

# ***MICROSOFT INTUNE MOBILE***



## ***iOS Setup Guide***

iOS Version: 14.0.1 | Intune | Example Device:  
Apple iPhone 11

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.



# iOS Setup Guide

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There are **2 stages** to complete this process.

- 1) **Install and configure Outlook**
- 2) **Install VUMC approved apps (as required)**

**Heads up!** The setup process will take approximately 10 to 25 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.
- ° **Apple ID:** Your Apple ID and password will be required to install apps.

# ***Do you have mobile device management on your phone?***

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If you have WorkSpace One for mobile device management on your phone, you'll need to **unenroll before you setup Intune**.

If you don't have WorkSpace One for MDM on your phone, keep going.

## **TO UNENROLL:**

1. Open the **Settings** app:



2. Tap **General** then scroll down to **Device Management**.

3. Select the management profile "Workspace Service."

4. Scroll down and select **Remove Management**.

5. Delete the **Hub** app.



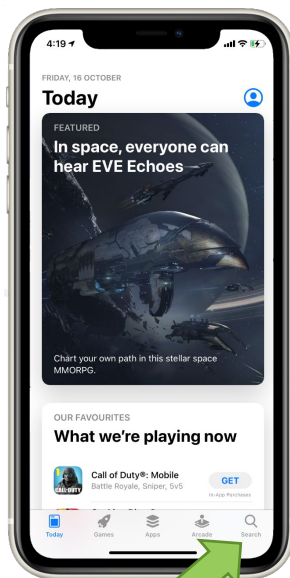
**NOTE:** Some folks lose their MultiPASS+ MFA token when they un-enroll from the MDM tool. If this happens, submit a Pegasus Ticket for a new MFA Token ( <https://pegasus.vumc.org/request/start/2604/?s=>) to have your token added back to your device.

# 1) Install and configure Outlook



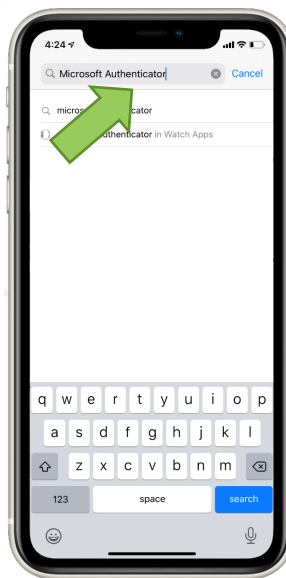
Step 1

Open **App Store** app



Step 2

Select **Search** in the bottom right



Step 3

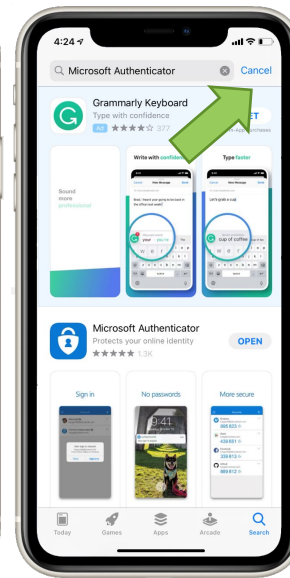
Select the search bar and enter **Microsoft Authenticator** then select **Search**



Step 4

Select **GET**

**Note:** GET will be replaced by a **Cloud icon** if Authenticator has been installed previously.

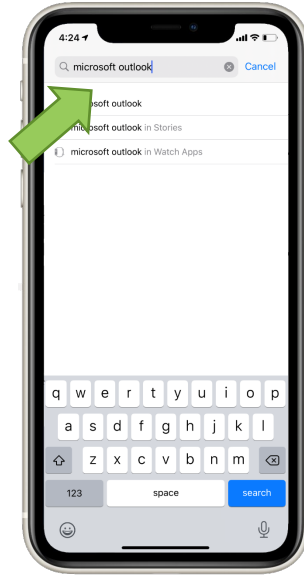


Step 5

Once installed, select **Cancel** in the top right

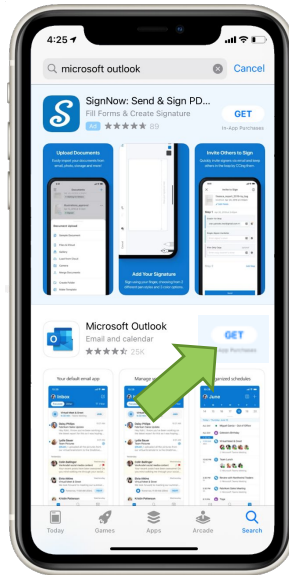
**Important:** Do not open or configure the Authenticator app.

# 1) Install and configure Outlook



## Step 6

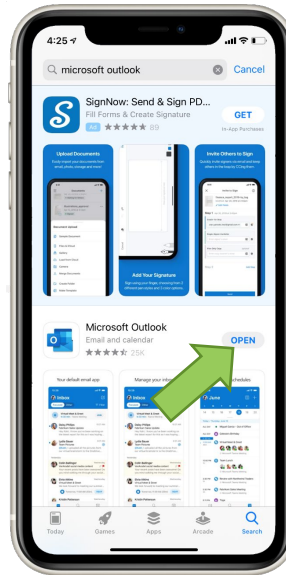
Select the search bar and enter **Microsoft Outlook** then select **search**



## Step 7

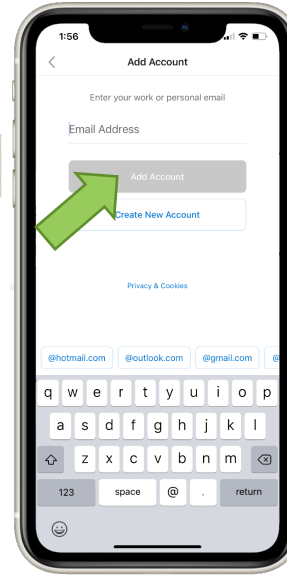
Select **GET**

**Note:** GET will be replaced by a Cloud icon if Outlook has been installed previously.



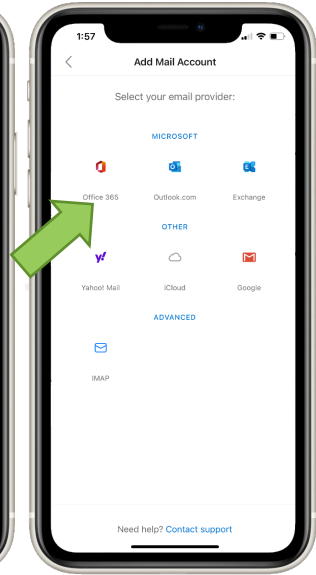
## Step 8

Once installed, select **OPEN**



## Step 9

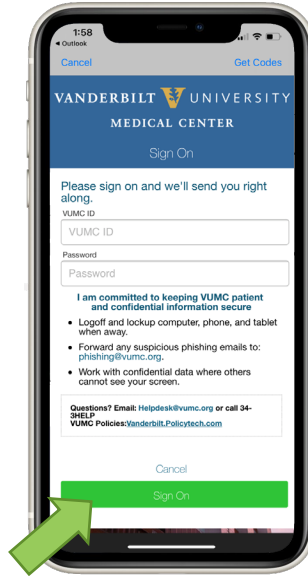
Enter your VUMC email address then select **Add Account**



## Step 10

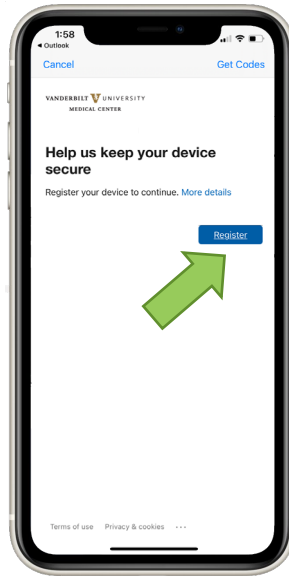
Select **Office 365**

# 1) Install and configure Outlook



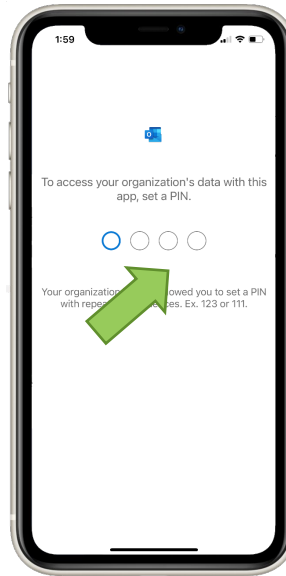
Step 11

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



Step 12

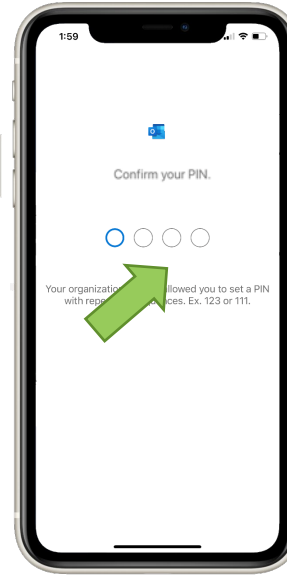
Select **Register**



Step 13

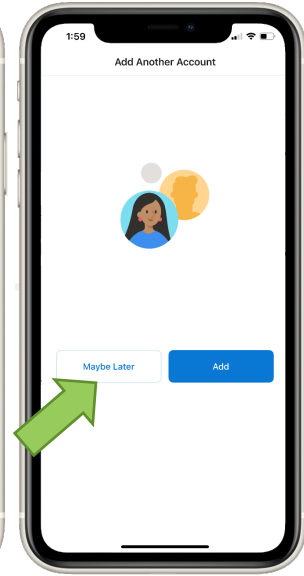
Create a PIN

Note: This PIN will be required for all VUMC apps



Step 14

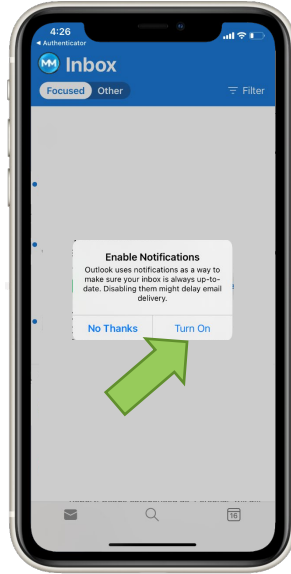
Re-enter your chosen PIN



Step 15

Select **Maybe Later**

# 1) Install and configure Outlook



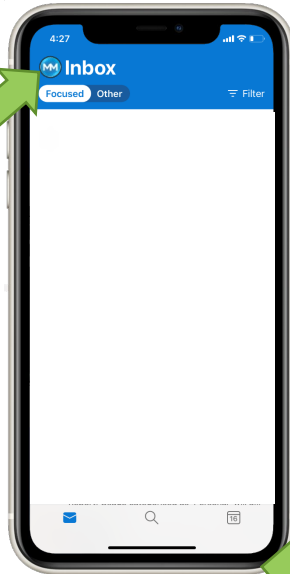
Step 16

Select **Turn On**



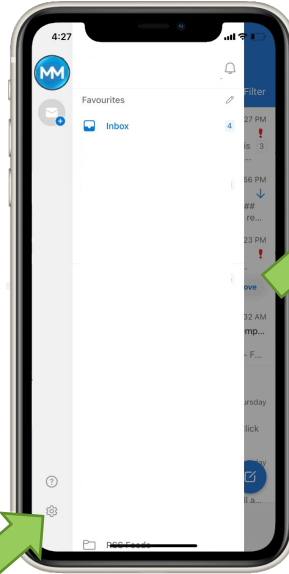
Step 17

Select **Allow**



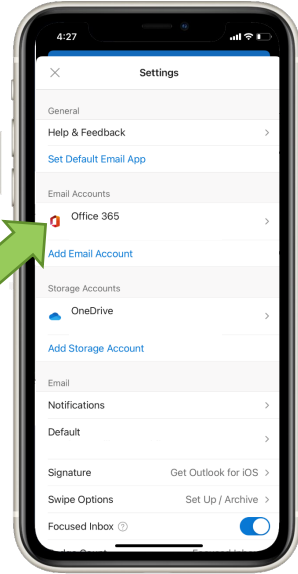
Step 18

Select **profile icon** in the top left corner



Step 19

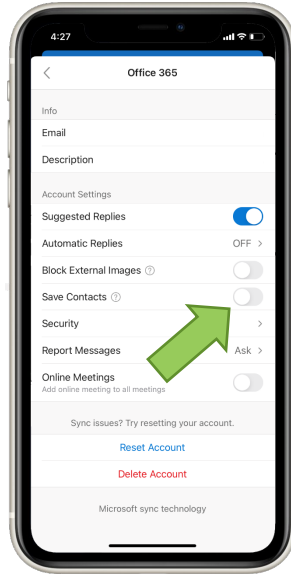
Select **Settings cog wheel** in the bottom left



Step 20

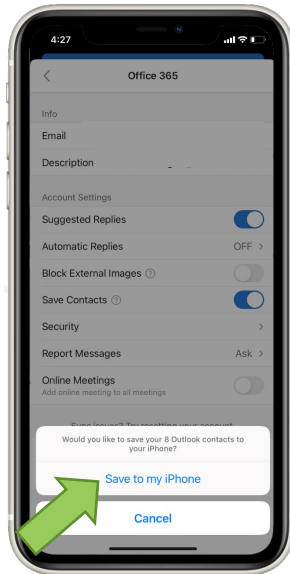
Select **Office 365** VUMC email account left

# 1) Install and configure Outlook



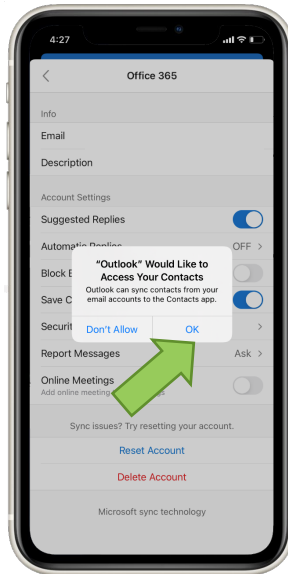
Step 21

Select **Save Contacts** toggle to turn on



Step 22

Select **Save to my iPhone**



Step 23

Select **OK**



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

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- To protect VUMC Data, accessing VUMC email and resources requires using an approved app
- Each app will need to be installed individually and requires **the same PIN** that you setup in Step 13 of this guide. An example of how to install an App is shown in the next slide. Repeat the installation for each app you want to install.
- A list of currently available apps are shown below. We will add more apps over time.



Microsoft Edge



Microsoft Outlook



Microsoft SharePoint



Microsoft Excel



Microsoft Stream



Microsoft Word



Microsoft Lens



Microsoft Teams



Microsoft PowerPoint



Microsoft Office



Microsoft OneDrive



Skype for Business



Microsoft To-Do



Microsoft OneNote



Microsoft Visio Viewer



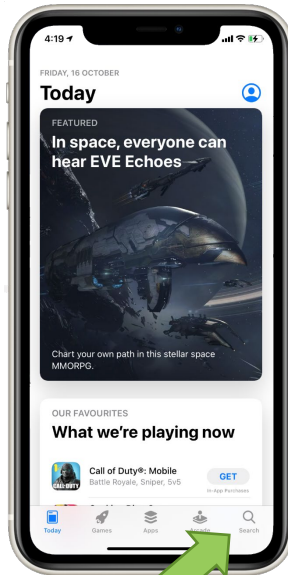
Microsoft Planner

## 2) Install VUMC approved apps - Example



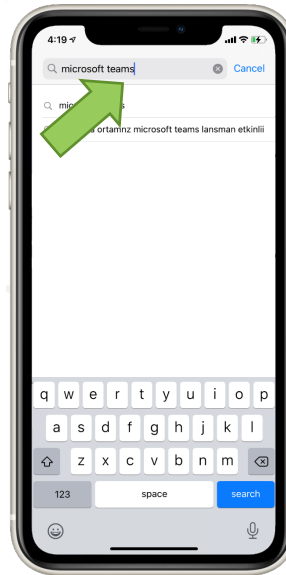
Step 1

From the home screen open the **App Store**



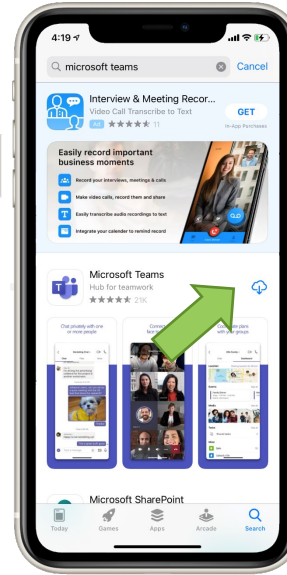
Step 2

Select **Search**



Step 3

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



Step 4

Select **GET** to install.

**Note:** GET will be replaced by a Cloud icon if Outlook has been installed previously.



Step 5

The app will download and install.

**Reminder:** when opening the app, you will need to enter the PIN created in step 13.