

# Corporate emails on a personal device

Android Phones & Tablets

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# Introduction

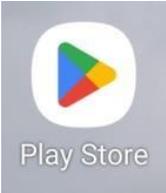
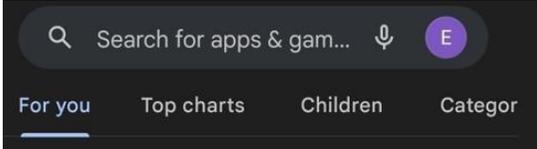
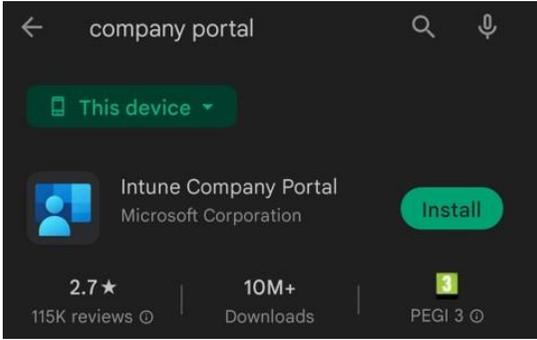
The following guide will take you through the steps of setting up your corporate emails on your personal Android phone or tablet. Before starting,

please ensure you have registered for 2 Factor Authentication (Text message code, Phone call code, mobile app). You can register for this [IT Verification Code Service here](#).

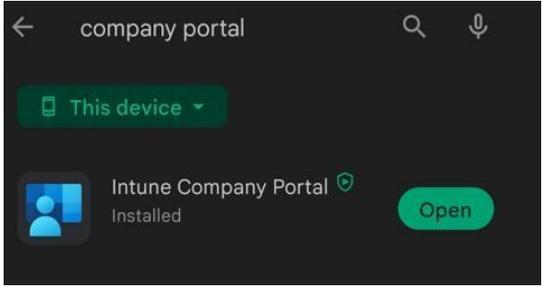
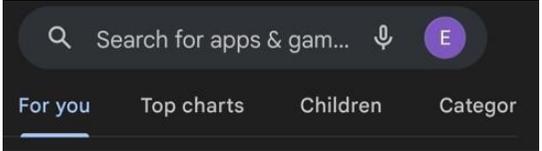
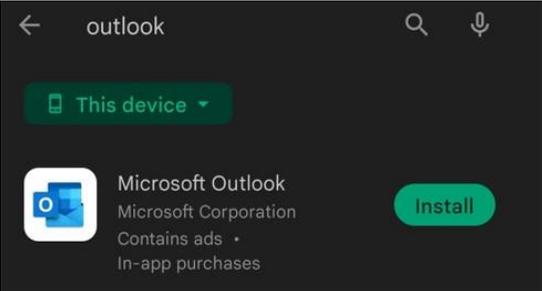
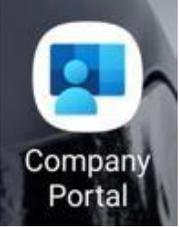
This setup requires the use of 2 Apps: Company Portal and Outlook. Both apps are required to be set up in order for this to work. The guide is split into 2 sections. The first section is for the Company Portal. The Company Portal app is required in order to make the Outlook app to work. The second section is for the Outlook app.

**Please ensure that your device has the latest software update or this setup may not work.**

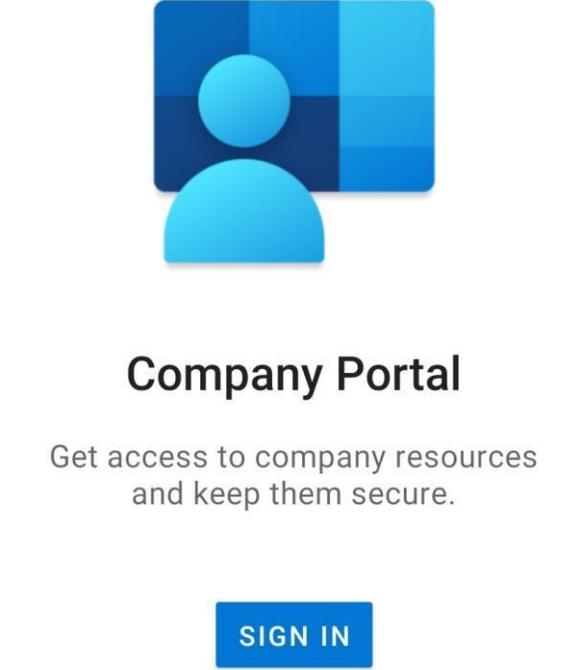
# Setting up the Company Portal

1. Tap the Play Store icon	
2. Tap in the search box and type "Company Portal"	
3. Tap on Install	



<p>4. Once Installed the button should change to open. Tap the backward arrow in the top Left</p>	
<p>5. Tap In the search box again and type "Outlook"</p>	
<p>6. Tap on Install</p>	
<p>7. Once Installed, Press the home button to access your home screen</p>	
<p>8. Find the Company Portal icon (if not on your home screen you may need to swipe up and find it in your main menu)</p>	

9. Once Opened tap on the SIGN IN button



10. Enter your corporate email address and tap Next

Microsoft Intune



**Sign in**

@nottinghamcity.gov.uk

[Can't access your account?](#)

Next

11. Enter your corporate password (this is the same password used to log into the computers/laptop)



Sign in with your organizational account

Sign in

12. Next will be your prompt for 2 factor authentication. (Phone call, Text message, App). Enter your code where applicable and click next



For security reasons, we require additional information to verify your account

We've sent a text message with a verification code.  
+xx xxxxxx

Verification code

Sign In

13. Tap on BEGIN in the bottom right corner

Nottingham City Council



## Nottingham City Council Access Setup

Let's set up your device to access your email, Wi-Fi, and apps for work. You'll also be able to manage your devices.

- 1 Get your device managed
- 2 Update device settings

[Learn more about device setup](#)

POSTPONE

BEGIN



14. Tap CONTINUE in the bottom right corner

## Nottingham City Council cares about your privacy.

While setting up your device, you will see some Android system screens requesting permissions to help your company secure your device.

### Nottingham City Council can never see:

- Call and Web history
- Location
- Email and text messages
- Contacts
- Passwords
- Calendar
- Camera roll

### Nottingham City Council may see:

- Model
- Serial number
- Operating system
- App names
- Owner
- Device name
- Manufacturer
- Phone number for corporate devices

[More about privacy](#)



CONTINUE

15. Tap NEXT in the bottom right corner

## What's next?

### 1. **Allow** permission to make and manage phone calls

Your Android device needs this permission to report your device's serial number and a cellular antenna ID. Nottingham City Council and the Company Portal app cannot make phone calls with this information.

### 2. **Activate** Android device administrator

Android device administrator allows Nottingham City Council to apply required settings to your device.

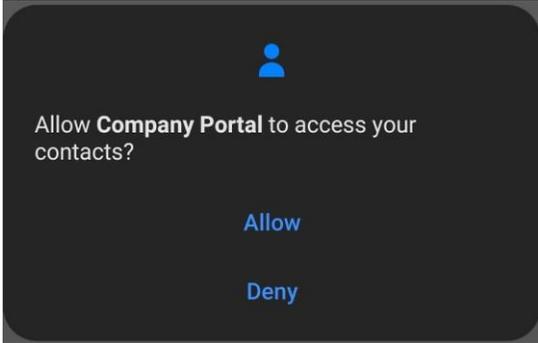
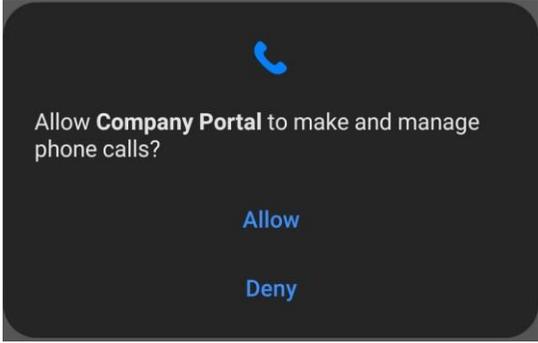
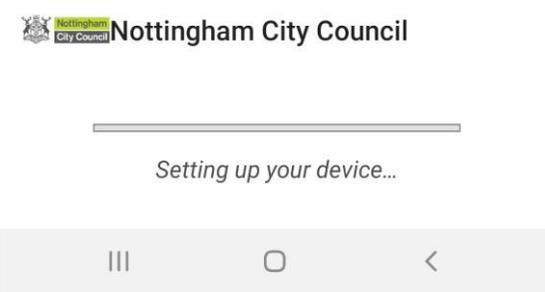
### 3. **Confirm** KNOX privacy notice

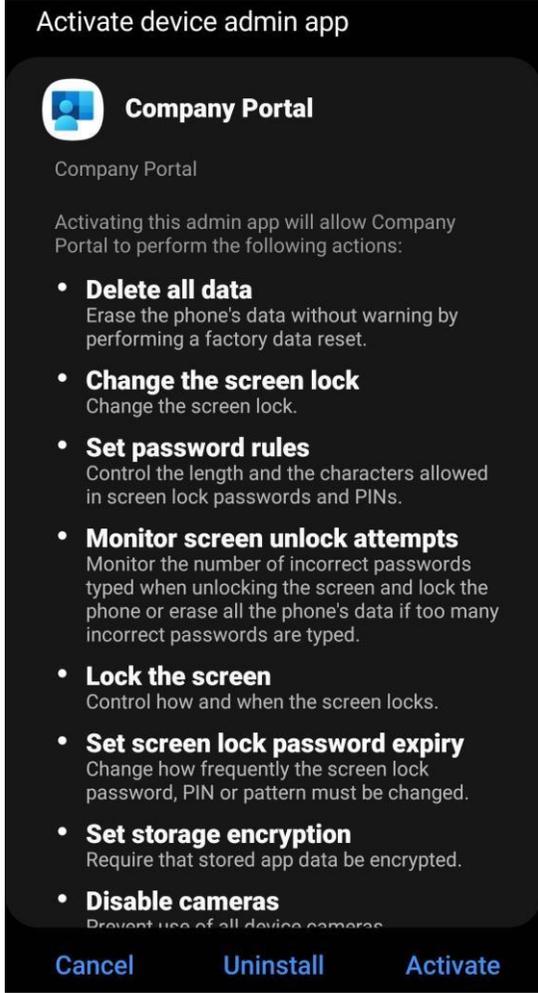
If you have a Samsung device, you need to accept an additional privacy notice.

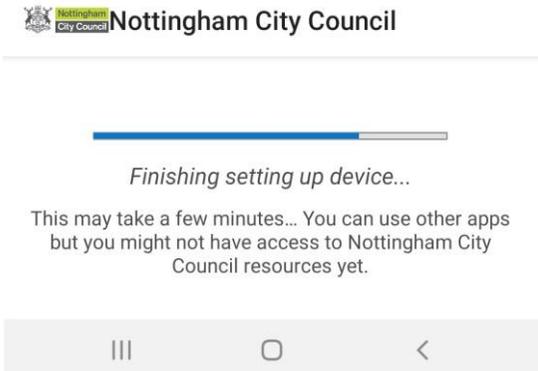
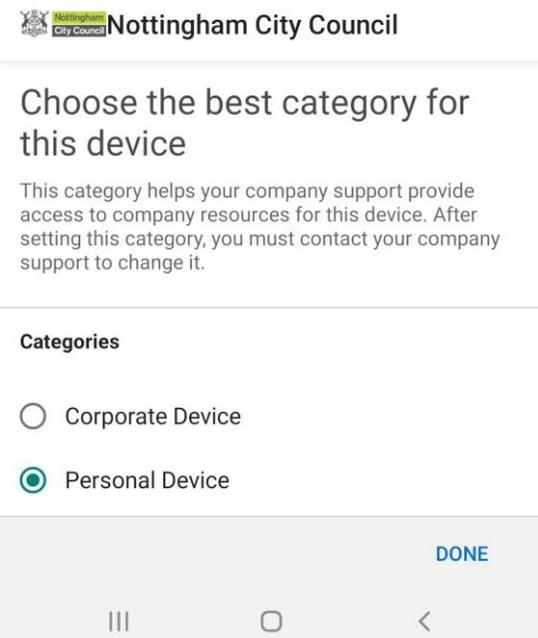
[Learn more about permissions](#)

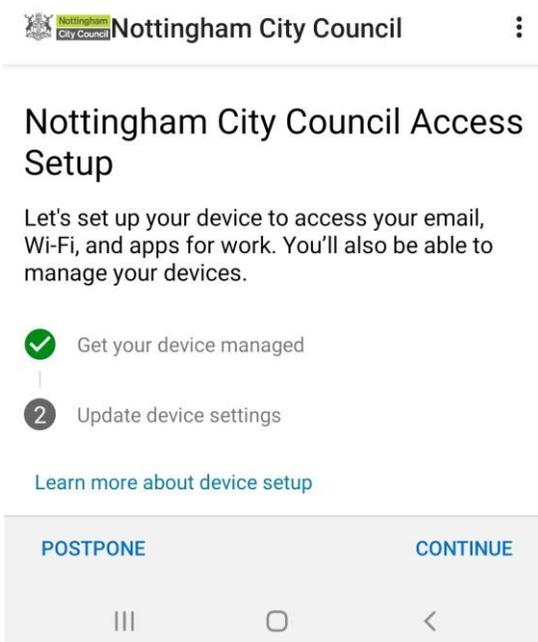


NEXT

<p>16. Tap on Allow</p>	
<p>17. Tap on Allow</p>	
<p>18. Wait whilst the set up takes place. This can take a few minutes</p>	

<p>19. Tap on Activate</p>	
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<p>20. Allow for the set up to complete. This can take a few minutes</p>	 <p>Nottingham City Council</p> <p>Finishing setting up device...</p> <p>This may take a few minutes... You can use other apps but you might not have access to Nottingham City Council resources yet.</p>
<p>21. Select Personal Device and tap DONE</p>	 <p>Nottingham City Council</p> <p>Choose the best category for this device</p> <p>This category helps your company support provide access to company resources for this device. After setting this category, you must contact your company support to change it.</p> <p><b>Categories</b></p> <p><input type="radio"/> Corporate Device</p> <p><input checked="" type="radio"/> Personal Device</p> <p>DONE</p>

<p>22. Tap CONTINUE in the bottom right</p>	 <p>Nottingham City Council</p> <p>Nottingham City Council Access Setup</p> <p>Let's set up your device to access your email, Wi-Fi, and apps for work. You'll also be able to manage your devices.</p> <ul style="list-style-type: none"> <li>✓ Get your device managed</li> <li>2 Update device settings</li> </ul> <p><a href="#">Learn more about device setup</a></p> <p>POSTPONE CONTINUE</p>
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23. Tap on CONFIRM  
DEVICE SETTINGS at  
the bottom

← Update device settings

Android\_9/21/2022\_9:08 AM

! You need to update settings on this device.  
Last checked: 21 September, 10:09

Your company needs you to adjust these settings to comply with organizational policies. Tap Confirm Device Settings to recheck these settings.

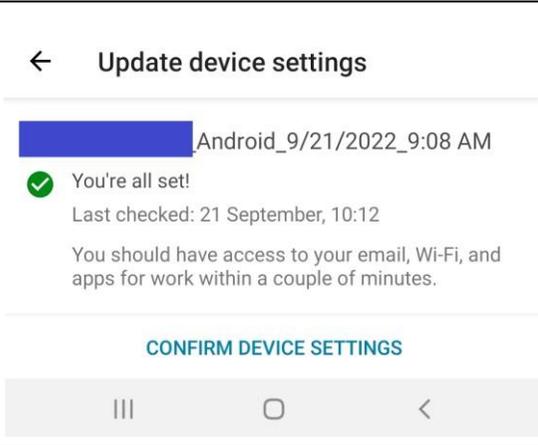
We're still checking if you can access company resources ^

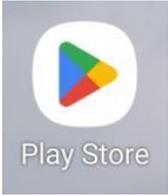
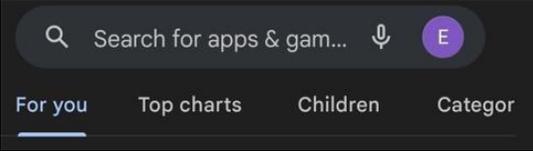
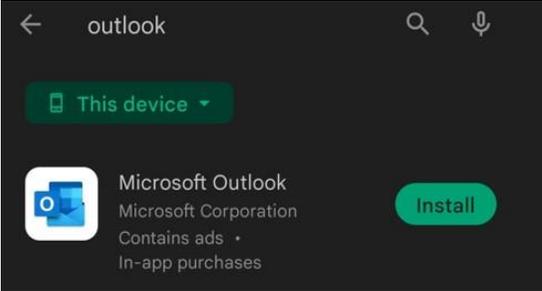
We need to check the status of your device. This will be done in a few minutes.

CONFIRM DEVICE SETTINGS



# Setting up Outlook

<p>Once the green tick appears the Company Portal setup is complete</p>	
<p>Press the home button to access your home screen</p>	
<p>The company Portal app is now set up. Please follow the next section for setting up your emails in the Outlook app.</p>	

<p>Tap the Play Store icon</p>	
<p>Tap in the search box and type "Outlook"</p>	
<p>Tap on Install</p>	
<p>Find the Outlook icon (if not on your home screen you may need to swipe up and find it in your main menu)</p>	

5. Tap on ADD ACCOUNT

6. Enter your corporate email address and Tap CONTINUE

7. Enter your corporate password (this is the same password used to log into the computers/laptop)

Sign in with your organizational account

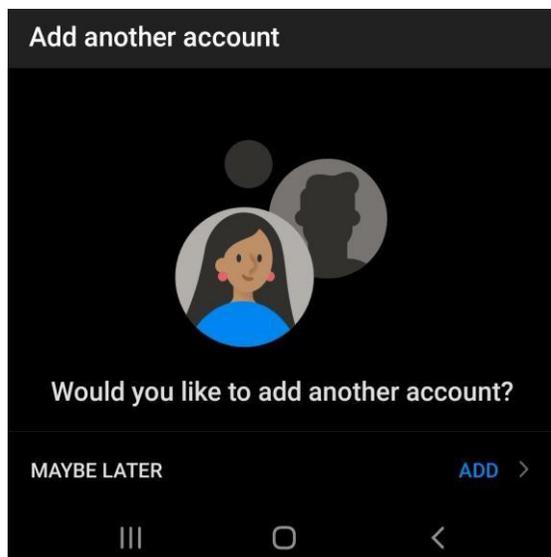
8. Next will be your prompt for 2 factor authentication. (Phone call, Text message, App). Enter your code where applicable and click next

For security reasons, we require additional information to verify your account

We've sent a text message with a verification code.  
+xx xxxxxx

Verification code

9. Tap on MAYBE LATER



The outlook app should now be set up and your emails should start coming through.  
Your device should now be set up to be able to access your corporate emails.

