

How to configure your personally owned device (smart phone / tablet)

Complete the following steps to access UoC digital systems and services on your personally owned device:



Android

(e.g. Samsung, Google, OnePlus, Oppo, Xiaomi, Motorola, Amazon, Lenovo etc)

1. Remove any Microsoft Apps you like to use for your university role from your device (such as Outlook, Teams, and Office apps), but keep MS Authenticator.
2. From **Home Screen** → Open **Play Store**
3. **Search** → in the Search box, type company portal → **Intune Company Portal**
4. **Install**
5. From **Home Screen** → Open **Company Portal**
6. **Sign in** → Company Access Setup → **Begin**
7. Create work profile - review privacy information.
8. Agree to your manufacturer's work profile settings. → **Agree** → **Next**
9. Activate Work Profile → **Continue**
10. Update device settings (if required)
11. Select the category for your device → **Personal** → **Done**
12. **Done** Close the Company Portal App.
13. Wait a short while for University apps to install and Android for Work area to be created.
14. From **Home Screen** → Navigate to your apps list. You should see a section call work. Work apps will have a briefcase icon.
15. From **Home Screen** → Open **Outlook** from the Work section
16. **Add Account** → you should not be asked for login details.
17. From **Home Screen** → Open **Edge** from the Work section
18. **Add Account** → you should not be asked for login details.
19. Open and configure any further apps you would like to use.



iOS

(iPhones and iPads only)

1. Remove any Microsoft Apps you like to use for your university role from your device (such as Outlook, Teams, and Office apps), but keep MS Authenticator.
2. From **Home Screen** → Open **App Store**
3. **Search** → in the Search box, type Company Portal → **Intune Company Portal**
4. **Get** → **Install**
5. From **Home Screen** → Open **Authenticator**
6. Press **Accept** → **Continue** → **Sign in with Microsoft** → Sign In.
7. Set up University of Cumbria access → **Continue**
8. Directed to web browser → **Get started**
9. Follow on screen instructions, download profile → **Allow** → **Close**
10. Go to your device home screen open → **Settings**
11. Tap → **Profile Downloaded** - from left menu.
12. **Install** → **PIN** → **Install** → **Install** → **Trust** → **Done**
13. From **Home Screen** → University applications should install shortly.
14. Click **Install** at the pop up messages for **Microsoft Authenticator**, **Microsoft OneDrive**, **Microsoft Outlook**, **Microsoft Edge**
15. Click **Manage** at the pop up messages for **Intune Company Portal**.
16. From **Home Screen** → Open **Microsoft Authenticator** → **Add work or school account**
17. Pick **...@cumbria.ac.uk** → Wait for the device to register & check device
18. Complete **Multi-factor** challenge if prompted and allow notifications.
19. Tap **Continue** → on the Account Added Page.
20. From **Home Screen** → Open **Outlook**
21. **Add Account** → you should see your account listed here, if not close and reopen app.
22. **OK** → "Your organisation is now protecting this app..." App will close - Open **Outlook**
23. Repeat steps 21 to 22 for Edge then any other apps you would like to use.