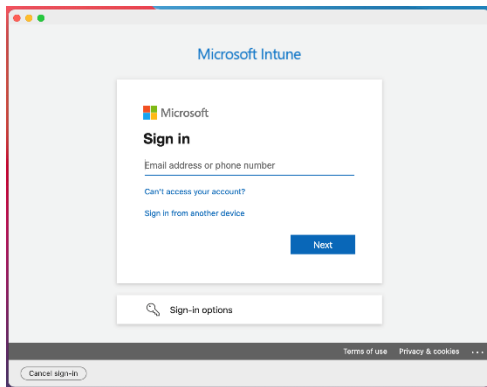11. Select **Move to Bin**

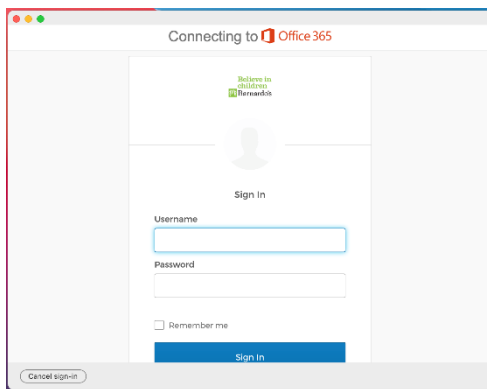12. Open Company Portal from Applications
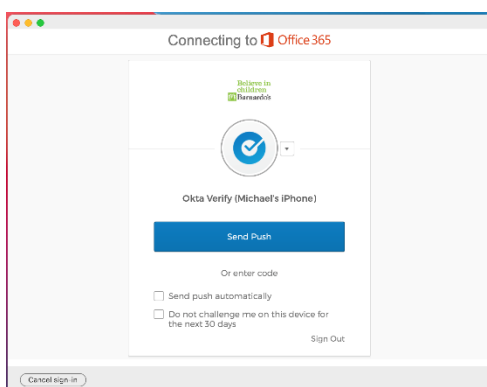

13. Select **Sign in**

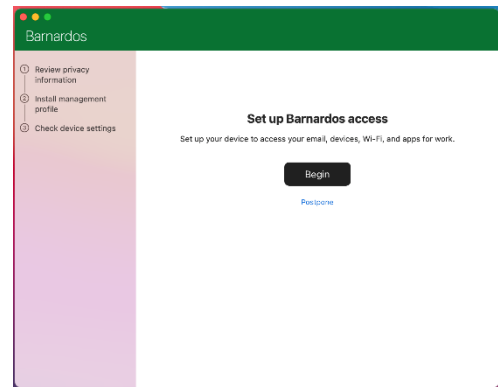14. Enter your Barnardo's email address and select **Next**

15. Enter your OKTA username and password and select **Sign In**

16. Respond to the OKTA MFA prompt (this can be either an SMS message, phone call, push notification or code from the OKTA Verify App on your device)
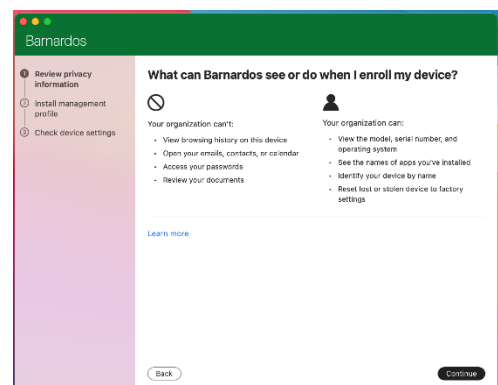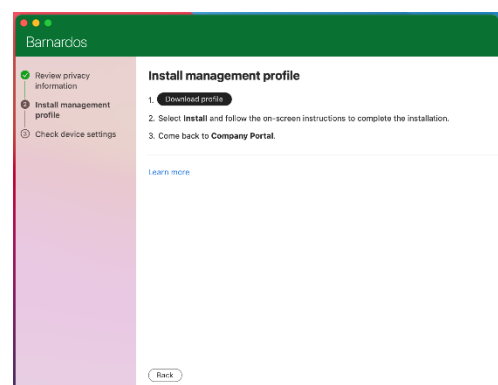

17. Select **Begin**

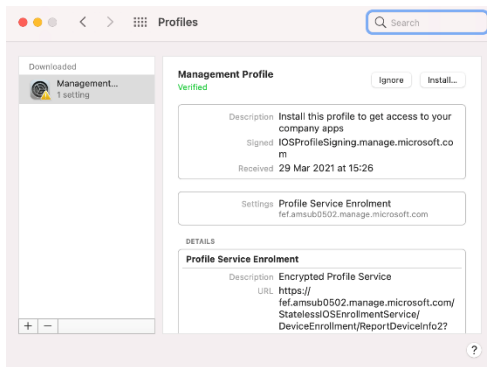18. Read the policy and select **Continue**

    *The most up-to-date version of the policy can be found at **inside.barnardos.org.uk** by searching for "**Smart mobile device policy**".*
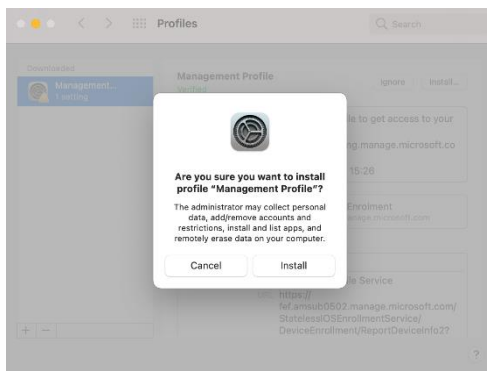

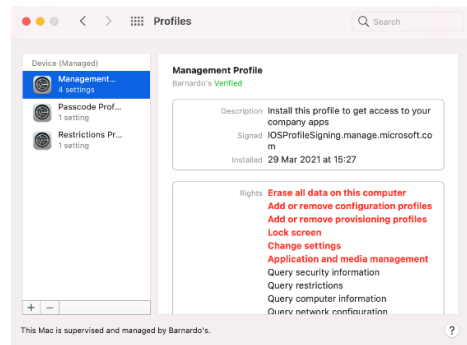19. Select **Download profile**

20. Select **Install…**

21. Select **Install**
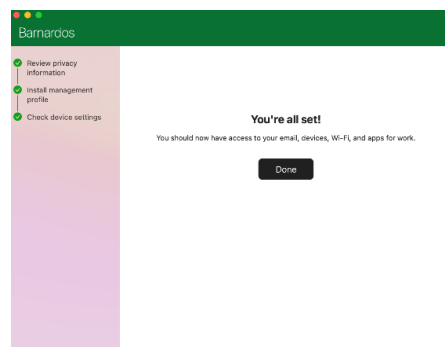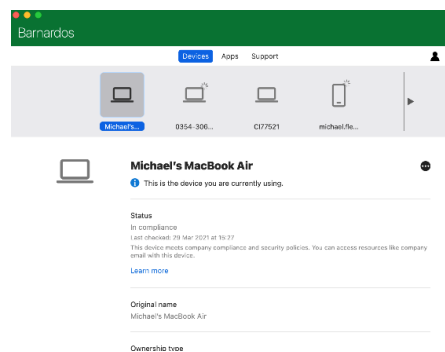

22. Enter your password and select **Enrol**

23. Close the profiles dialog

24. Select **Done**

25. You can install Apps from the Intune Company Portal through Apps at the top of the screen

After a restart you may be asked to allow access to the LogMeIn services in Security & Privacy. This is required for remote support and should be allowed. You will also be required to change your local password, and then again every 120 days.