



Intune and Outlook Mobile App Configuration Guide For SIRVA Email on Apple Mobile Devices

July 2018

About This Document

This document provides instructions for setting up SIRVA email on Apple 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-instructions can be found at Apple's website [HERE](#)**

There are two apps required:

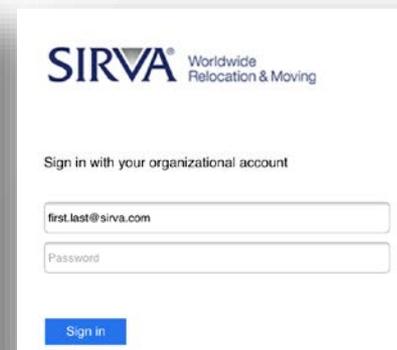
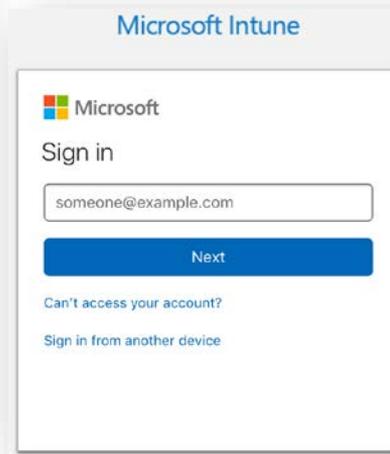
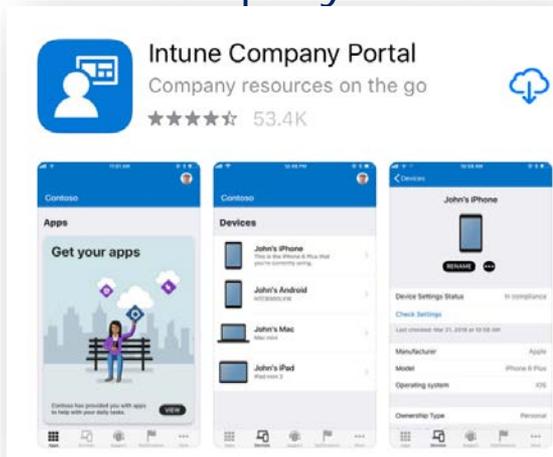
First, you will need to download and install Intune Company Portal app

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

Enroll Apple Devices

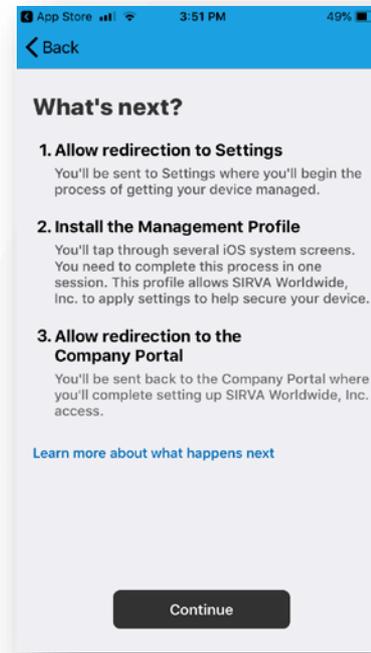
Use these instructions to enroll your Apple device in Intune.

- Install the free Microsoft Intune Company Portal app on your device from the App Store.
- Open the Microsoft Intune Company Portal app.
- On the Company Portal **Welcome** screen, tap **Sign in**, and then sign in with your SIRVA email address. You will also be prompted to setup MFA / enter MFA code that is texted to you.
- On the Company Access Setup page, tap **Begin**



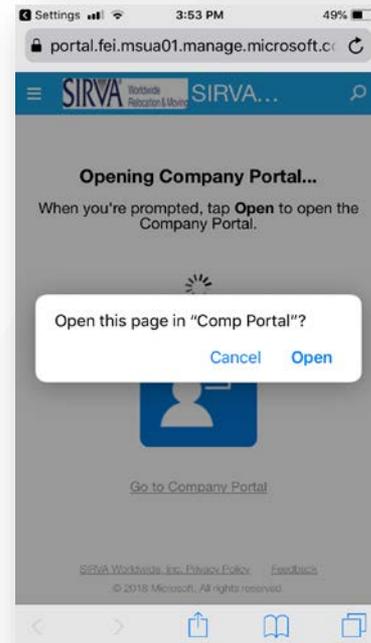
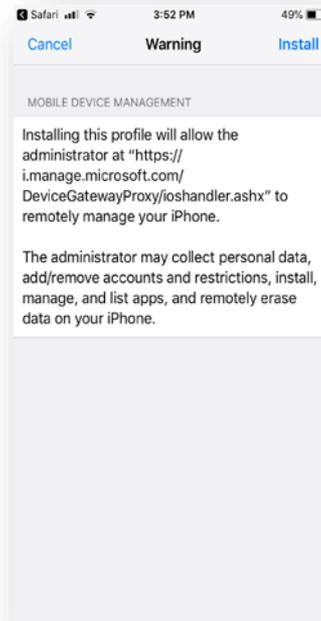
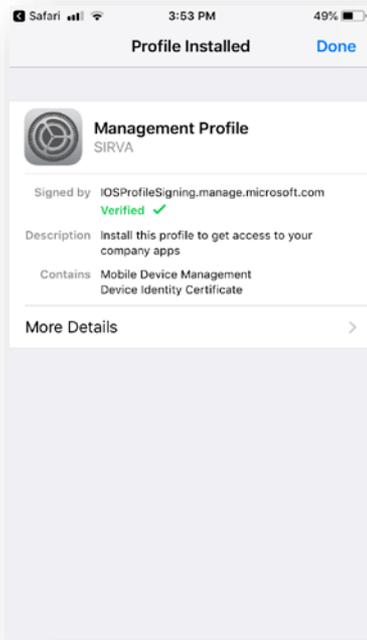
Enroll Apple Devices

- See the list of what your IT administrator can and can't see on your enrolled device, and tap **Continue**
- Review what comes next and tap Continue
- Allow the website to open Settings to install the profile.



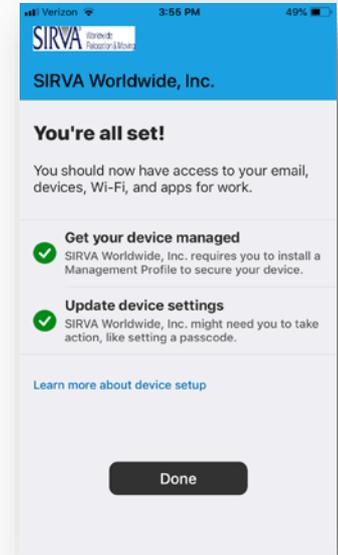
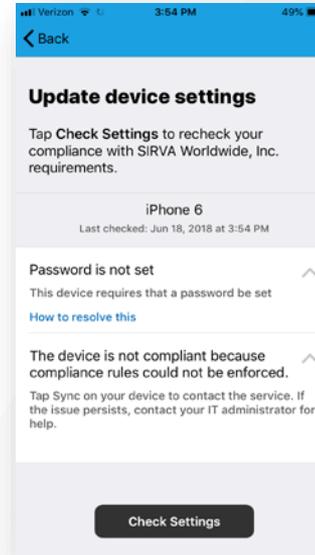
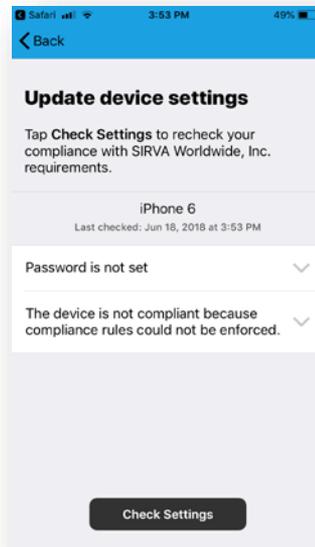
Enroll Apple Devices

- On the **Install Profile** screen, tap **Install** then **Trust**, and enter your passcode, if prompted.
- Tap **Done**.
- Tap **Open** to allow Company Portal app to re-open and continue enrollment



Enroll Apple Devices

- On the next screen, tap **Continue**. If your iPhone or iPad is not yet compliant with SIRVA security requirements, such as the need to set a password, follow the on-screen instructions until you meet all of the compliance requirements and then tap **Continue** when you are returned to the Company Access Setup screen.
- Tap **Done**
- Your device is now enrolled in Intune, and you are taken back to the Company Portal app.



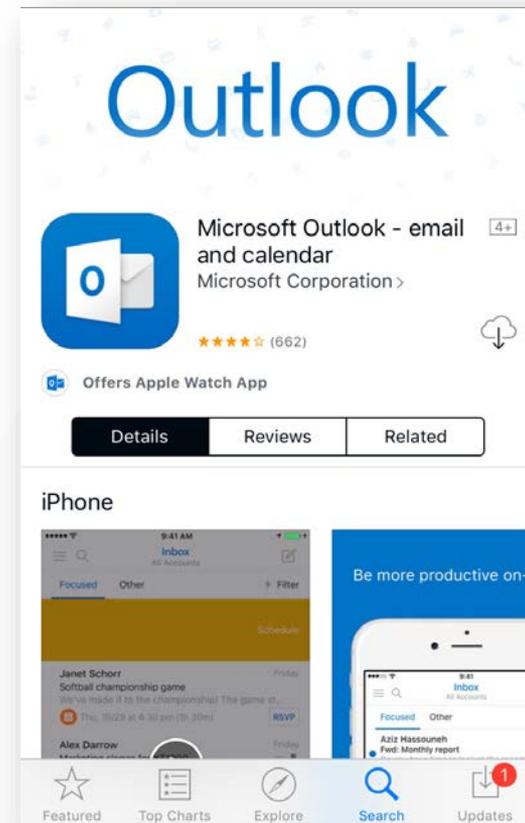
Apple Device Setup

If not already installed, you will need to download and install the Microsoft Outlook app

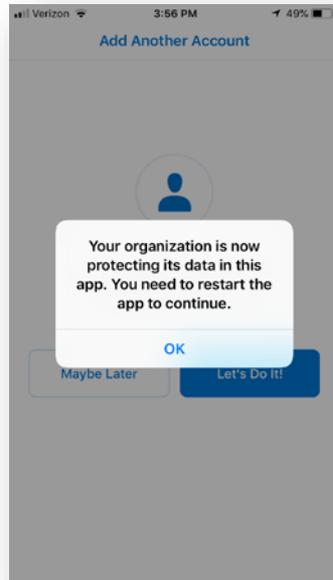
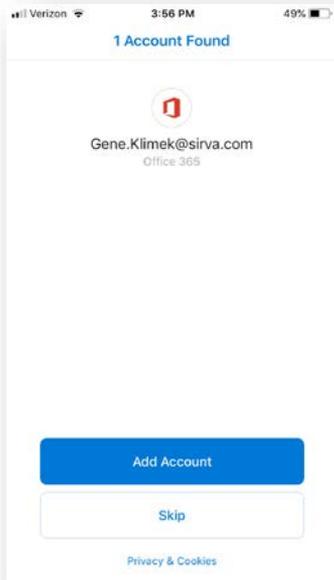
- Go to the App Store and search for Outlook
- Download and install
- Sign on with your SIRVA email address

Please note that Outlook can only be installed on devices running iOS 10.0 or higher

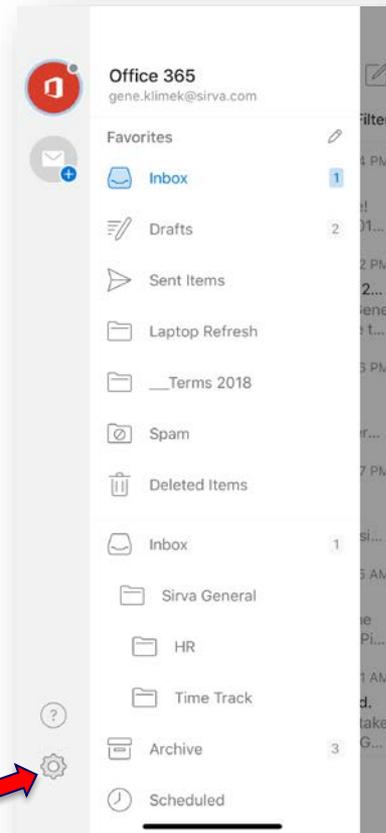
On older Apple Devices, please access SIRVA email on the web at mail.sirva.com



iOS (Apple) Device Setup



To set up the Outlook app, open Outlook and tap on the Add Account button



To share SIRVA contacts with your iPhone's Contacts:

1. Open the Outlook app and tap the 3 lines in the upper left, then the gear in the lower left
2. Under Accounts, tap your Office 365 account
3. Turn on "Save Contacts to Device"

