

# Android BYOD Set-Up Instructions

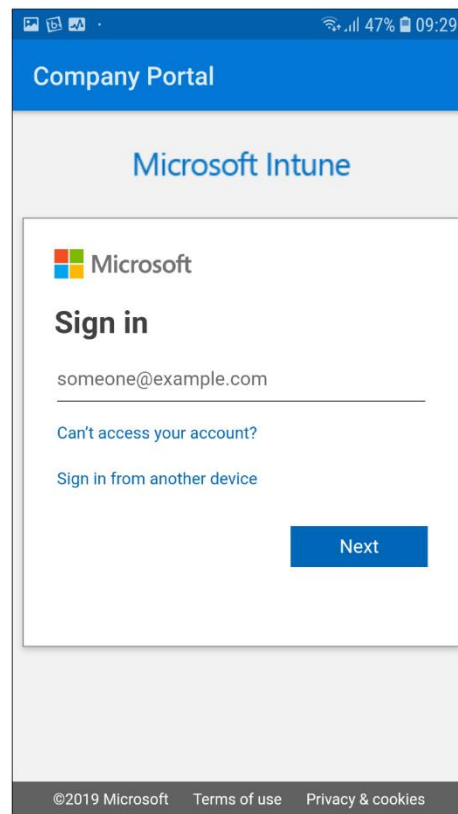
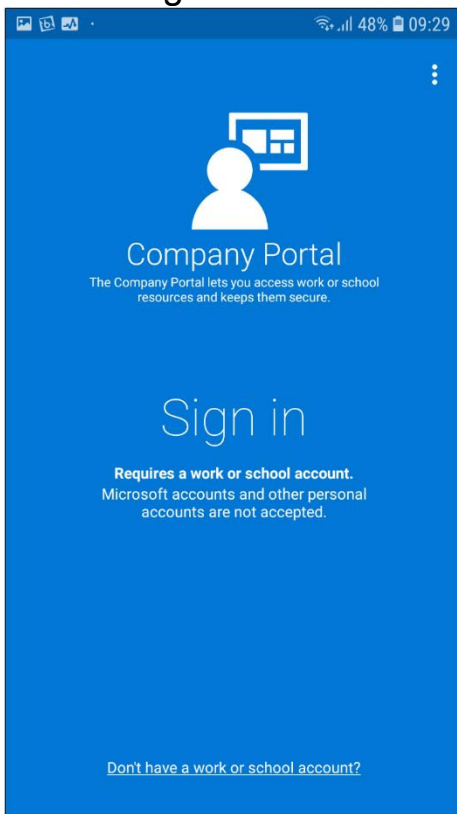
**\*\*Before enrolling your personal Android device please check your phone is compatible\*\***

1. Minimum OS Version must be 8.0
2. You must have a Google Play account (to download InTune)
3. Be prepared to change your device PIN/Pattern to a 6-character password.

InTune work profile will **install separately** to your personal features/apps on your phone.

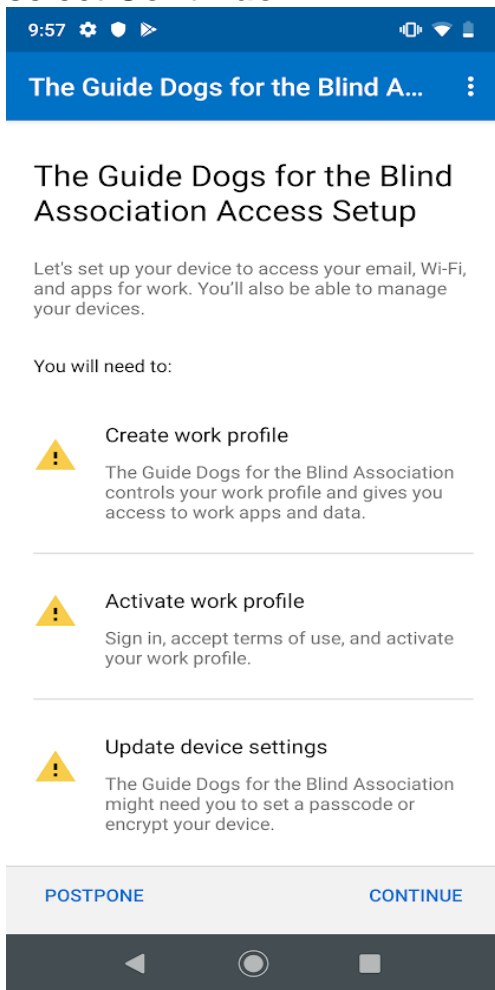
Under no circumstances can IS wipe your entire phone. **We can only wipe the Guide Dogs InTune work profile.**

1. Browse to the Google Play store application and type in “InTune Company Portal”.
2. Select **Install** and wait for the app to download.
3. Once installed, select the InTune app.
4. Select “Sign In”.

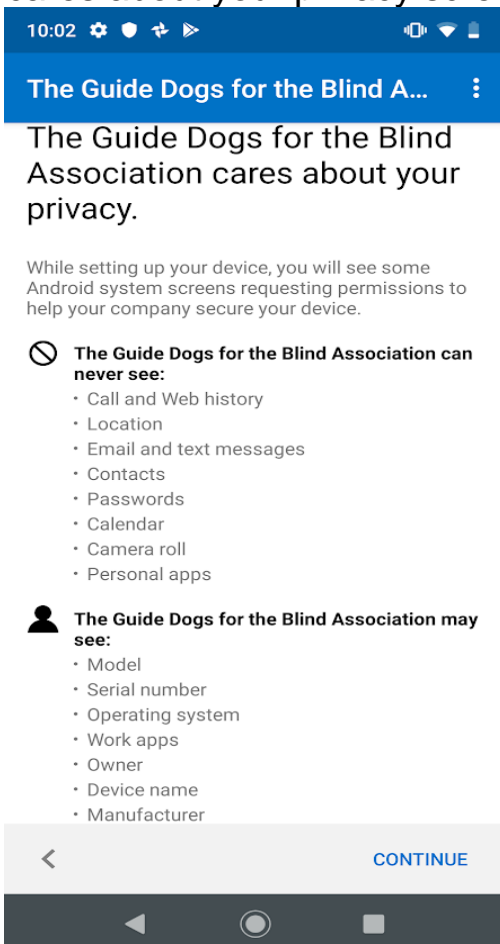


5. Microsoft Sign In – Enter your username@guidedogs.org.uk address eg. hilu000@guidedogs.org.uk and select **Next**.
6. Enter your network password (the password you use to log onto your Guide Dogs computer) and select **Sign In**.
7. When prompted to Save password to Google, select **No Thanks**.

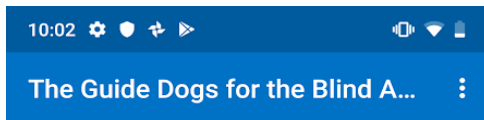
8. On the Guide Dogs for the Blind Association Access Setup screen, select **Continue**.



9. Select **Continue** on the Guide Dogs for the Blind Association cares about your privacy screen.



10. Select **Next** on the “What’s next” screen.

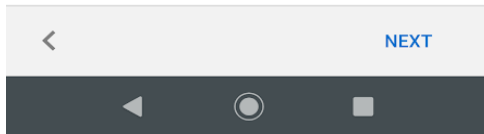


### What's next?

1. **OK work profile permissions**  
Your Android device needs this permission to allow your company to manage the work profile on your device.

2. **Encrypt your device**  
You need to encrypt your device before work profile can be set up.

[Learn more about permissions](#)



11. Select **Accept & Continue** on the “Separate work from personal” screen.

10:03 [Settings] [Heart] [Share] [More] [Speaker] [Wi-Fi] [Battery]



## Separate work from personal

You're about to create a work profile that'll be managed and monitored by your organization. Terms will apply.

[View terms](#)

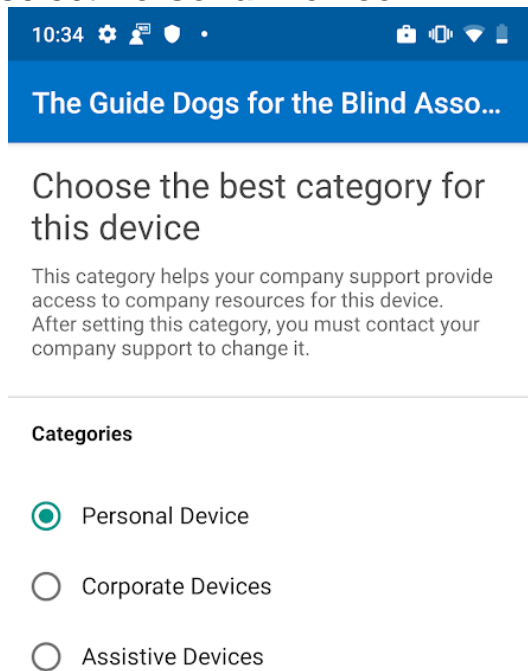
ACCEPT & CONTINUE

CLOSE



12. The **Create work profile** should now have a green tick next to it.
13. Select **Continue**.

14. When prompted to choose the best category for your device, select **Personal Device**.



15. The “Activate work profile” should now have a green tick next to it.
16. Your device will need to be updated to the 6-character password for it to become compliant.
17. If you have a red icon with an explanation mark next to your mobile device in InTune. You will need to update your PIN/Pattern to a 6-character.
18. To do this please “Select” your mobile phone in the InTune App and click “Resolve”.
19. Once your Device Settings Status reads “In Compliance” you are ready to go!

## Accessing Outlook

1. Swipe up from your home screen to view the list of installed apps.
2. Select **Outlook**.
3. Select **Get Started**.
4. On the “1 account found” screen, select/tick your Guide Dogs email address then select **Add account**.
5. Enter your network password (the password you use to log onto your Guide Dogs computer).
6. Select **Sign In**.

7. On the “Activate device administrator” screen, select **Activate**.
8. Select **Activate this device admin app** on the Outlook Device Policy screen.
9. When asked “Would you like to add another account now?”, select **Skip**.
10. On the “Focused Inbox” screen, select **Skip**.
11. Outlook will now log into your Guide Dogs email account.

## **Accessing Skype for Business**

1. Swipe up from the bottom of your home screen to view the list of installed apps.
2. Select **Skype for Business**.
3. Select **Don't Allow** when prompted if you would like notifications
4. Select **Don't Allow** when prompted for Skype to access your contacts
5. Select **Allow** when prompted for Skype to access your microphone
6. Select next indicated by an arrow on the introductory screen
7. Select **OK**
8. Enter your Guide Dogs e-mail address and password
9. Select **Show Advanced Options**
10. Enter your organisation user name followed by '@guidedogs.org.uk' in the User name field, for example:  
hilu000@guidedogs.org.uk
11. Select **Sign In**
12. Enter your mobile phone number
13. Select the next option once you have entered your number
14. Once logged in options will be available to access:
  - a. your calendar
  - b. to dial a number
  - c. to view your contacts.

## **Accessing InTune**

1. Swipe up from your home screen to view the list of installed apps.
2. Select **InTune**.
3. Select **Sign In**.
4. You will automatically be signed in and you should see your device listed.
5. You are now signed into the Guide Dogs InTune App.

**If you require any assistance please contact the IS Service Desk.  
Contact details are as follows:**

IS Service Desk – 0118 983 8384

Email: [IS.Servicedesk@guidedogs.org.uk](mailto:IS.Servicedesk@guidedogs.org.uk)

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