

Android - 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 Android device (includes Google, LG, Samsung, HTC, and other manufacturers that utilize the Android operating system – excludes Google Chromebooks or other laptops and desktops)

Prerequisites

- Employee-Owned Android Device

Steps to Complete

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



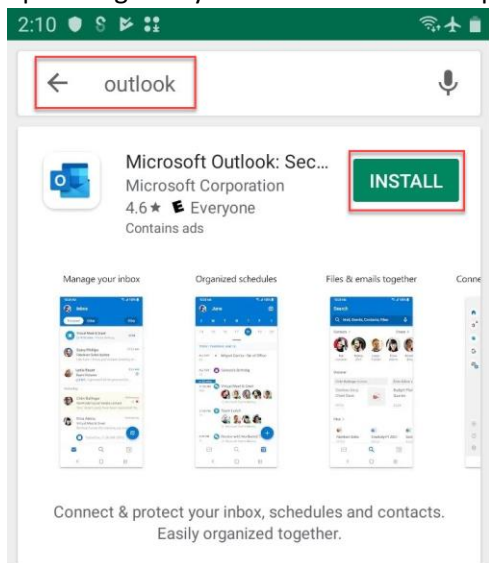
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2. Locate the **Search** function and **select it**



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3. Within the **Search Bar**, type **Outlook**, then select **search**
4. You should now be presented with the option to **Install** the **Outlook** app. Please enter any credentials, as necessary.
 - a. Credentials to download Outlook are **personal credentials**, *not Hazelden Betty Ford Credentials*. Setting up a Google Play ID is outside of the scope of this article



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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 search function)
6. **Select** the **Outlook** app to open it for the first time
7. When prompted at the welcome screen, select **Add Account**



Welcome to Outlook

Bring all your emails, contacts, files and calendars together.

ADD ACCOUNT

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- When prompted, enter your **Hazelden Betty Ford Email Address** (Ex: jdoe@hazeldenbettyford.org) then select **Continue**.

Microsoft might email you about the Outlook Mobile App. You can unsubscribe at any time. View our Privacy Policy.

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- 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**.

Microsoft
jdoe@hazeldenbettyford.org
Enter password
Password
Forgot my password
Sign in with another account
Sign in

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- 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.

Microsoft
jdoe@hazeldenbettyford.org
Enter code
Please type in the code displayed on your authenticator app from your device
Code
Having trouble? Sign in another way
Verify

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- You will now be prompted to install **Microsoft Intune Company Portal** to help keep your Outlook secure. Select **GO TO STORE**

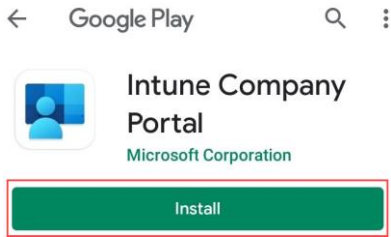
To use your work or school account with this app, you must install the Microsoft Intune Company Portal app. Tap "Go to store" to continue.

CANCEL GO TO STORE

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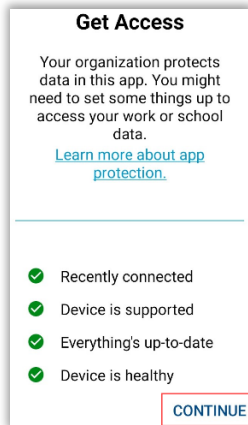
12. The Google Play store will open automatically and search for **Microsoft Intune Company Portal**. Select **Install** to begin the installation.



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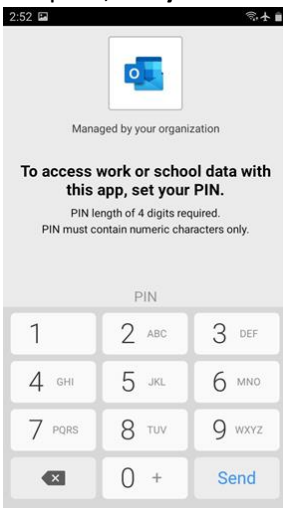
13. Once **Intune Company Portal** has been successfully installed, **Outlook** should open automatically. If it does not, **search** for **Outlook** and open it

14. You will now be greeted with a **Get Access** welcome screen. Select **continue**.



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15. When prompted, **Set your PIN**



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

17. 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 Android device being used.

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