MICROSOFT INTUNE MOBILE

Android
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 Setup Guide

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.

° Google Play ID: Your Google Play Store ID and password will be required to install apps.

Do you have mobile device management on your phone?

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:

Hub

1. Launch the "Hub" app:

2. On the account screen select **This Device**, then select **Enrollment**, then **Unenroll Device.**
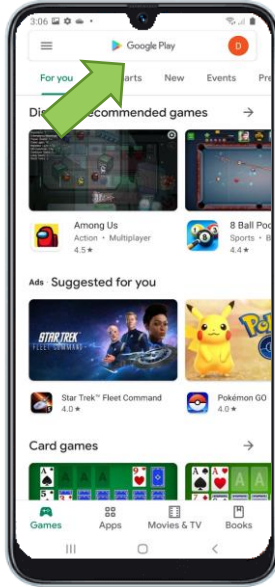
3. Select **Unenroll** on the confirmation box.

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.
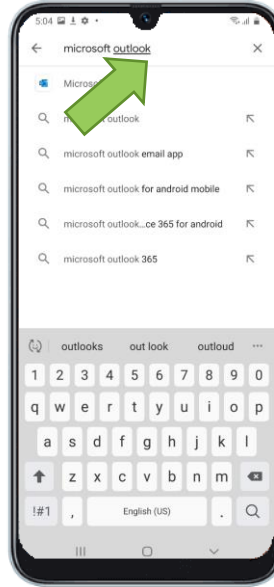
1) Install and configure Outlook
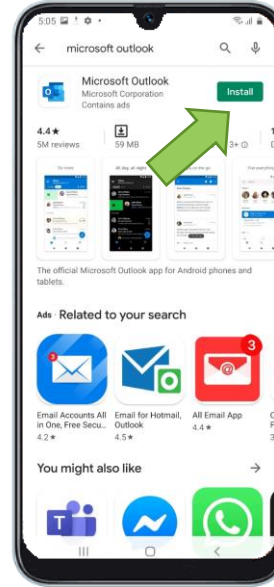
Step 1

From the home screen open the Play Store

Step 2
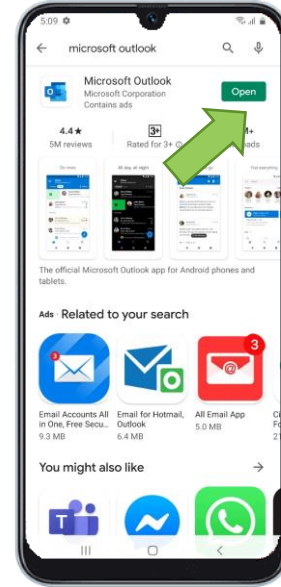
Select the Search bar at the top of the screen

Step 3

Type in Microsoft Outlook and select Search to find the Microsoft Outlook email app
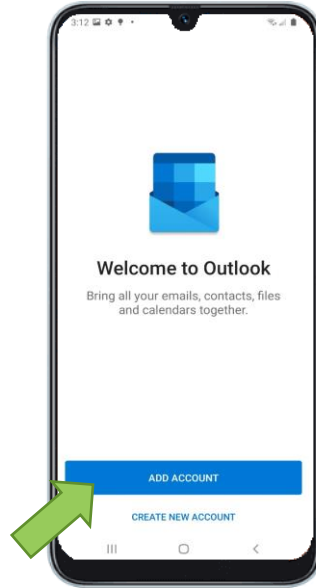
Step 4

Select Install

Note: The app may take a couple of minutes to install
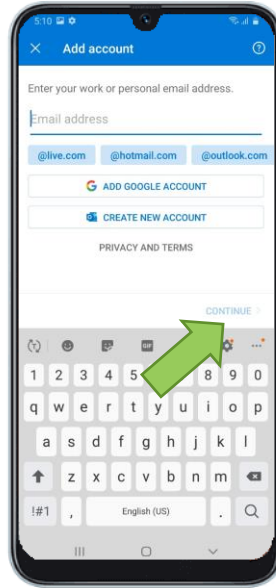
Step 5

Select Open
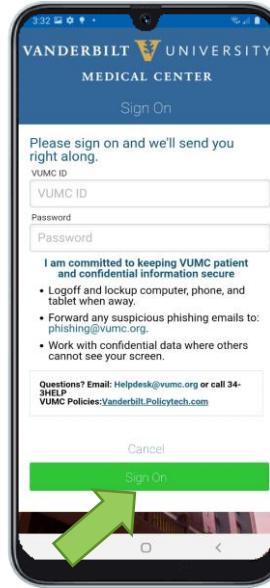
1) Install and configure Outlook

Step 6

Select ADD ACCOUNT
Note: Some screens may differ depending on the device and app version
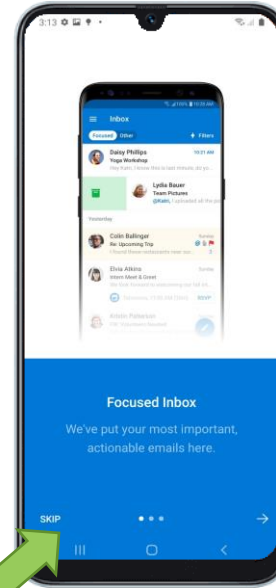
Step 7

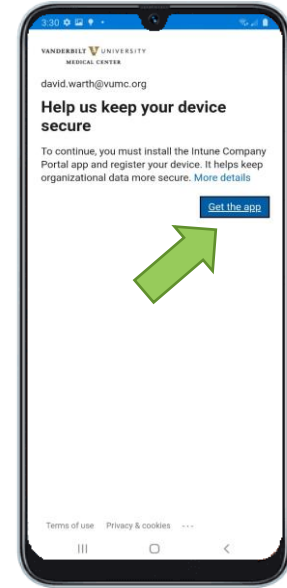Enter your VUMC email address then select CONTINUE

Step 8

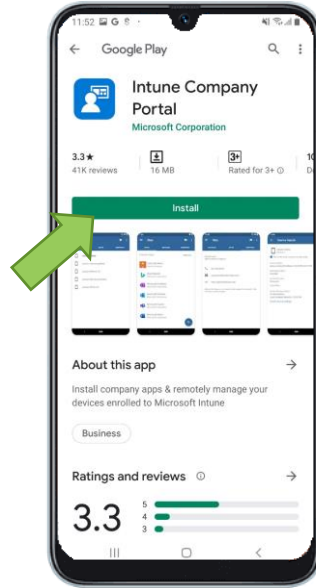Enter your VUMC ID and Password then select Sign On
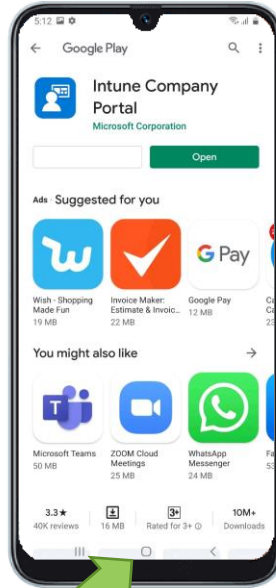
Step 9

Select SKIP

Step 10

Select Get the app

1) Install and configure Outlook

Step 11

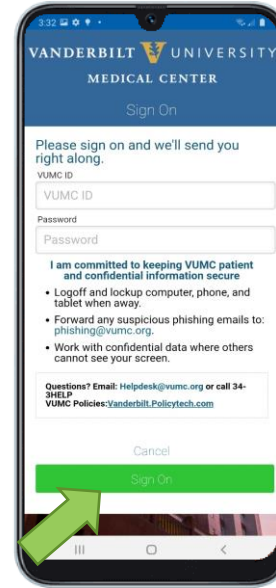Select Install

Step 12

Once installed, press the home button

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

Step 13

Swipe up from the middle of the screen to display all apps then open the Outlook app
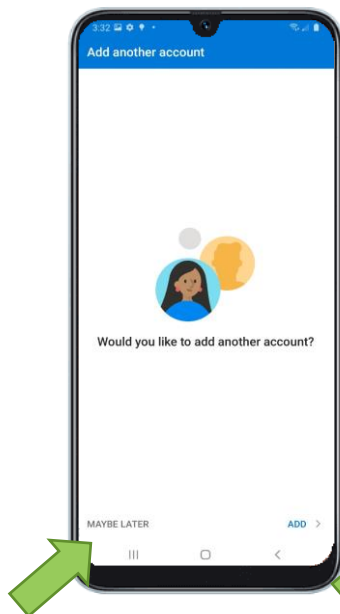
Step 14

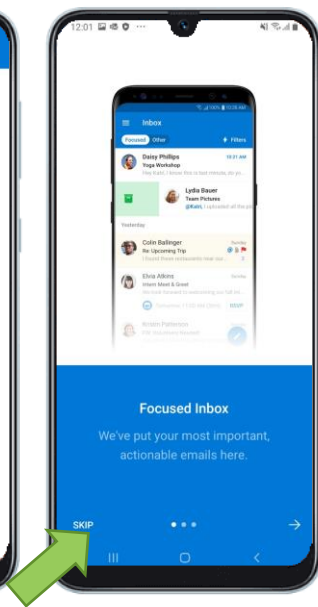Enter your VUMC ID and Password then select Sign On

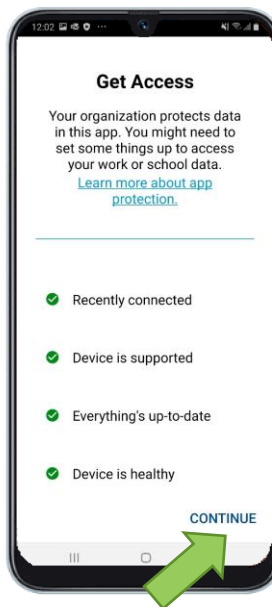**Step 15**

Select Register

1) Install and configure Outlook
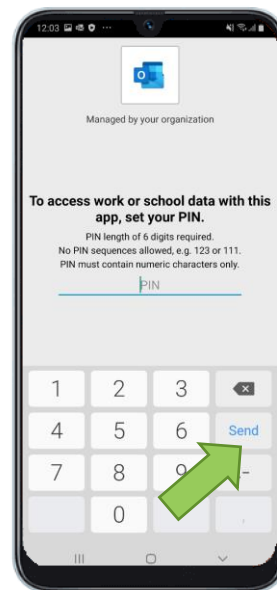

Step 16

Select MAYBE LATER

Step 17

Select SKIP

Step 18

Select CONTINUE

Step 19

Create a PIN, then select Send

Note: This PIN will be required for all VUMC apps
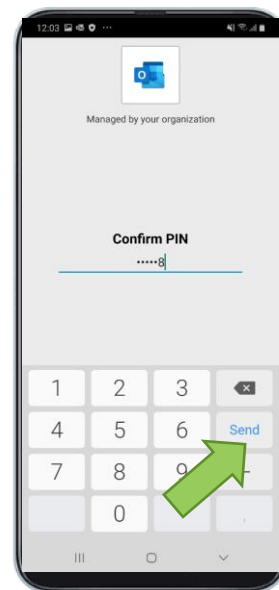
Step 20

Re-enter your chosen PIN, then select Send

1) Install and configure Outlook
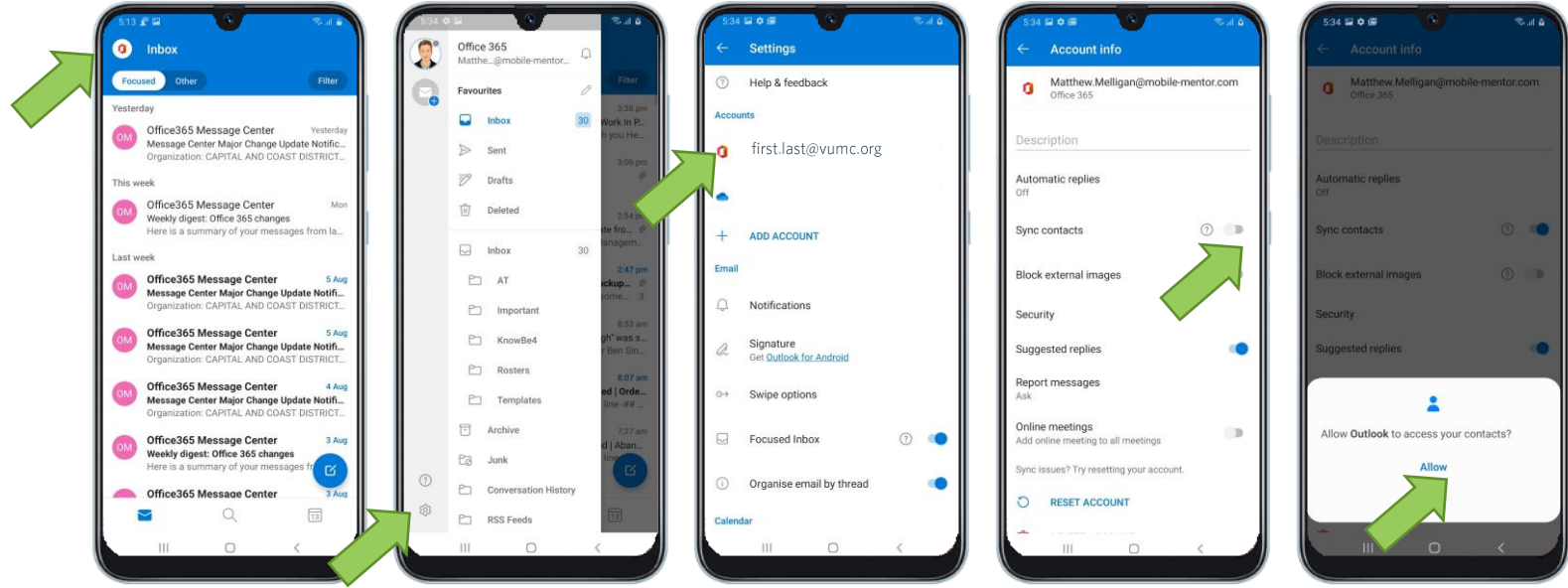
Step 21

Select your **profile** (top left of screen)

Step 22

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

Step 23

Select your VUMC **Office 365** email account

Step 24

Toggle **Sync contacts** to the "On" and blue position

Step 25

Select **Allow**

2) Install VUMC approved apps

- 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 19 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	vumc2go
Microsoft Visio Viewer	Microsoft Planner	

2) Install VUMC approved apps - Example

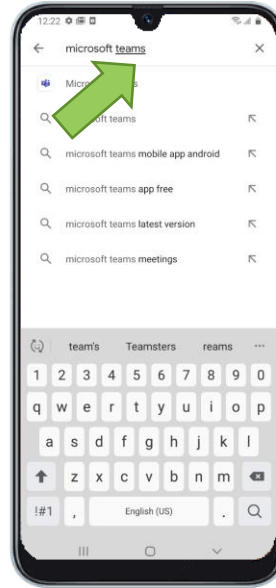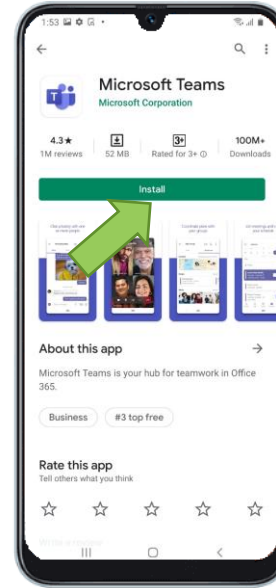## Step 1

From the home screen open the Play Store
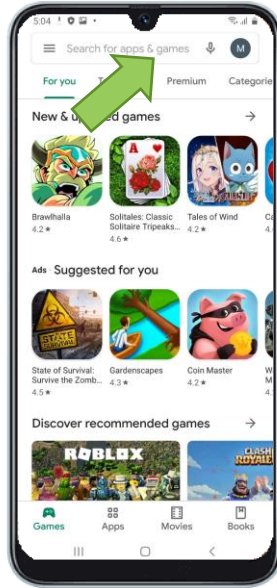
Step 2

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 step 13.

Adventure Awaits – Let's Go!