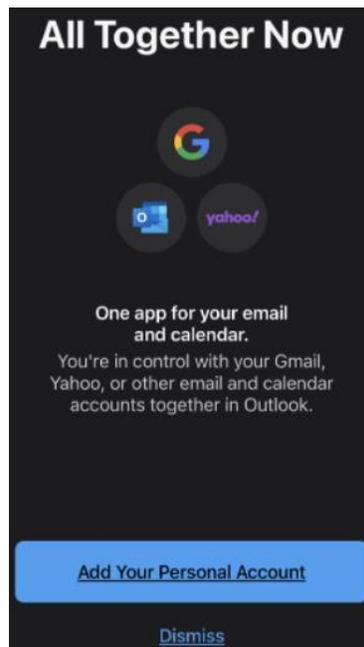


Mobile Instructions

Download and add your Firstname.Lastname@keylogic.com account to the Office 365 apps.

- Download the Outlook and Teams apps if they are not currently installed.
 - Android
 - Navigate to the Play Store and download the Teams, Outlook, and OneDrive applications. If your device won't let you install the applications, see how to update your android phone's software [here](#).
 - iPhone
 - Navigate to the App Store and download the Teams, Outlook, and OneDrive applications. If the "Get" option is grey and cannot be selected, view how to update your phone's software [here](#).
- 1. Once you have the desired applications installed on your phone, you are ready to sign in with your new IIA account.
 - a. When prompted to Add Account in any of the applications (Teams, Outlook, or OneDrive), enter your new firstname.lastname@keylogic.com email address and password. You will then be prompted to install the Intune Company Portal App (if not already present) and create a 4-digit PIN to view your Outlook mail.



- 2. If your IIA account utilizes Teams, your Microsoft 365 apps will be protected by the Intune Company Portal. Continue through the following prompts registering your Outlook app and acknowledging app protection.



michael.uhalde@keylogic.com

Help us keep your device secure

Register your device to continue.

[More details](#)

[Register](#)



Activate device administrator

michael.uhalde@keylogic.com requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

[ACTIVATE](#)

[REMOVE ACCOUNT](#)

Your IT administrator is now helping you protect work or school data in this app.

OK

Activate device admin app



Outlook Device Policy

michael.uhalde@keylogic.com requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

Activating this admin app will allow Outlook to perform the following actions:

- **Monitor screen unlock attempts**
Monitor the number of incorrect passwords typed. when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- **Lock the screen**
Control how and when the screen locks.
- **Set storage encryption**
Require that stored app data be encrypted.

Cancel

Uninstall

Activate

Get Access

Your organization protects data in this app. You might need to set some things up to access your work or school data.

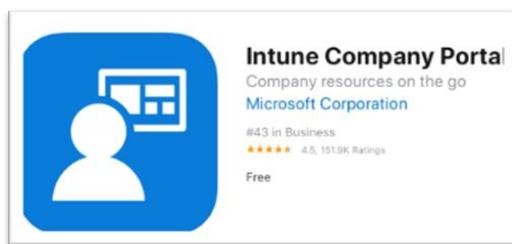
[Learn more about app protection.](#)

- ✓ Recently connected
- ✓ Device is supported
- ✓ Everything's up-to-date
- ✓ Device is healthy

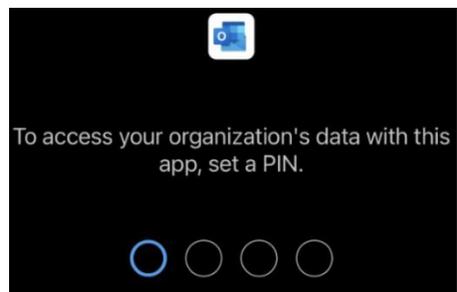
CONTINUE



3. If prompted, please follow the prompts to be routed to your mobile store and install the Intune Company Portal App. For certain accounts, the portal app may need to be present on your device to access company resources. **It is not necessary to sign into the portal app.**



4. Set your 4-digit pin allowing access to the Outlook app.



5. Accessing Outlook after 30 minutes of inactivity will prompt for this 4-digit pin.

Please contact Support@keylogic.com if you have any questions.

If you have another organization managing your mobile device (a government email protected by a work profile) please reach out to Support@keylogic.com for guidance.