

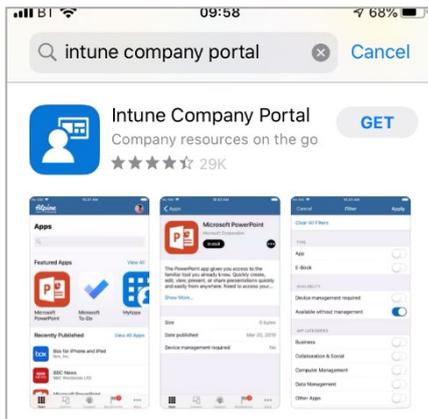


Moving your iPhone or iPad to Microsoft InTune

1. Find the Microsoft InTune Company Portal app on your device.

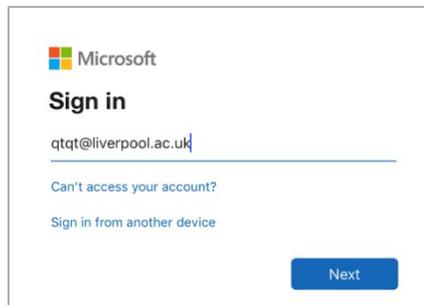
If it is not already installed, download it from the App Store:

- Tap on App Store
- In the Search bar type **InTune Company Portal**
- Tap **Get** next to the InTune Company Portal app

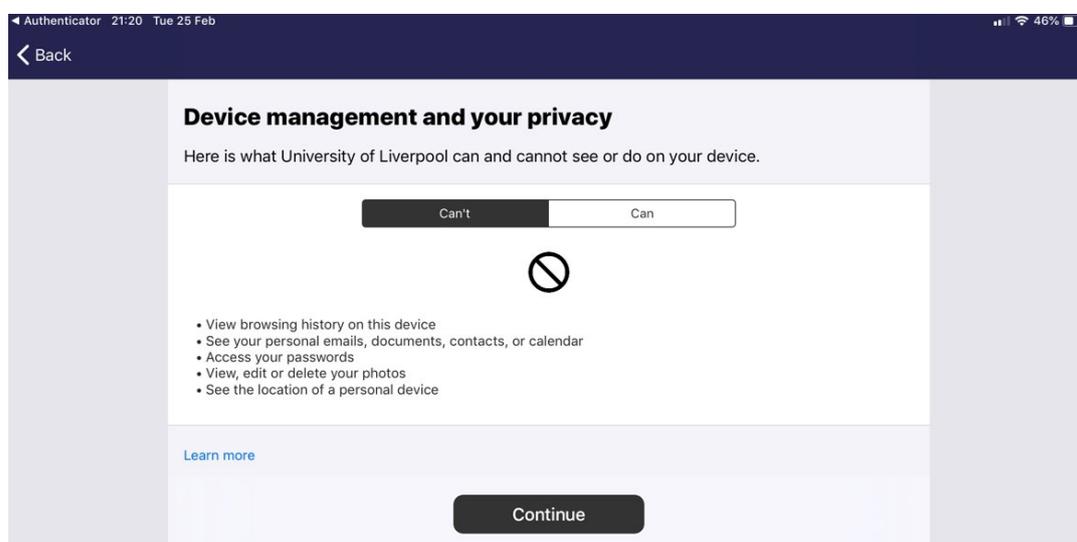


2. Open the app and click **Sign In**.

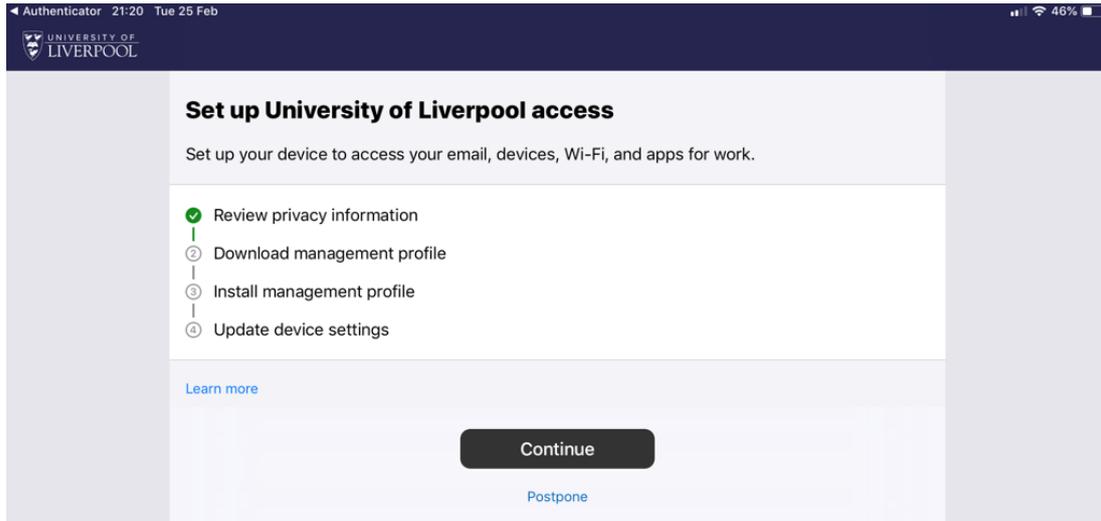
Login with your University credentials – enter your username in the format **username@liverpool.ac.uk**



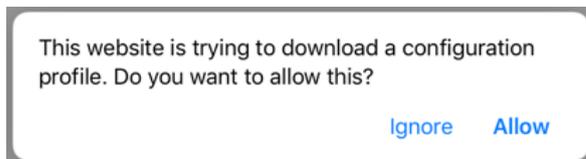
3. When the app opens you will see the Device management privacy screen, explaining the privacy aspects of the mobile device management system. Review the details then click **Continue**.



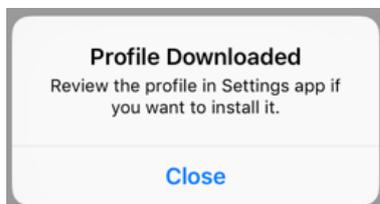
4. The wizard will start guide you through the setup. Click **Continue**.



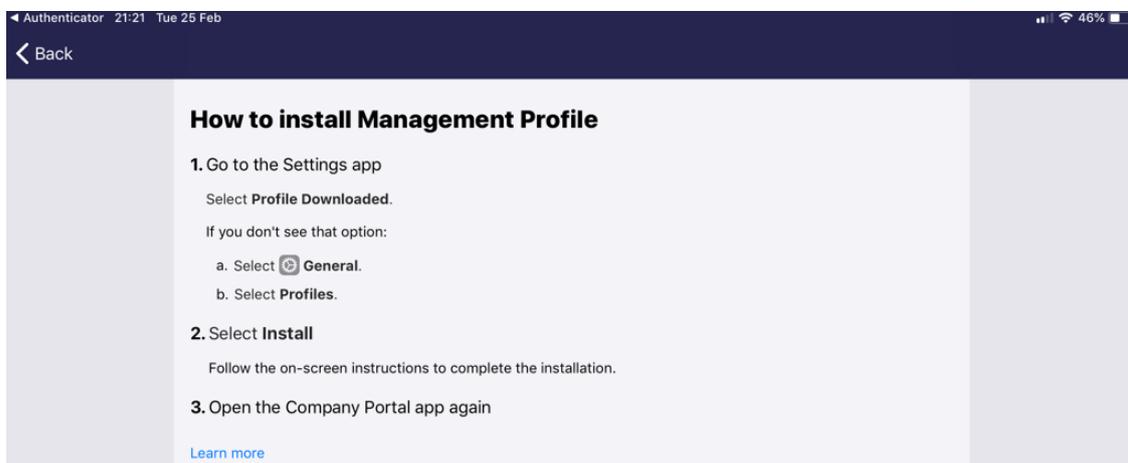
5. You will be prompted to download the management profile. Select **Allow**.



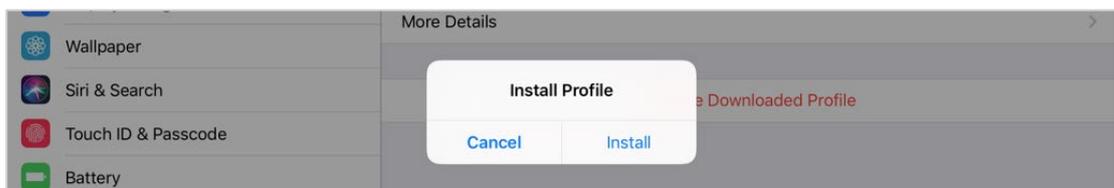
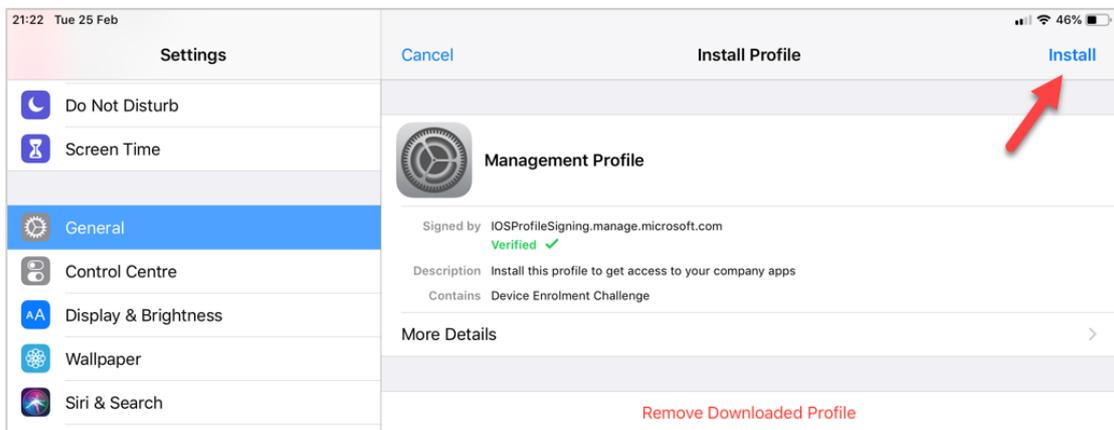
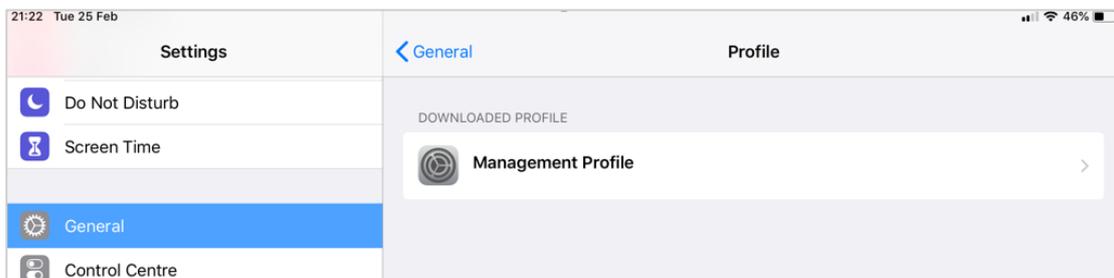
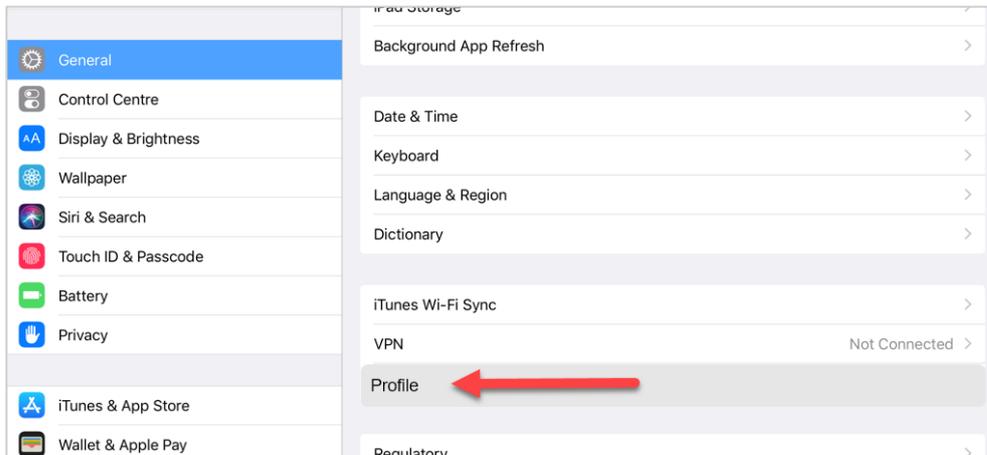
6. A notification will appear to inform you that the profile has been downloaded. Click **Close**.



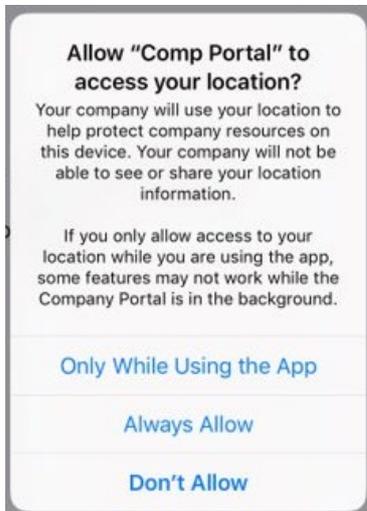
7. You will be taken back to the wizard screen. Click **Continue**.
Instructions will be displayed directing you to install the profile that you just downloaded.



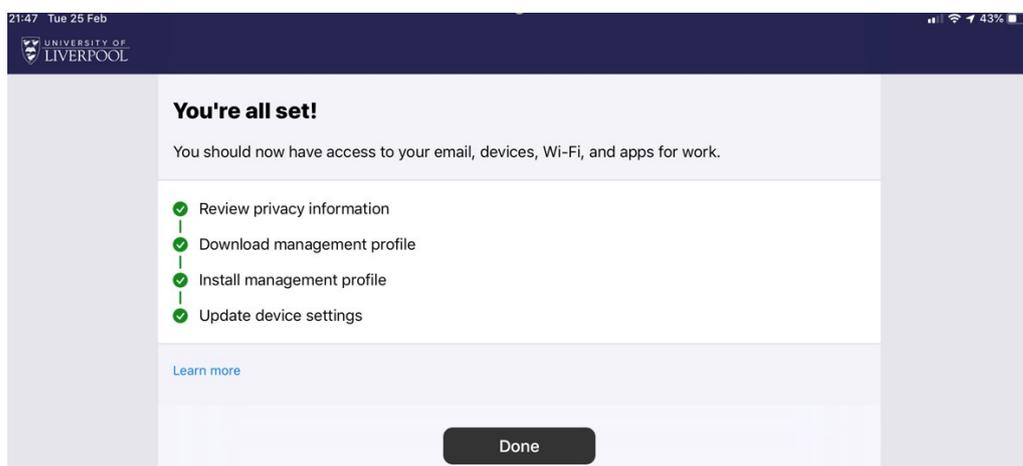
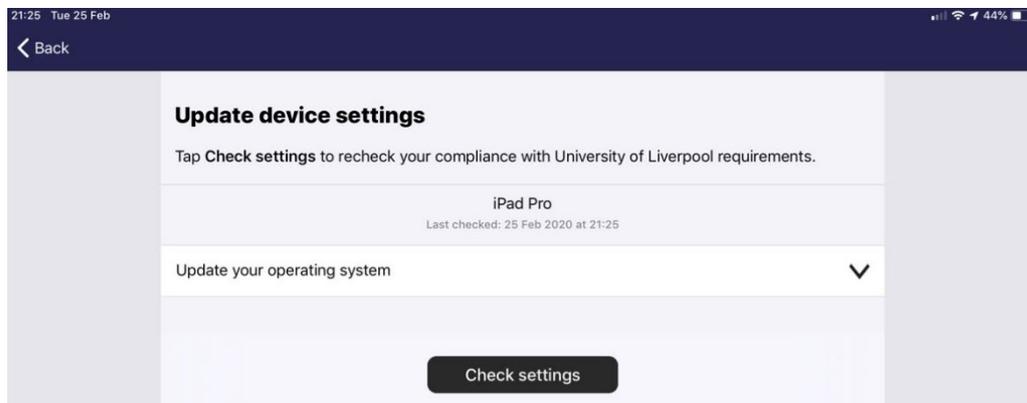
8. To install the profile, press your **Home** button then go to **Settings > General > Profiles**. Select **Management Profile**. Select **Install**. Enter your device passcode when promoted. Select **Install**. A warning summary will appear – select **Install**. Click **Trust**. The profile will now install. Once complete, select **Done**.



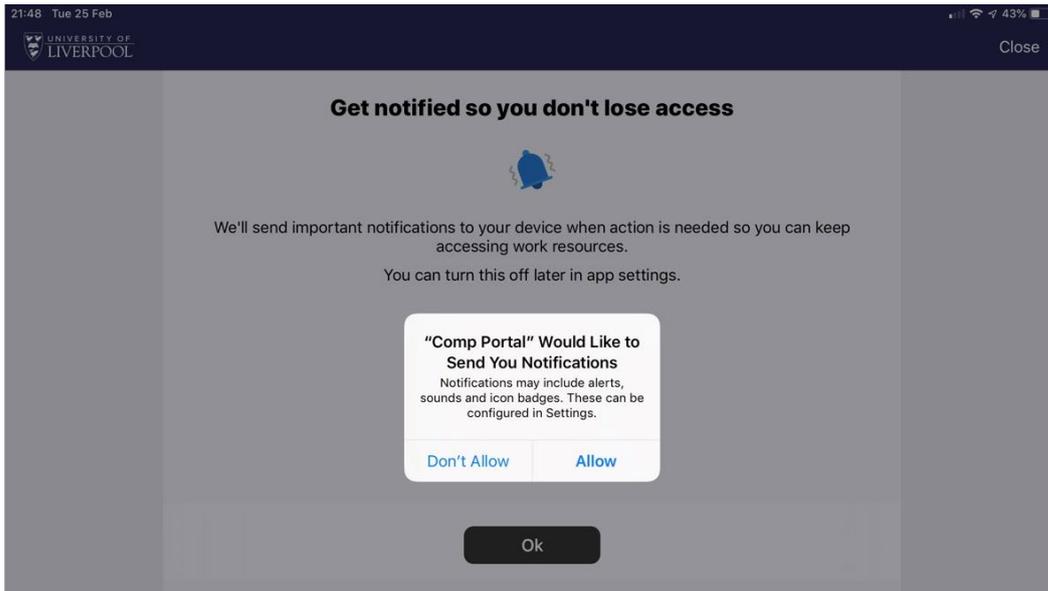
9. Tap the **Home** button and return to the **Company Portal** app.
10. You may be prompted at this point to **“Allow Comp Portal to access your location”**.
Select **Always Allow**. This means that if your device is lost or stolen it can be put into Lost Mode and the location (or last known location) can be identified.
[Note, the University is not able to view the location of your device without it being in Lost Mode]



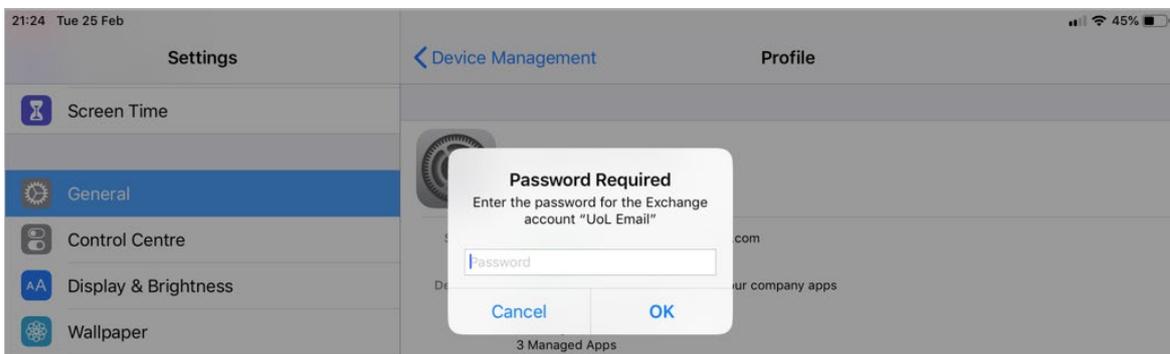
11. Click **Continue** to carry on with the wizard.
12. If your device requires any updates or setting changes, you will be promoted to apply the changes at this point. Otherwise your setup is now complete.



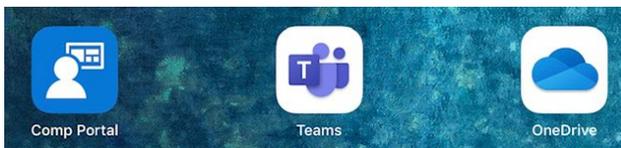
13. As a final prompt, you will be asked about notifications.
Click **Done** then at the additional prompt, select **Allow**.



14. Tap on the Home button then go to **Settings**. As soon as Settings opens, you should be prompted to enter the password for your University account – this is to finish the configuration of adding your University email account to your device. After you enter the password, your email, calendar and contacts will start to populate.



Your device is now configured. As well as setting up your email account, Microsoft OneDrive and Microsoft Teams apps will be automatically installed and configured on your device.



We recommend that you review/update the settings for your email and calendar: check the number of days to sync your email (Settings > Passwords & Accounts); the number of weeks to sync your calendar (Settings > Calendar > Sync); your email signature (Settings > Mail > Signature).

If you have any issues through this process or any questions about your University mobile device, please contact the Service Desk via the CSD self-service portal at servicedesk.liverpool.ac.uk.