



# INTUNE COMPANY PORTAL

## ABSTRACT

This guide shows users how to install Intune Company Portal onto an Android. All Information and wording within this document conform to Plagiarism Policy

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## Instructions for Downloading onto Android Devices

Your email migration is complete. You now need to make MS365 available on your SJOG company phone.

### Step 1: Downloading Intune Company Portal.

- Open the Google Play Store.

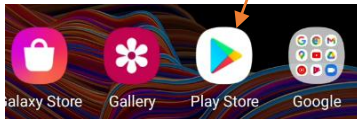


Figure 1: Google Play Store

- You will be asked to sign into the Google Play Store (*note: If you do not have a Google Account see Troubleshooting below*).
- In the Search bar type, Intune Company Portal (ICP).

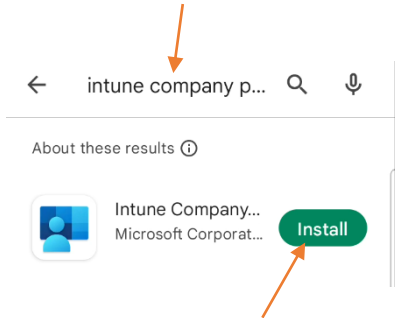


Figure 2: Search Bar

- Click the Install button to begin the installation of the app onto your phone.
- please make sure it is not Microsoft Authenticator.
- Please be patient this process can take a few minutes to complete.

### Step 2: Setting up Intune Company Portal (Part A)

- Once the app has downloaded click on the open button.

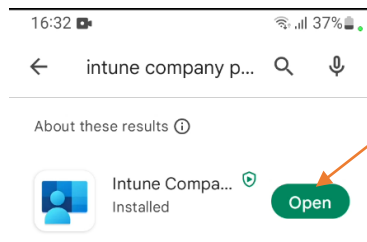


Figure 3: Intune Company Portal



- When the app loads, Click Sign In.

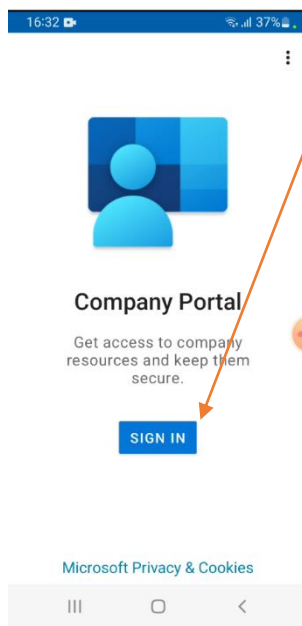


Figure 4: Home Screen (ICP)

- Enter your sjog email address, Click Next.

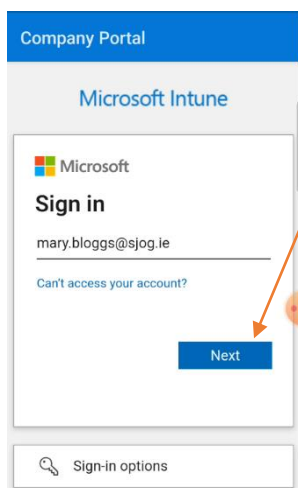


Figure 5: Sign in Screen

- Enter your sjog password.



- Please note this is the same password you use to log into the laptops/computers.

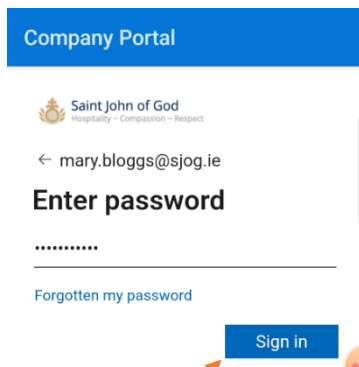


Figure 6: Entering Password (ICP)

- Click Sign In.

### Step 3: Setting up Intune Company Portal (Part B)

- Microsoft needs to Verify your Identity; this can be done with a text or call.

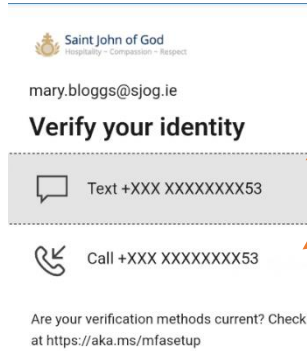


Figure 7: Verify your ID

- If you press text Microsoft will send a code, which needs to be entered.
- Please note these codes are for one time use only.
- Click Verify to continue.

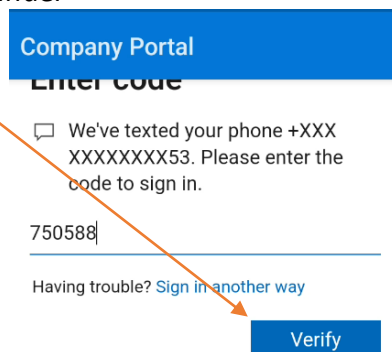


Figure 8: Code Screen



### Step 4: Setting up Intune Company Portal (Part C)

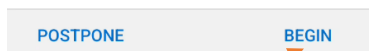
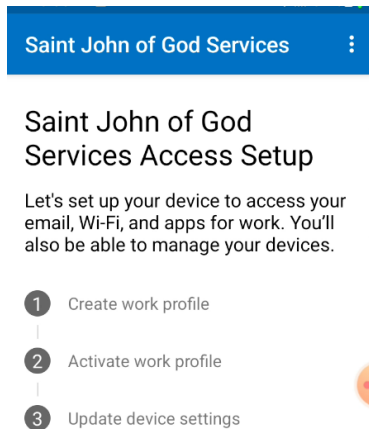


Figure 9: Profile Setup

- Click Begin.
- Please note this will begin to create our work profile.
- Click Continue.

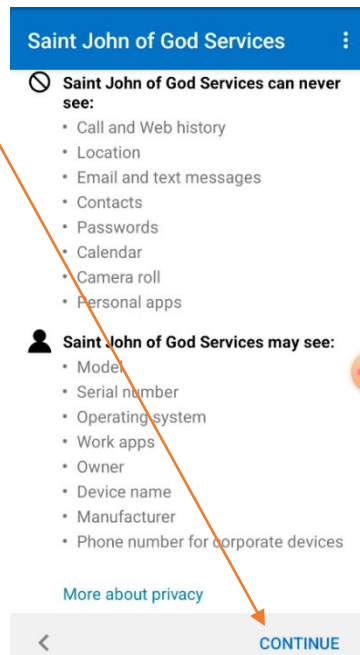


Figure 10: SJOG Services



- Click Agree.

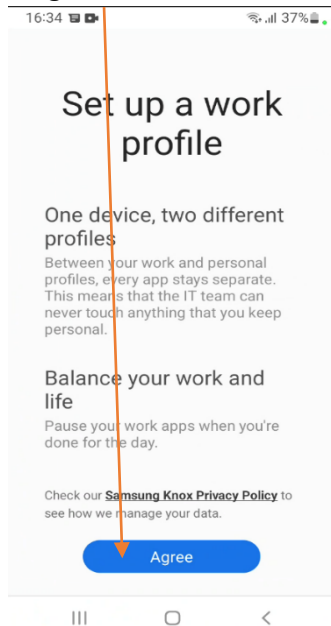


Figure 11: Setting up Profile

- Your Profile will now be created.

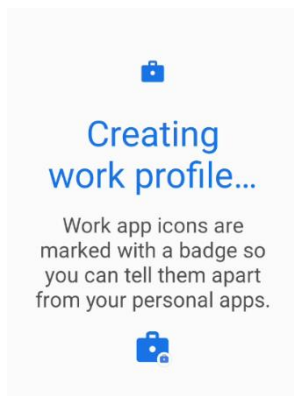


Figure 12: Creating Work Profile

- Please be patient this process can take a few minutes to complete.



- Click Continue.

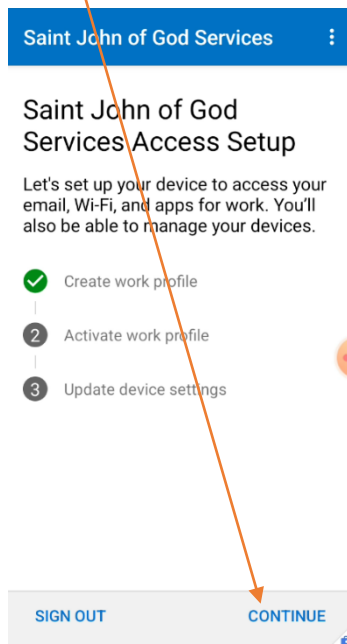


Figure 13: Activating Profile

- Your device is now being registered.

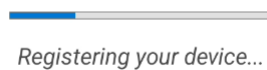


Figure 14: Registering Device

- Please be patient this may take a few minutes.
- Click Done.

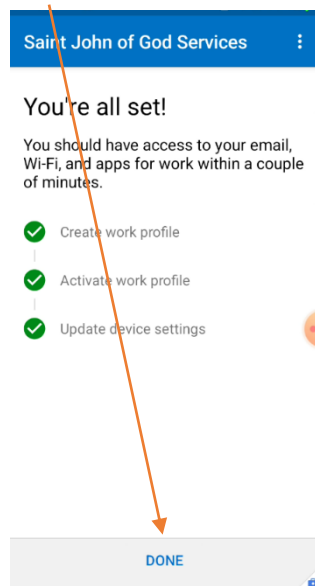


Figure 15: Finished Screen



## Step 5: Setting up Intune Company Portal (Part D)

- Click Got It.

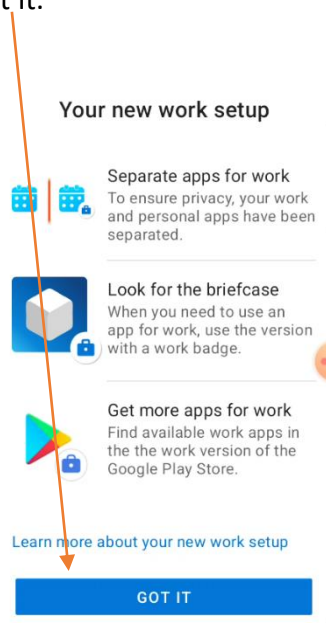


Figure 16: New Setup

- Click Dismiss.

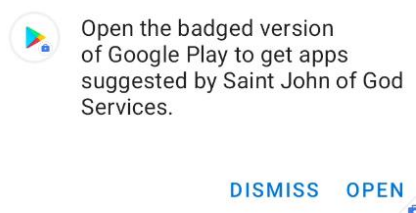


Figure 17: Badge Screen

- The MS365 app's will now start downloading onto your phone.



## Trouble Shooting

- If the Intune Company Portal is not in the play Store, your phone may not be compatible with the app.
- You can check this by going to Google and in the search box type Intune Company Portal, press return.
- This will then tell you if the phone is compatible.
- If the phone is not compatible, please contact your local ICT department to order a new phone.

You must have a Google account to download the app. If you do not have an account, please go to <https://www.google.com/account/about/>



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