

# Expedition *Tech*

Pioneering a new path



## **ANDROID MAM SETUP GUIDE**

OS Version: 10 | Intune | Example Device:  
Samsung Galaxy A30

Note: This device guide is based on the above listed device and operating system version, steps may differ for different device or operating system versions.



# Android MAM Setup Guide

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There are 3 stages to complete this process.

- 1) Install and configure Outlook
- 2) Install VUMC approved apps
- 3) Complete registration

**Heads up!** The setup process will take approximately 15 to 30 minutes.

## Prerequisites

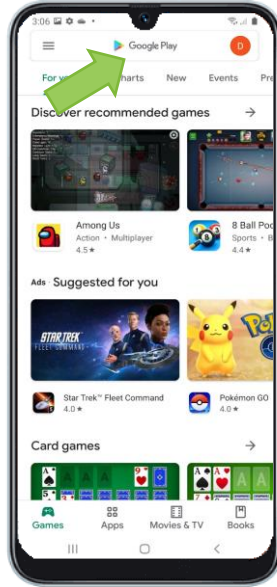
- ° **Email Address:** This is your @VUMC.org email address.
- ° **VUMC ID and Password:** You will need your VUMC credentials to sign in.
- ° **Connectivity:** You will need an active 3G or higher, or a Wi-Fi connection.
- ° **Battery:** Ensure your device has been charged and has at least 50% of battery remaining to complete the enrollment.
- ° **Google Play ID:** Your Google Play Store ID will be required to install apps.

# 1) Install and configure Outlook



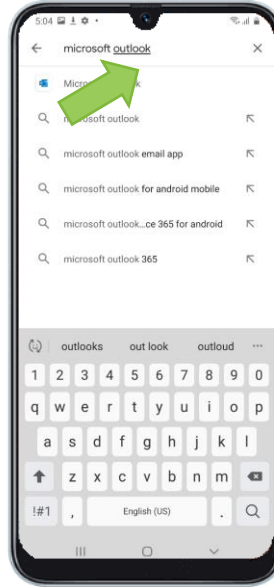
## Step 1

From the home screen open the Play Store



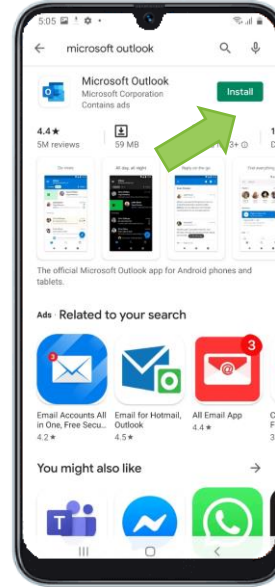
## Step 2

Select the Search bar at the top of the screen



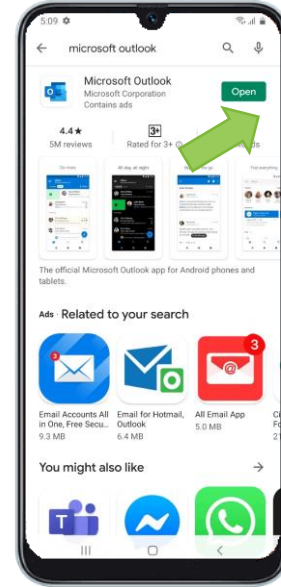
## Step 3

Enter Microsoft Outlook into the search bar and select it from the result list



## Step 4

Select Install



## Step 5

Select Open

**Note:** The app may take a couple of minutes to install

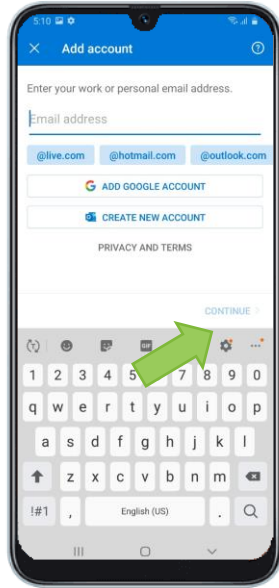
# 1) Install and configure Outlook



## Step 6

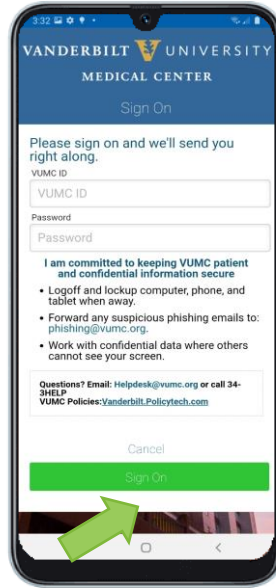
Select **ADD ACCOUNT**

**Note:** Some screens may differ depending on the device and app version



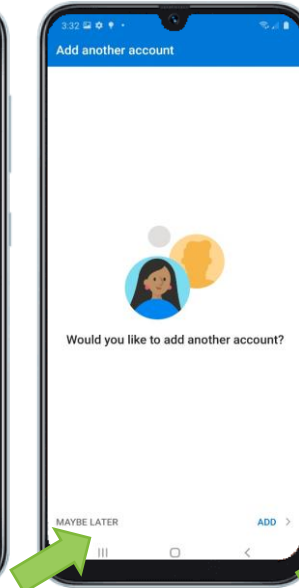
## Step 7

Enter your VUMC email address then select **CONTINUE**



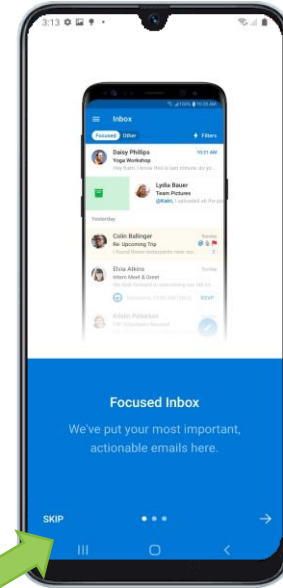
## Step 8

Enter your VUMC ID and Password then select **Sign On**



## Step 9

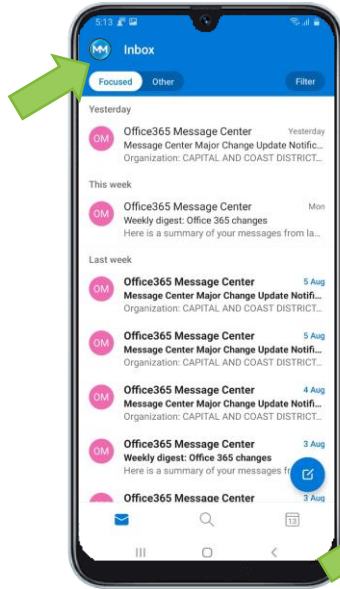
Select **MAYBE LATER**



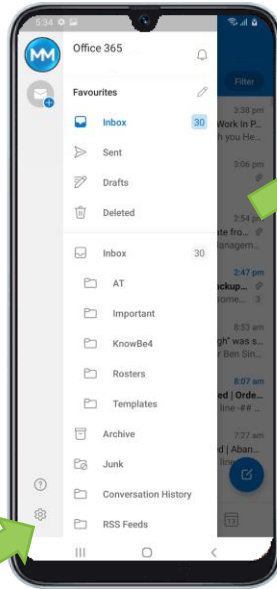
## Step 10

Select **SKIP**

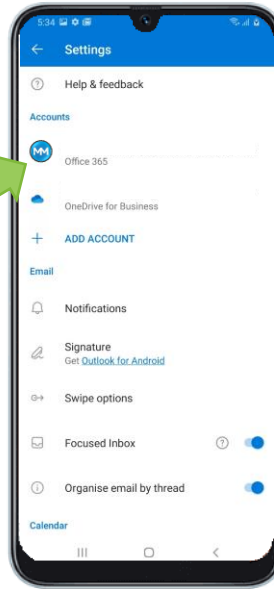
# 1) Install and configure Outlook



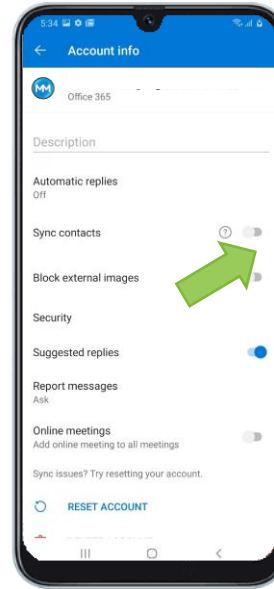
**Step 11**  
Select your profile  
(top left off screen)



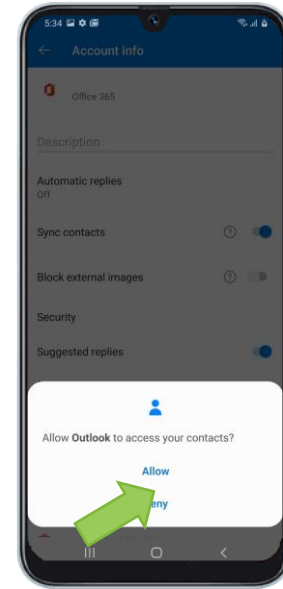
**Step 12**  
Select Settings (the  
cog icon, bottom  
left of screen)



**Step 13**  
Select your VUMC  
Office 365 email  
account



**Step 14**  
Select Sync  
contacts toggle



**Step 15**  
Select Allow



**If prompted**  
you will need to  
complete stage 3  
and then come  
back to this step.

Stage 2 complete, please continue to **Stage 3**

## 2) Install VUMC approved apps *(as required)*

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- To protect VUMC Data, to open any files you receive via email or data you wish to open requires an approved app can be used
- Each app will need to be installed individually and will require **the same PIN** that was / will be created in [Stage 3](#) of this guide. An example of how to install an App is shown in this section, repeat as required for each app as you need them
- A list of currently available apps are shown below, this will change over time



Microsoft Edge



Microsoft Excel



Microsoft Lens



Microsoft Office



Microsoft To-Do



Microsoft Visio Viewer



Microsoft Outlook



Microsoft Stream



Microsoft Teams



Microsoft OneDrive



Microsoft OneNote



Microsoft Planner



Microsoft SharePoint



Microsoft Word



Microsoft PowerPoint



Skype for Business



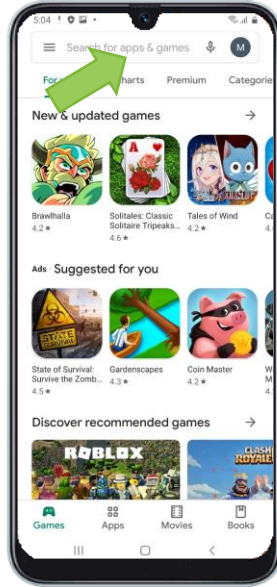
vumc2go

## 2) Install VUMC approved apps - Example



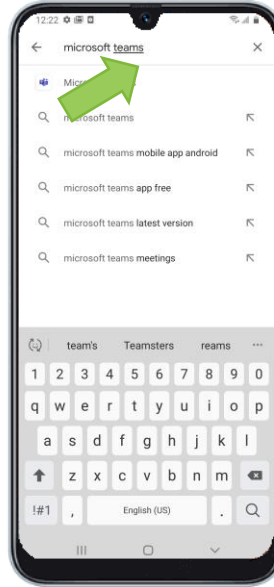
### Step 1

From the home screen open the Play Store



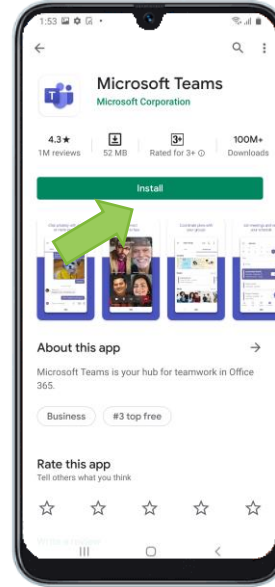
### Step 2

Select the Search bar



### Step 3

Enter the app name into the search bar, then select it from the result list



### Step 4

Select Install

The app will download and install.

Reminder: when opening the app, you will need to enter the PIN created in Stage 3

Stage 2 complete, please continue to **Stage 3**

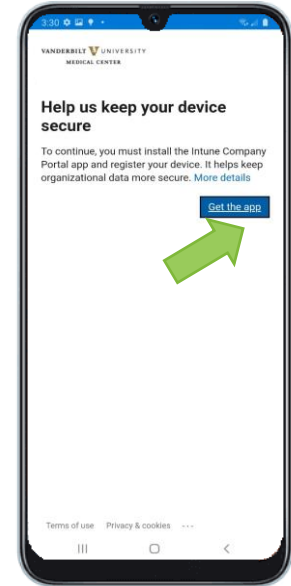
### 3) Complete registration

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When prompted please complete the last stage to complete your registration

If you have not been prompted, you will be provided a date via email when this final registration stage needs to be completed.

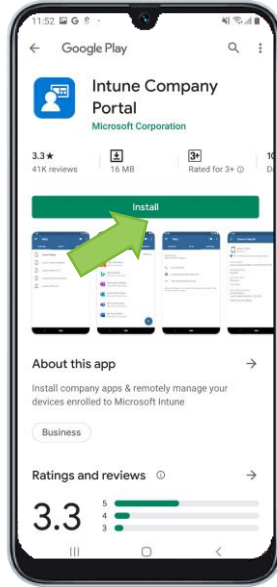


#### Step 1

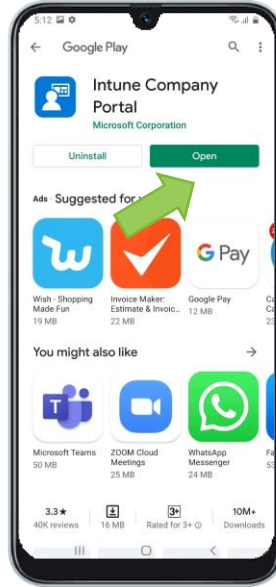
Select Get the app



### 3) Complete registration



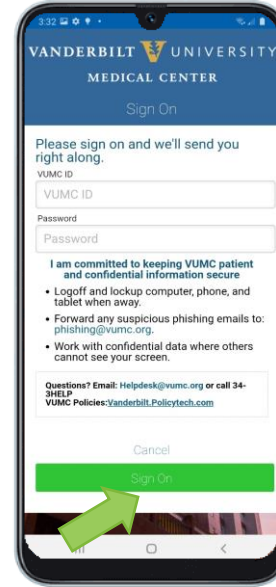
Step 2  
Select Install



Step 3  
Once installed, press the home button



Step 4  
Swipe up from the middle of the screen to display all apps then open the Outlook app



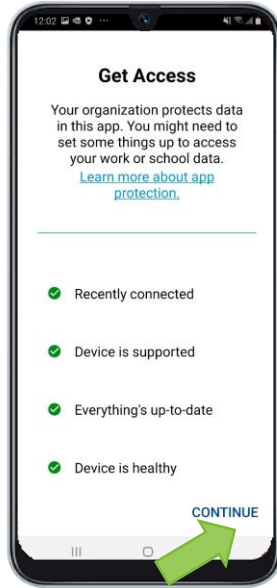
Step 5  
If prompted, enter your VUMC ID and Password then select Sign On



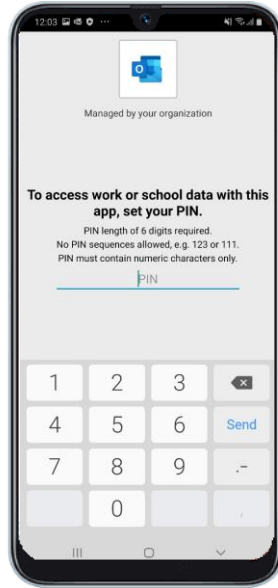
Step 6  
Select Register

**Important: Do not open or configure the Intune Company Portal app.**

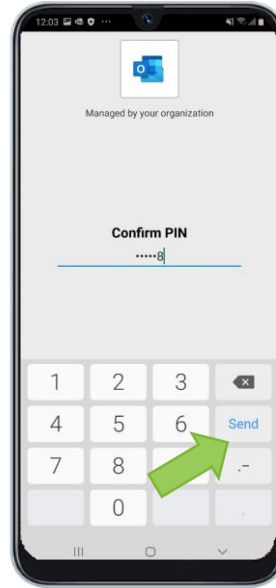
### 3) Complete registration



Step 7  
Select Continue



Step 8  
Create a PIN, then select Send



Step 9  
Confirm PIN and select Send

Note: This PIN will be required for all VUMC apps



## Registration Completed!



#### NEED HELP?

- Call the ExpeditionTech Help Desk at 615-343-HELP (4357) and select Option 5.
- Help Desk Hours are 8:00 a.m. to 10:00 p.m. Mon - Thur & 8:00 a.m. to 5:00 p.m. Friday
- Outside of Help Desk hours call 615-343-HELP (4357) or submit a [Pegasus ticket](#) and indicate that you are having an issue with BYOD enrollment.