

iPhone/iPad - Switching to the AMC Company Portal BYOD Enrollment

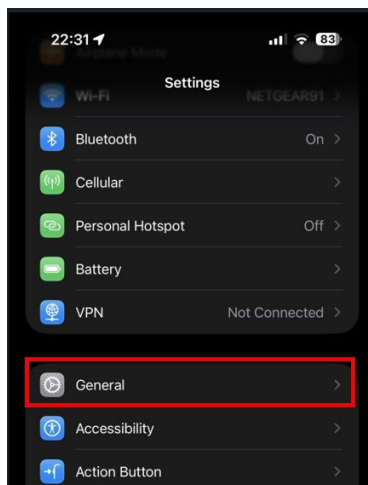
Do you already have your phone enrolled at West or Sparrow to access M365 resources?

- **Yes** – Continue on with the **Removing Your Current Company Portal Profile** topic.
- **No** – Skip to the [Enrolling Your Device in the AMC Company Portal](#) topic.

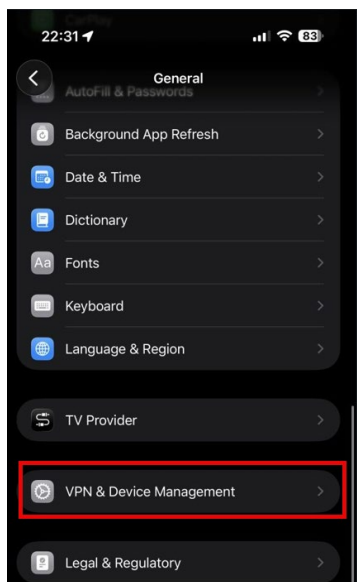
Removing Your Current Company Portal Profile

Before adding your phone to the AMC Company Portal to access M365 resources, you need to first remove the configuration profile from West or Sparrow.

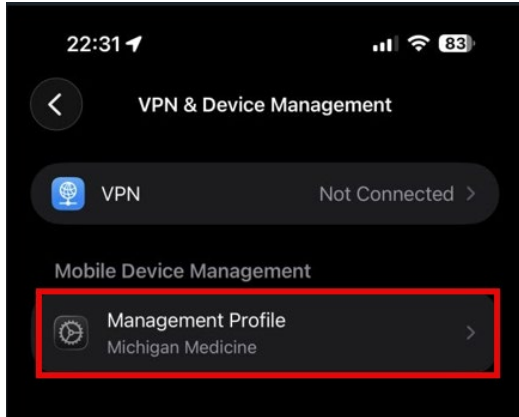
1. Go to the **Settings** app on your phone.
2. Select **General**



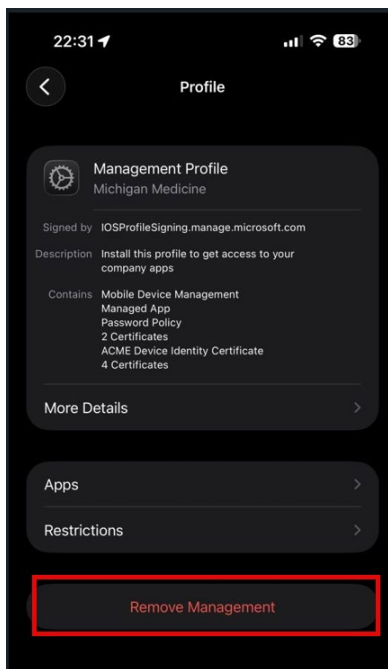
3. Scroll down and select **VPN & Device Management**



4. Locate the profile with your organization name here (this example shows Michigan Medicine) then tap the screen to select it



5. Select **Remove Management**

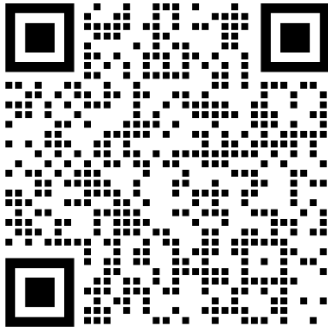


6. Follow any prompts to complete the removal of the profile. You should see that the device is no longer managed.

Once complete, you are ready to enroll in the AMC Company Portal.

Enrolling Your Device in the AMC Company Portal

1. If you don't already have Intune Company Portal installed, scan the QR code with your phone to download it from the app store.

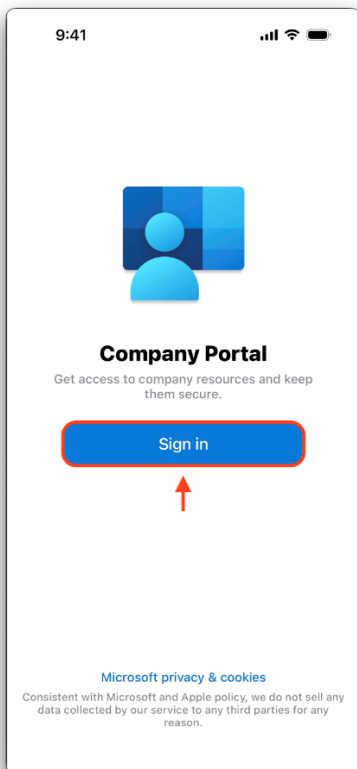


Do you have [stolen device protection](#) enabled?

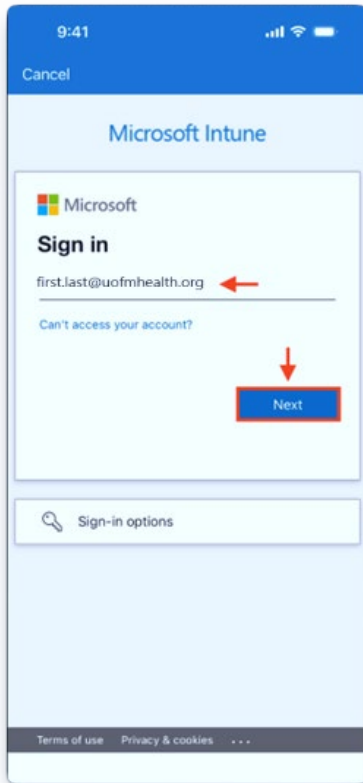
If so, it **may** force a 1-hour waiting period before you can enroll your phone. You do not need to disable it before starting this process, as disabling it will also prompt a 1-hour waiting period.

If you experience this, know that it is expected behavior and nothing is broken.

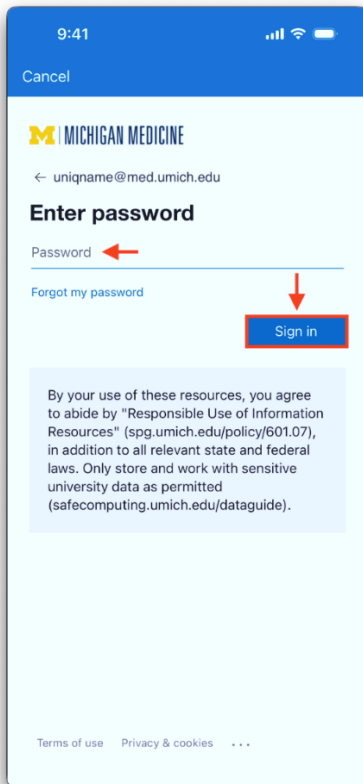
2. Sign in to Company Portal using your new @uofmhealth.org email or @umhsparrow.org login.



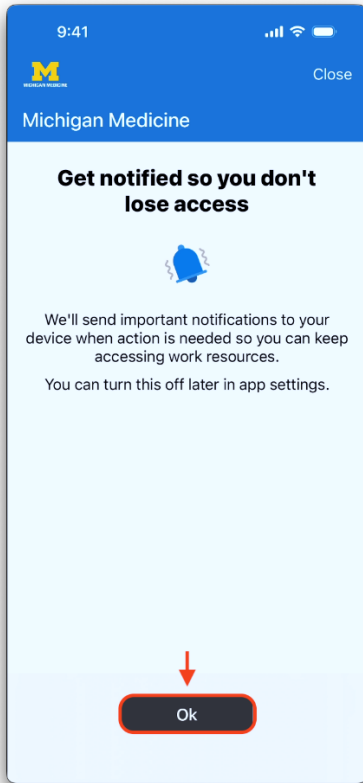
3. Enter your **@uofmhealth.org** email or **@umhsparrow.org** login, then tap **Next**.



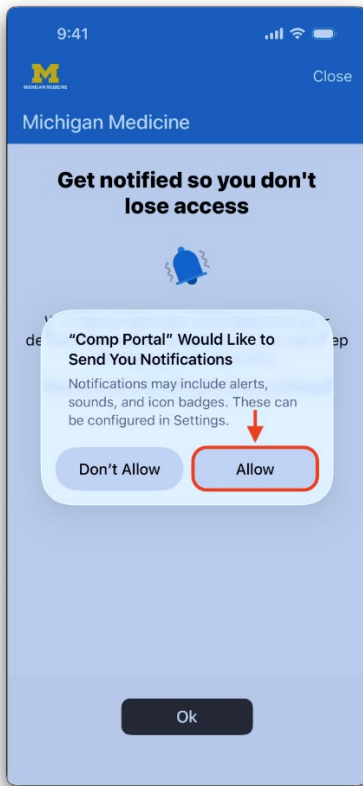
4. Enter your password, then tap **Sign In**.



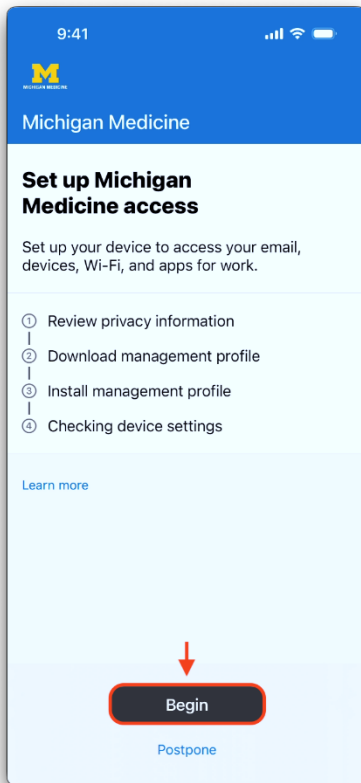
5. Tab **Ok**.



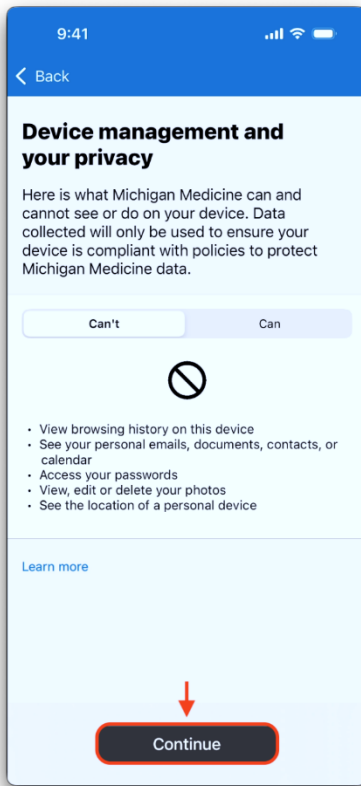
6. Tap **Allow**.



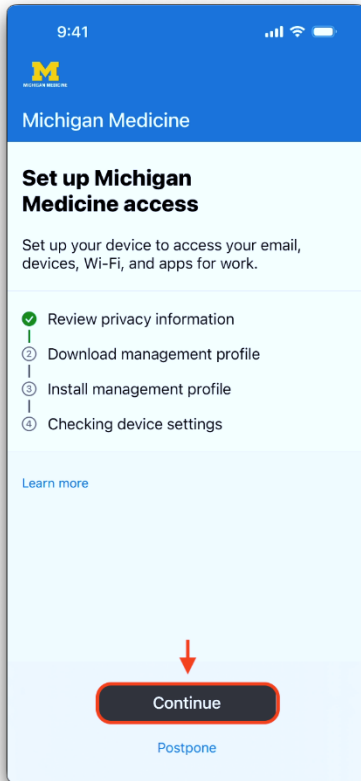
7. Tap **Begin**.



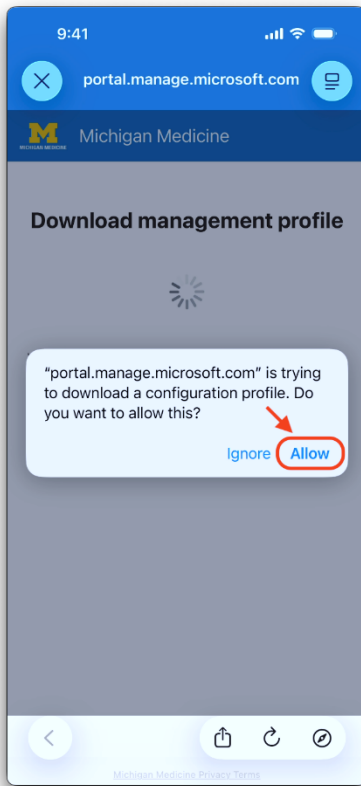
8. Tap **Continue**.



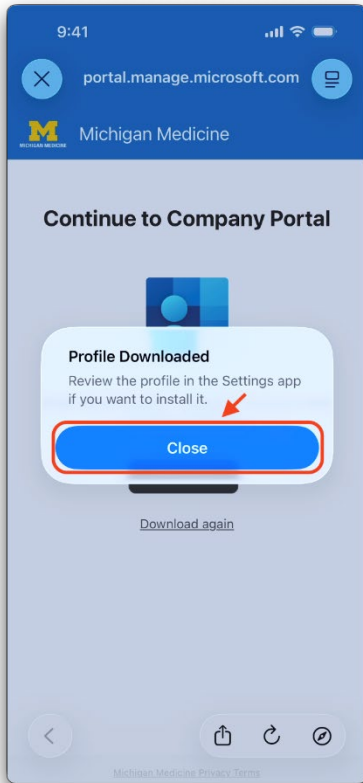
9. Tab **Continue**.



10. Tab **Allow**.



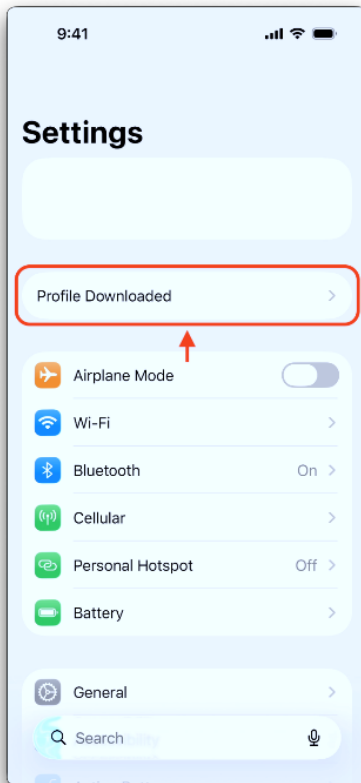
11. Tap **Close**.



12. From the iOS home screen, open **Settings**.

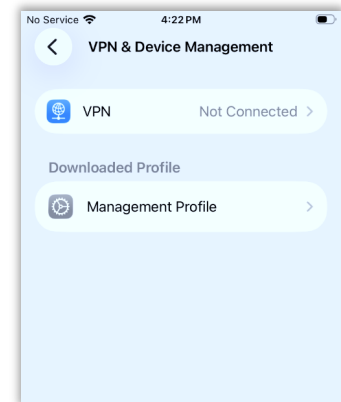
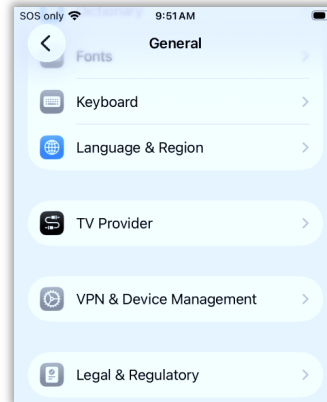


13. Tap **Profile Downloaded**.

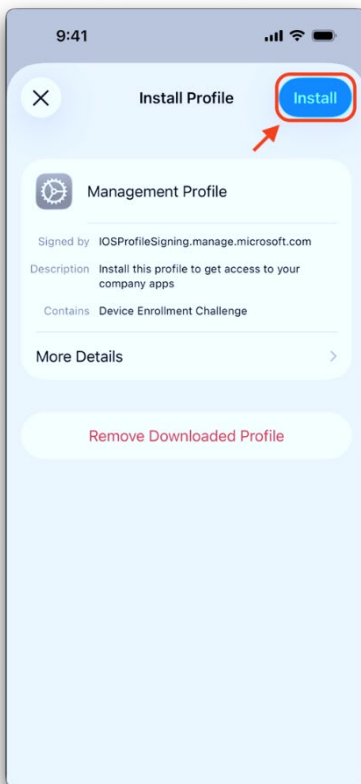


If you don't see Profile Downloaded like in the screenshot to the left, from Settings:

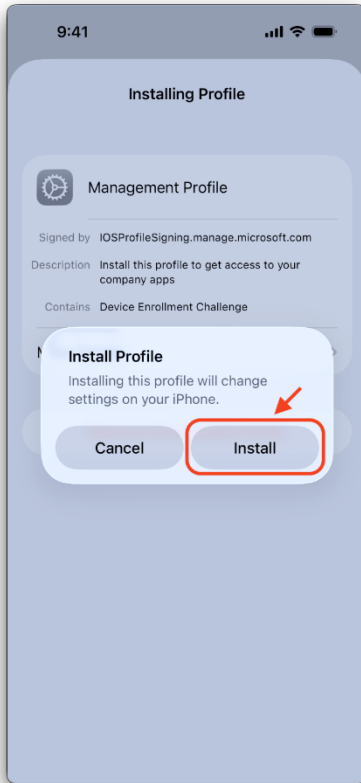
1. Tap General.
2. Tap VPN & Device Management.
3. Tap Management Profile.



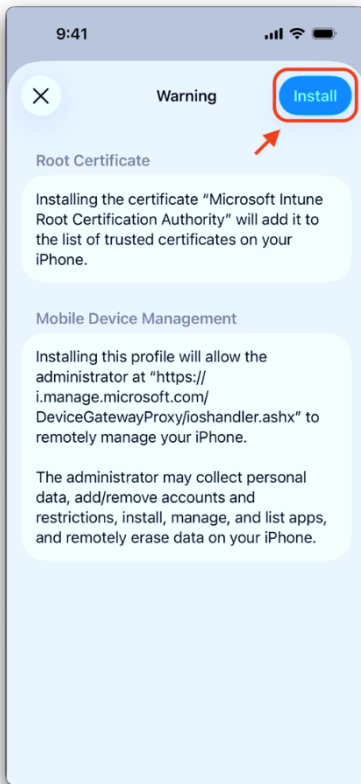
14. Tap **Install**.



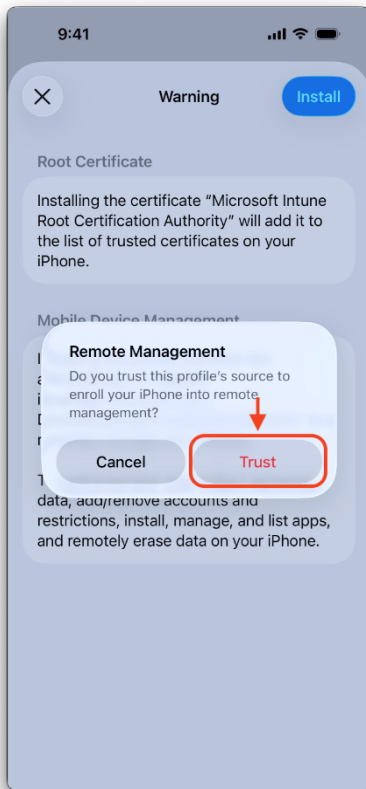
15. Tap **Install**.



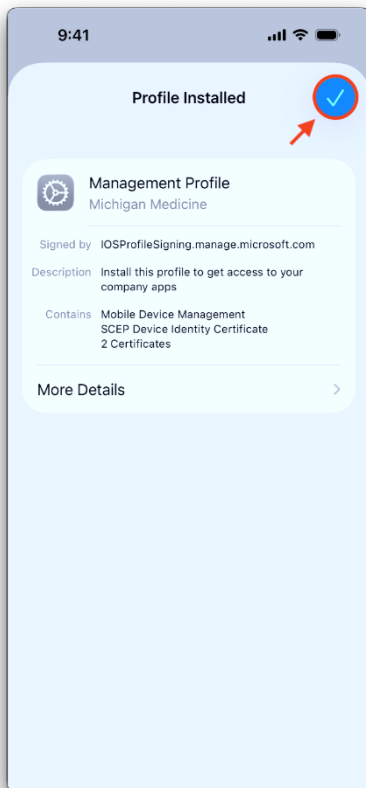
16. Tap **Install**.



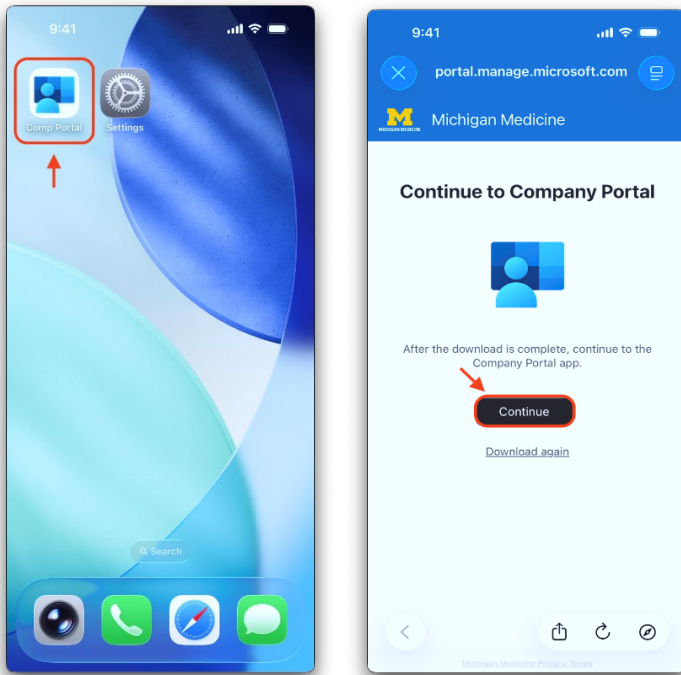
17. Tap **Trust**.



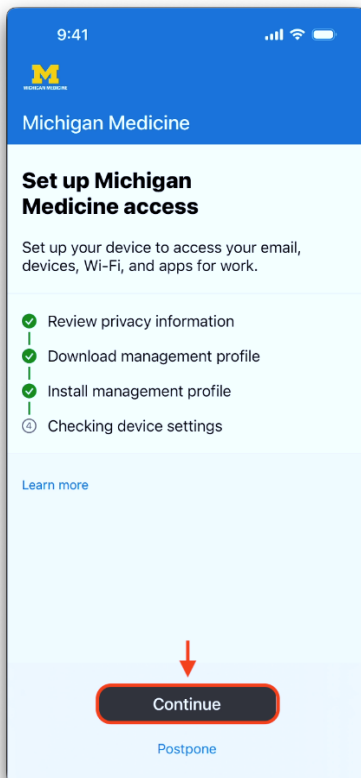
18. Tap on the **check mark** in the top right corner.



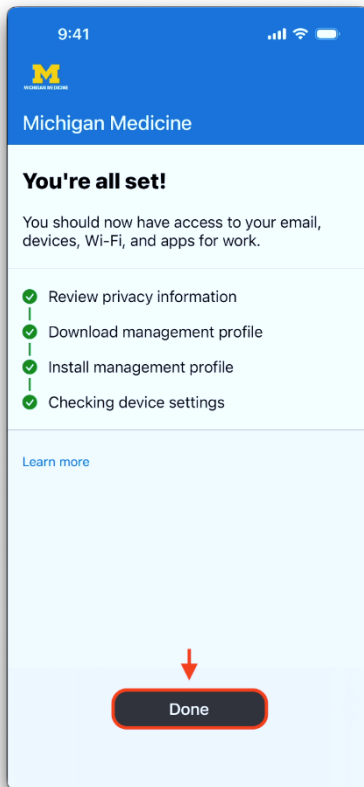
19. From the iOS home screen, open the **Company Portal** app, then tap **Continue**.



20. Tap **Continue**.

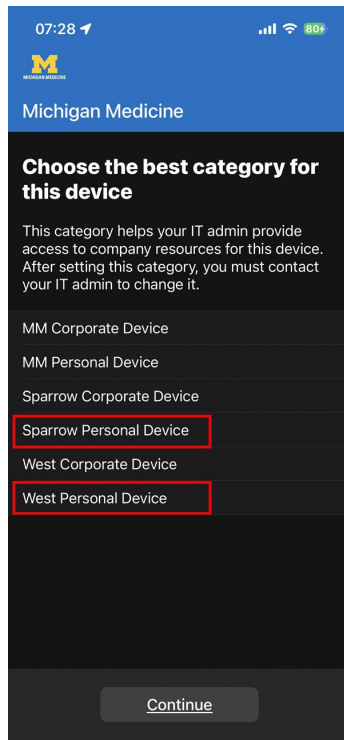


21. Tap Done.



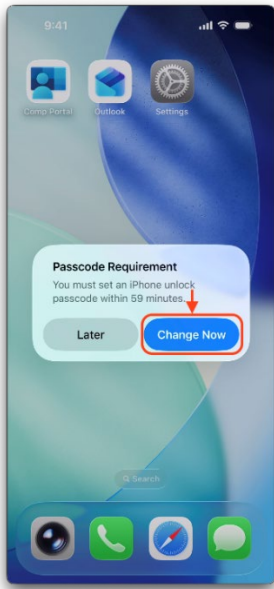
22. Tap your home organization.

- a. Sparrow: select Sparrow **Personal** Device.
- b. West: select West **Personal** Device.



23. If your device does not have a passcode, or if the passcode does not meet the minimum 6-digit requirements, you will be prompted to set a new passcode when you return to the home screen.

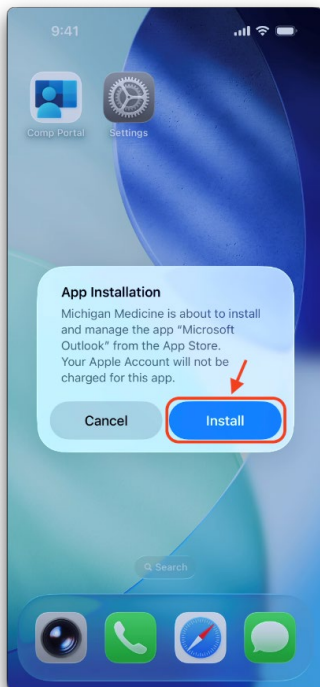
Tap **Change Now** and follow the on-screen prompts to set a new passcode. You may delay the change for up to 1 hour.



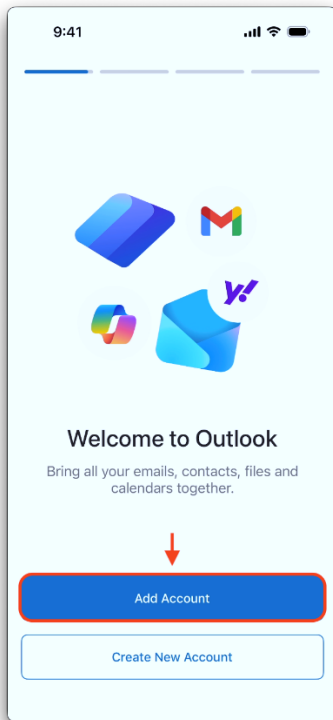
Outlook Setup

Outlook will attempt to install automatically.

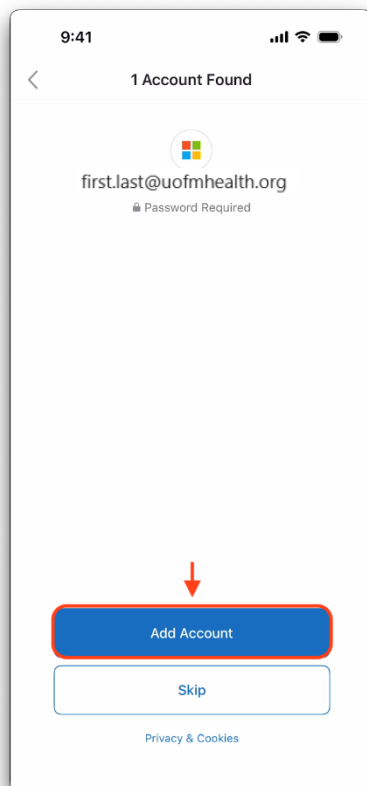
1. Tap **Install** when prompted.



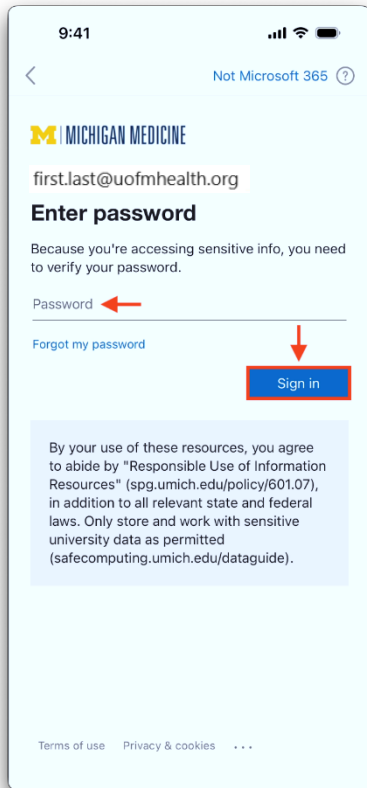
2. Tap **Add Account**



3. Your account should automatically populate. Tap **Add Account** to continue.

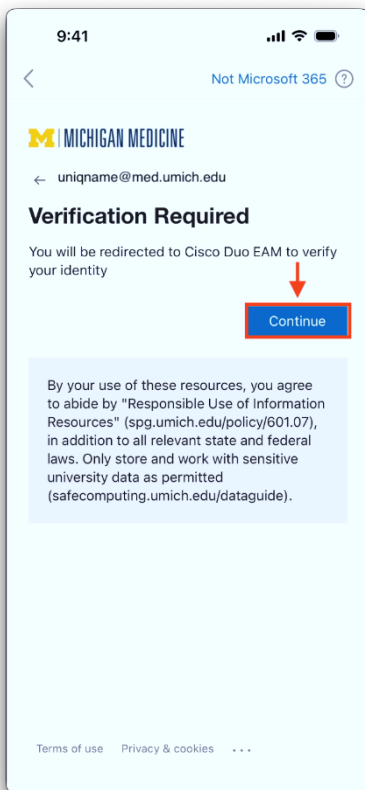


4. Enter your password, then tap **Sign In**.

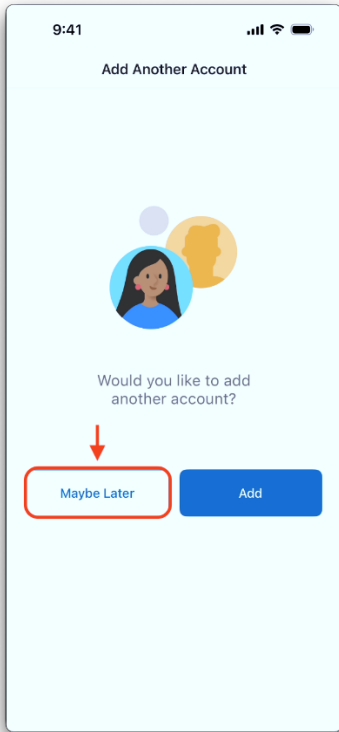


5. Tap **Continue**.

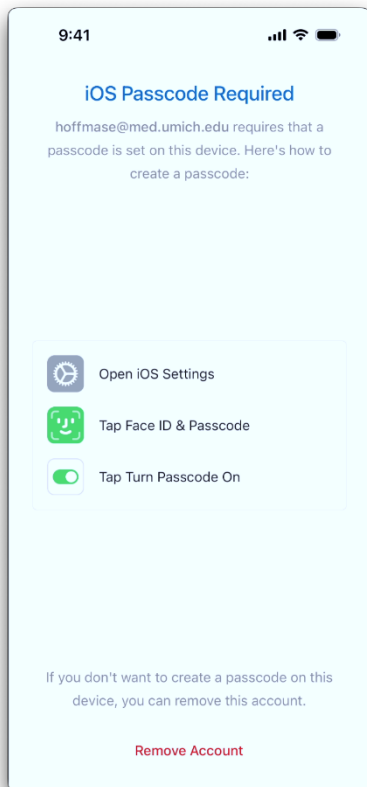
- a. You will receive an Authenticator prompt. Complete the prompt to continue.



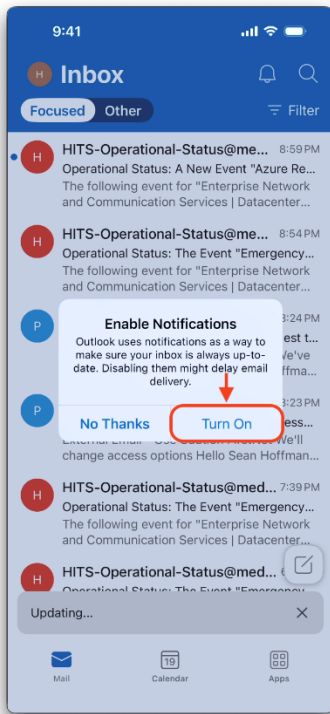
6. You may add another email account at this time. Tap **Maybe Later** to proceed to your inbox.



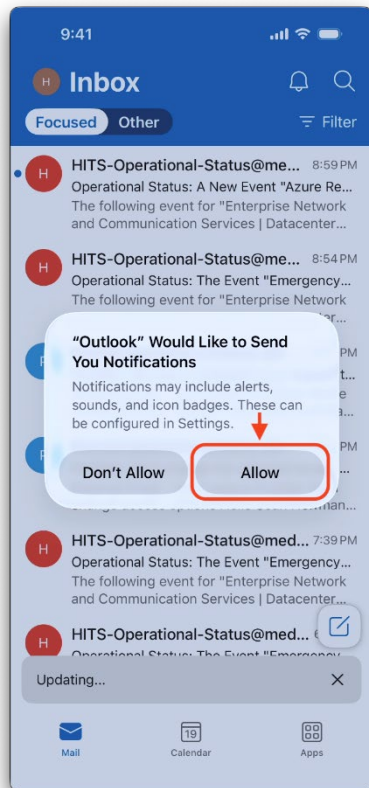
7. If you have not yet set an unlock passcode on your device, you will be prompted to set a passcode during the Outlook setup. A passcode must be set on your device before you may continue.



8. Tap Turn On.



9. Tap Allow.



You can now access Outlook on your phone.