

How do I...Install Intune

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Setting up your iPhone

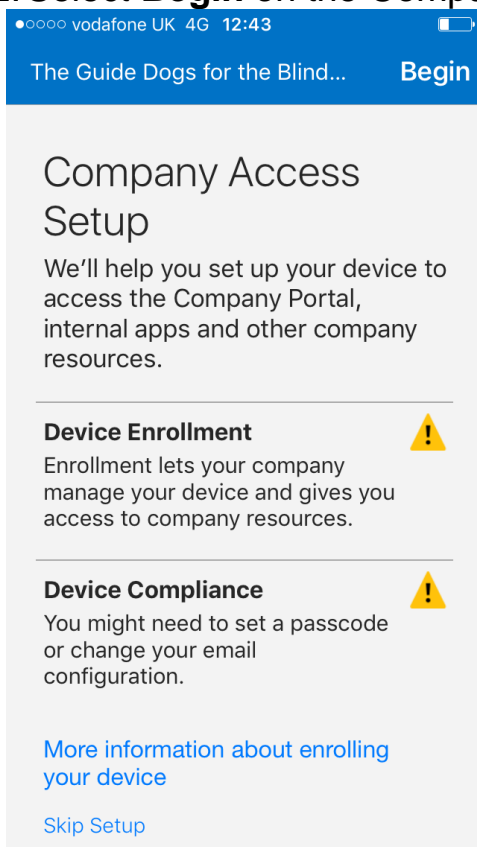
Please be aware that the options prompted and the order in which they appear may vary during setup on individual iPhones.

Note for Voiceover users: for this process, please be aware that Voiceover will revert to Standard Typing Mode regardless of your typing preference. Do not change this as Touch Typing provides only intermittent speech echo during setup.

1. Insert your Sim card.
2. Once your phone has started, press the **Home** key. Voiceover users should also press **Home** key 3 times to restart Voiceover.
3. The first screen will prompt you to choose the language, select **English**, then **Next**.
4. You will then be asked to choose your country/region, select **United Kingdom**. Voiceover users will experience a pause as the English UK voice loads up.
5. Select a WiFi network – connect to the Guide Dogs guest WiFi if you are in the office or your own WiFi network.
6. If prompted, with the Data & Privacy page select **Continue**.
7. On the Remote Management screen, select **Next**.
8. Enter your username@guidedogs.org.uk (not your email address) eg. hilu000@guidedogs.org.uk and your network password.
9. Select **Next**.
10. When prompted about Touch ID, select **Set up Touch ID Later**.
11. When asked “Are you sure you don’t want to use Touch ID”, select **Don’t Use**.
12. Create a Passcode – create a strong passcode with 8 or more letters/numbers including one special character (eg. !&!).
13. Re-enter your passcode.
14. When prompted for your Apple ID, enter your **Guide Dogs Apple ID** and password.
15. Select **Agree** to Apple’s Terms and Conditions.
16. On the iCloud Drive screen, select **Don’t Update to iCloud Drive**.
17. You will be asked about Location Services, select **Enable Location Services**.
18. If prompted with the iCloud keychain screen, select **Don’t use iCloud keychain**.
19. Select **Don’t Restore Passwords** (if prompted).
20. Select **Get Started** on the Welcome to iPhone screen.
21. When prompted, select **OK** on the iMessage carrier charges screen.

Installing Intune

1. Select **App Store** from the Home Screen.
2. On the Allow app store to access your location screen, select **Don't Allow**.
3. On the Family Sharing screen, select **Not now** (if prompted).
4. Go to the Search tab at the bottom of the screen and search for **Microsoft Intune Company Portal**.
5. Enter your Apple ID password if prompted.
6. On the Require password for additional purchases screen select **Always Require**.
7. Select **Get** followed by **Install** to download the Microsoft Intune Company Portal app.
8. Once installed, open the **Microsoft Intune Company Portal** app.
9. You will be prompted to enter an email address, use your username e.g. hilu000@guidedogs.org.uk.
10. Select **Next**.
11. You will be redirected to another login page, enter your network password and then select **Sign In**.
12. Select **Begin** on the Company Access Setup screen.



14. Select **Continue** when you reach the “What can The Guide Dogs for the Blind Association See” screen.
15. On the “What’s next” screen, select **Continue**.
16. On the “Identify your device” screen select the device with your name next to it.
17. Select **Continue**.
18. Confirm your device by entering in the last four digits of the serial number (this can be found on the back of the iPhone box).
19. Select **Continue**.
20. Press the **Home** button to return to the Home screen.
21. Select **Continue** when prompted by the Company Access Setup screen.

Installing Outlook

1. Select the App Store from the Home Screen. If you now revert to using Wi-Fi, the download will be much faster. You will need to re-enter Wi-Fi passwords.
2. Go to the Search tab at the bottom of the screen and search for Microsoft Outlook, you may need to scroll down to see the correct app.
3. Select Get.
4. Select Install to download the app.
5. You may be prompted to re-enter your Apple ID.
6. You can either select Open from the app store or return to the Home Screen and open the app once it has finished downloading.

Setting up Outlook

1. The Be notified screen will be displayed.

App Store ●●●● 4G 11:10



Be Notified

Don't miss out on important emails or calendar events

No, Thanks


Notify Me

2. Select Notify Me.
3. The accounts found will be displayed.

4. Select Add account.

App Store ●●●● 4G 11:10

1 Account Found

 souu161@guidedogs.org.uk
Office 365

Add Account

Skip

Microsoft may email you about Outlook Mobile.
You can unsubscribe at any time.
[Privacy Statement](#)

5. Select Skip on the Focussed Inbox screen.

6. Enter your Guide Dogs username (e.g. hilu001@guidedogs.org.uk) and password during setup.

●●●● vodafone UK 4G 10:52

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Log in to The Guide Dogs For The Blind Association

Username

Password



7. Select Add Account
8. Select Skip on the Outlook information steps.
9. Select Turn On when asked about Outlook notifications.
10. Go to Settings.
11. Select your name.
12. Select iCloud
13. Select Find my iPhone
14. Select Disable Find my iPhone
15. Enter your Apple ID Password

Please Note: There may be a delay in your emails showing, if you do not see your emails after 24 hours please log a call with the Service Desk.

Retrieving your contacts

You may find that your contacts do not immediately show after installing Outlook. To retrieve them, take the following steps:

1. Open the Outlook app.
2. Activate Navigation pane button on the top left of the screen.
3. Activate Settings button at the bottom left. Voiceover users can swipe left to right three times to get to this point.
4. Now select the Office 365 account.
5. Activate the button to Save Contacts and your contacts will now be retrieved. It may take a few minutes.

Delete the default Mail and Calendar Apps

1. Touch lightly the icon for the app you wish to delete until the apps on the screen “wiggle”.
2. Select **x** at the top left corner of the app.
3. Select **Delete**.
4. Do this for both the Apple default Mail and Calendar apps.

Turn off “Find My iPhone”

1. Go to **Settings**.
2. Select **iCloud**.
3. Select **Find my iPhone**.
4. Select the slider button next to Find my iPhone to disable it.
5. Enter your Apple ID password when prompted.
6. Select **Turn Off**.
7. Select the Home button to return to the main screen.

How to set up OWA (Outlook Web Access) for iPhone 5C

There is a separate user guide available covering setting up OWA if you have been issued an iPhone 5C.

You can access this guide via the following link: [Setting up OWA](#)

Please ensure that you have enrolled on the password reset portal before going through these instructions.

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