

How to configure your personally owned device (smart phone or 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 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** → sign in to work (use your university email address) → **Accept**
7. Your device is now registered.
8. If you do not have the MS Authenticator app on this device we strongly advise you to install and configure it as an additional multi-factor method.
9. From **Home Screen** → Open **Play Store**
10. **Search** → in the Search box, type Outlook → **Microsoft Outlook**
11. **Install**
12. From **Home Screen** → Open **Outlook**
13. **Add Account** → **Sign in** → App will configure and is ready for use.
14. Repeat steps 9 - 13 for any apps you would like to use **Microsoft Edge**, **Microsoft Teams**, **Microsoft OneDrive**, **Microsoft Sharepoint**, **Microsoft 365 Copilot**, **Microsoft OneNote**, **Microsoft ToDo**, **Any other MS App...**



iOS

(iPhones and iPads only)

1. Remove any Microsoft Apps you like to use for your university role from your device but keep MS Authenticator. (Such as Outlook / Teams / Office Apps).
2. From **Home Screen** → Open **App Store**
3. **Search** → in the Search box, type Microsoft Authenticator → **Microsoft Authenticator**
4. **Get** → **Install**
5. From **Home Screen** → Open **Authenticator**
6. Press **Accept** → **Continue** → **Sign in with Microsoft** → Sign In.
7. Your device is now registered.
8. Press **Home Screen** → Open **App Store**
- 9.. **Search** → in the Search box, type Outlook → **Microsoft Outlook**
10. **Get** → **Install**
11. Press **Home Screen** → Open **Outlook**
12. **Add Account** → **Sign in** → App will configure and close, reopen the app.
13. Repeat steps 8 - 10 for any apps you would like to use **Microsoft Edge**, **Microsoft Teams**, **Microsoft OneDrive**, **Microsoft Sharepoint**, **Microsoft 365 Copilot**, **Microsoft OneNote**, **Microsoft ToDo**, **Any other MS App...**