



Installing Intune Company Portal and Outlook For SIRVA Email On Android Mobile Devices

July, 2018

About This Document

This document provides instructions for setting up SIRVA email on Android mobile devices.

Some things to do before proceeding further:

- **Ensure your device has the latest updates**
- **Have at least 80% battery or plug in device**
- **Perform a backup of your device**

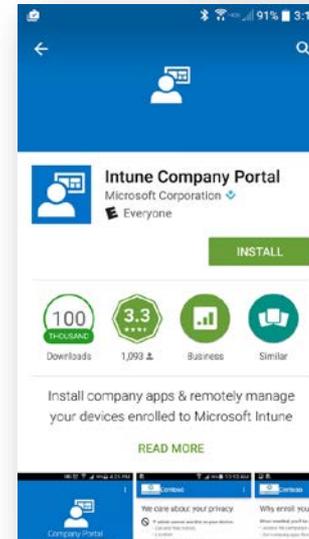
There are two apps required:

First, you will need to download and install Intune Company Portal app

Next, unless you are already using Outlook, you will need to download and install the Outlook app

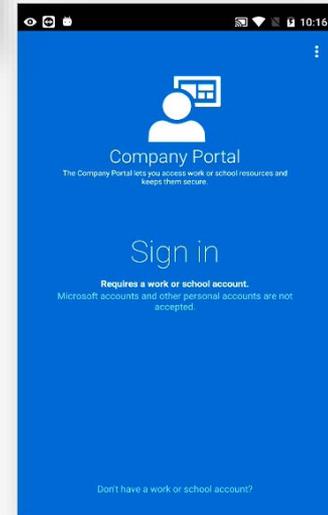
Intune Company Portal App-Configuration

Install the free Microsoft Intune Company Portal app on your device from [Google Play](#).



Open the Microsoft Intune Company Portal app.

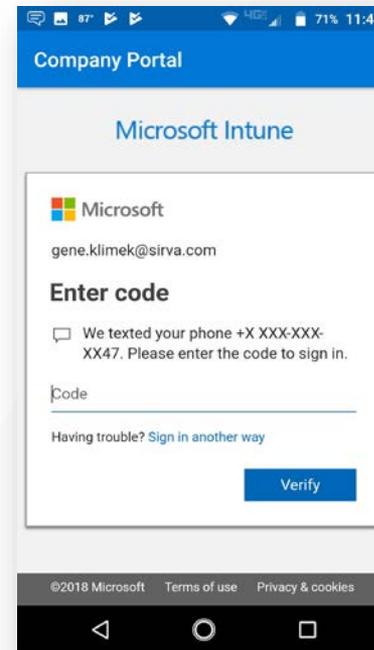
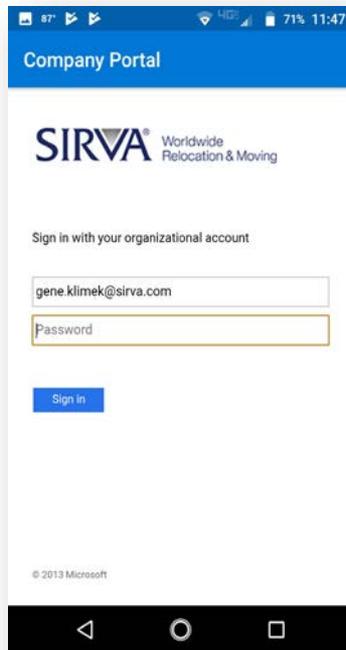
On the Company Portal **Welcome** screen, tap **Sign in**, and then sign in with your SIRVA email account.



Intune Company Portal App-Configuration

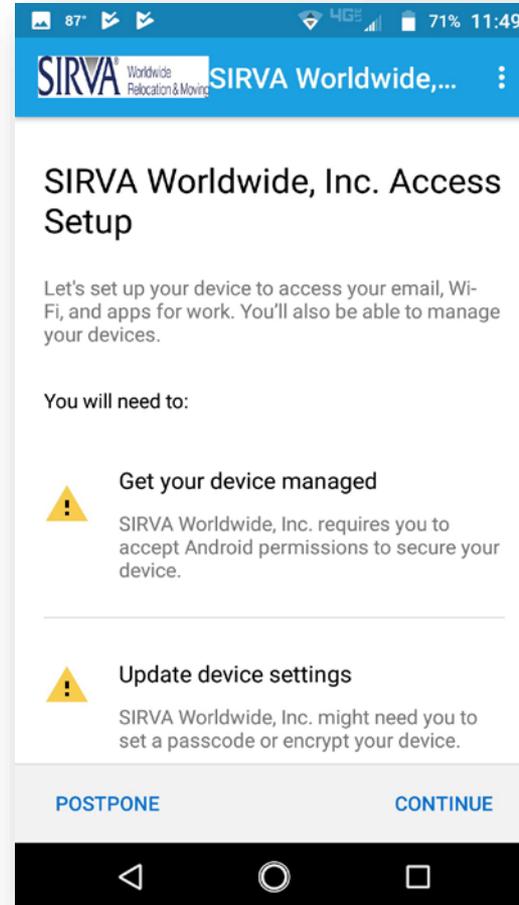
Sign in to the Company Portal app using your SIRVA email account and password, and tap **SIGN IN**, then enter your password on the next screen.

You may also be prompted to setup MFA / enter MFA code that is texted to you.



Intune Company Portal App- Configuration

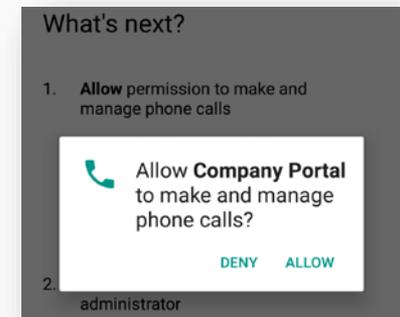
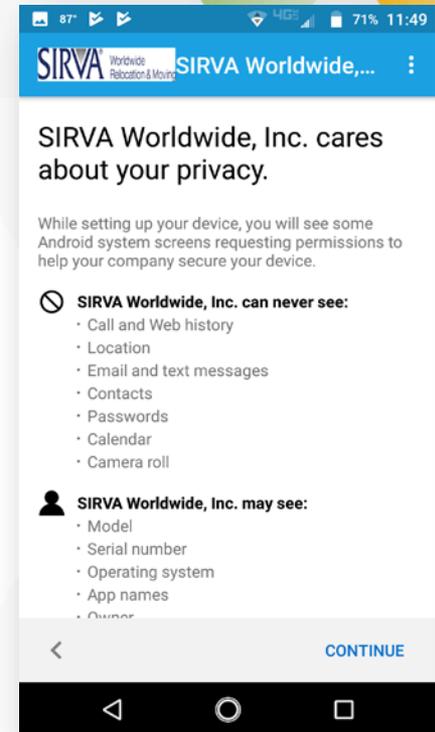
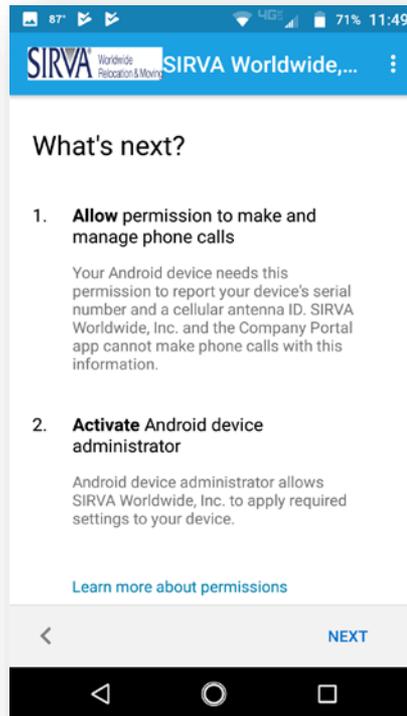
On the Access Setup page, tap
CONTINUE.



Intune Company Portal App-Configuration

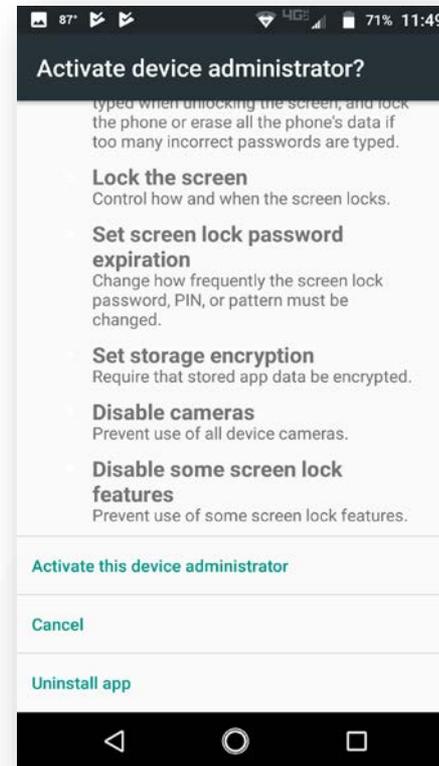
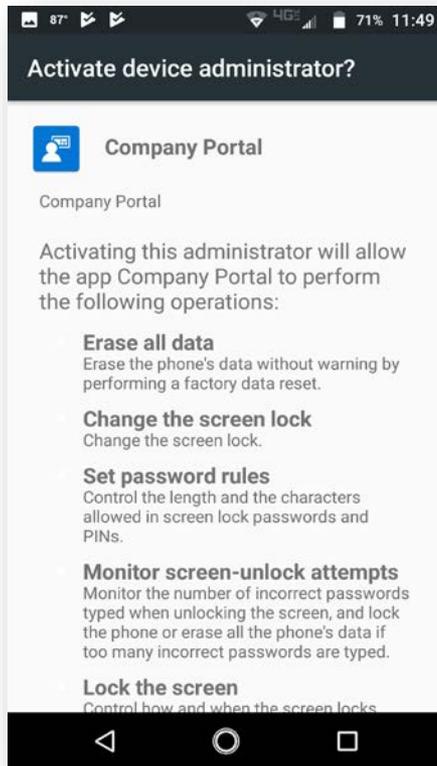
See the list of what your IT administrator can and can't see on your enrolled device, and tap **CONTINUE**.

Next, you will be asked to allow Intune to manage phone calls and activate device administrator



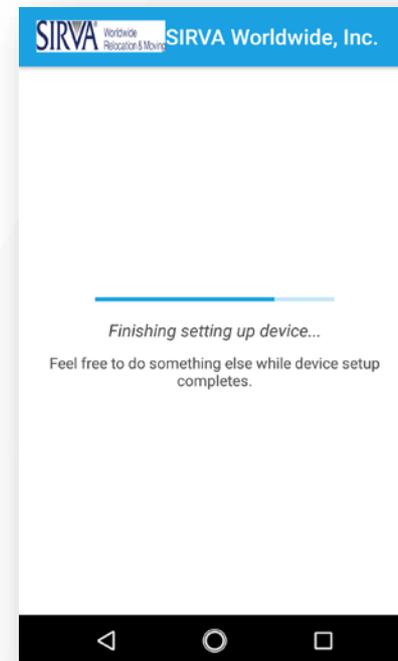
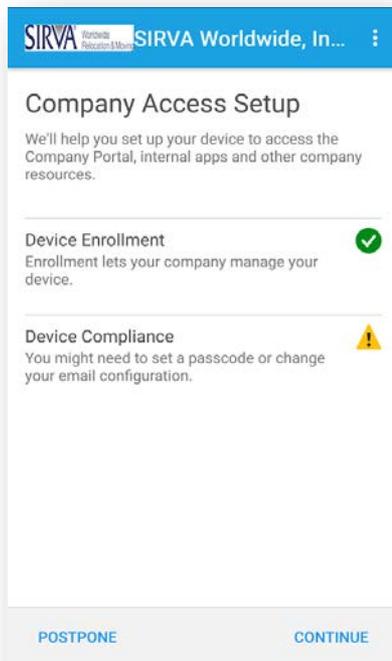
Intune Company Portal App-Configuration

When asked to “Activate Device Administrator”, please scroll down and tap **“Activate this device administrator”**



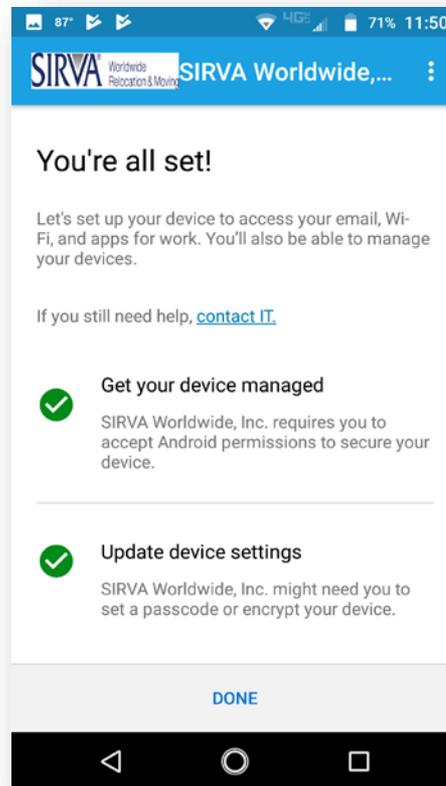
Intune Company Portal App-Configuration

You may be requested to set up additional security requirements, such as the need to set a password. Follow the on-screen instructions, and then tap **CONTINUE** when you are taken back to the Company Access Setup screen.



Intune Company Portal App-Configuration

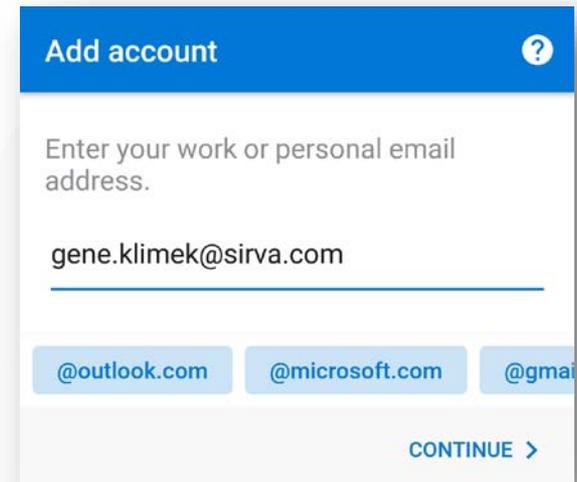
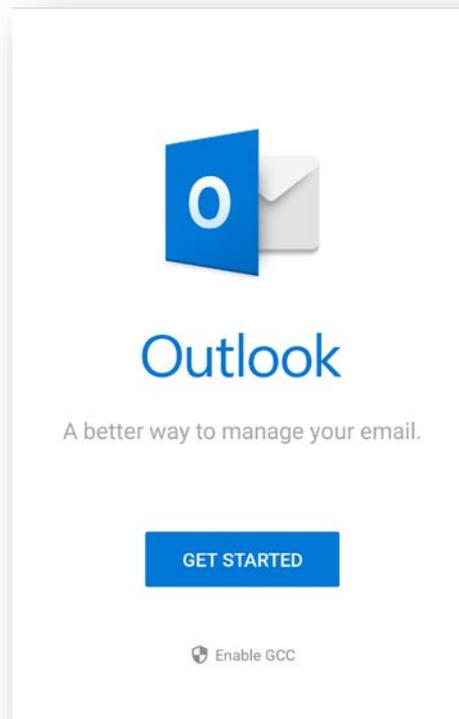
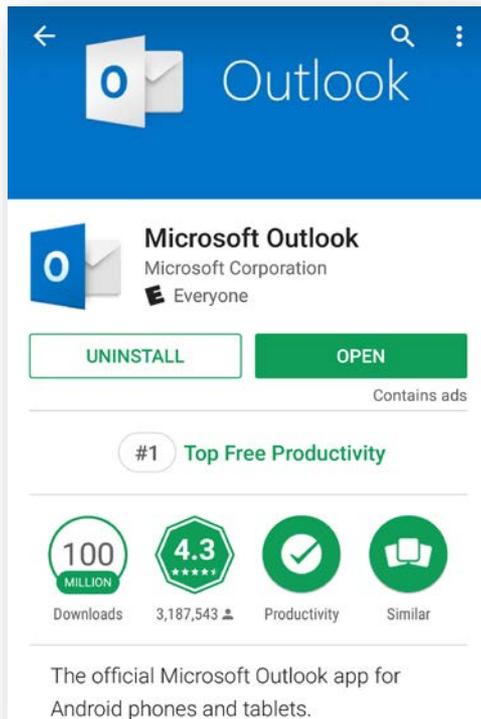
Tap **DONE**. Your device is now enrolled in Intune, and you are taken back to the Company Portal app.



Outlook App-Installation

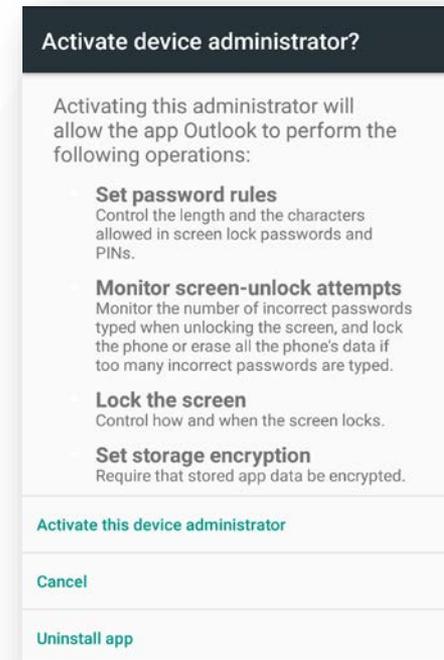
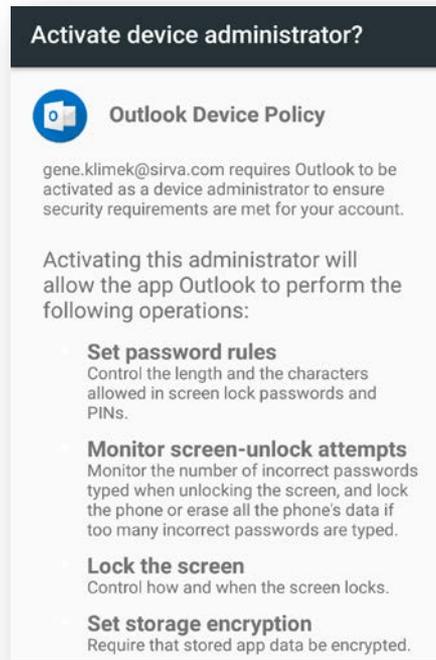
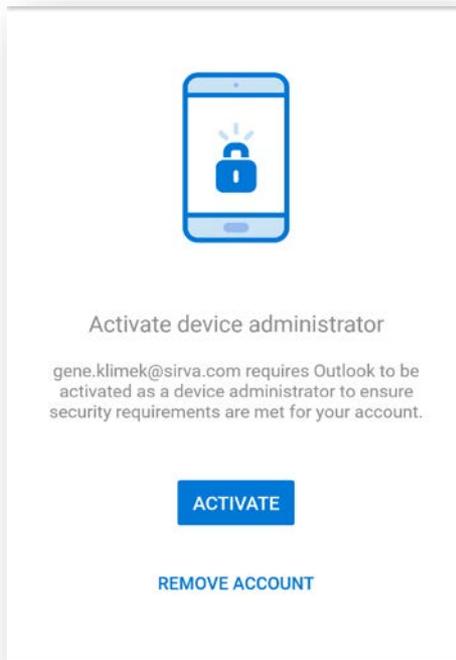
To get the Outlook App:

1. Go to the Play Store
2. Search for and select Microsoft Outlook
3. Install, open and configure using your SIRVA email, then tap **CONTINUE**



Outlook App-Configuration

When asked to “Activate Device Administrator”, please scroll down and tap “**Activate this device administrator**”



Outlook App-Configuration

To share SIRVA contacts with your phone's contacts:

1. Open the Outlook app and go to Settings by tapping the 3 lines in the upper left corner, then the gear in the lower left
2. Under Accounts, tap your Office 365 account
3. Turn on "Sync contacts"

