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

A video is also available [here](https://barnardosorguk-my.sharepoint.com/:v:/g/personal/michael_fleet_barnardos_org_uk/EbCaeUoiOOxKlDgxY3JTsSsBdZ0s7ymooTc9pYAIyD7mZw?e=RSTMFw).

## Essentials

Check the version of iOS on your device to make sure it’s compatible. [How to check and update your iOS version?](https://support.apple.com/en-gb/HT201685) As of September 2021 your device will need to be running a minimum of **iOS 13**.

### My device is ready

Install the Intune Company Portal App from the Apple App Store.

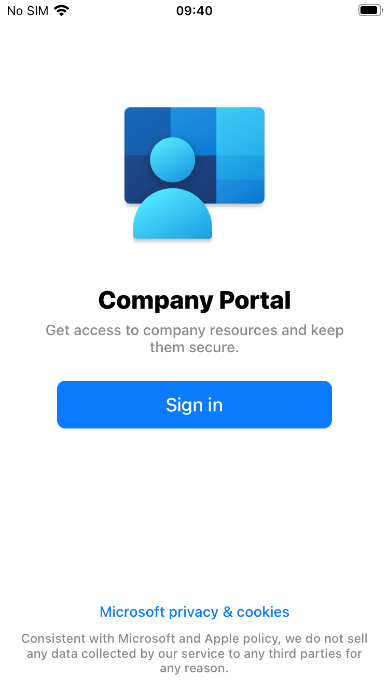
### My device is running an older version of iOS

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

**Please note that the steps below may vary depending on the version of iOS installed.**

1. Open the Intune Company Portal App and select **Sign in**



1. Enter your Barnardo’s email address and select **Next**

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

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 **Ok**

Text, letter

Description automatically generated

1. Select **Allow**

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

Description automatically generated

1. Select **Devices** at the bottom of the screen

Graphical user interface, application

Description automatically generated

1. Select your iOS device (with the description “This is the iPhone/iPad that you’re currently using.”)

Graphical user interface, text, application

Description automatically generated

1. Select **Begin setup**

Graphical user interface, application

Description automatically generated

1. Select **Begin**

Graphical user interface, text, application

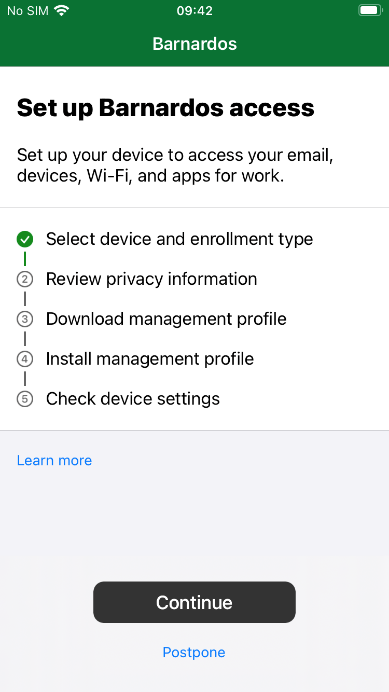
Description automatically generated

1. Click ‘Barnardos owns this device’ and select **Continue**

Graphical user interface, text, application

Description automatically generated

1. Select **Continue**



1. 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****”.*

Graphical user interface, text, application, email

Description automatically generated

1. Select **Continue**

Graphical user interface, text, application

Description automatically generated

1. Select **Allow**

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

Description automatically generated

1. Select **Close**

Graphical user interface, text, application

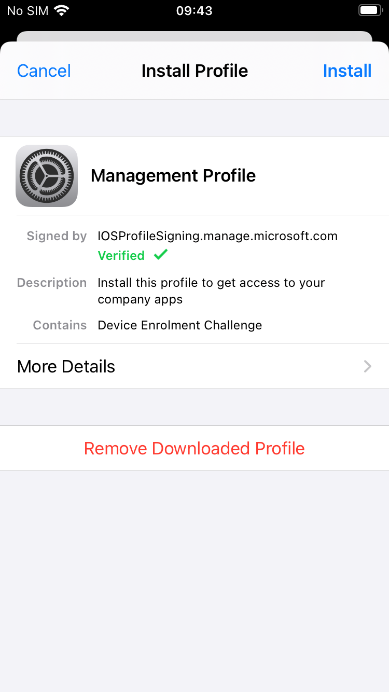
Description automatically generated

1. Open the Settings App (but leave the Intune Company Portal App open) and select **Profile Downloaded**

Graphical user interface, text, application

Description automatically generated

1. Select **Install**



1. Enter your iOS device passcode and select **Done**

Graphical user interface, text, application, email

Description automatically generated

1. Select **Install**

Graphical user interface, text, application

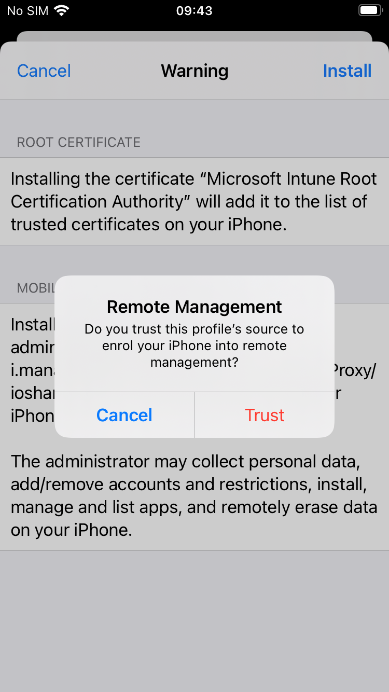
Description automatically generated

1. Select **Install**

Graphical user interface, text, application, email

Description automatically generated

1. Select **Trust**



1. Select **Done**

Graphical user interface, text, application, email

Description automatically generated

1. Close the Settings App and return to the Intune Company Portal App

Graphical user interface, application

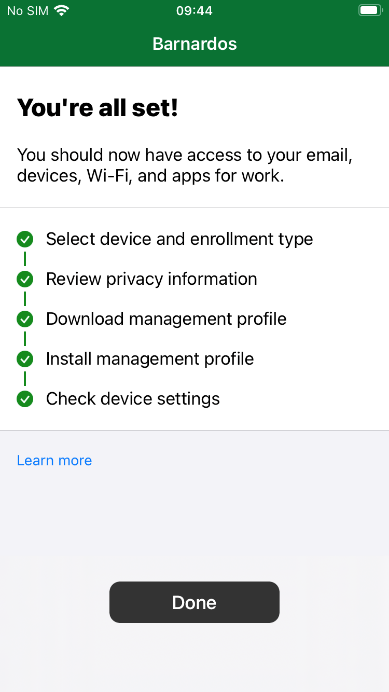
Description automatically generated

1. Select **Continue**

A picture containing diagram

Description automatically generated

1. Select **Done**



1. Your device is now setup

Graphical user interface, text, application, email

Description automatically generated

1. You can install Apps e.g. Microsoft Outlook\*, from the Intune Company Portal through Apps at the bottom of the screen.

Graphical user interface, application

Description automatically generated

*\* The Office 365 Apps are supported on iOS 13+ however you can still install a shortcut and access the web version through the Company Portal – search for the Office 365 Portal App*

Guidance on setting up and using Outlook is available on Inside.Barnardos [here](https://inside.barnardos.org.uk/software-support-centre).