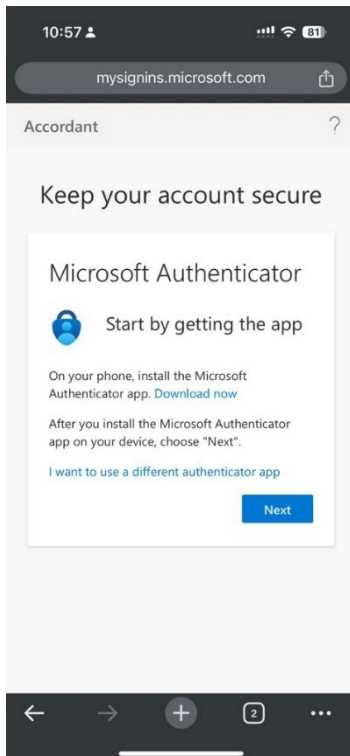# Authenticator Setup

1. Open a browser on your mobile phone and go to: http://www.aka.ms/mfasetup.

   Enter your Tangata username and Password on the sign in page
2. On the "More information required" page click 'Next'
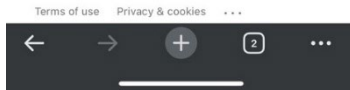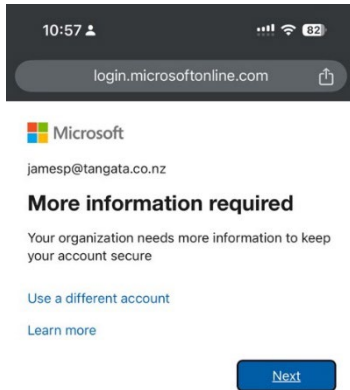
3. If you have Microsoft Authenticator already downloaded click 'Next'. If you don't click the Download Now link then follow the instructions to find the app on the App Store.
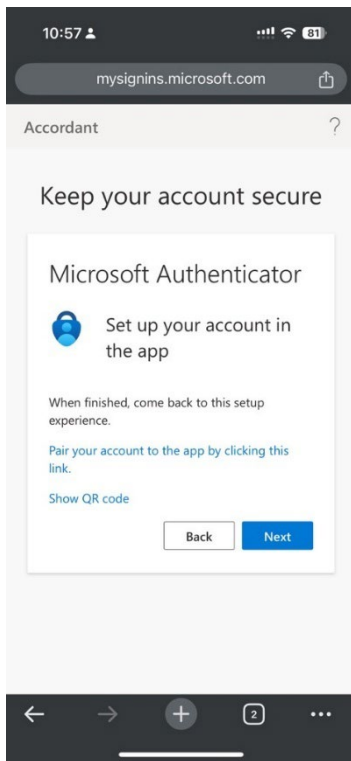
4. You should now see two links, pair your account or show QR code. Click "Pair your account to the app by clicking this link".

   This should open the Microsoft Authenticator app and you will see your Tangata username listed there under "Accordant".
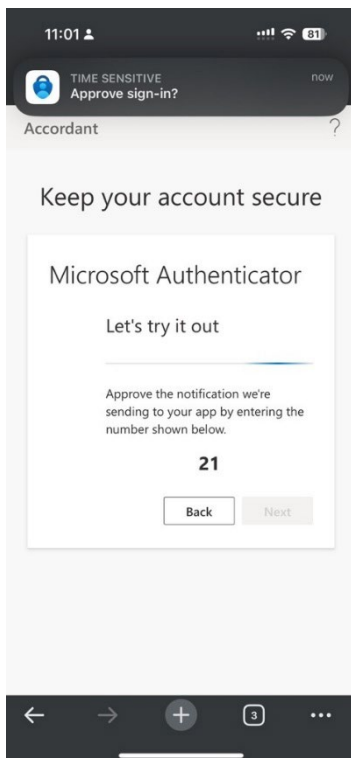

5. Go back to the browser and click 'Next'. After a few seconds you will then get a popup on your phone asking you to approve the login along with a number shown on your screen.
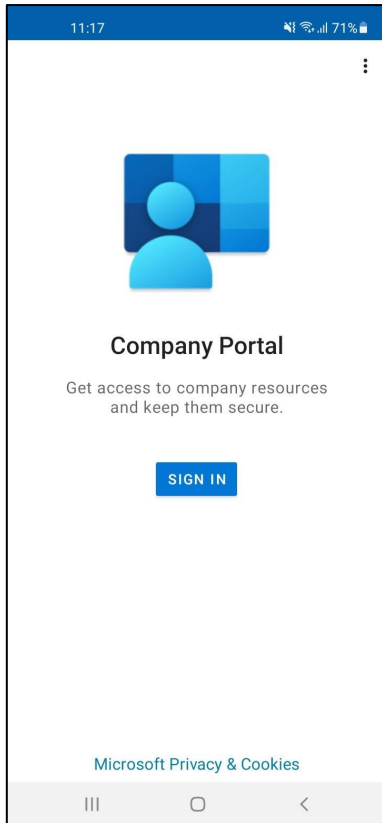   Tap on the notification and enter the number then click 'Yes'
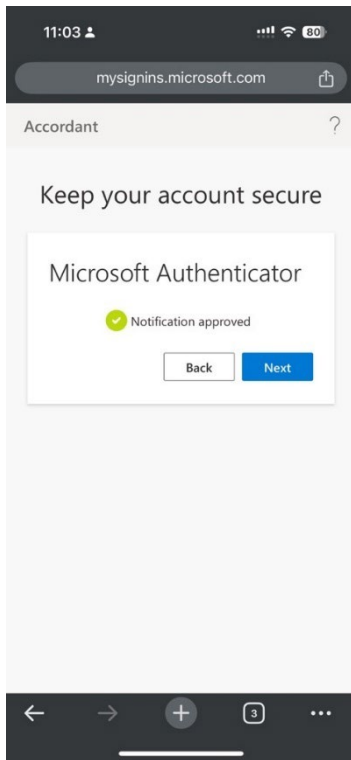
6. Go back to the browser and click 'Next' if you can see the green tick next to "Notification Approved"

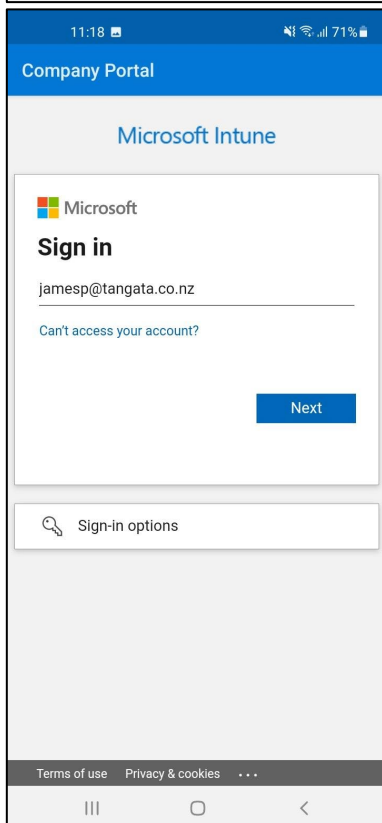7. You should see a success page now. Click 'Done' to finish the process
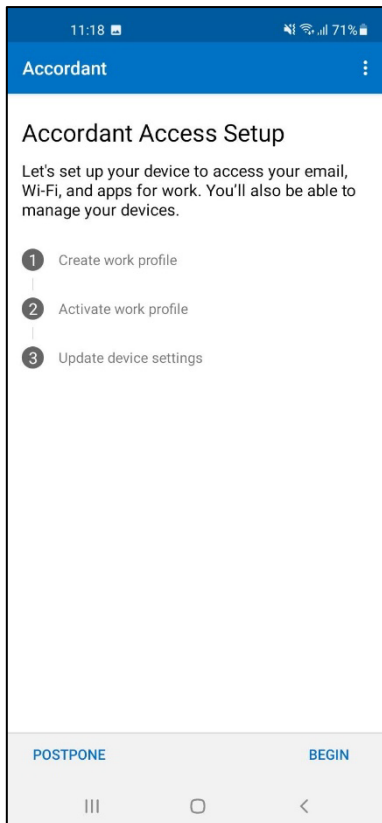
Company Portal Setup
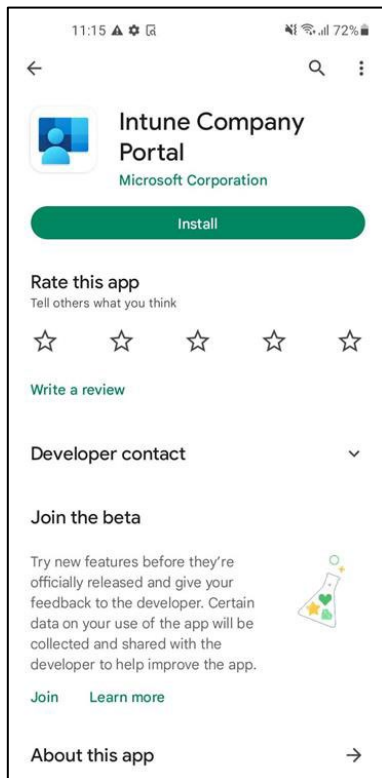
1. Open the Play Store and search for 'Intune Company Portal'. Install the App
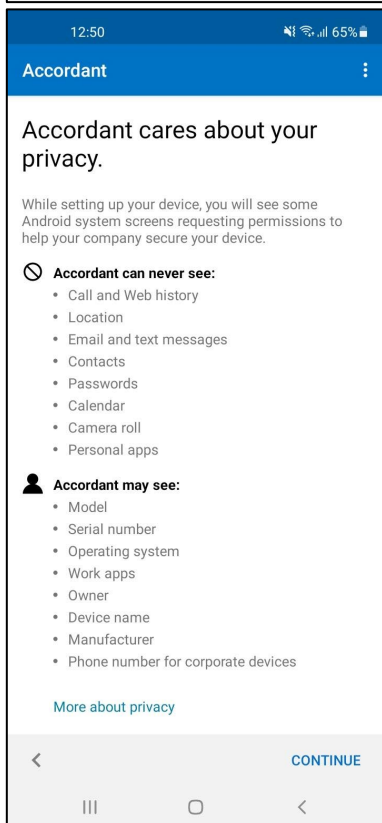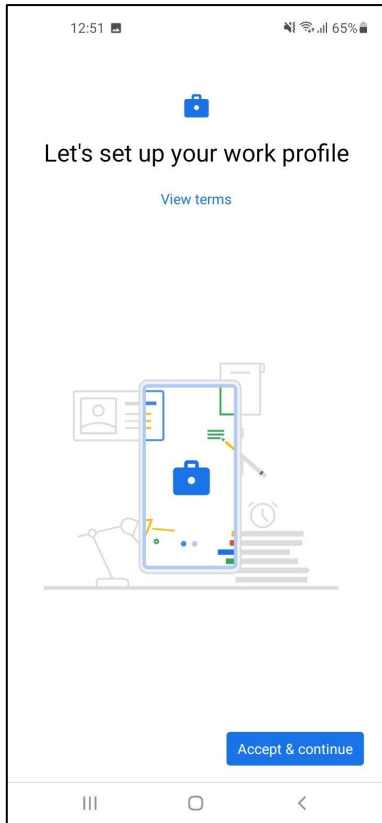
2. Open the app and tap 'Sign In'

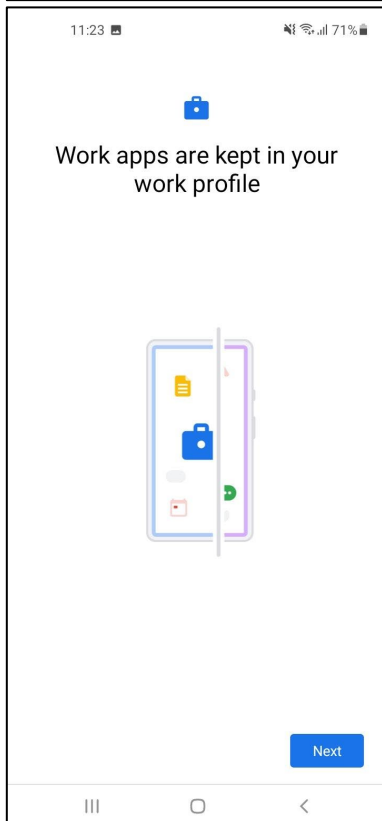3. Enter your Tangata Email and tap 'Next', then enter Surface Password and Tap 'Sign In'
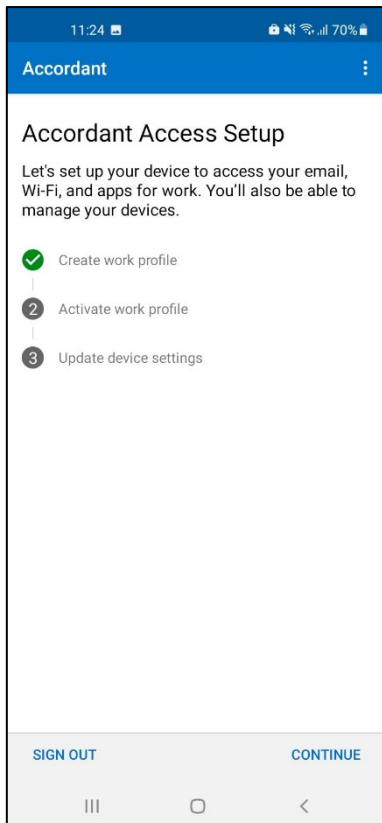
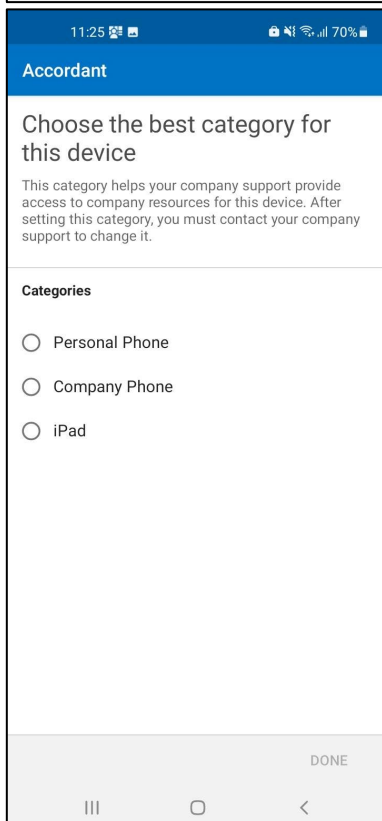4. Tap 'Begin' to create your work profile
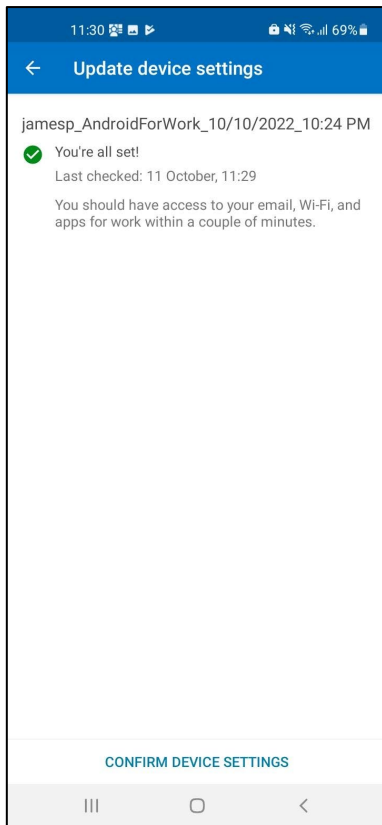
5. Tap 'Continue'

6. Tap 'Accept & Continue'

7. Tap 'Next

8. Tap 'Continue' to activate the work profile

9. Select 'Personal Phone', then Tap 'Done'

10. Tap 'Continue' then 'Confirm Device Settings'. If your device is missing any requirements, you will see a list that need to be resolved before you can continue.

If you're missing any, see the next step for instructions. Otherwise, you will see "You're all set!" with a green tick and you can close out of the app.
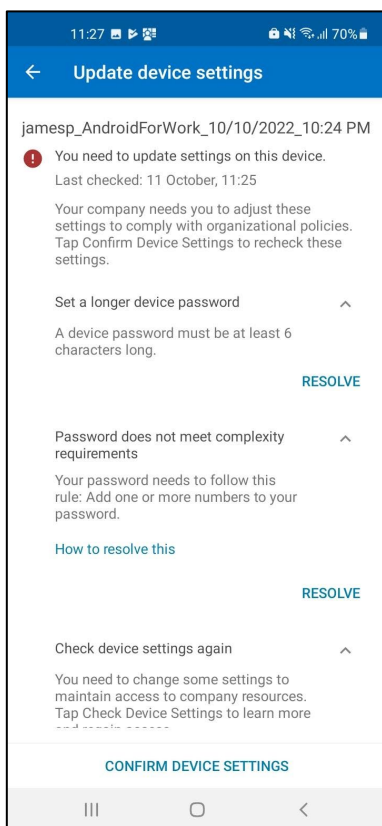

11. If you are missing any requirements, you will see a list like this.

In this example it is because the device is missing a password/pin.

Tap 'Resolve' to be taken into the setting to set a pin. After you have resolved all the requirements Tap 'Confirm Device Settings' to make it recheck. You should then see the green tick as in Step 10 and you are finished.
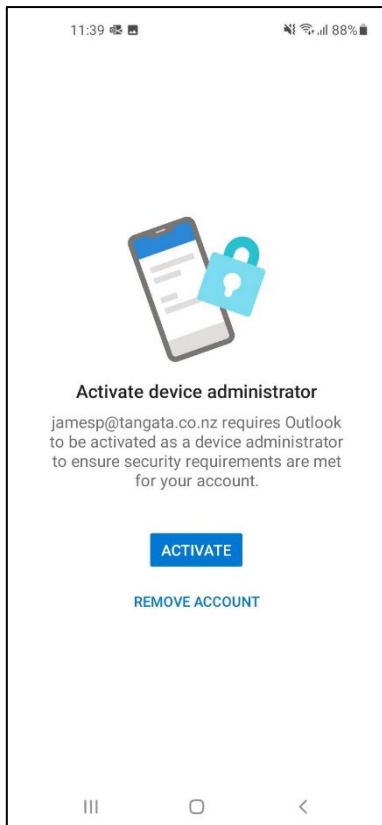
Outlook Setup

1. Open the Outlook app and Tap 'Add Account'
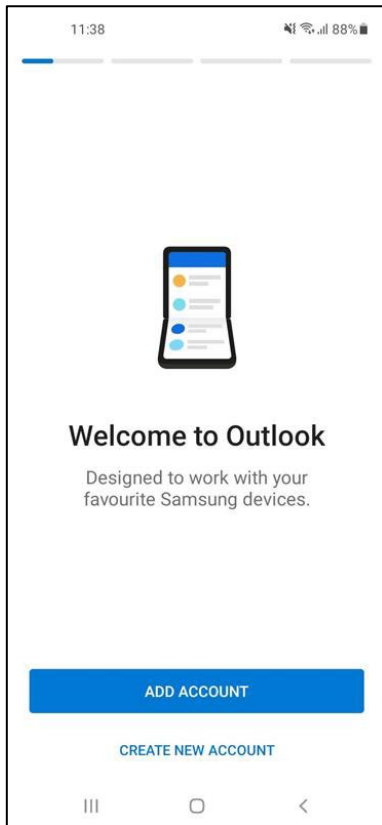
2. You should see your Tangata email here, if so select it then Tap 'Continue'
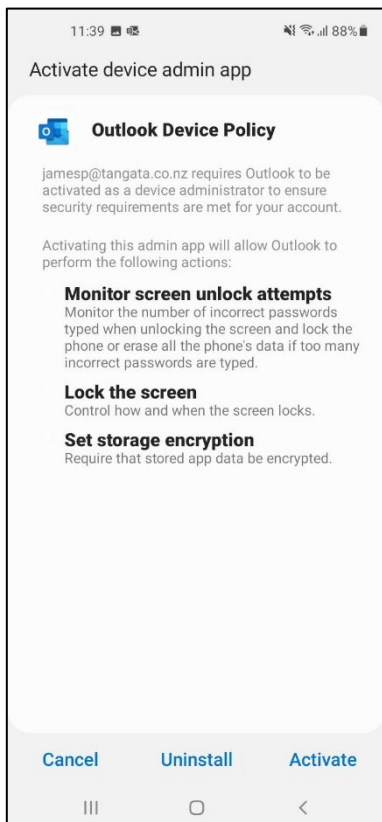
   If you do not see your email listed here you can enter it manually along with your Surface password.
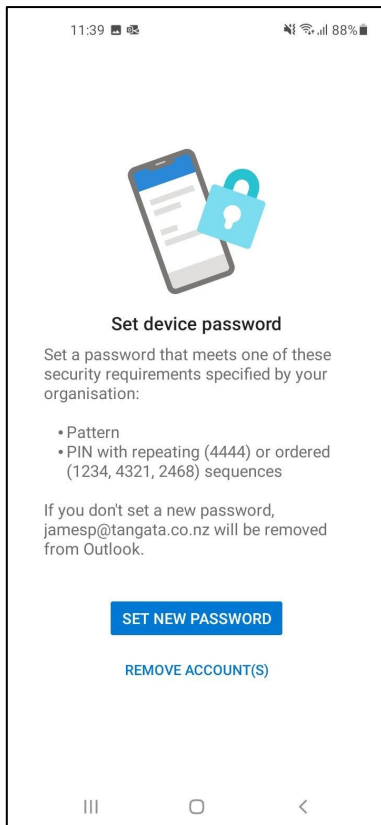
3. After your account has logged in, you'll see the following screen. It is part of our requirements that you have a pin on your phone, and outlook requires permission to see that you have one.
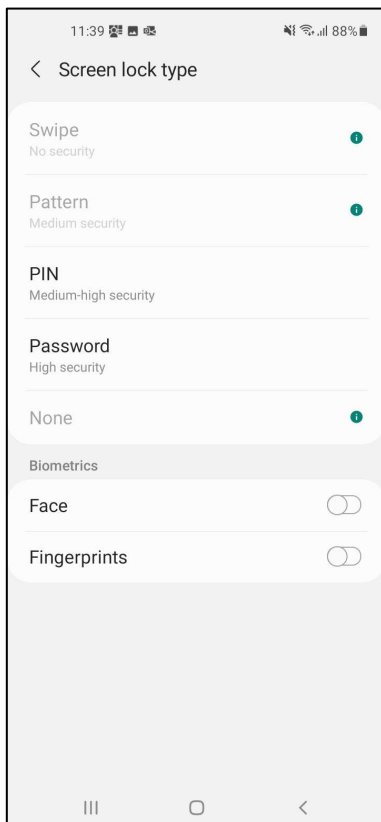
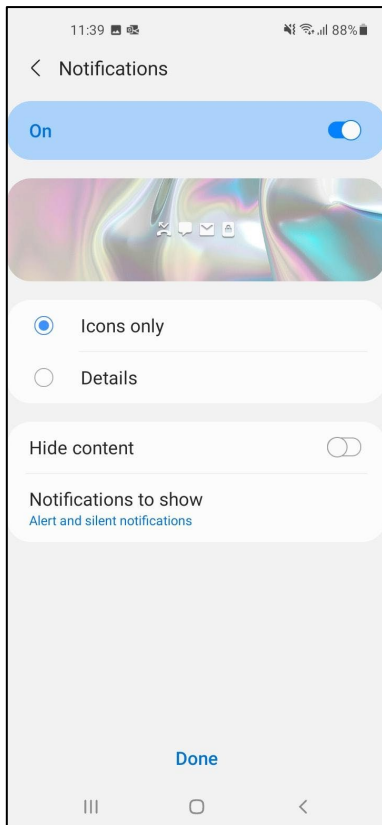   Tap 'Activate'

4. Tap 'Activate' again

5. If you phone doesn't already have one you'll be asked to set a pin. Otherwise you'll continue into Outlook.
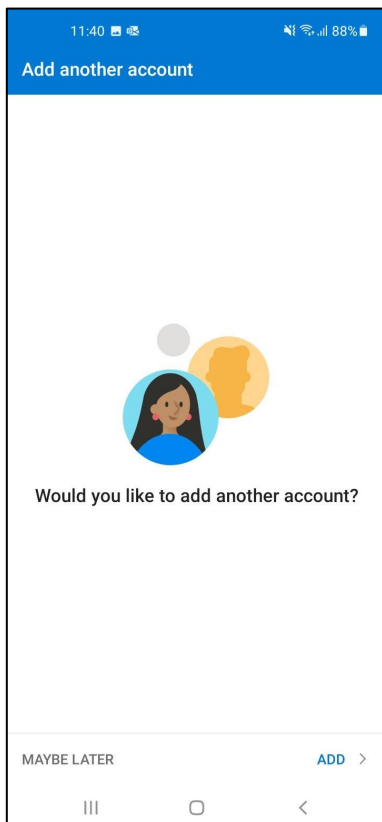
   Tap 'Set New Password'

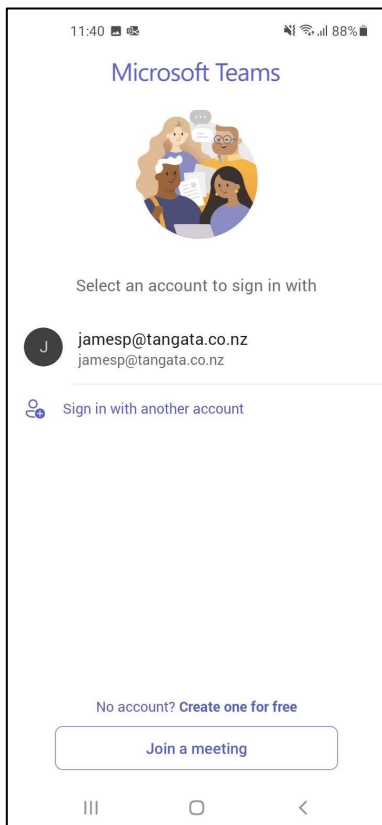6. Tap 'Pin' and enter a pin that meets the requirements.

7. After you've entered a pin, you'll see the following screen. Just Tap 'Done'.

   If you get a message saying to backup the pin with Samsung, feel free to just ignore it and close the app.

8. Tap 'Maybe Later' and you'll be taken to your Inbox.

Teams Setup

1. Open Teams app, you should see your email listed here again. Tap on it to sign in.