

# iOS - Corporate Email Access on Employee-Owned Mobile Device

KB0012555

5 views

## iOS - Corporate Email Access on Employee-Owned Mobile Device

### Use Case

When access to corporate email is required or requested by an Employee of Hazelden Betty Ford, specifically on an iOS device (includes iPad, iPhone, iPod, MacBook – excludes macOS, laptops, desktops)

### Prerequisites

- Employee-Owned iOS Device

### Steps to Complete

1. Search for the **App Store** and **select** it to **open**



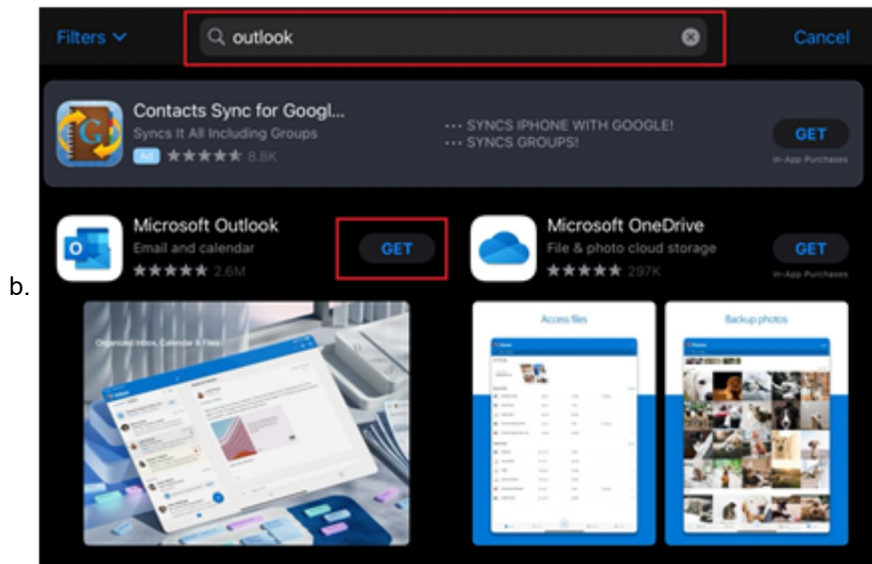
2. Locate the **Search** function and **select** it



3. Within the **Search Bar**, type **Outlook**, then select **search**

4. You should now be presented with the option to **Get** or **Install** the **Outlook** app. Please **Select** the option available to you and enter any credentials, as necessary.

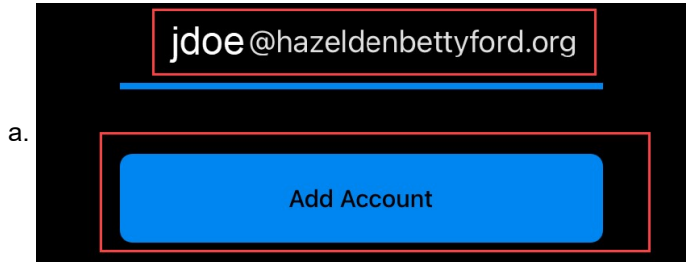
- a. Credentials to download Outlook are personal credentials, **Not Hazelden Credentials**. Setting up an Apple ID is outside of the scope of this article



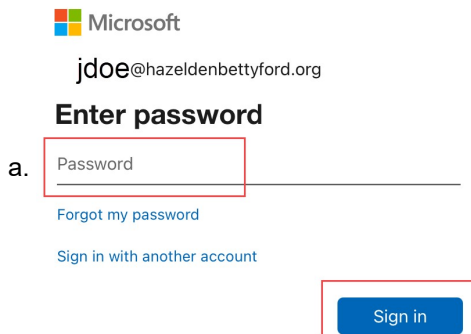
5. Once **Outlook** has downloaded and installed, click the **Home** button on the device and look for the **Outlook** app. It may be on any of the pages (swipe left and/or right to locate it, otherwise use the iOS search function)

6. **Select** the **Outlook** app to open it for the first time

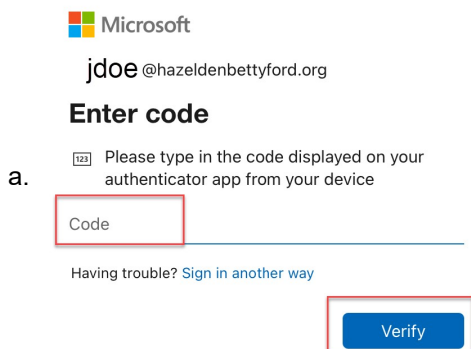
7. When prompted, enter your **Hazelden Betty Ford Email Address** (Ex: [jdoe@hazeldenbettyford.org](mailto:jdoe@hazeldenbettyford.org) (<mailto:jdoe@hazeldenbettyford.org>)) then select **Add Account**.



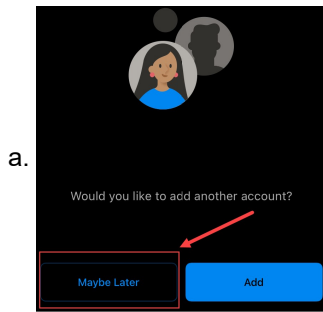
8. When prompted, enter your **Hazelden Betty Ford Password** (Ex: this is the same password used to sign-in to a Hazelden Betty Ford computer) and then select **Sign in**.



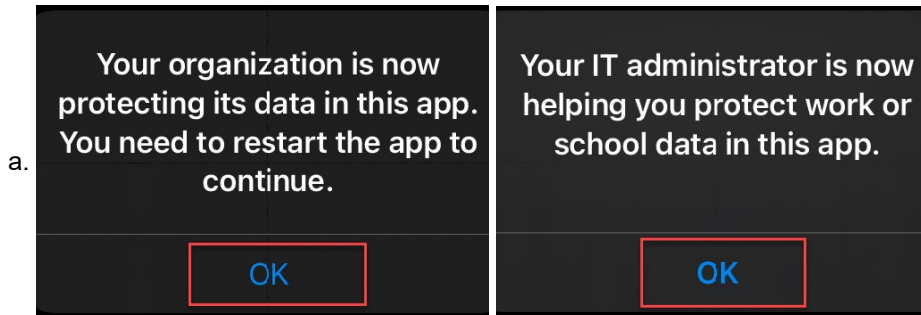
9. *If you are off-campus, you will be prompted to complete **Multi Factor Authentication**. The type of multi factor authentication presented is dependent on what you have already setup prior to this exercise.*



10. When prompted to add another account, select **Maybe Later**



11. Outlook will now be configured by Hazelden Betty Ford Management Systems – you will receive the following messages – Please select **OK** for each message. The **App will now close automatically**



12. Locate the **Outlook** app again and select it to **open it**

13. You will be prompted to create an **App PIN. This is required.**

14. You will also be prompted for several personalized options, including **Enable Notifications, Location Services, and Face ID** or other **Biometric Authentication** depending on the type of iOS device being used.

15. Congratulations! You now have Hazelden Betty Ford Foundation email access on your device.  
*With great power comes great responsibility!*

*Team Owner: Systems Support*



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