Using a corporate app securely on a personal mobile device

Intune Mobile Application Management (MAM) system provides secure access to each corporate application used on a personal mobile device (ex.: Outlook, MS Teams). The below instructions explain how to install or secure a corporate account on a mobile device with Intune MAM. If you are not using Outlook but you are using your MS Teams corporate account on your personal device, you can follow the same instructions for the MS Teams application.

Instructions for an Android personal mobile device

If you do not already have the Outlook app installed on your personal mobile device, follow these steps:

1. Download/Install the Outlook app from the app store on your personal mobile device.
2. Open it and enter your GNB/RHA email address and password.
3. You will be prompted to Install Company Portal App.
4. Once the app is installed, **do not open it**.
5. You will be prompted to register the device*.*
6. Enter your work credentials a second time.
7. Follow on screen instructions.
8. Set a personal identification number (PIN).
   - 4 numeric digits
   - This PIN will also be used to access applications that use your work account. For example, you will have to use the same PIN if you use your work MS Teams application account on your personal mobile device.
9. Turn on the sync contacts setting in the Outlook app.
   - Within the Outlook app, tap the icon directly to the left of the Inbox heading.
   - Tap the gear icon in the lower left-hand corner.
   - Under the Mail Accounts heading, tap your work email address and enabled "Sync Contacts" on the screen that follows.

If you already have the Outlook app installed on your personal mobile device, follow these steps:

1. Open the Outlook app on your personal mobile device and tap the icon in the upper left-hand corner.
2. Tap on the icon of an envelope with "+" sign in it.
3. Tap on *Add an account* and enter your work email address and password.
4. You will be prompted to Install Company Portal App.
5. Once the app is installed, **do not open it**.
6. You will be prompted to Register the device*.*
7. Enter your work credentials a second time.

8. Follow on screen instructions.
9. Set a personal identification number (PIN).
   o 4 numeric digits
   o This PIN will also be used to access applications that use your work account. For example, you will have to use the same PIN if you use your work MS Teams application account on your personal mobile device.
10. Turn on the Sync contacts setting in the Outlook app.
    o Within the Outlook app, tap the icon directly to the left of the Inbox heading.
    o Tap the gear icon in the lower left-hand corner.
    o Under the Mail Accounts heading, tap your work email address and enabled "Sync Contacts" on the screen that follows.

Instructions for an iOS personal mobile device

If you do not already have the Outlook app installed on your personal mobile device follow these steps:

1. Download/Install the Outlook app from the app store on your personal mobile device.
2. Open it and enter your work email address and password.
3. Follow on screen instructions.
4. Set a personal identification number (PIN).
   o 6 numeric digits
   o This PIN will also be used to access applications that use your work account. For example, you will have to use the same PIN if you use your work MS Teams application account on your personal mobile device.

If you already have the Outlook app installed on your personal mobile device follow these steps:

1. Open the Outlook app on your personal mobile device and tap the icon in the upper left-hand corner.
2. Tap on the icon of an envelope with + sign in it.
3. Tap on *Add an account* and enter your work email address and password.
4. Follow on screen instructions.
5. Set a personal identification number (PIN).
   o 6 numeric digits
   o This PIN will also be used to access applications that use your work account. For example, you will have to use the same PIN if you use your work MS Teams application account on your personal mobile device.