

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

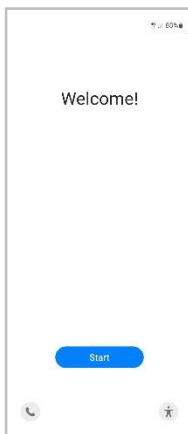
Essentials

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 14 and 20). 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 Android installed and the device model.

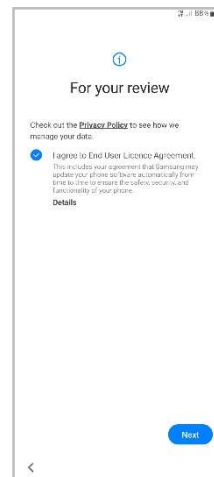
1. Select **Start**



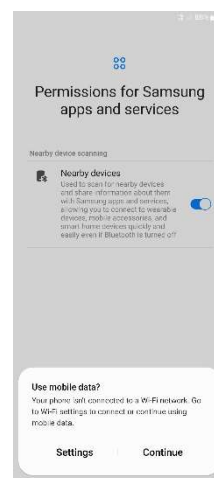
2. Choose your required language and select **Next**



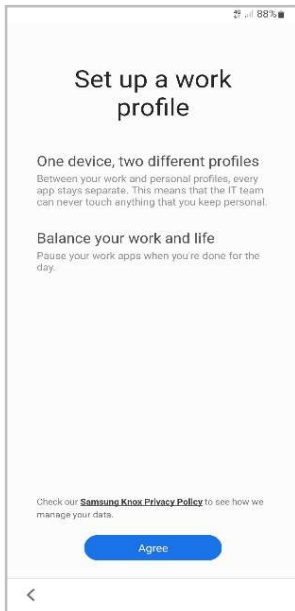
3. Tick *I agree to End User Licence Agreement* and select **Next**



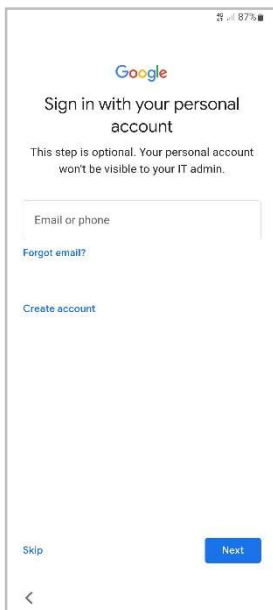
4. Choose **Settings** to connect to Wi-Fi otherwise select **Continue** to use mobile data



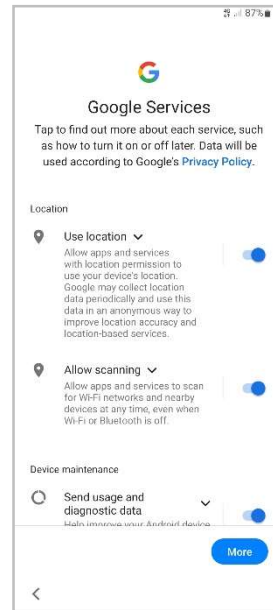
5. Select **Agree** when you are asked to set up a work profile



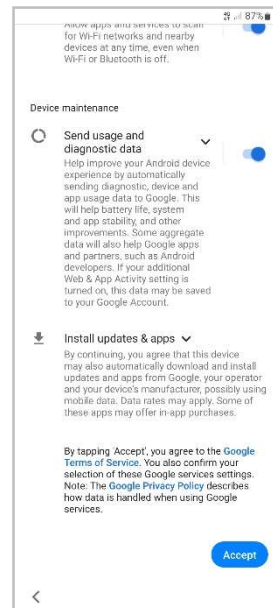
6. Select **Skip** (this can be setup later)



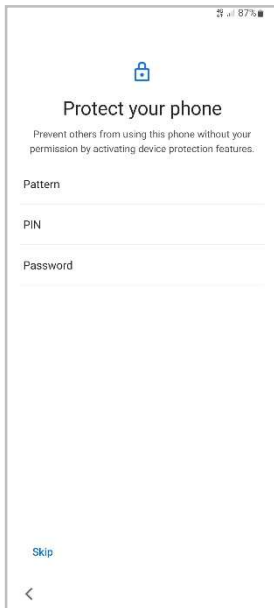
7. Select **More**



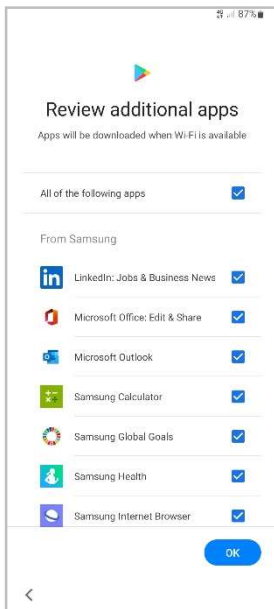
8. Select **Accept**



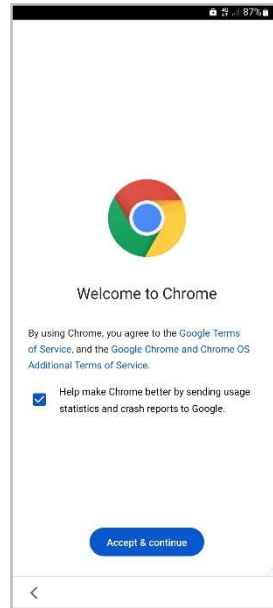
9. Setup either Pattern, PIN or Password protection



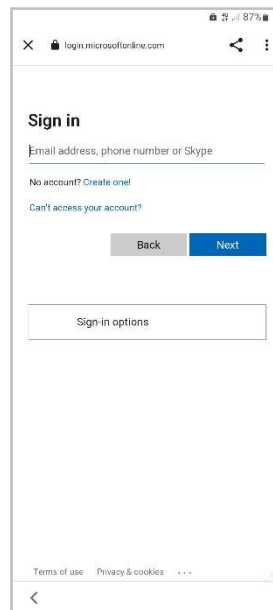
10. Scroll down, check the required apps, and select **OK**



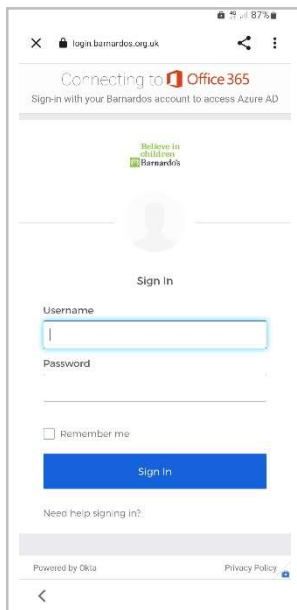
11. Select **Accept & continue**



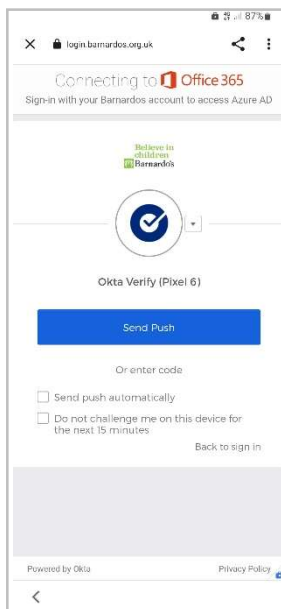
12. Enter your Barnardo's email address and select **Next**



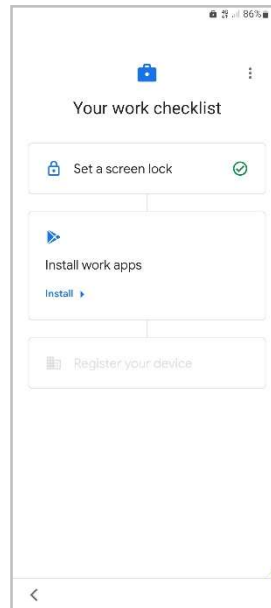
13. Enter your OKTA username and password and select **Sign In**



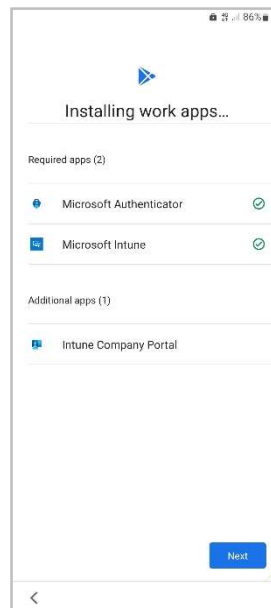
14. Respond to OKTA MFA on your other device



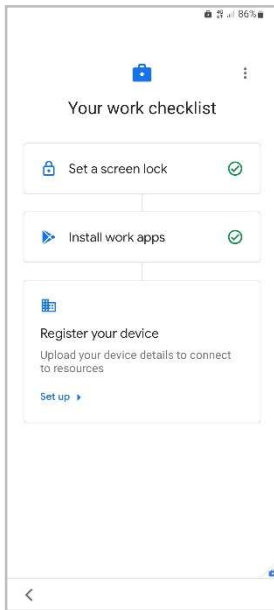
15. Select **Install** to get the work apps



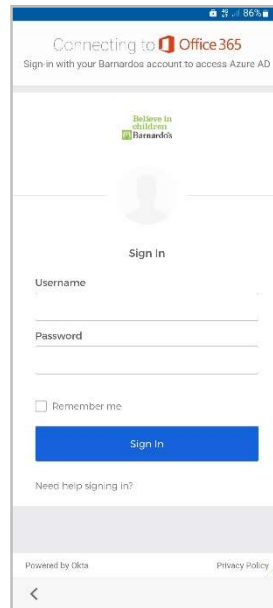
16. Select **Next** on the 'installing work apps' screen



17. Select **Set up** to register your device



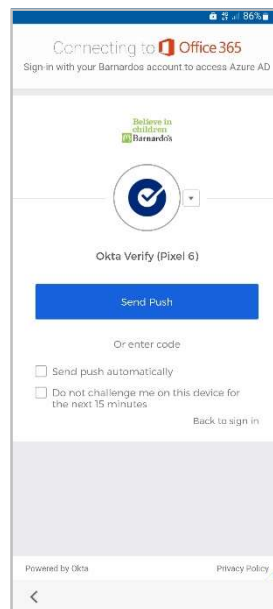
19. Enter your OKTA username and password and select **Sign In**



18. Select **SIGN IN** when the Intune screen appears



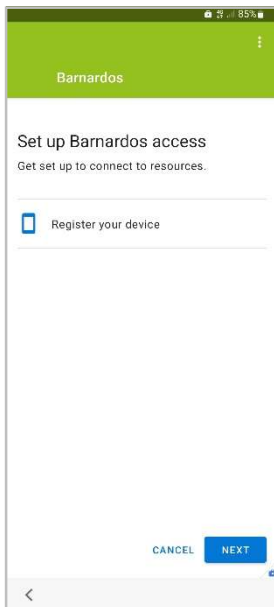
20. Respond to OKTA MFA on your other device



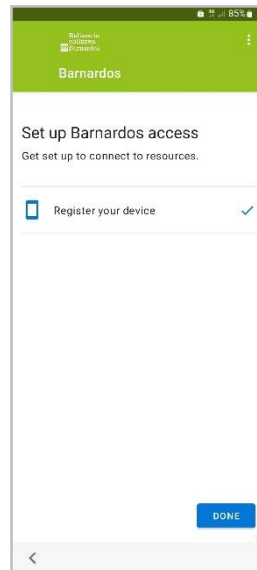
21. Select **Register** on the Microsoft screen



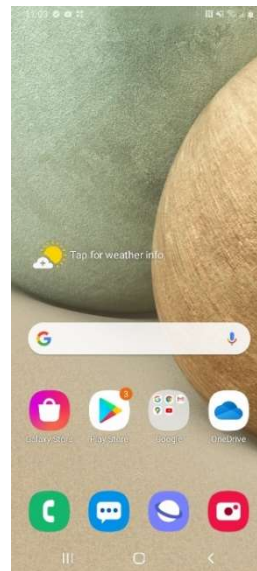
22. Select **NEXT** on the 'Set up Barnardos access' screen to register your device



23. Select **DONE** when 'Register your device' appears ticked



24. Open the Play Store in your Work Profile to install Barnardo's Apps e.g. Microsoft Outlook



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