# This guide will help you setup access to Office 365 on your iOS device

## Essentials

* Unenroll and uninstall the Citrix XenMobile Apps (Secure Mail, Secure Web and Secure Hub) by following the guide [here](https://inside.barnardos.org.uk/resources-and-guidance/our-it/getting-connected/accessing-barnardos-systems-home#barnardos_smartphone).
* If you’re using a Corporate iOS device, enrol into Intune by following the guide [here](https://inside.barnardos.org.uk/resources-and-guidance/our-it/getting-connected/accessing-barnardos-systems-home#barnardos_smartphone).
* Check the version of iOS on your device to make sure it’s [compatible](https://www.microsoft.com/en-us/microsoft-365/microsoft-365-and-office-resources#coreui-heading-3b8v07b) with the Office 365 Apps. [How to check and update your iOS version?](https://support.apple.com/en-gb/HT201685) As of January 2021 your device will need to be running a minimum of **iOS 13**.

### My device is ready

#### Personal iOS

* Install the Microsoft Authenticator App from the Apple App Store.
* Install the required Office 365 Apps from the Apple App Store. Usually this will include Microsoft Outlook and other Apps such as Microsoft Word and Microsoft Excel.

#### Corporate (Intune Enrolled) iOS

* Install the required Office 365 Apps from the Apple App Store. Usually this will include Microsoft Outlook and other Apps such as Microsoft Word and Microsoft Excel.

### My device is running an older version of iOS

You’ll still be able to access Office 365 from your device but will need to use the Web version instead. Open [this link](https://www.office.com) in the browser on your device. You do not need to proceed with the remaining steps in this guide.

## Setup

1. Open the Microsoft Outlook App, enter your Barnardo’s email address and select **ADD ACCOUNT**

Graphical user interface, text, application, chat or text message

Description automatically generated

1. Select **Open Authenticator**

Graphical user interface, text, application, chat or text message

Description automatically generated

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

Graphical user interface, timeline

Description automatically generated

1. 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)

Graphical user interface, application

Description automatically generated

1. Select **Register**

Graphical user interface, text, application, chat or text message

Description automatically generated

1. Select **OK**

Graphical user interface, text, application, chat or text message

Description automatically generated

1. Open the Microsoft Outlook App again and select **OK**

Graphical user interface, text, application, chat or text message

Description automatically generated

1. Enter a 6 digit PIN

Graphical user interface, text, application, email

Description automatically generated

1. Confirm the PIN

Graphical user interface, text, application

Description automatically generated

1. Confirm whether you would like to enable Outlook App notifications

Graphical user interface, text, application, chat or text message

Description automatically generated

1. The Microsoft Outlook App will now be setup, and you can now access your email and calendar on your device
2. Open any other Microsoft Office 365 Apps to setup for BYOD