

This guide will help set up access to Office 365 on your new Corporate iOS device.

Essentials

Ensure you have set up your OKTA Multifactor Authentication (MFA) on another device before setting up your new Corporate device (you will need this for steps 9 and 22). MFA is an added layer of security used to verify your identity when you use the device.

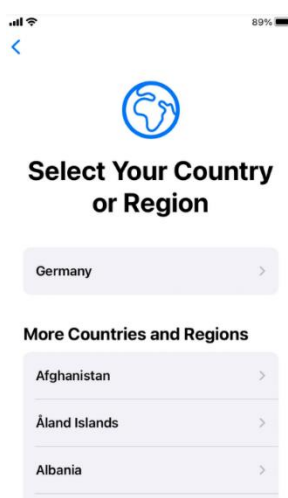
Set up

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

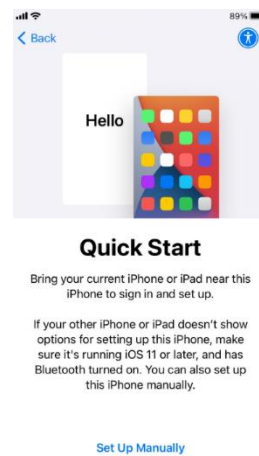
1. Select your required language



2. Select your Country or Region

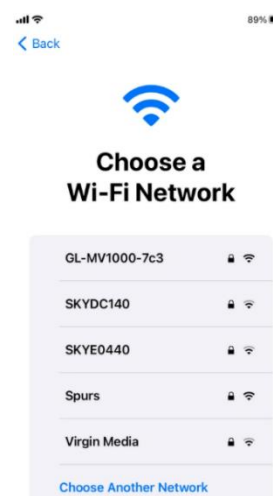


3. Select **Set Up Manually** on the quick start screen

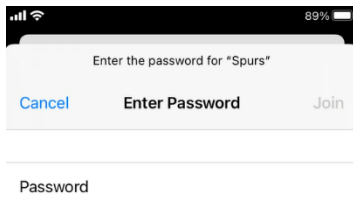


4. Select your Wi-Fi network

Do not use the Barnardo's Barn_Corp network for this step.



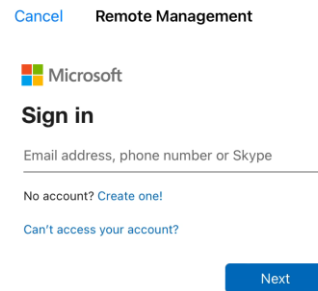
5. Enter your Wi-Fi password



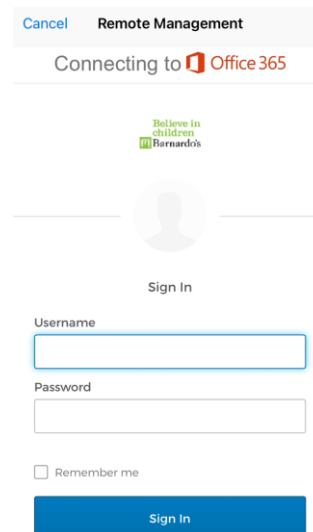
6. Select **Next** on the Remote Management screen



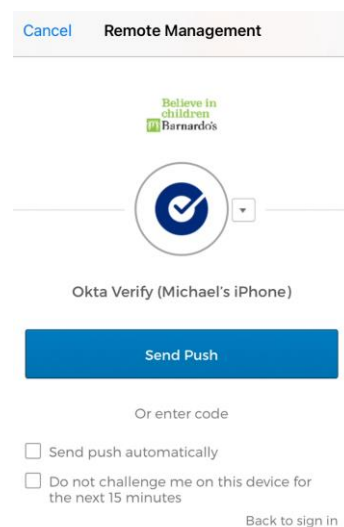
7. Enter your Barnardo's email address and select **Next**



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



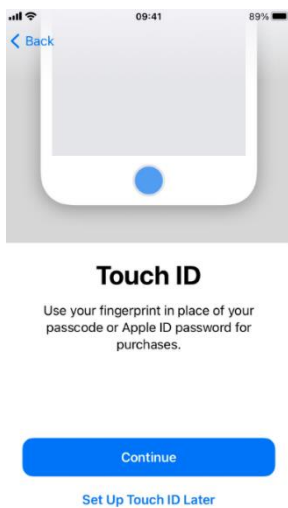
9. Respond to OKTA MFA on your other device



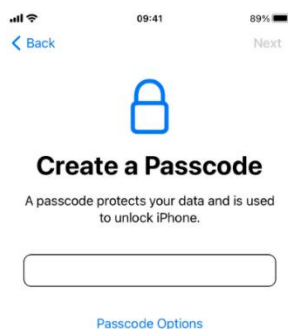
10. Select **Yes** on the 'stay signed in' screen



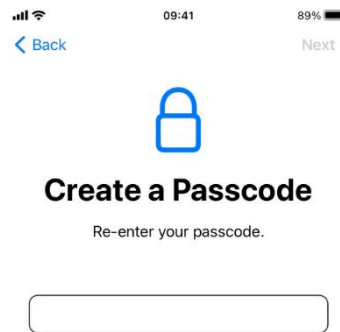
11. Set up Touch ID if required



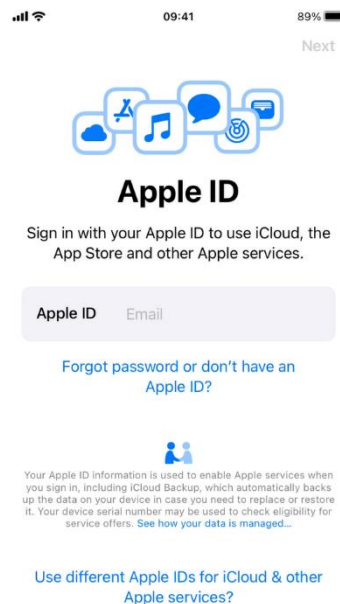
12. Enter a device passcode and select **Next**



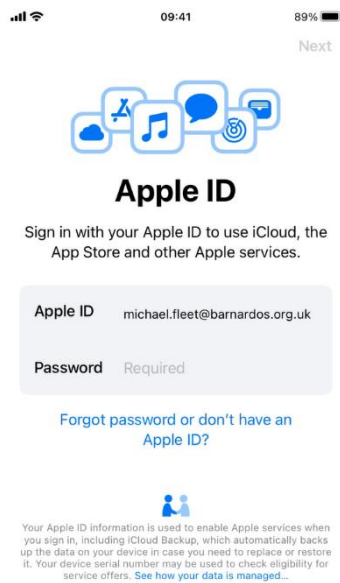
13. Re-enter your passcode and select **Next**



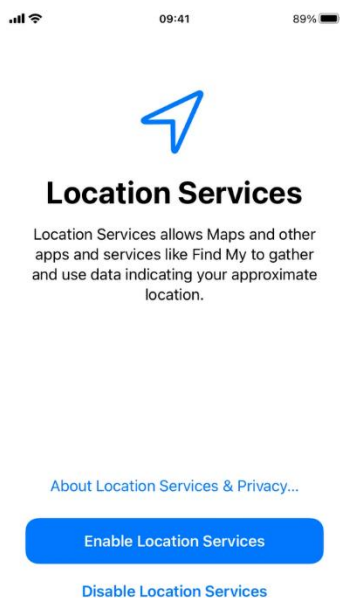
14. Enter your Apple ID username (or use the option to create a new one) and select **Next**



15. Enter your Apple ID password and select **Next**



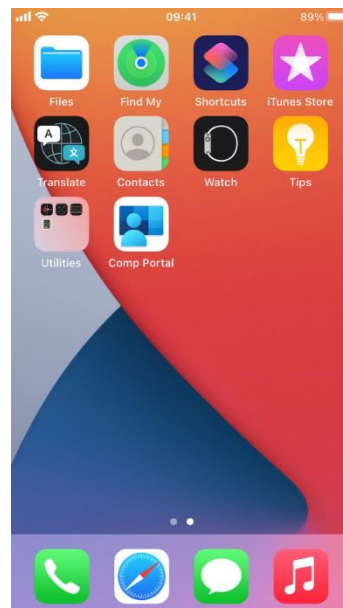
16. Select **Enable Location Services**



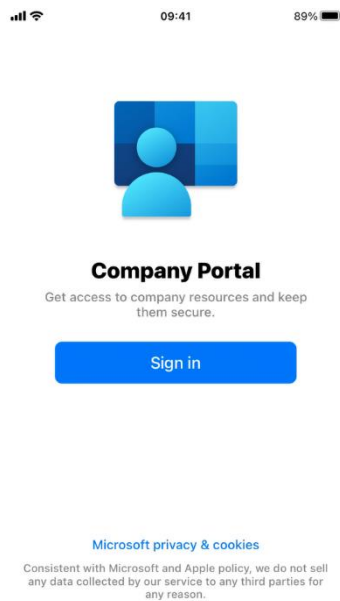
17. Select **Get Started** on the Welcome to iPhone screen



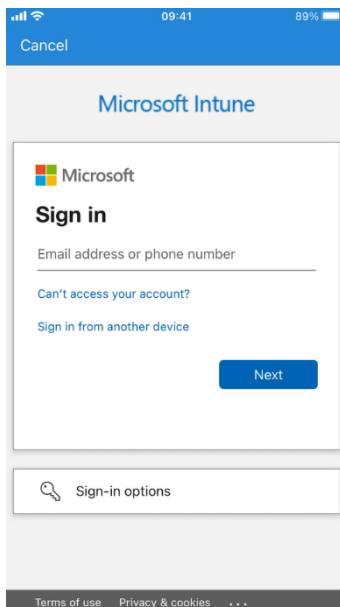
18. Open the Intune Company Portal App after it automatically installs



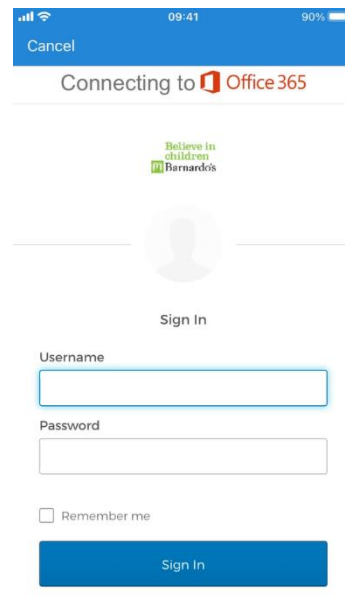
19. Select **Sign in** on Company Portal screen



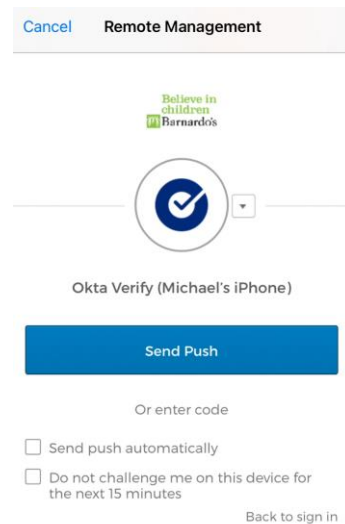
20. Enter your Barnardo's email address and select **Next**



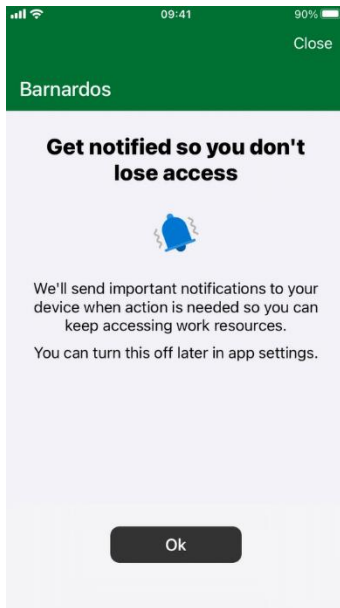
21. Enter your OKTA username and password and select **Sign In**



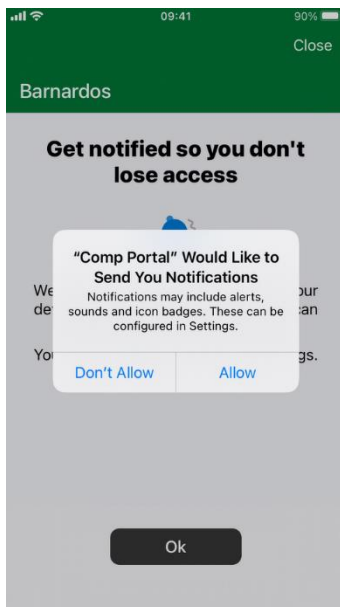
22. Respond to OKTA MFA on your other device



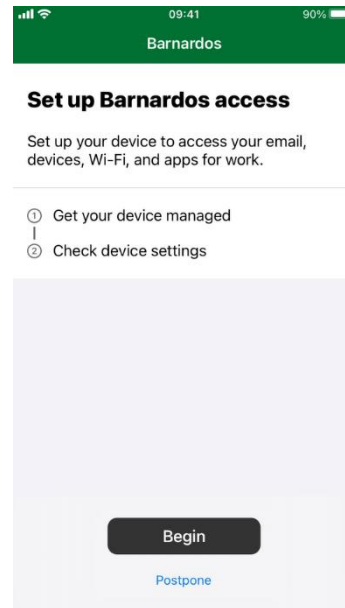
23. Select **Ok** on the Get Notified screen



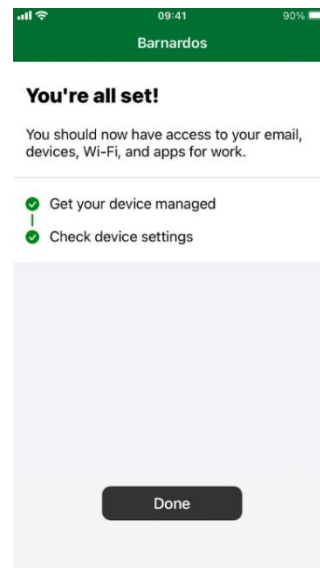
24. Select **Allow** for notifications



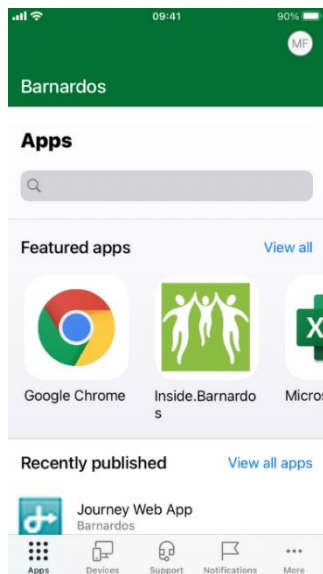
25. Select **Begin** on the 'Barnardos set up' screen



26. Select **Done** when you see the 'All Set' message.



27. You can install Apps such as Microsoft Outlook* from the Intune Company Portal through Apps at the bottom of the screen.



** 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](#).