

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



Open the app and click Sign In.
 Login with your University credentials – enter your username in the format

username@liverpool.ac.uk

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Sign in	
qtqt@liverpool.ac.uk	
Can't access your account?	
Sign in from another device	

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**.

Authenticator 21:20 Tue 25 Feb		nii 🗢 46% 🔳
〈 Back		
Device man Here is what Univ	agement and your privacy ersity of Liverpool can and cannot see or do on your device.	
	Can't Can	
 View browsing hi See your persona Access your pass View, edit or dele See the location 	story on this device al emails, documents, contacts, or calendar words te your photos of a personal device	
Learn more		
	Continue	



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

▲ Authenticator 21:20 Tu	e 25 Feb	. 11 🗢 46% 💽 '
UNIVERSITY OF LIVERPOOL		
·	Set up University of Liverpool access Set up your device to access your email, devices, Wi-Fi, and apps for work.	
	 Review privacy information Download management profile Install management profile Update device settings 	
	Learn more	
	Continue	
	Postpone	

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**.



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.



 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.

Ø	General	Background App Refresh			
	Control Centre	Date & Time			
AA	Display & Brightness	Keyboard			
*	Wallpaper	Language & Region			
	Siri & Search				
	Touch ID & Passcode	Dictionary			
	Battery	iTunes Wi-Fi Sync >			
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	Siri & Search	Remove Downloaded Profile			
		More Details	>		
	vvaripaper				
	Siri & Search	Install Profile Downloaded Profile			
	Touch ID & Passcode	Cancel Install			
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688	Wallpaper	The administrator may collect personal data, add/remove accounts and restriction	ons, install,		
	Siri & Search	Remote Management Do you trust this profile's source to			
		enrol your iPad into remote management?			
	Iouch ID & Passcode	Cancel Trust			
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- 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.

21:25 Tue 25 Feb			nii 🗢 1 44% 🔳
	Update device settings Tap Check settings to recheck your compliance with University of Liverpool requirements.		
	iPad Pro Last checked: 25 Feb 2020 at 21:25		
	Update your operating system	~	
	Check settings		
21:47 Tue 25 Feb			nii 중 1 43% 🔳)
	You're all set! You should now have access to your email, devices, Wi-Fi, and apps for work.		
	Review privacy information		

 You should now have access to your email, devices, Wi-Fi, and apps for work.

 Review privacy information

 Download management profile

 Install management profile

 Update device settings

 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.

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〈 Dev	ice Management		Profile	
	Password Enter the password	Required for the Exchange		
5	account "U	oL Email"	.com	
De	Password		ur company apps	
	Cancel	OK		
		Device Management Password Enter the password account "U Password Dt Cancel 3 Managed A	Cevice Management Password Required Enter the password for the Exchange account "UoL Email" Password Dr Cancel OK 3 Managed Apps	Device Management Profile Password Required Enter the password for the Exchange account "UoL Email" com password ur company apps Cancel OK 3 Managed Apps

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 <u>servicedesk.liverpool.ac.uk</u>.