

UPHS How-To: Setup your Android to Access Penn Medicine email.

INSTRUCTIONS

- 1. Go to the Google Play store and search for the Intune Company Portal and select it.
- 2. Click install





3. Once the app downloads, click Install.



4. You may be prompted to sign in to your Google Account. Click Sign in-

Please s continue In order to contin	ign in to ue, you must sign in.
Cancel	Sign in

- 5. Enter your google email and password. Click Next. PLEASE NOTE THIS IS NOT YOUR Penn Medicine EMAIL.
- 6. If prompted for your Google 2 factor authentication, enter it. THIS IS NOT YOUR Penn Medicine two factor.



7. On the Intune Company Portal needs access to page, click accept.

2	Intune Company Portal	
	needs access to	
ß	Identity	~
	Photos/Media/Files	~
•	Wi-Fi connection information	~
1	Device ID & call information	~
Google Play ACCEPT		

8. Once the install completes, click Open.





9. Once the Company Portal app oepns, Click Sign in



 On the Add Account screen you will be prompted to add your email. Please remember that as a new Office 365 user, you will need to use the email address you were provided – USERNAME@pennmedicine.upenn.edu.

Company Portal	
Microsoft	
Sign in	
someone@example.com	
Next	
Sign in from another device	
Can't access your account?	



11. On the F5 Secure Logon for Penn Medicine Screen, enter your Username and Password. Most IDs and Passwords will be lastname first initial. Example – LASTNAMEF. Enter your password and click Logon.

(5	
Secure Logon for Penn Medicine	
Username	
Password	
Logon	

12. On the Terms and Condition Page, Read the Terms and Privacy Policy. Then accept the policy.





13. On the Company Access Setup page, click BEGIN





14. On the Why enroll your device page, click continue.





16. On the What comes next? Page click Enroll.





18. Read the Samsung Privacy Policy (if appropriate) and agree. Then click CONFIRM.

KLMS Agent

Privacy policy

You understand and agree that when you use the Samsung KNOX License Management Service, the following information will be provided to Samsung Electronics Co., Ltd. in encrypted form for the sole purpose of improving the Samsung KNOX License Management Service or statistical or demographic analysis. Unless stated otherwise herein, your data will be collected, processed and used in accordance with Samsung's Privacy Policy at [https:// account.samsung.com/

I have read and agree to all the terms and conditions above.

CANCEL CONFIRM

19. On the Company Access Setup page, confirm that you have green check boxes next to Device Enrollment and Device Compliance and click CONTINUE.





20. The Penn Medicine Company Portal is now configured. You will now need to install the Outlook App. From the portal, select the Outlook App.



21. Click More Information and open with the Play Store if prompted.

<	App Details
Descri	Outlook App Android Microsoft
Outloc	ok App Android
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22. Next, click Install.



23. Next, you must accept the Microsoft Outlook access configurations.





24. Once the install completes, click Open.



- 25. Once Outlook opens, you will need to click Get Started.
- 26. Enter your email address and click continue.





27. On the Would you like to add another account now? Page, click skip.



- 28. On the next couple of screens, you can skip the tutorials or read through them.
- 29. Your email app should now be ready to use. Your email will begin to sync up.

****If there are any issues with installation please contact the Service Desk at 215.662.7474 to create a ticket.****