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** 

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



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



Android Intune Set-up Guide (Auto)

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



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



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7. Select More

## 8. Select Accept

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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** 

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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



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

![](_page_4_Picture_3.jpeg)

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

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Connecting t	o 🚺 Office 365
Sign-in with your Barnardos	account to access Azure Al
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Sig	n In
Need help signing in?	
Powered by Okta	Privacy Polic

20. Respond to OKTA MFA on your other device

![](_page_4_Picture_7.jpeg)

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

![](_page_5_Picture_1.jpeg)

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

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Get s	et up to c	onnect to	o resource	25.	
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23. Select **DONE** when 'Register your device' appears ticked

![](_page_5_Picture_5.jpeg)

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

![](_page_5_Picture_7.jpeg)

Guidance on setting up and using Outlook is available on Inside.Barnardos <u>here</u>.