

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

A video is also available for Android 8+ devices [here](#), and older versions of Android [here](#).

Essentials

Check the version of Android on your device to make sure it's compatible. [How to check and update your Android version?](#) As of January 22 your device will need to be running a minimum of **Android 8**.

My device is ready

Install the Intune Company Portal App from the Google Play Store.

My device is running an older version of Android

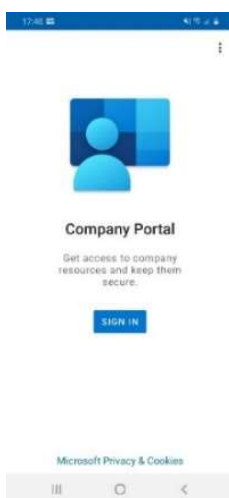
You'll still be able to access Office 365 from your device but will need to use the Web version instead. Open [this link](#) in the browser on your device. You do not need to proceed with the remaining steps in this guide.

Setup

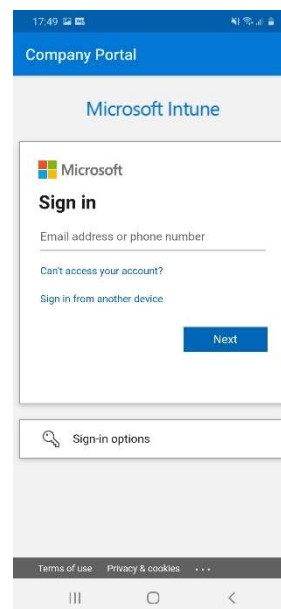
Android 8+

Please note that the steps below may vary depending on the version of Android installed and the device model.

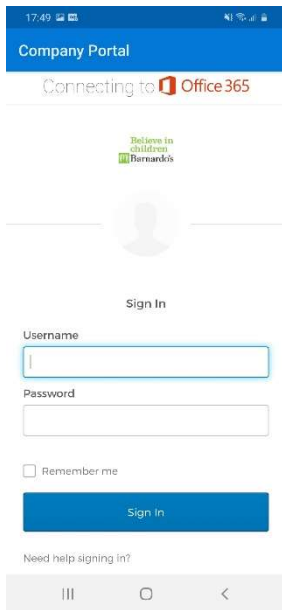
1. Open the Intune Company Portal App and select **SIGN IN**



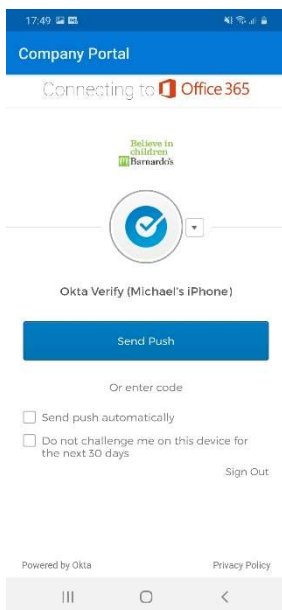
2. Enter your Barnardo's email address and select **Next**



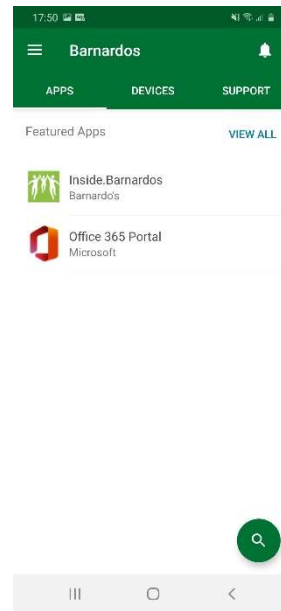
3. Enter your OKTA username and password and select **Sign In**



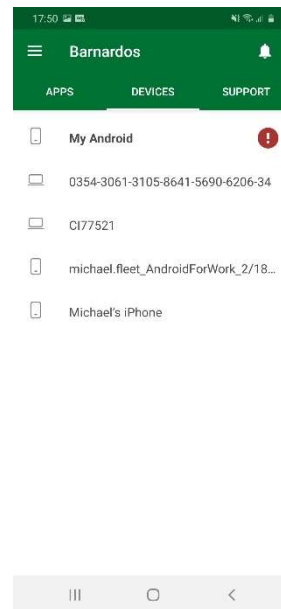
4. Respond to the OKTA MFA prompt (this can be either an SMS message, phone call, push notification or code from the OKTA Verify App on your device)



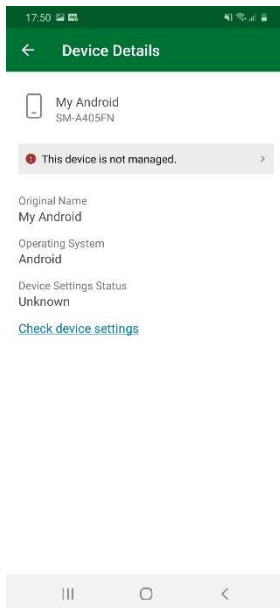
5. Select **DEVICES** at the top of the screen



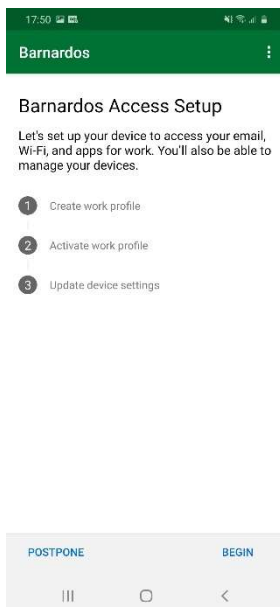
6. Select **My Android**



7. Select **This device is not managed**

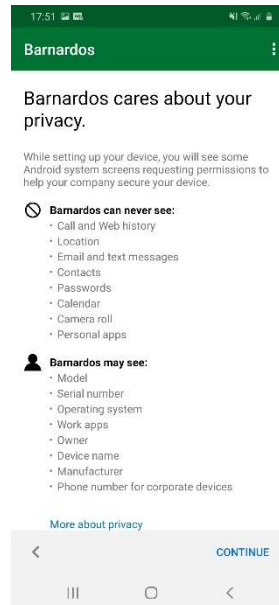


8. Select **BEGIN**

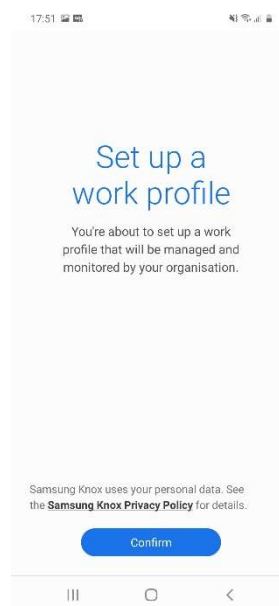


9. Read the policy and select **CONTINUE**

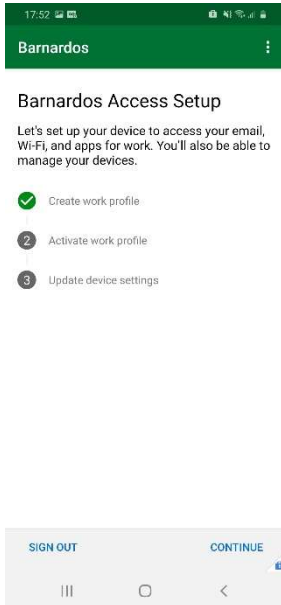
The most up-to-date version of the policy can be found at inside.barnardos.org.uk by searching for "Smart mobile device policy".



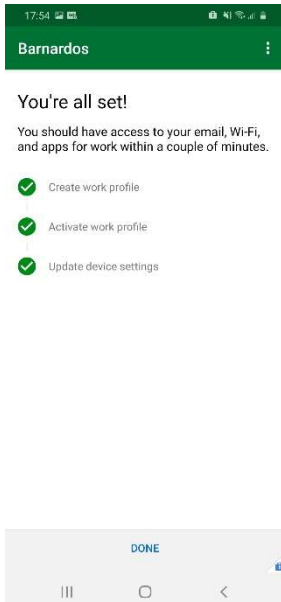
10. Select **Confirm**



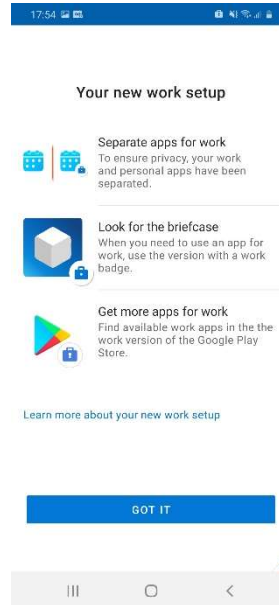
11. Select **CONTINUE**



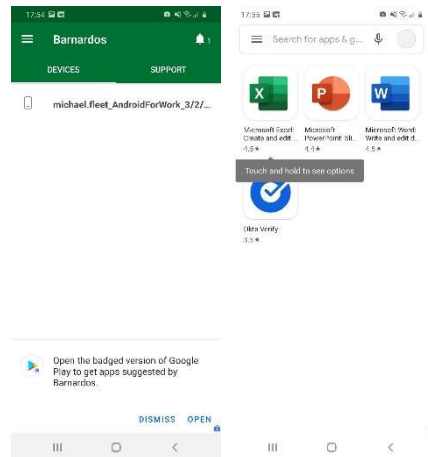
12. Select **DONE**



13. Select **GOT IT**



14. Select **OPEN** to launch the Barnardo's Play Store to install Apps e.g. Microsoft Outlook*

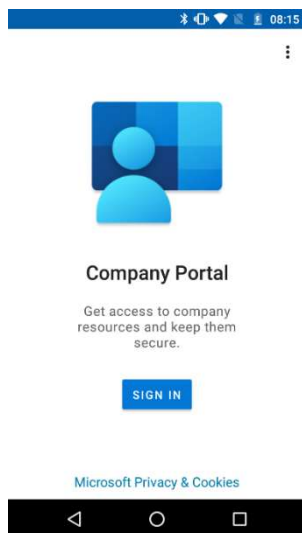


** The Office 365 Apps are supported on Android 8+ (although may install on earlier versions) however you can still install a shortcut and access the web version through the Company Portal – search for the Office 365 Portal App.*

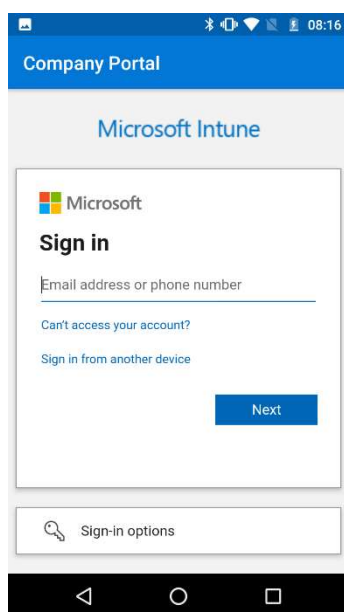
Older versions of Android

Please note that the steps below may vary depending on the version of Android installed and the device model.

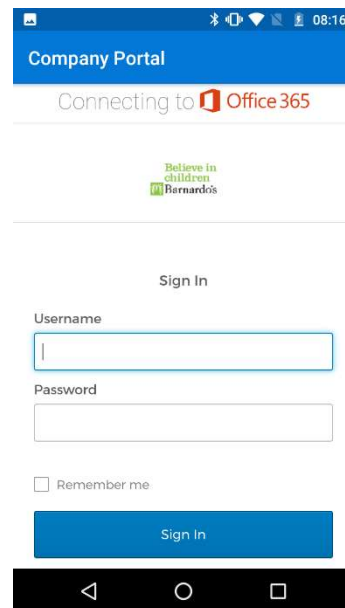
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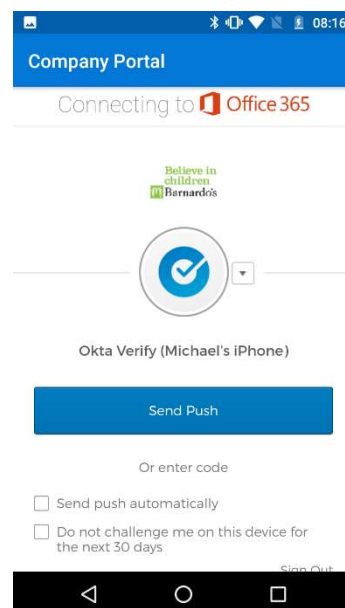
2. Enter your Barnardo's email address and select **Next**



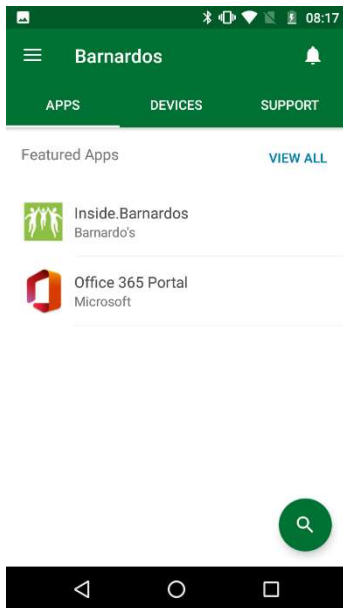
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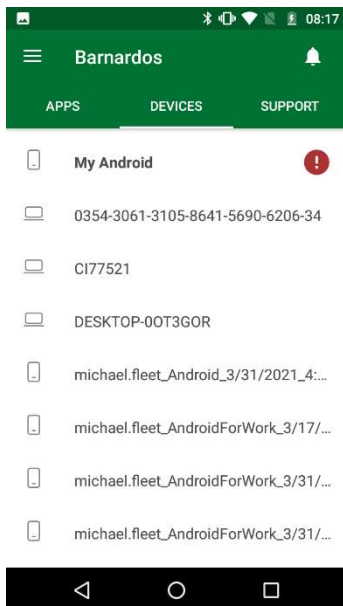
4. Respond to the OKTA MFA prompt (this can be either an SMS message, phone call, push notification or code from the OKTA Verify App on your device)



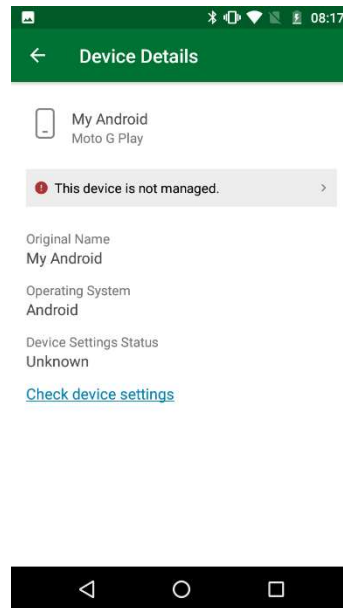
5. Select **DEVICES** at the top of the screen



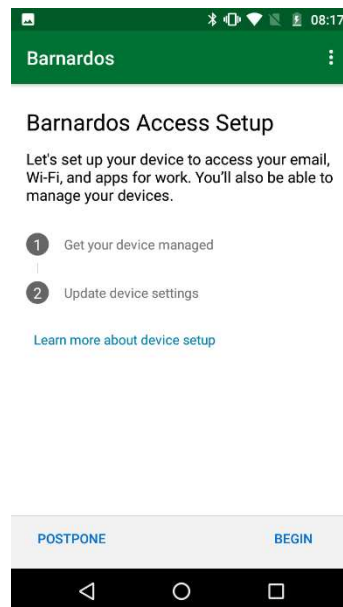
6. Select **My Android**



7. Select **This device is not managed**

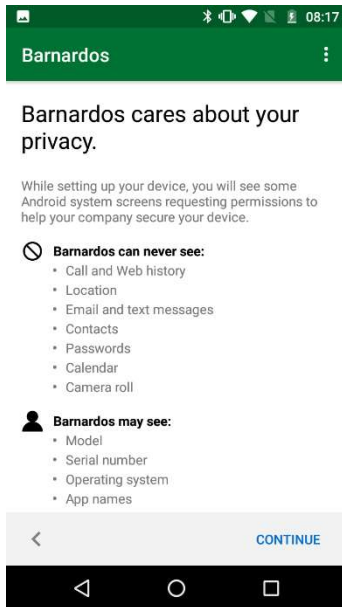


8. Select **BEGIN**

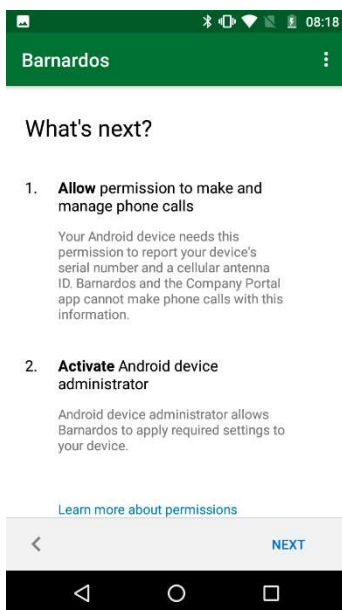


9. Read the policy and select **CONTINUE**

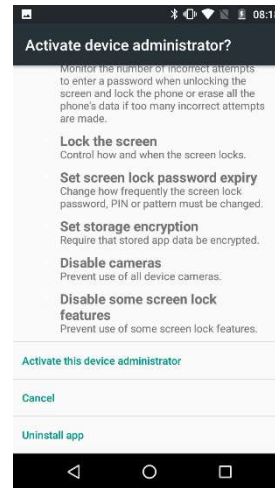
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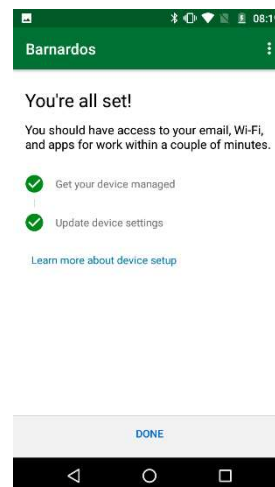
10. Select **NEXT**



11. Select **Activate this device administrator** (at the bottom of the screen)



12. Select **DONE**



13. Open the Play Store to install Apps e.g. Microsoft Outlook*

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Guidance on setting up and using Outlook is available on Inside.Barnardos [here](#).

Note

The following message may be displayed in your notifications after enrolling -



This can be safely ignored as the device is being monitored with Intune to make sure it's secure.