

# Setting up corporate emails on a personal device

iPhones & iPads

# Index

Index .....	2
Introduction .....	3
Setting up the Company Portal .....	3
Setting up Outlook .....	9

# Introduction

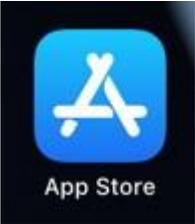
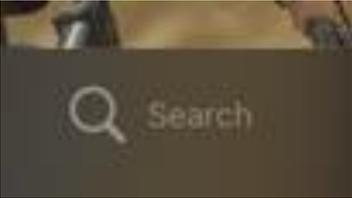
The following guide will take you through the steps of setting up your corporate emails on your personal iPhone or iPad. Before starting, please

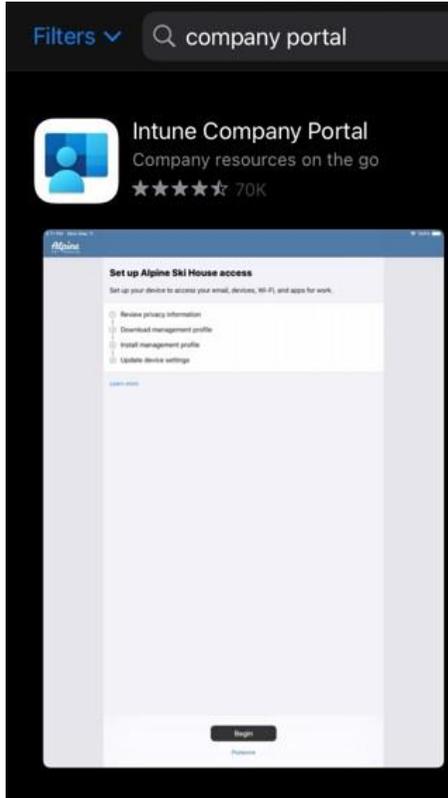
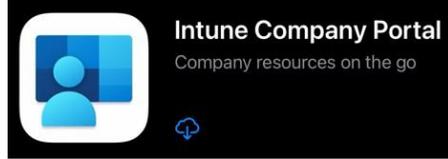
ensure you have registered for 2 Factor Authentication (Text message code, Phone call code, mobile app). You can register for this [IT Verification Code Service here](#).

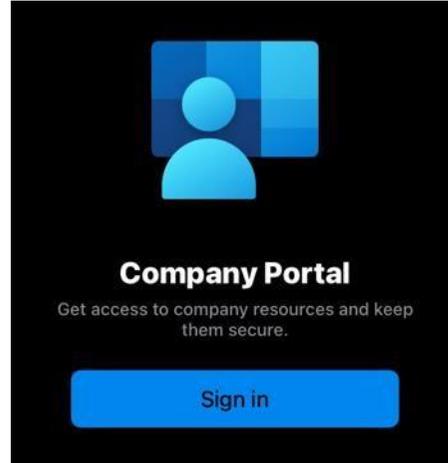
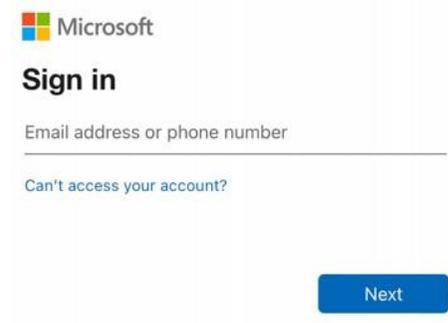
This setup requires the use of 2 Apps: Company Portal and Outlook. Both apps are required to be set up in order for this to work. The guide is split into 2 sections. The first section is for the Company Portal. The second section is for the Outlook app.

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

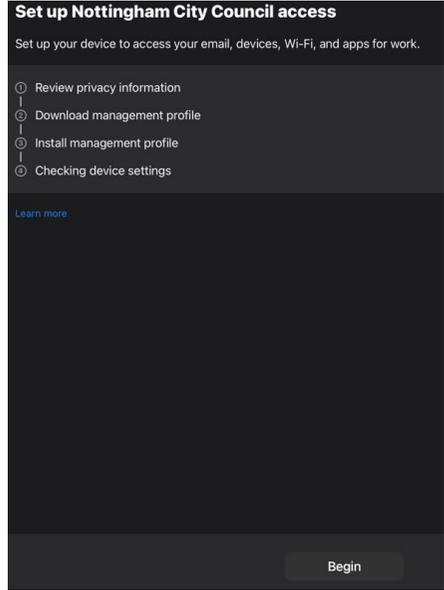
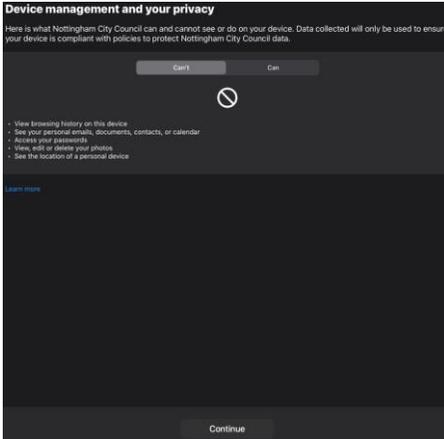
# Setting up the Company Portal

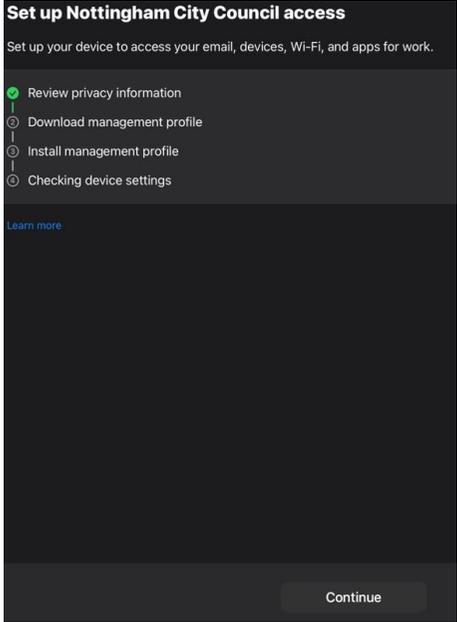
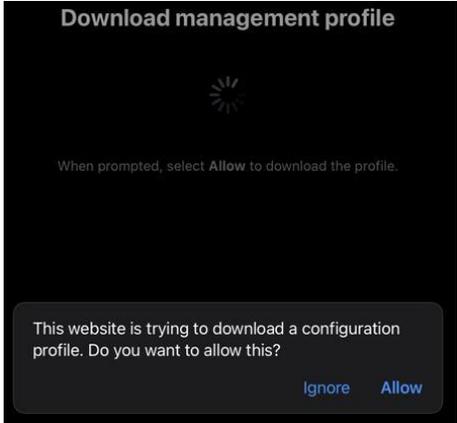
1. Tap the App Store	 The image shows the App Store icon, which is a blue square with rounded corners containing a white stylized 'A' made of three lines. Below the icon, the text 'App Store' is written in white.
2. Tap the Search option in the bottom right	 The image shows a close-up of the bottom right corner of an iPhone home screen. A search bar is visible with a magnifying glass icon on the left and the word 'Search' on the right.

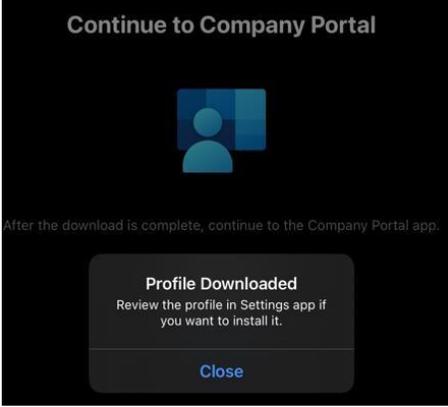
<p>3. Type “Company Portal” and tap the Intune Company Portal app</p>	 <p>The screenshot shows the App Store search results for 'Intune Company Portal'. At the top, there is a search bar with 'company portal' entered. Below the search bar, the app card for 'Intune Company Portal' is displayed. The card includes the app icon, the title 'Intune Company Portal', the subtitle 'Company resources on the go', and a star rating of 4.5 out of 5 stars with 70K reviews. Below the app card, a preview of the app's interface is shown, featuring a 'Set up Alpine Ski House access' screen with a list of tasks: 'Review privacy information', 'Download management profile', 'Install management profile', and 'Update device settings'. A 'Sign in' button is visible at the bottom of the preview.</p>
<p>4. Tap the Download or Cloud button</p>	 <p>The screenshot shows the app card for 'Intune Company Portal' with a blue 'Download or Cloud' button highlighted below the subtitle.</p>
<p>5. Once downloaded, return to your home screen and Tap the Comp Portal app</p>	 <p>The screenshot shows the app icon for 'Comp Portal' on a home screen. The icon is a blue square with rounded corners, containing a white circle with a blue person silhouette and a blue screen. Below the icon, the text 'Comp Portal' is displayed.</p>

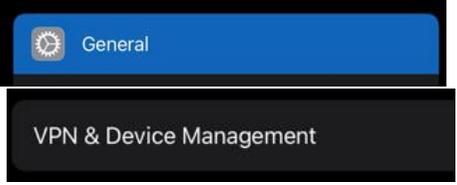
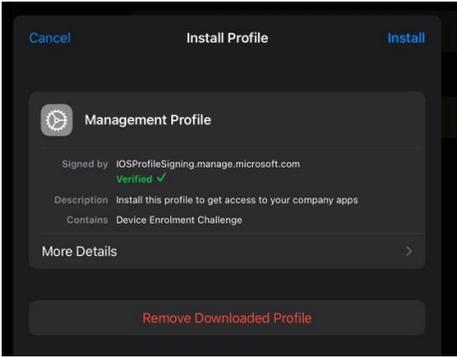
<p>6. Tap Sign in</p>	 <p>The screenshot shows the sign-in screen for the 'Company Portal' app. At the top, there is a blue person silhouette icon. Below the icon, the text 'Company Portal' is displayed, followed by the subtitle 'Get access to company resources and keep them secure.' A large blue 'Sign in' button is centered at the bottom of the screen.</p>
<p>7. Enter your corporate email address and tap Next</p>	 <p>The screenshot shows the Microsoft sign-in screen. At the top, the Microsoft logo is displayed. Below the logo, the text 'Sign in' is displayed. Underneath, there is a text input field labeled 'Email address or phone number'. Below the input field, there is a link that says 'Can't access your account?'. A blue 'Next' button is located at the bottom right of the screen.</p>

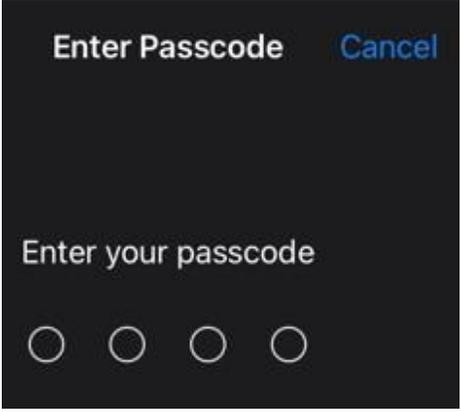
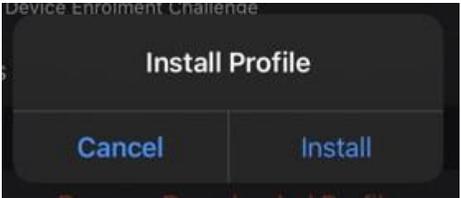
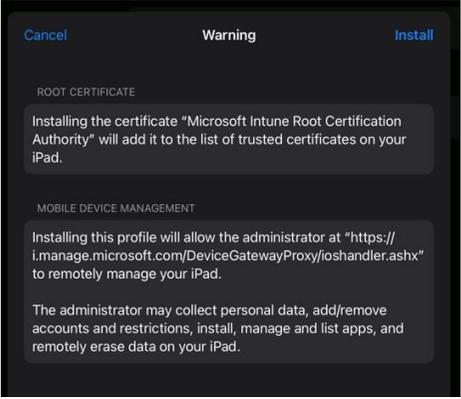
<p>8. Enter your corporate password in the password box and tap next</p>	 <p>Sign in with your organizational account</p> <p><input type="text" value="@nottinghamcity.gov.uk"/></p> <p><input type="password" value="Password"/></p> <p><b>Sign in</b></p> <p>If you have forgotten your password or locked your account then please visit <a href="https://reset.nottinghamcity.gov.uk">reset.nottinghamcity.gov.uk</a> to reset or unlock your account.</p>
<p>9. Enter your text message/phone call/app code in the box and tap Sign in</p>	 <p>For security reasons, we require additional information to verify your account</p> <p><input )"="" type="text" value="@nottinghamcity.gov.uk"/></p> <p>We've sent a text message with a verification code.</p> <p>+xx xxxxxx <input type="text" value=""/></p> <p>Verification code</p> <p><input type="text" value=""/></p> <p><b>Sign in</b></p>

<p>10. Tap Begin in the bottom right</p>	
<p>11. Tap Continue</p>	

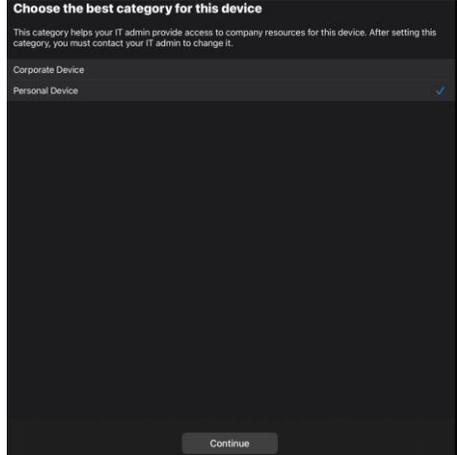
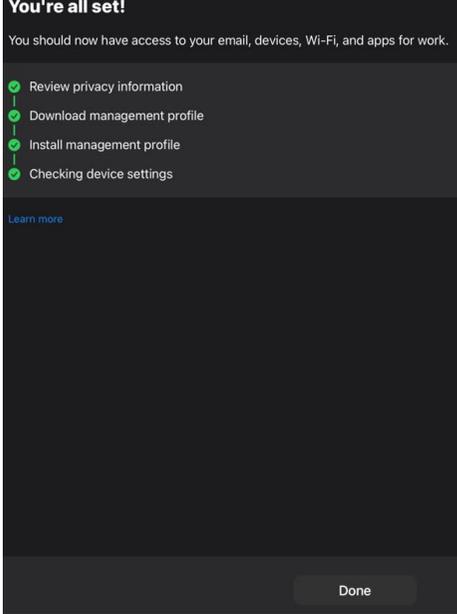
<p>12. Tap Continue</p>	
<p>13. Tap Allow</p>	

<p>14. Tap Close</p>	
<p>15. Tap Continue</p>	
<p>16. On this screen, return to your home screen</p>	

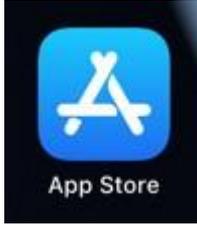
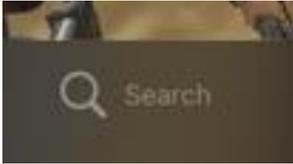
<p>17. Tap to open the Settings app</p>	
<p>18. Go to General then VPN &amp; Device Management. *You may need to scroll down the lists to find these options</p>	
<p>19. Tap Management Profile at the bottom</p>	
<p>20. Tap Install in the top right</p>	

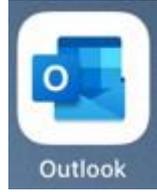
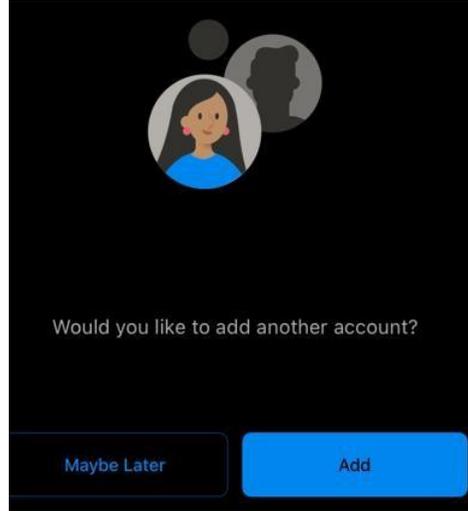
<p>21. Enter your device's Passcode</p>	
<p>22. Tap Install</p>	
<p>23. Tap Install in the top right</p>	

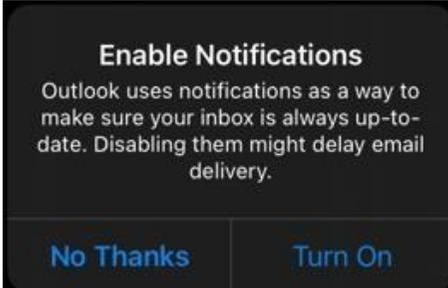
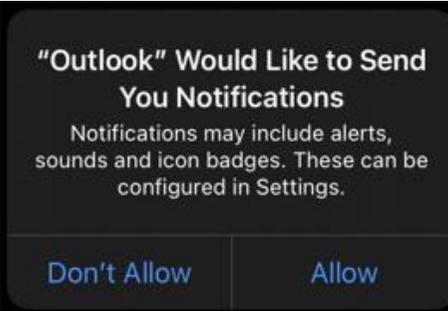
<p>24. Tap Trust</p>	 <p>A dark-themed dialog box titled "Remote Management" with the text "Do you trust this profile's source to enrol your iPad into remote management?". At the bottom, there are two buttons: "Cancel" in blue and "Trust" in red.</p>
<p>25. Tap Done</p>	 <p>A screen titled "Profile Installed" with a "Done" button in the top right. Below the title is a "Management Profile" card for "Nottingham City Council". The card shows it is signed by "IOSProfileSigning.manage.microsoft.com" and is "Verified" with a green checkmark. It also lists contents: "Mobile Device Management", "Device Identity Certificate", and "2 Certificates". A "More Details" link is at the bottom.</p>
<p>26. Return to your home screen and tap the Comp Portal app</p>	 <p>The icon for the "Comp Portal" app, which features a blue square with rounded corners containing a white rounded square with a blue person icon and a blue rectangle, with the text "Comp Portal" below it.</p>

<p>27. Tap Personal Device then Tap Continue</p>	 <p>A screen titled "Choose the best category for this device". It explains that the category helps IT admins provide access to company resources. There are two radio button options: "Corporate Device" and "Personal Device", with "Personal Device" selected and marked with a blue checkmark. A "Continue" button is at the bottom.</p>
<p>28. Tap Done</p>	 <p>A screen titled "You're all set!" with the message "You should now have access to your email, devices, Wi-Fi, and apps for work." Below this is a list of four completed steps, each with a green checkmark: "Review privacy information", "Download management profile", "Install management profile", and "Checking device settings". A "Learn more" link is below the list. A "Done" button is at the bottom.</p>
<p>The company portal is now set up. The below section will set your corporate emails up in the Outlook app</p>	

# Setting up Outlook

<p>Tap the App Store</p>	
<p>Tap the Search option in the bottom right</p>	
<p>Type "Outlook" and tap the Outlook app</p>	
<p>Tap the Download or Cloud button</p>	

<p>Once Downloaded, Return to your home screen and tap the Outlook app</p>	
<p>Outlook should automatically pick up your NCC email account due to the company portal setup. Tap Add Account</p>	
<p>Tap Maybe Later</p>	

<p>8. Tap OK</p>	
<p>9. Tap No Thanks or Turn On. Depending on if you want notifications for your emails</p>	
<p>10. Tap Either option if you wish to receive notifications for your emails</p>	
<p>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.</p>	

