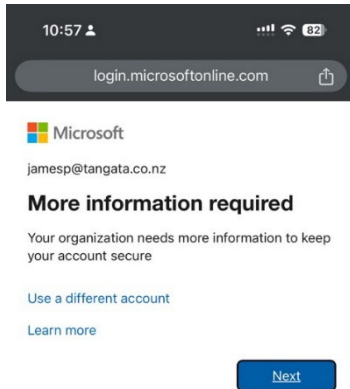


The below instructions will first show you how to setup the Microsoft Authenticator app on your phone. This needs to be done before setting up emails/Teams so you don't get blocked from logging in.

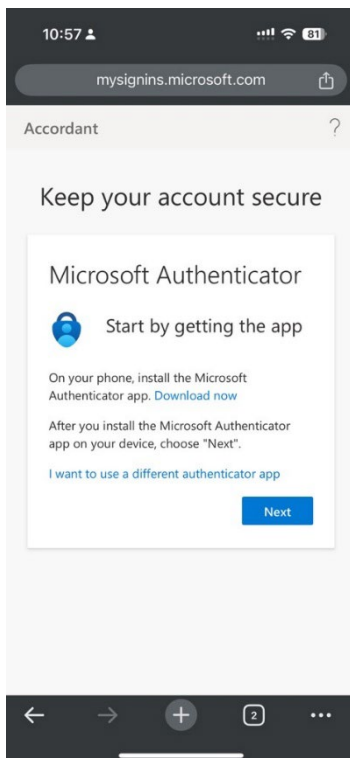
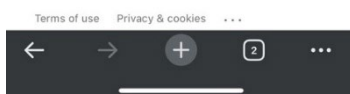
## Authenticator Setup



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

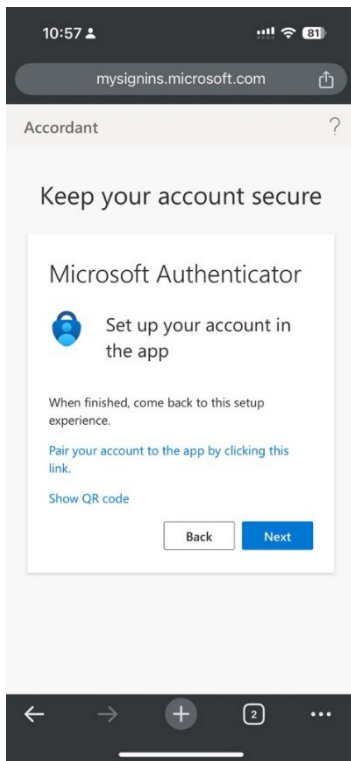
Enter your Tangata username and Password on the sign in page

2. On the “More information required” page click ‘Next’



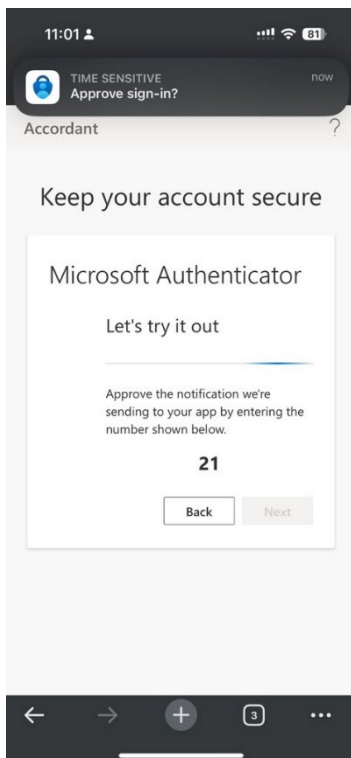
3. If you have Microsoft Authenticator already click ‘Next’. You will also have to open the Microsoft Authenticator app and remove your current.

If you don't have it already, click the Download Now link then follow the instructions to find the app on the App Store.

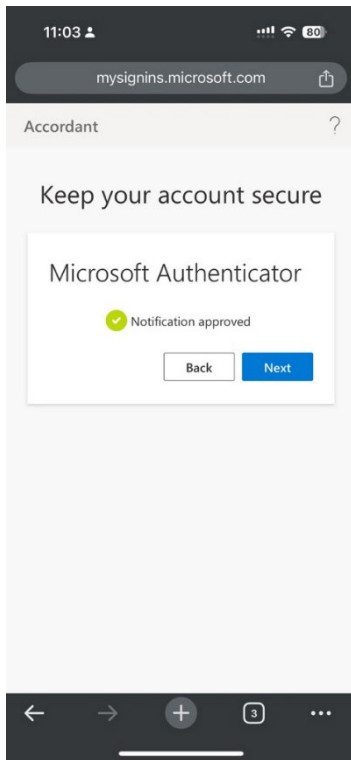


4. You should now see two links, pair your account or show QR code. Click “Pair your account to the app by clicking this link”.

This should open the Microsoft Authenticator app and you will now 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/notification on your phone asking you to approve the login along with a number shown on your screen.
6. Tap on the notification and enter the number then click ‘Yes’ / ‘Approve’

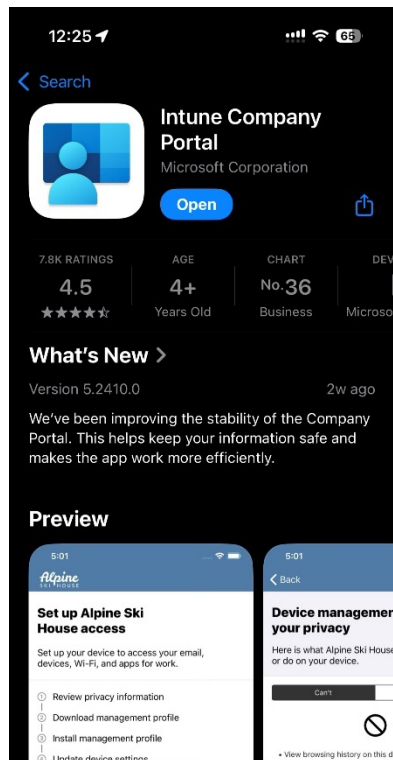


7. **Important:** Go back to the browser and click 'Next' if you can see the green tick next to "Notification Approved".

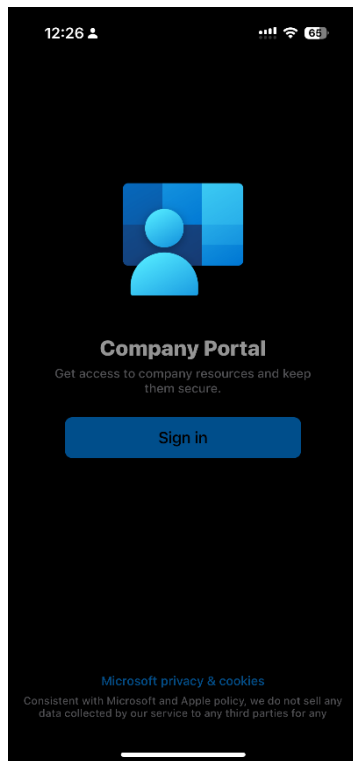
**If you don't do this and the next step, then authentication won't be setup, and you'll need to complete everything again.**

8. You should see a success page now. Click 'Done' to finish the process

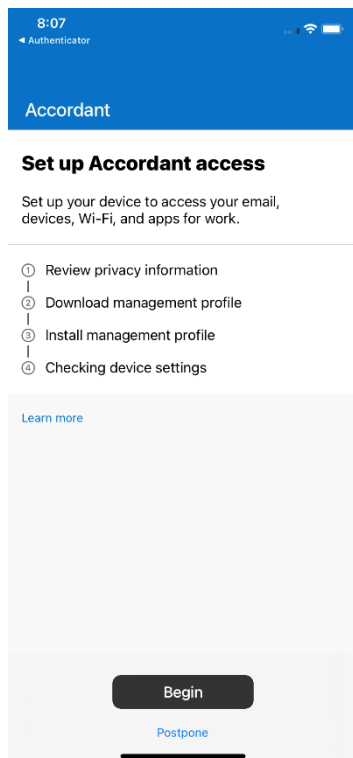
## Company Portal Setup



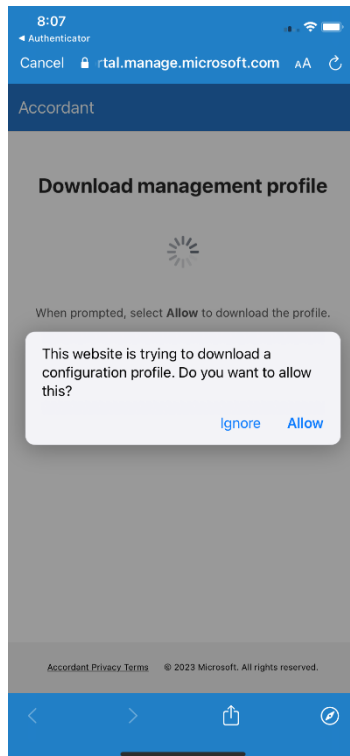
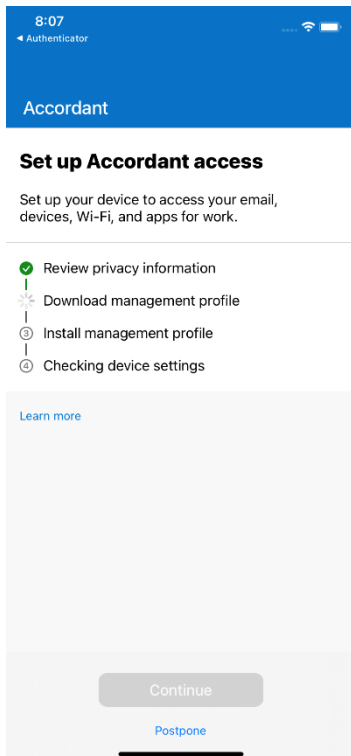
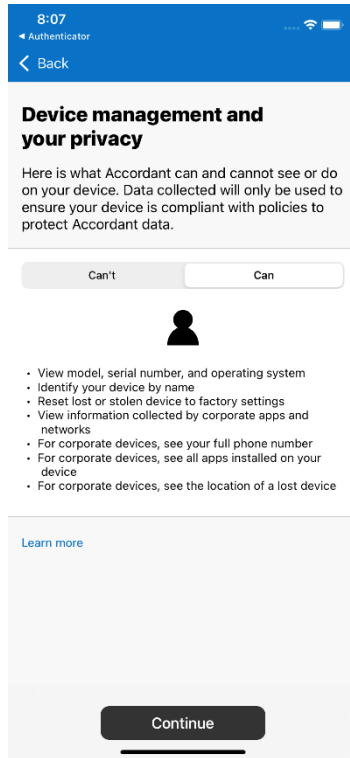
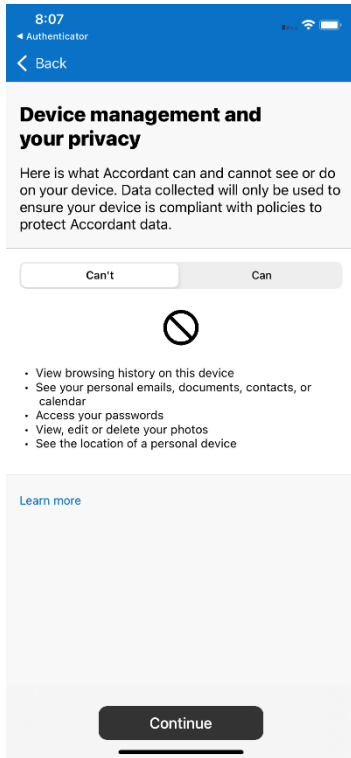
1. Open the Play Store and search for 'Intune Company Portal'. Install the App



2. Open the app and tap 'Sign In'. Enter your Tangata Email and tap 'Next', then enter Surface Password and Tap 'Sign In'



3. Tap 'Begin' to start creating your work profile



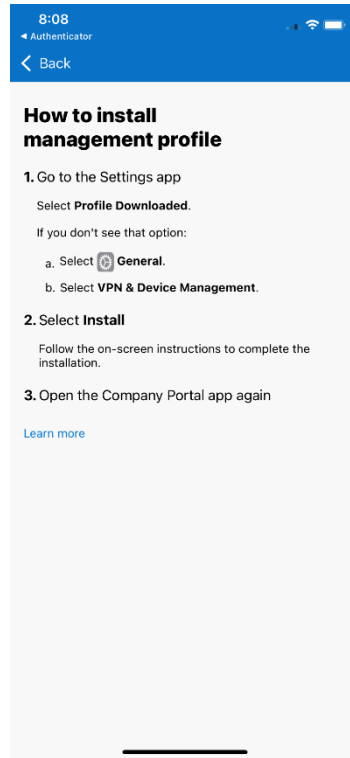
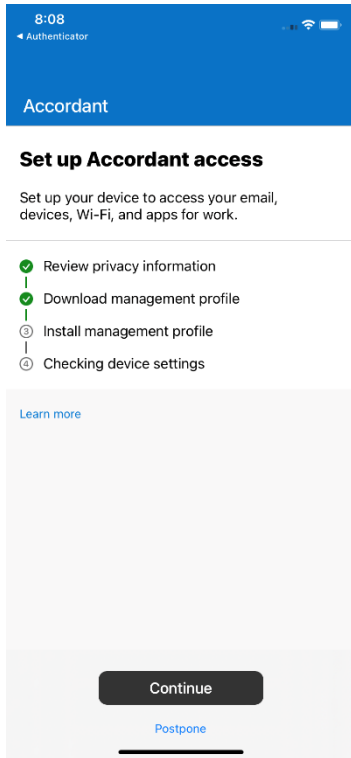
4. On the Device Management and Your Privacy page tap 'Continue'.

Note: As you are using a personal device we won't be able to see your mobile number, apps, or location of the device.

5. Next you will need to download the management profile.

Tap on 'Continue' to download the profile.

Make sure to tap "Allow" to download it

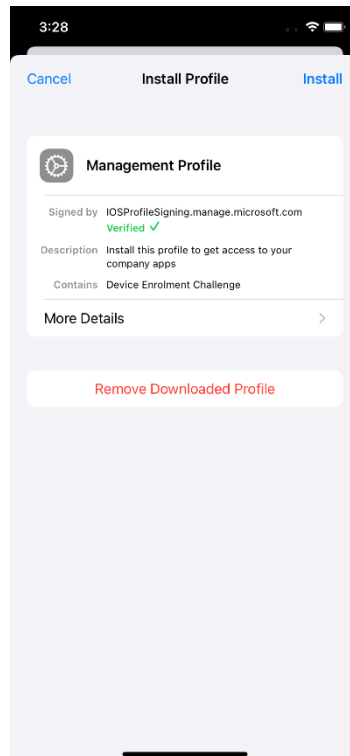
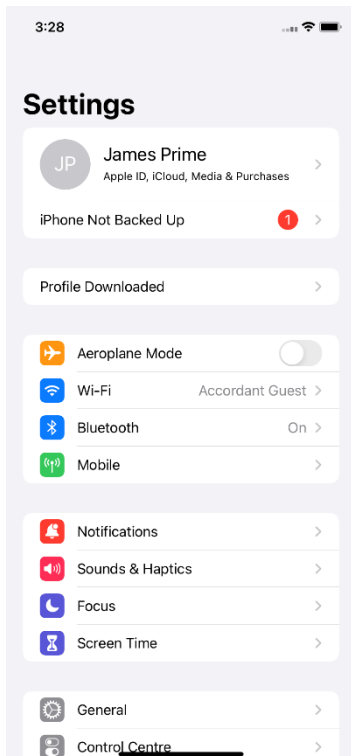


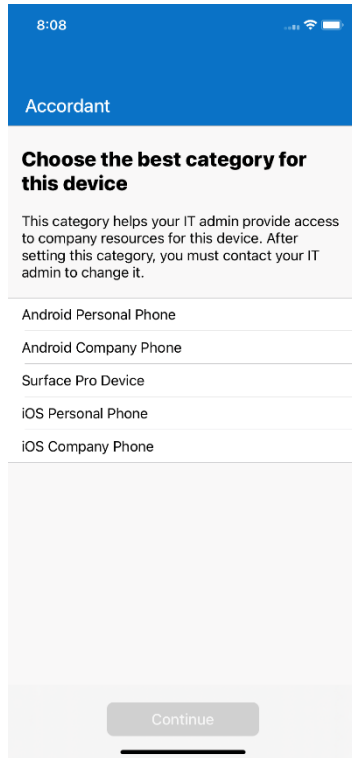
6. Once the profile has downloaded you will see a screen like the 2<sup>nd</sup> screenshot.

Follow the instructions to open the Settings app and install the profile.

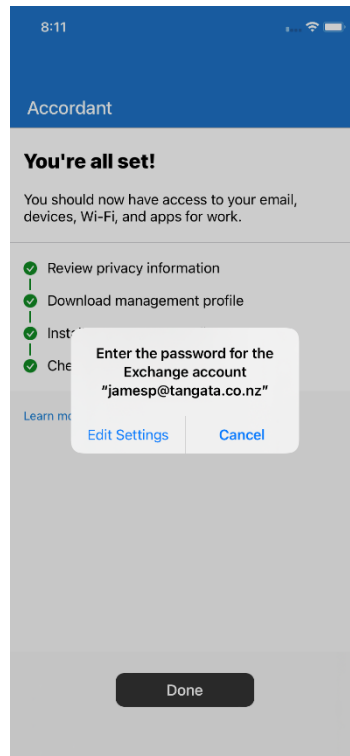
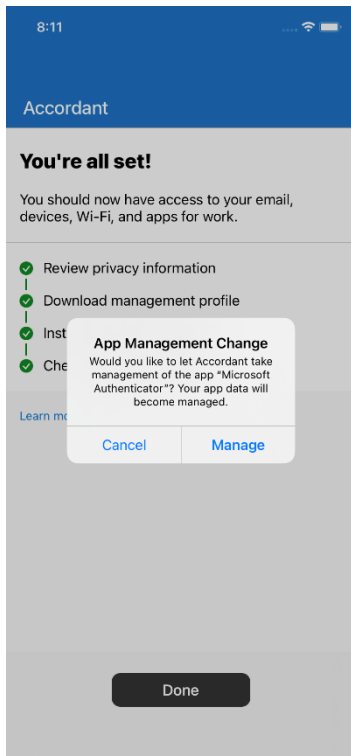
You should be able to see “Profile Downloaded” right at the top of your Settings app as in the 3<sup>rd</sup> screenshot.

You will need to click Install in the top right a couple of times and enter your phone passcode.





- After the profile has been installed, open the Company Portal app again. It will ask you to choose the device category. **Pick “iOS Personal Phone”**



- The setup of the phone is now complete, you will see a few popups on your screen while it's finishing things in the background.

If you already have Microsoft Authenticator, Outlook, or Teams already installed you will see a “App Management Change” popup. When this happens tap “Manage” so that the company portal app has access to manage and update those apps.

If you see a popup saying “Enter the password for the exchange account”, tap on “Edit Settings” and it should ask you to reenter your Password. This is to setup email in your Apple Mail app.

## Outlook Setup

- Open the Outlook app, you should see your email list there. Tap on it to sign in. You may also need to enter your password.

## Teams Setup

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

## Email Notifications

- Because we setup both Outlook and the Apple Mail app with your work email, you might get double notifications.
- If you want to turn off Outlook Notifications
  - Open Outlook
  - Swipe in from the left side of the screen
  - Tap on the Settings button at the bottom
  - Under Quick Settings, tap Notifications & Sounds
  - Turn off “Allow Notifications” under your Tangata/Hobson Leavy account
- If you want to turn of Apple Mail Notifications
  - Open Settings App
  - Scroll down to Apps and tap Mail
  - Tap Mail Accounts > Select the Accordant/Hobson Leavy account
  - Tap Notifications and turn them off for the Tangata/Hobson Leavy account