

How to configure your personally owned device (desktop and laptop computers - Windows)



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

1. Open the Start menu and type **Store** open Microsoft Store.
2. From Microsoft Store Search for **Company Portal**
3. Click on **Company Portal** then choose **Get**.
4. When installed click **Open**.
5. **Sign in** → with your university email, password and multi-factor approval
6. "Stay signed in to all your apps" choose **OK**.
7. You're all set! Choose **Done**.
8. Company Portal → **Select this message to begin setup**
9. Set up your device → **Next**
10. Connect to work → **Connect**
11. Set up a work or school account → Enter your UoC email address → **Connect**
12. Enter password and multi-factor when prompted. When complete press **Got it!**
13. Connect to work - Choose **Next** to continue the setup.
14. **Next** → Choose a category for this device → **Personal (Personally owned)** → **Done**
15. **Done** Close the Company Portal App.
16. Open Microsoft Edge - web browser (Edge needs to be used to access university services).
17. Check your university account is signed in, (click the person icon in top left).
18. Navigate to outlook.office.com
19. You should be taken to your email without the need to sign in. If this does not work open Company Portal and click "check access" for your device.

To remove this access from your device

1. Open Company Portal
2. Select your device name.
3. Choose **Delete** from the Action Menu
4. Click **Remove** to confirm.

If you experience issues please remove all apps and try again. Still having issues? The IT Service Desk are here to support 01228 888 888 or servicedesk@cumbria.ac.uk