Getting email on your mobile devices comes from two places. The first place comes from Outlook and the second from the Company Portal app.

- 1. To get outlook on your mobile device, you will go to your app store/google play store and download Outlook.
- 2. Once installed, you will open the app and login using your MCS credentials.
- 3. You will probably come across a page that will need you to enroll your device with the company portal.
- 4. Travel back to the app store/google play store to download Company Portal.
- 5. Once that app is downloaded you will open the app and login with your MCS credentials.
- 6. If you are prompted to accept your organization's terms and conditions, then select "accept all."



- 8. Depending on the version of Android or ios (Apple), you will probably need to allow the company portal access to your device.
- 9. From there you'll need to activate your device. The pictures above is used for Android, the pictures below is used for ios (Apple).
- 10. Doing this on an Apple device is different than on Android because Apple wants you to manually go into your settings to finish the enrollment process.
- 11. *Your device won't say "Apline Ski House." That name is just an example.*
- 12. While in settings, you will tap on Enroll. That will bring you to your Profile and Management page of your device. It might also look like "user enrollment" picture posted below.

| Alpine Ski House | +■ | 5-51.4 al ♥ € | Details |
|--|---|----------------------------|---|
| Set up Alpine Ski House access | Select device and enrollment type | Settings | User Enrollment Signing in with this Managed Apple ID allows this organization to manage this device. |
| Set up your device to access your email, devices, WI-Fi, and apps for work. | Who owns this device? | Enroll in Alpine Ski House | |
| Select device and enrollment type | Alpine Ski House owns this device | | ROOT CERTIFICATE |
| Review privacy information | Town this device | De Airplane Mode | Installing the certificate "Microsoft Intune OneDF Boot Certification Authority" will add it to the list |
| O Download management profile | How do you want Alpine Ski House to secure your device after it's enrolled? | 😴 WI-FI > | of trusted certificates on your iPhone. |
| Install management profile Update device settings | Secure entire device | Bluetooth On O | MOBLE DEVICE MANAGEMENT Installing this parties all allow the administrator at |
| Learn more | Secure work-related apps and data only | Cellular > | "https://.manage-dogfood.microsoft.com/ DeviceGatewayProxylioshandler.ashx" to remotely manage your iPhone. |
| | Learn more | Notifications | |
| | | Sounds & Haptics | |
| | | C Do Not Disturb | |
| | | Screen Time | Enroll My iPhane |
| Postgore | Continue | General > | Cancel and Delete Profile |