

# The University of Toledo Intune End-User Enrollment Guide:

## Contents

Enroll your Android device in Intune.....	2
Enroll your iOS device in Intune .....	15
Enroll your Mac OS X device in Intune .....	25
Enroll your Windows 10 Computer in Intune .....	30
Enroll your Windows 10 Mobile Phone in Intune.....	35
Enroll your Windows 8.1 Mobile Phone in Intune.....	42

## Enroll your Android device in Intune

Note: *Depending on what device you are using your screens may look different*

These enrollment steps are for Samsung Knox Android devices and "native" (non-Samsung Knox) Android devices. To determine if you have a Samsung Knox device, go to **Settings > About phone**. If you don't see the word "Knox" listed there, you have a native Android device.

Before or after enrolling, you may be asked to choose a category. The categories are Academic Employee, Clinical Employee and Student. This is so the IT Admin can determine which Applications and Policies to send to your device.

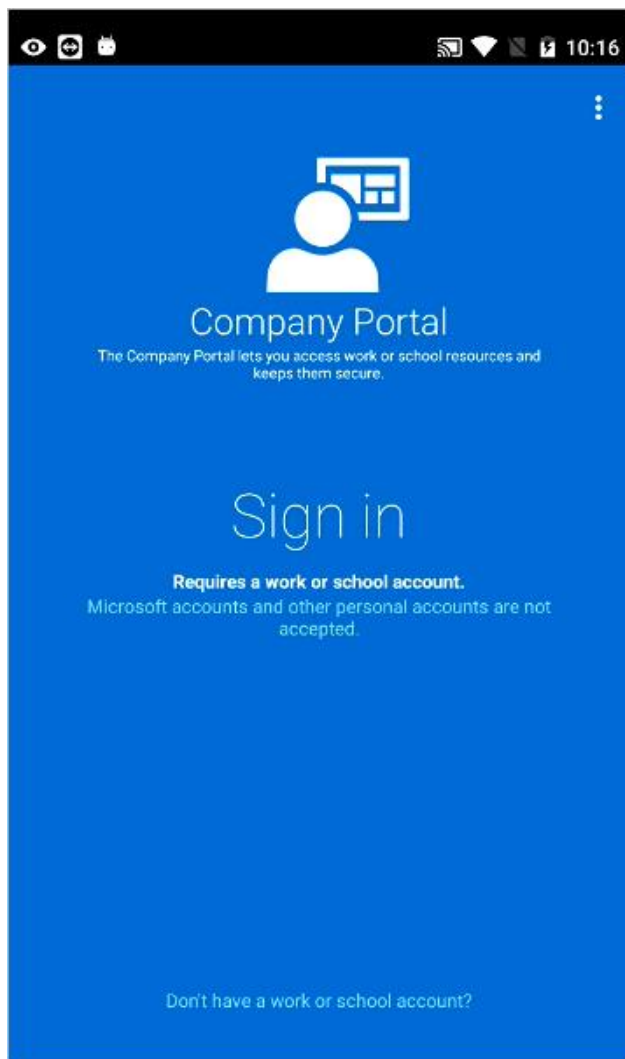
For more information about enrollment, see [What happens when I install the Company Portal app and enroll my device in Intune?](#).

If you get an error while trying to enroll your device in Intune or for step-by-step videos, see [Enroll your Android device in Intune](#)

If further assistance is required, please contact the IT HelpDesk at 419-383-2400 or 419-530-2400.

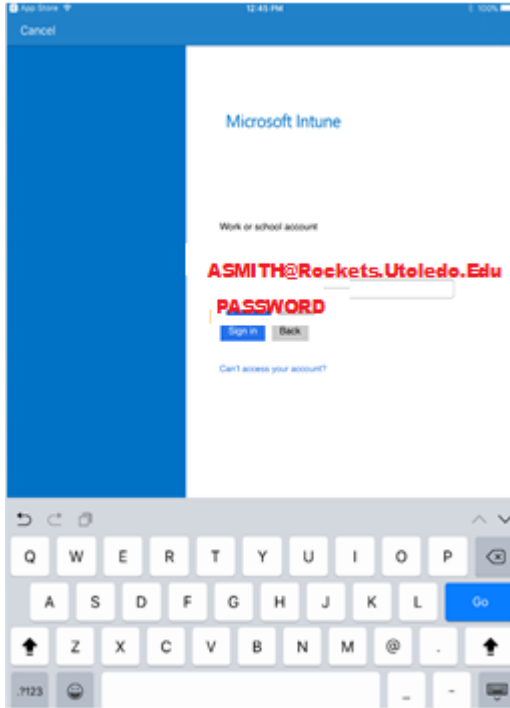
A ticket can also be submitted by going to [ITHelp.Utoledo.Edu](http://ITHelp.Utoledo.Edu) or by sending an email to [ITHELP@UTOLEDO.EDU](mailto:ITHELP@UTOLEDO.EDU)

1. Install the free Microsoft Intune Company Portal app on your device from [Google Play](#).
2. Open the Microsoft Intune Company Portal app.
3. On the Company Portal **Welcome** screen, tap **Sign in**, and then sign in with your work or school account.



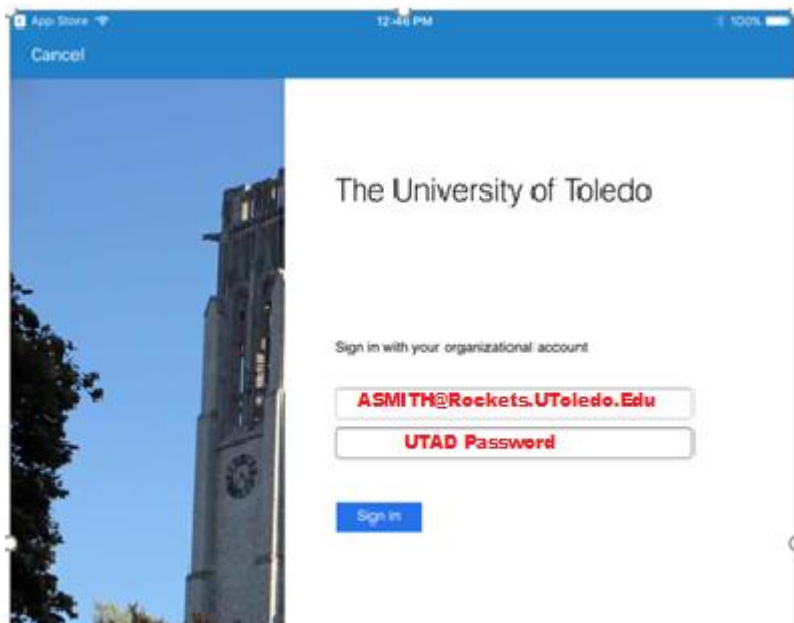
- The app requires that you put in your UTAD account information using the format of [YourUTAD@Rockets.Utoledo.Edu](mailto:YourUTAD@Rockets.Utoledo.Edu) the page will then redirect you to our main UT Page and you can progress to the next step.

*Note: If you are an employee, you will still use YourUTAD@ROCKETS.UTOLEDO.EDU for this step.*

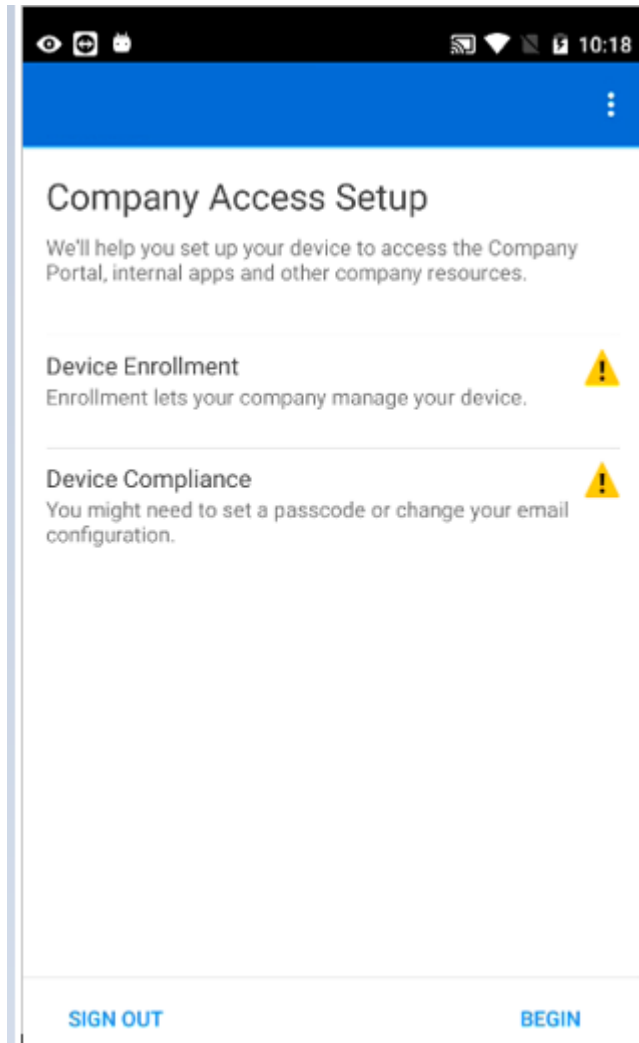


- During the previous step, the application redirected you to the UT Login Page. The Username field has been filled in for you. Enter your UTAD password and select 'sign in'.

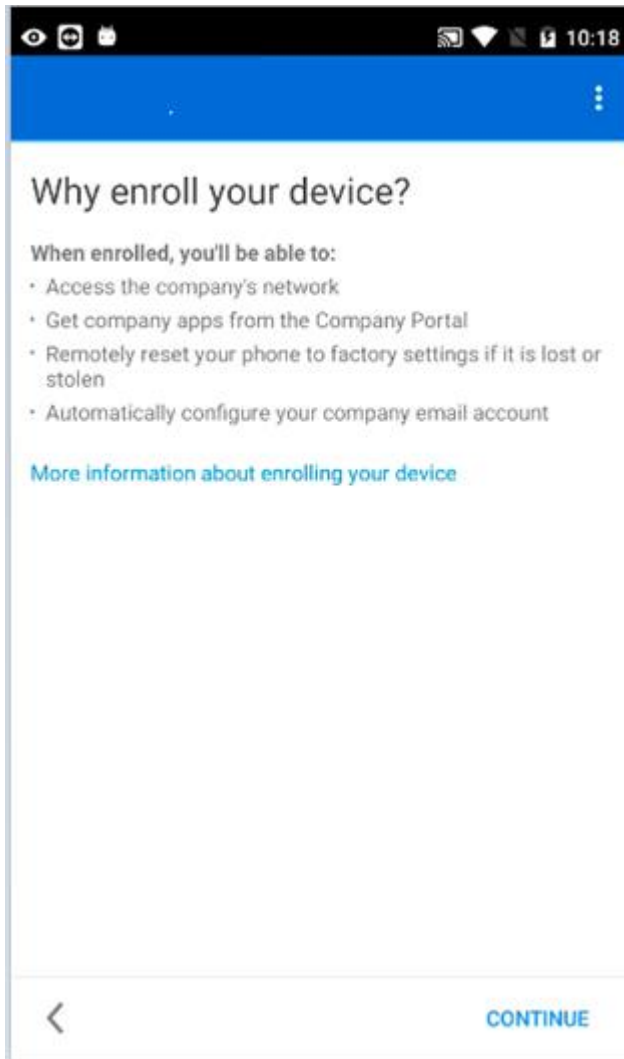
*Note: If you are an employee, you will still use YourUTAD@ROCKETS.UTOLEDO.EDU for this step.*



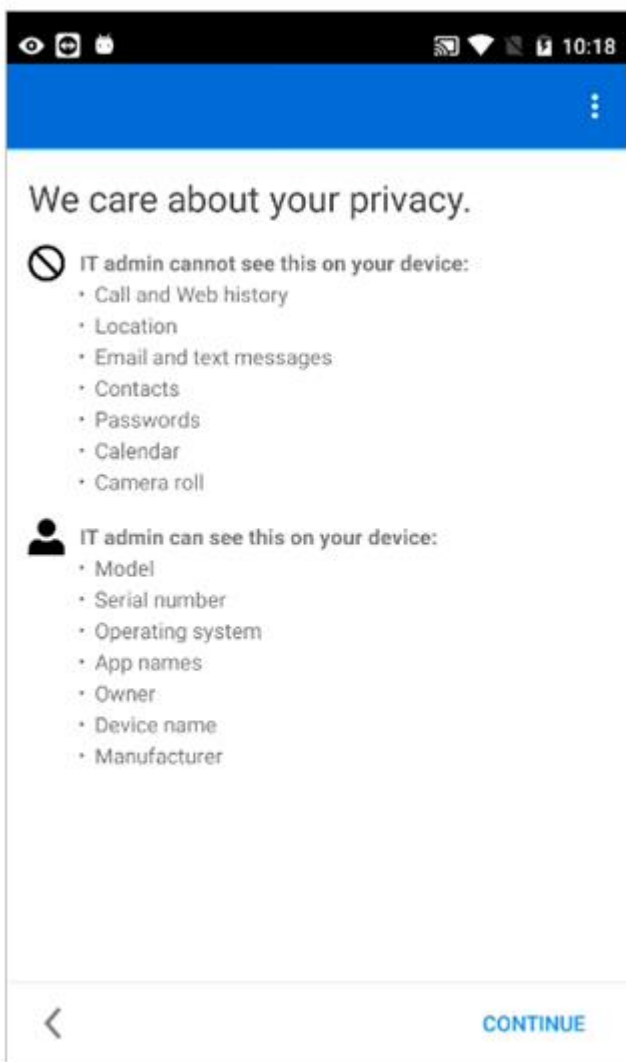
5. On the **Company Access Setup** page, tap **BEGIN**.



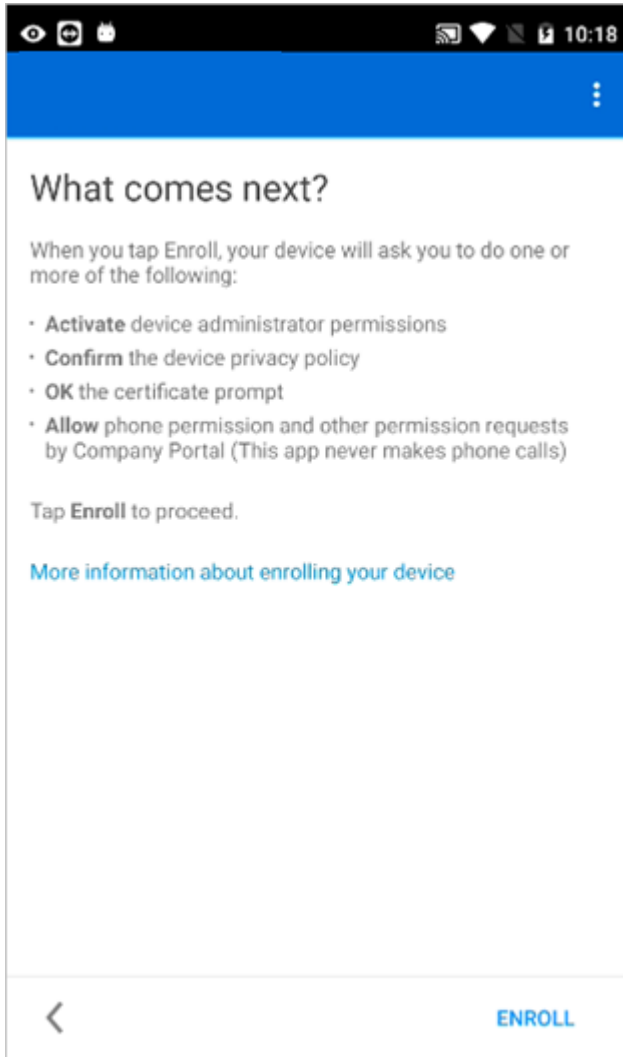
6. Read about what you'll be able to do when you enroll your device, and then tap **CONTINUE**.



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



8. Review some of the things that you might see once you tap Enroll. When you finish reading, tap **ENROLL**.



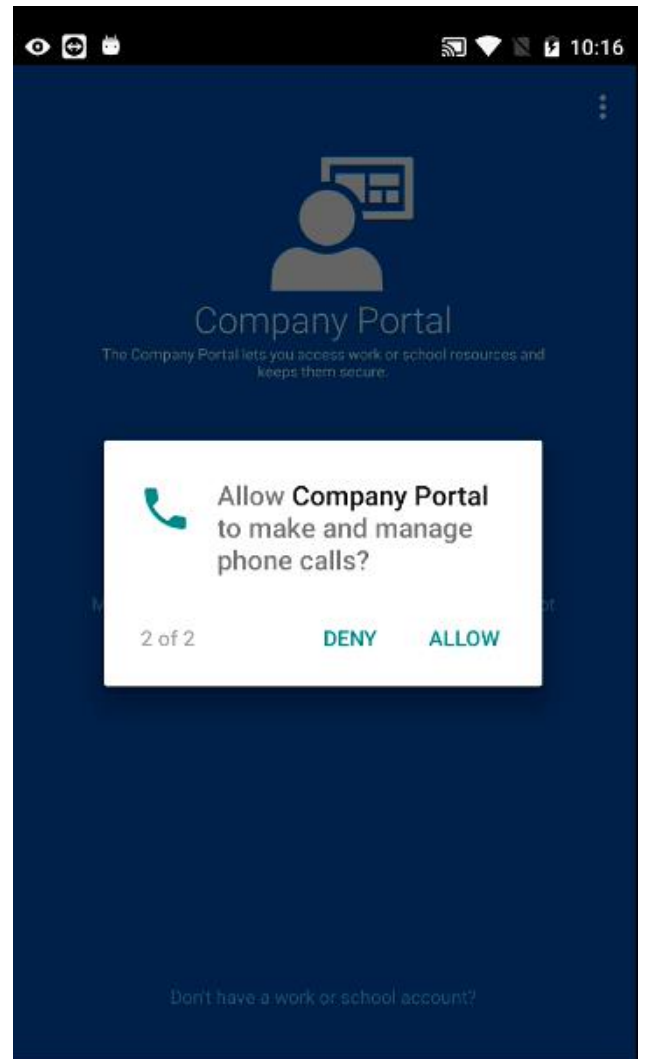
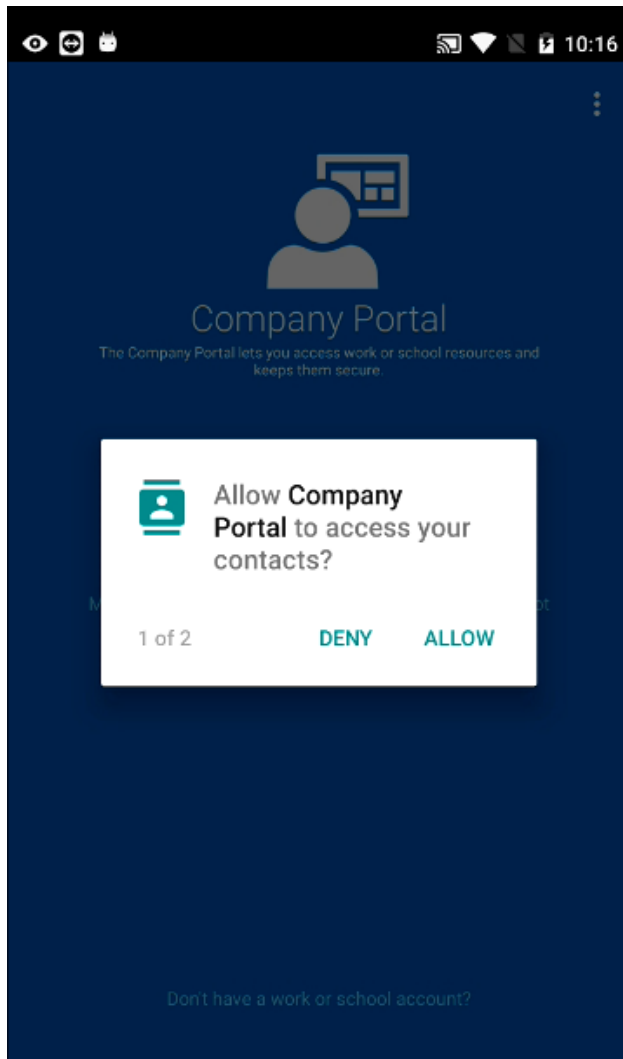
9. If you are using an **Android 6.0 or later device**, do this step; otherwise, go to the next step.

**NOTE:** If your IT administrator set up certain policies, you may see either or both of the following messages:

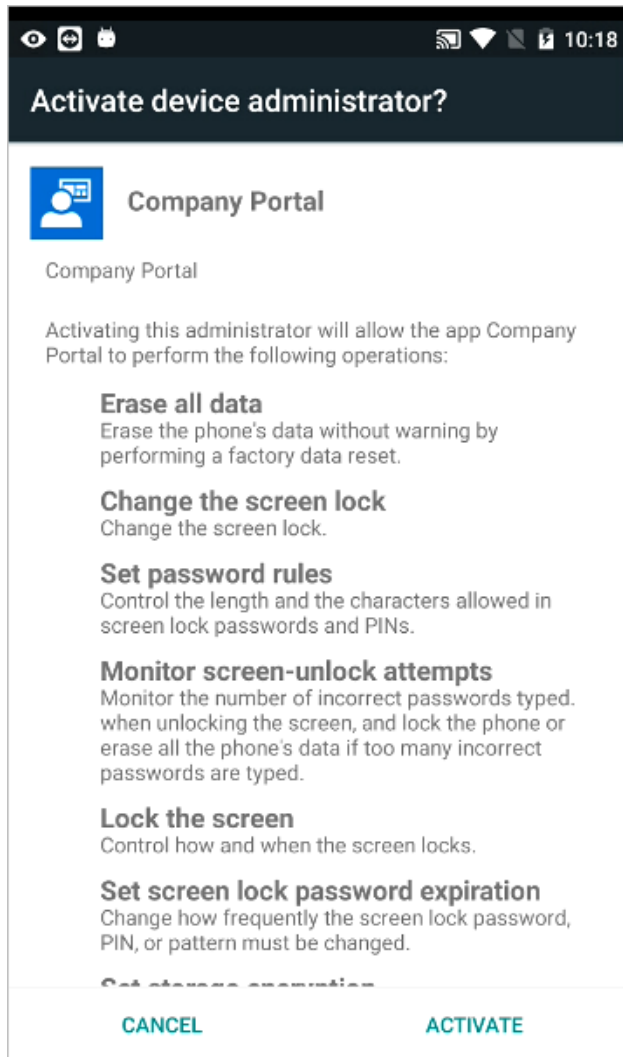
- If you see the message, **Allow Company Portal to access your contacts?**, tap **ALLOW**. It is safe to tap **ALLOW**, because **Microsoft never accesses your contacts!** Google controls the message text, so Microsoft cannot change it. When you allow access, all you're doing is allowing your device to write data logs to the device's SD card, which in turn lets you move those logs by using a USB cable. If you tap **DENY**, the message will appear again the next time you tap **Send Data**, but you can turn off future messages by tapping the **Never ask again** check box. If you later decide to allow access, go to **Settings > Apps > Company Portal > Permissions > Phone**, and then turn on the permission.
- If you see the message, **Allow Company Portal to make and manage phone calls?**, tap **ALLOW**. It is safe to tap **ALLOW**, because **Microsoft never makes or manages your phone calls!** Google controls the message text, so Microsoft cannot change it. When you allow access, it only allows the Company Portal app to create, use, and manage your work account.



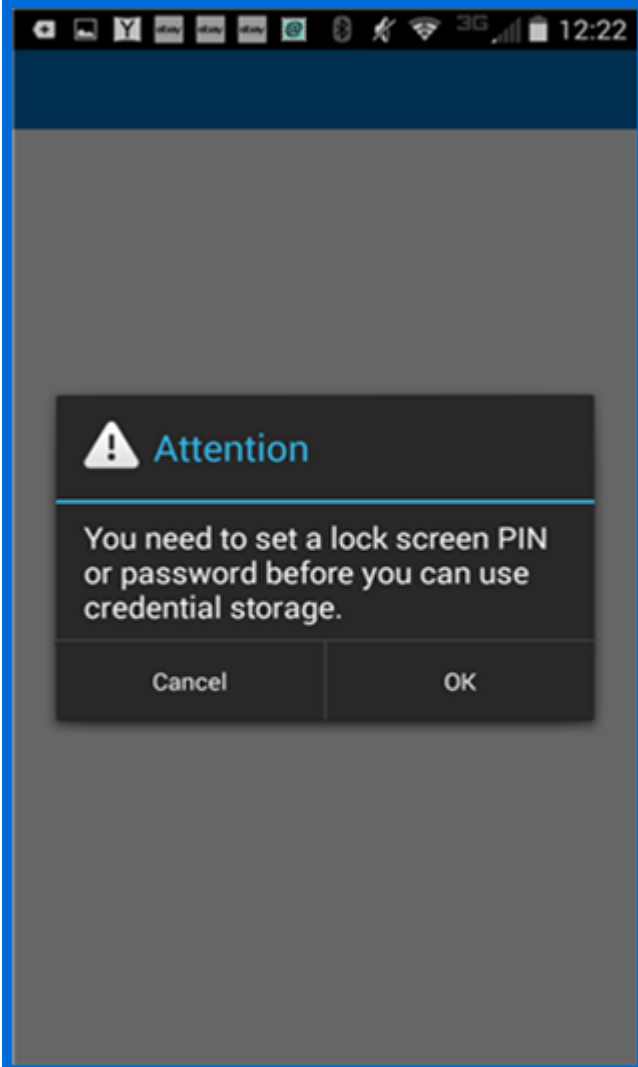
If you tap **DENY**, the message will appear again the next time you sign in to the Company Portal app, but you can turn off future messages by tapping the **Never ask again** check box. If you later decide to allow access, go to **Settings > Apps > Company Portal > Permissions > Phone**, and then turn on the permission.



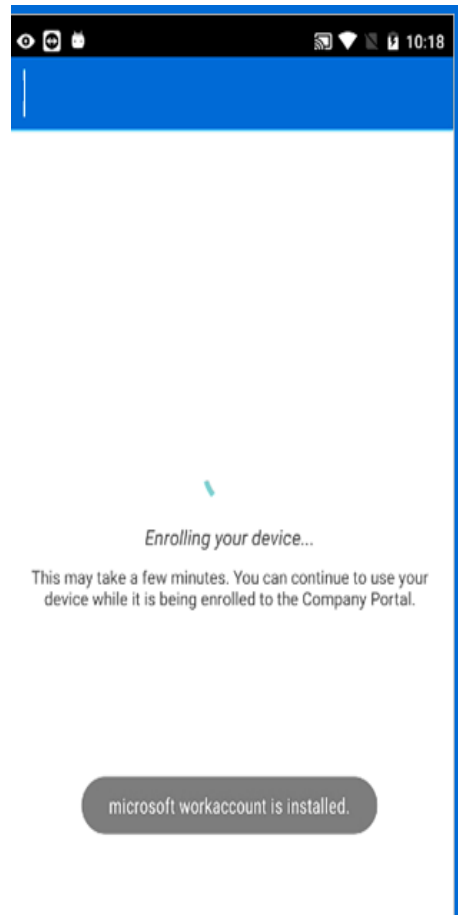
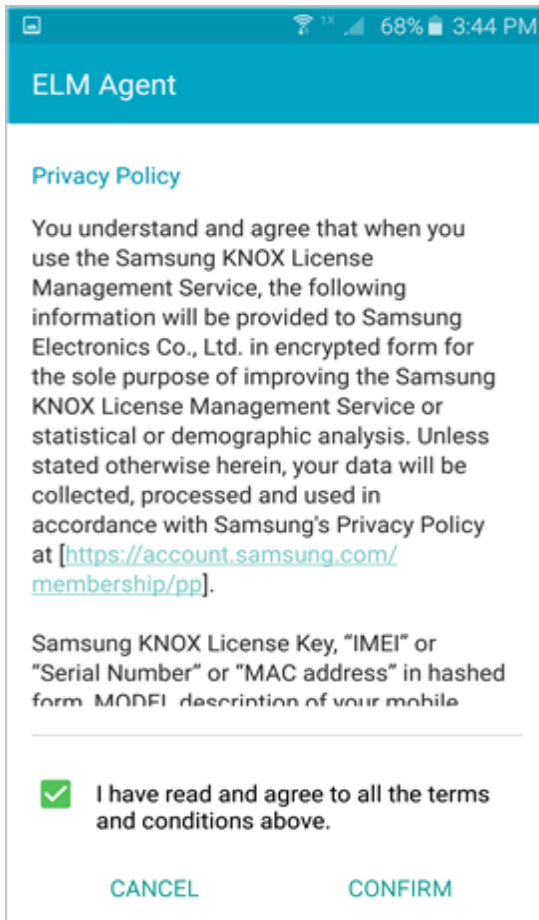
10. On the **Activate device administrator** screen, tap **Activate**.



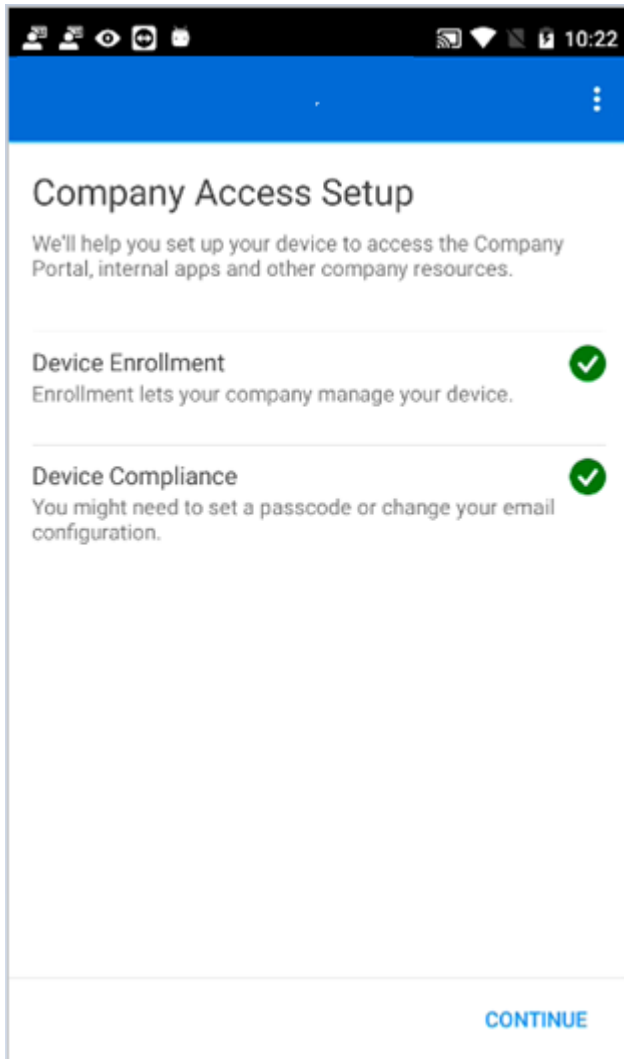
11. Follow the prompts to enter a PIN or password. If you already set up a PIN or password on this device, you will not see this screen or be required to enter a new PIN or password.



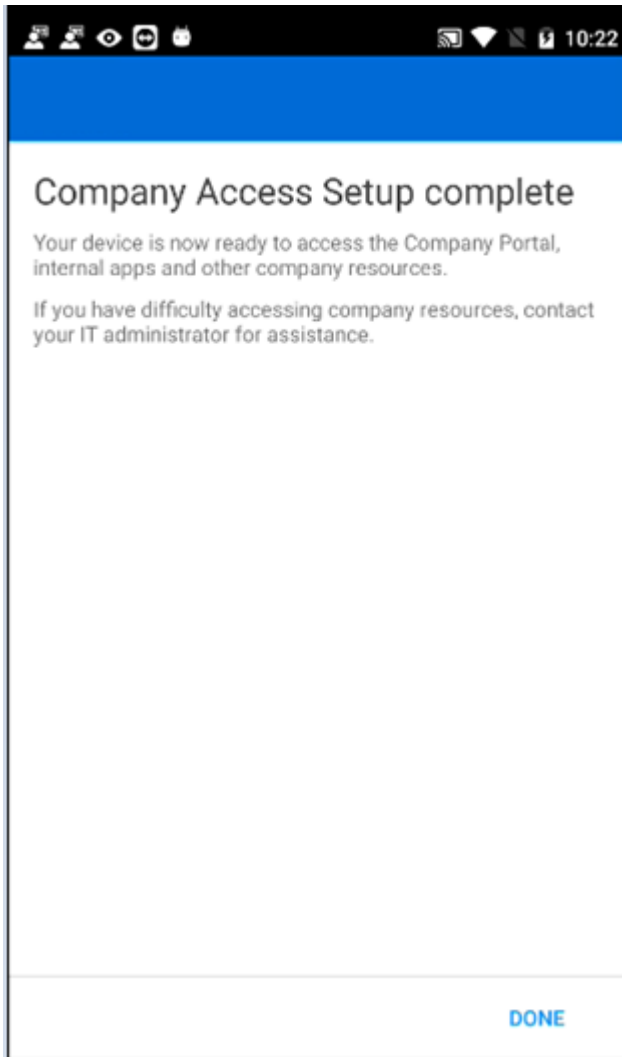
12. If you have a Samsung Device you will see a 'Samsung KNOX' screen that you have to accept before you will see the enrolling your device screen.



13. On the **Company Access Setup** screen, tap **CONTINUE**. If your IT administrator 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.



14. Tap **DONE**.



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

16. Before trying to install company apps, go to **Settings > Security**, and turn on **Unknown sources**. If you do not turn on this option before trying to install apps, you will see the message "Install blocked. For security reasons, your phone is set to block installations of apps obtained from unknown sources." You can tap **Settings** on the error dialog to go to the **Unknown sources** option.

## Enroll your iOS device in Intune

Note: *Depending on what device you are using your screens may look different.*

These enrollment steps are for iOS Mobile devices (Ex: iPads, iPhones)

Before or after enrolling, you may be asked to choose a category. The categories are Academic Employee, Clinical Employee and Student. This is so the IT Admin can determine which Applications and Policies to send to your device.

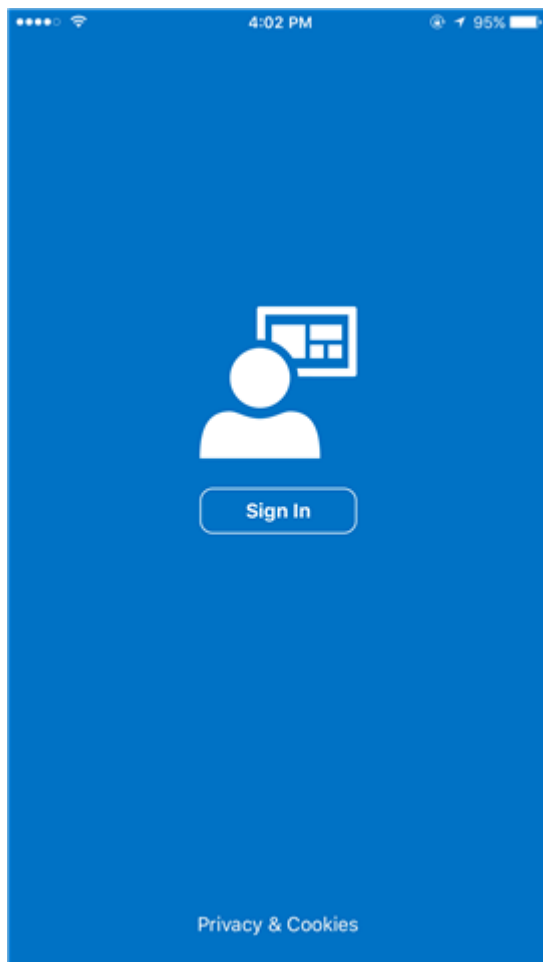
For more information about enrollment, see [What happens when I install the Company Portal app and enroll my device in Intune?](#)

If you get an error while trying to enroll your device in Intune or for step-by-step videos, see [Enroll your iOS device in Intune](#)

If further assistance is required, please contact the IT HelpDesk at 419-383-2400 or 419-530-2400.

A ticket can also be submitted by going to [ITHelp.Utoledo.Edu](mailto:ITHELP@UTOLEDO.EDU) or by sending an email to [ITHELP@UTOLEDO.EDU](mailto:ITHELP@UTOLEDO.EDU)

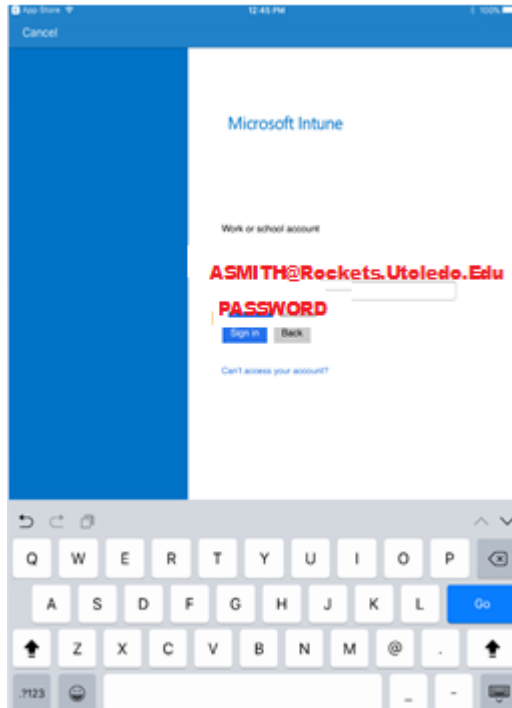
1. Install the free Microsoft Intune Company Portal app on your device from the App Store.
2. Open the Microsoft Intune Company Portal app.
3. On the Company Portal **Welcome** screen, tap **Sign in**, and then sign in with your work or school account.





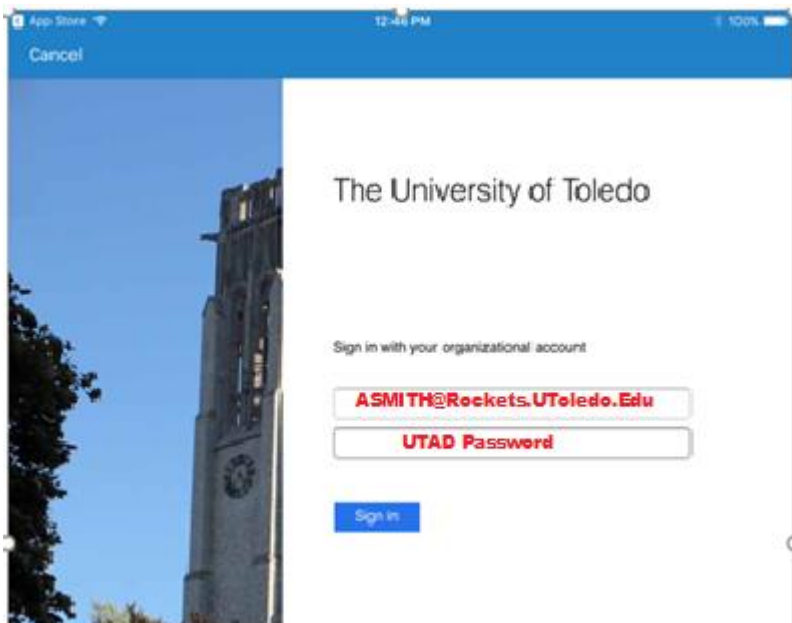
4. The app requires that you put in your UTAD account information using the format of [YourUTAD@Rockets.Utoledo.Edu](mailto:YourUTAD@Rockets.Utoledo.Edu) the page will then redirect you to our main UT Page and you can progress to the next step.

*Note: If you are an employee, you will still use YourUTAD@ROCKETS.UTOLEDO.EDU for this step.*

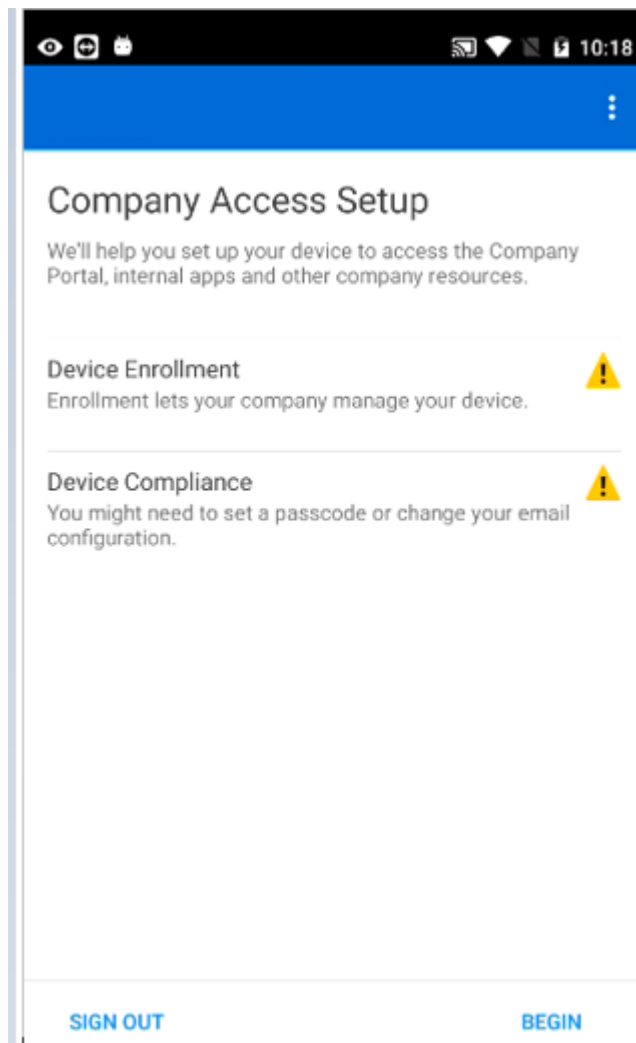


5. During the previous step, the application redirected you to the UT Login Page. The Username field has been filled in for you. Enter your UTAD password and select 'sign in'.

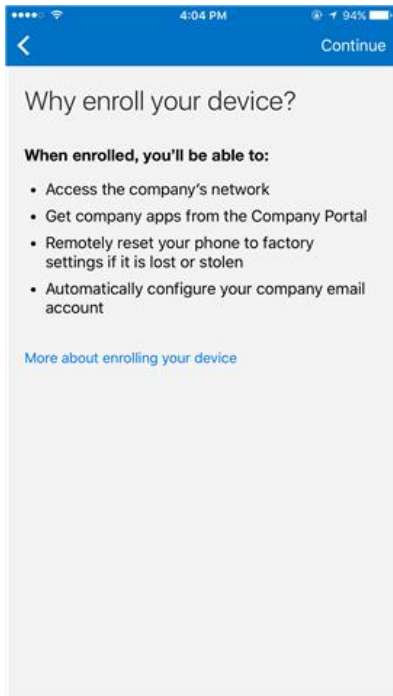
*Note: If you are an employee, you will still use YourUTAD@ROCKETS.UTOLEDO.EDU for this step.*



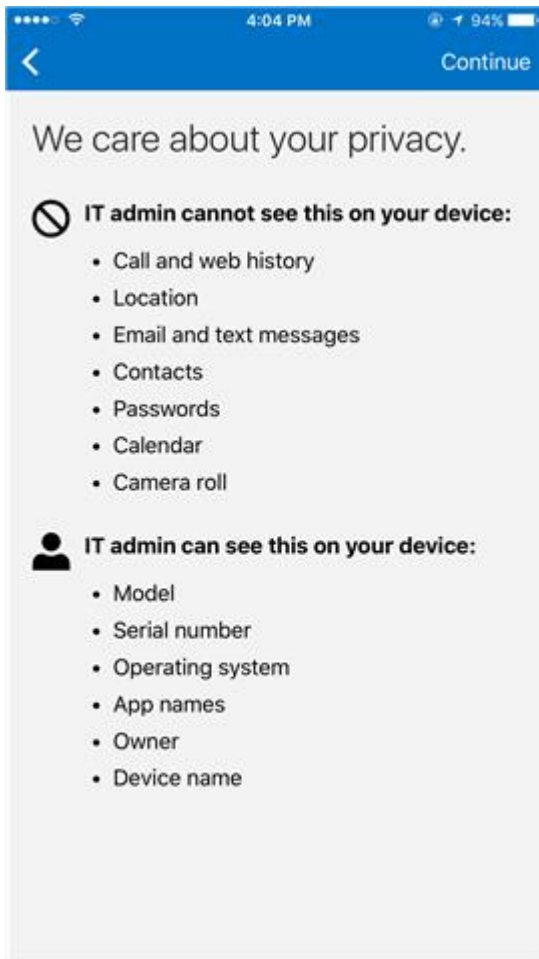
6. On the Company Access Setup page, tap **Begin**.



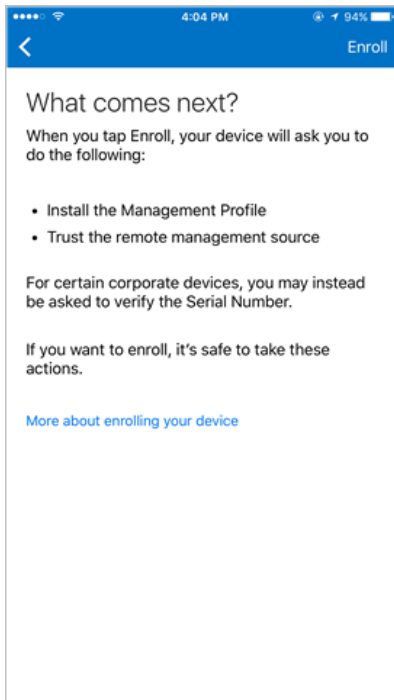
7. Read about what you'll be able to do when you enroll your device, and then tap **Continue**.



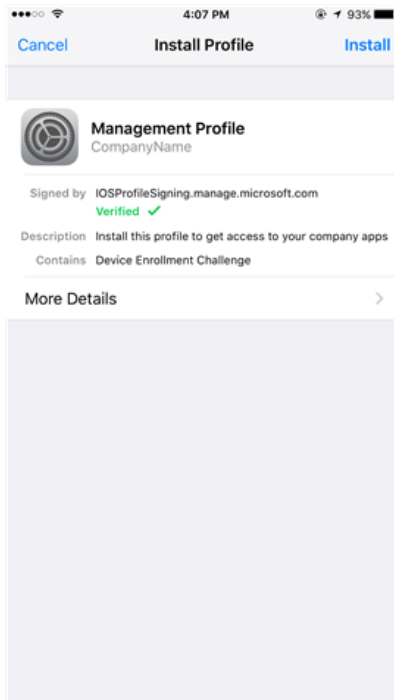
8. See the list of what your IT administrator can and can't see on your enrolled device, and tap **Continue**.



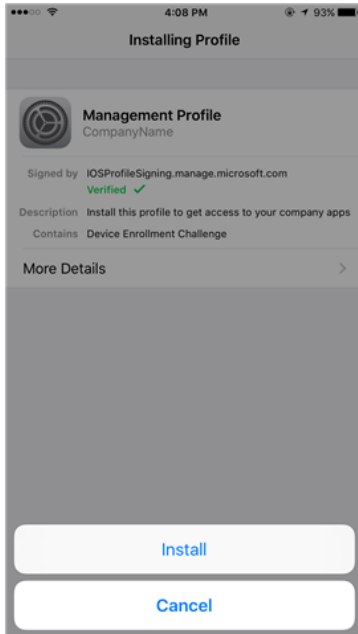
9. Review some of the things that you might see once you tap Enroll. When you finish reading, tap **Enroll**.



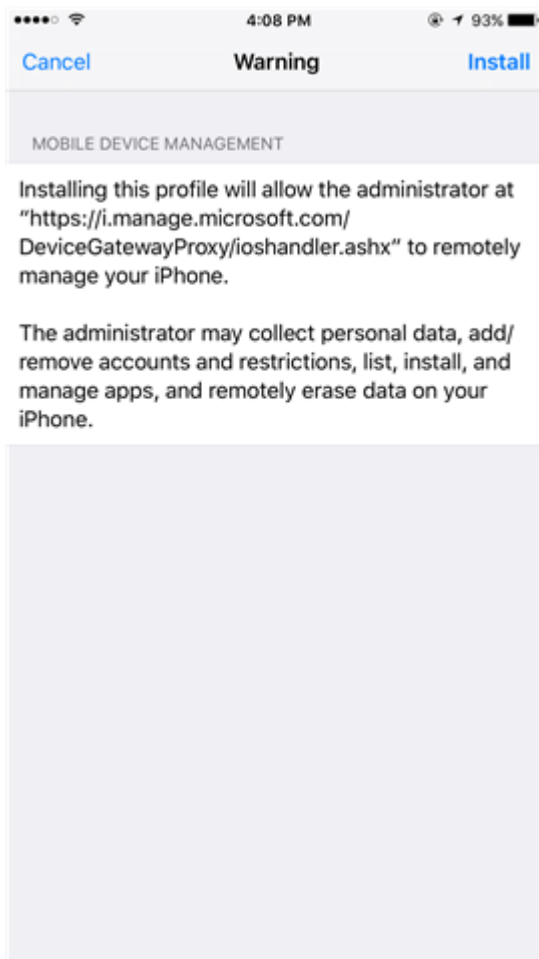
10. On the **Install Profile** screen, tap **Install**, and enter your passcode, if prompted.



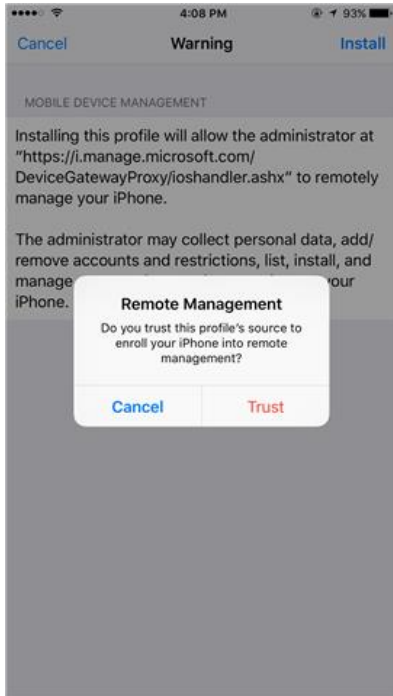
11. Tap **Install**.



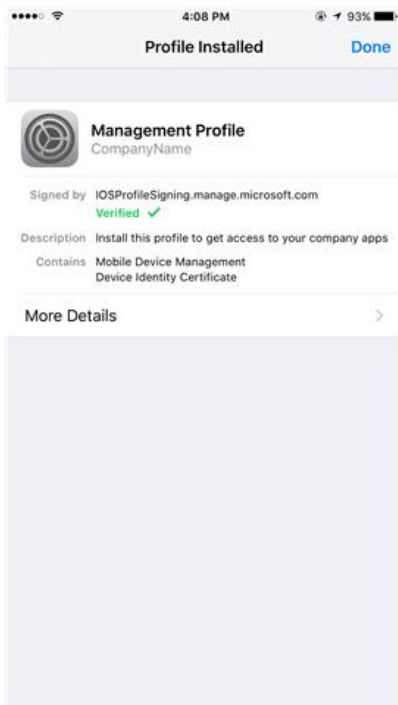
12. Tap **Install** to indicate that you've read the warning.



13. Tap **Trust**.

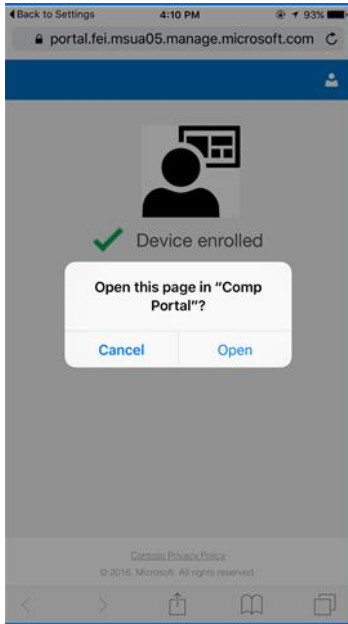


14. Then the screen changes to show that the profile has finished installing, tap **Done**.

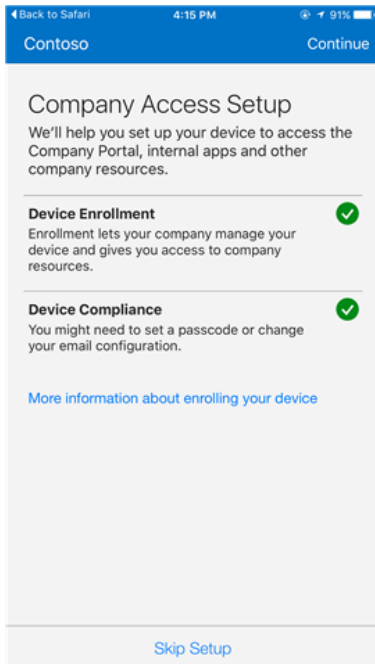


An "Enrolling device" message displays on the screen.

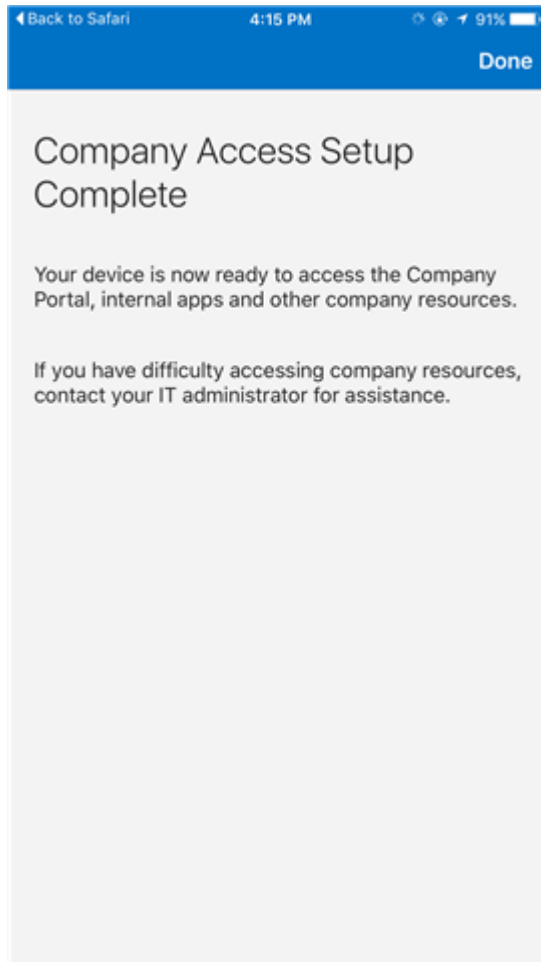
15. When a message displays asking if you want to open the page in the Company Portal, tap **Open**.



16. On the **Company Access Setup** screen, tap **Continue**. If your IT administrator set up additional 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.



17. Tap **Done**.



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



## Enroll your Mac OS X device in Intune

Note: *Depending on what device you are using your screens may look different*

These enrollment steps are for Mac devices

Before or after enrolling, you will be asked to choose a category. The categories are Academic Employee, Clinical Employee and Student. This is so the IT Admin can determine which Applications and Policies to send to your device.

For more information about enrollment, see [What happens when I install the Company Portal app and enroll my device in Intune?](#).

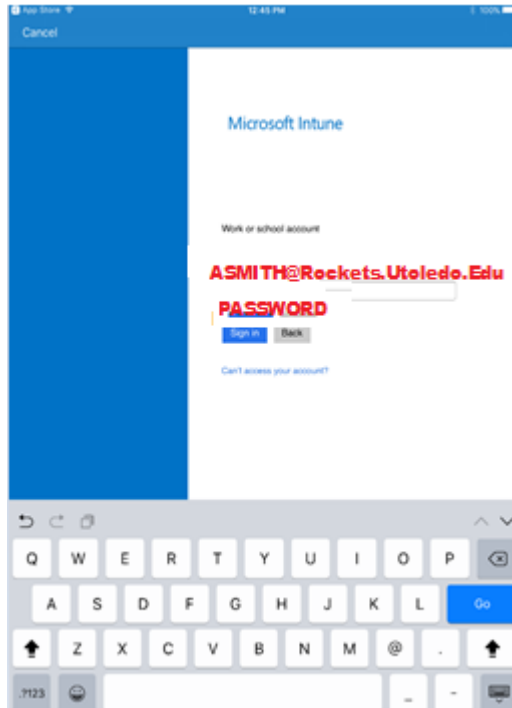
If you get an error while trying to enroll your device in Intune or for step-by-step videos, see [Enroll your macOS Device in Intune](#)

If further assistance is required, please contact the IT HelpDesk at 419-383-2400 or 419-530-2400.

A ticket can also be submitted by going to [ITHelp.Utoledo.Edu](http://ITHelp.Utoledo.Edu) or by sending an email to [ITHELP@UTOLEDO.EDU](mailto:ITHELP@UTOLEDO.EDU)

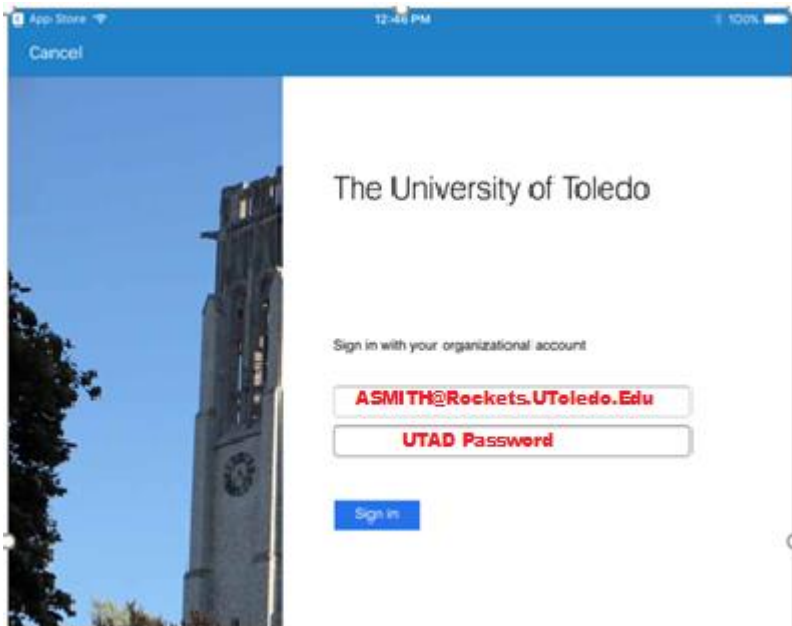
18. Using a Safari browser, open the [Company Portal website](#), and tap the notification bar.
19. The app requires that you put in your UTAD account information using the format of [YourUTAD@Rockets.Utoledo.Edu](#) the page will then redirect you to our main UT Page and you can progress to the next step.

*Note: If you are an employee, you will still use YourUTAD@ROCKETS.UTOLEDO.EDU for this step.*

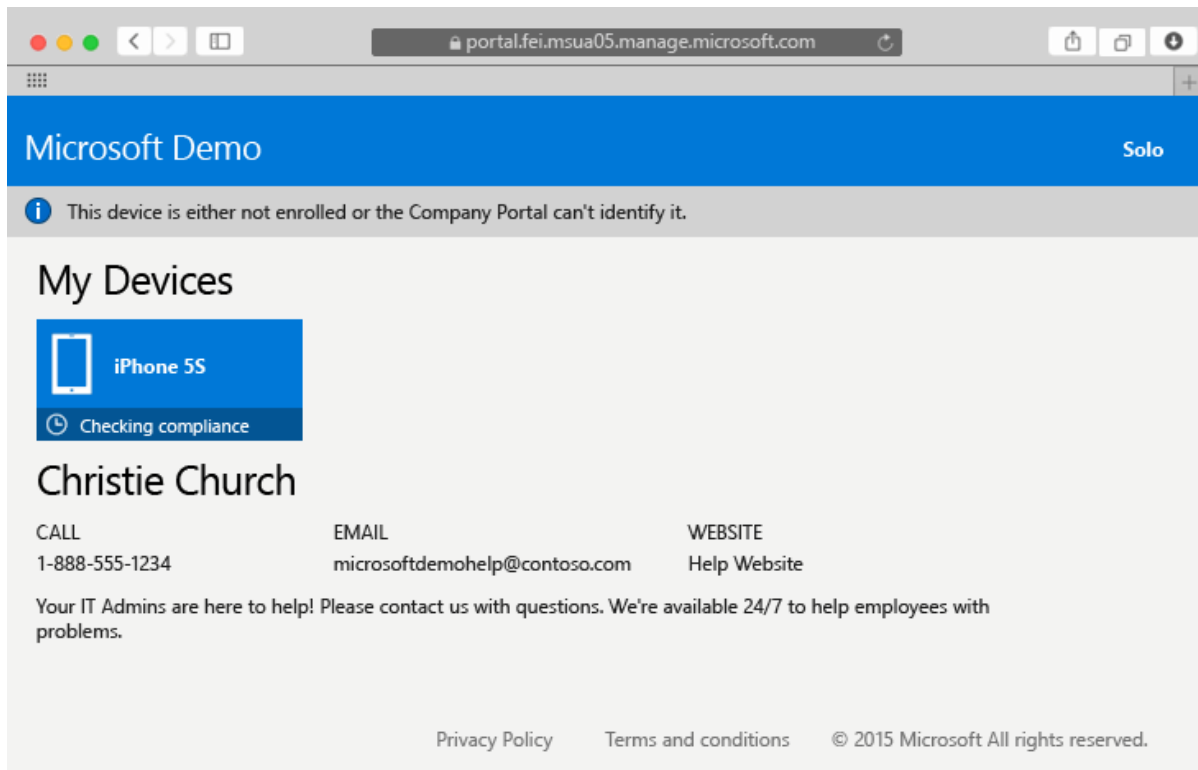


20. During the previous step, the application redirected you to the UT Login Page. The Username field has been filled in for you. Enter your UTAD password and select 'sign in'.

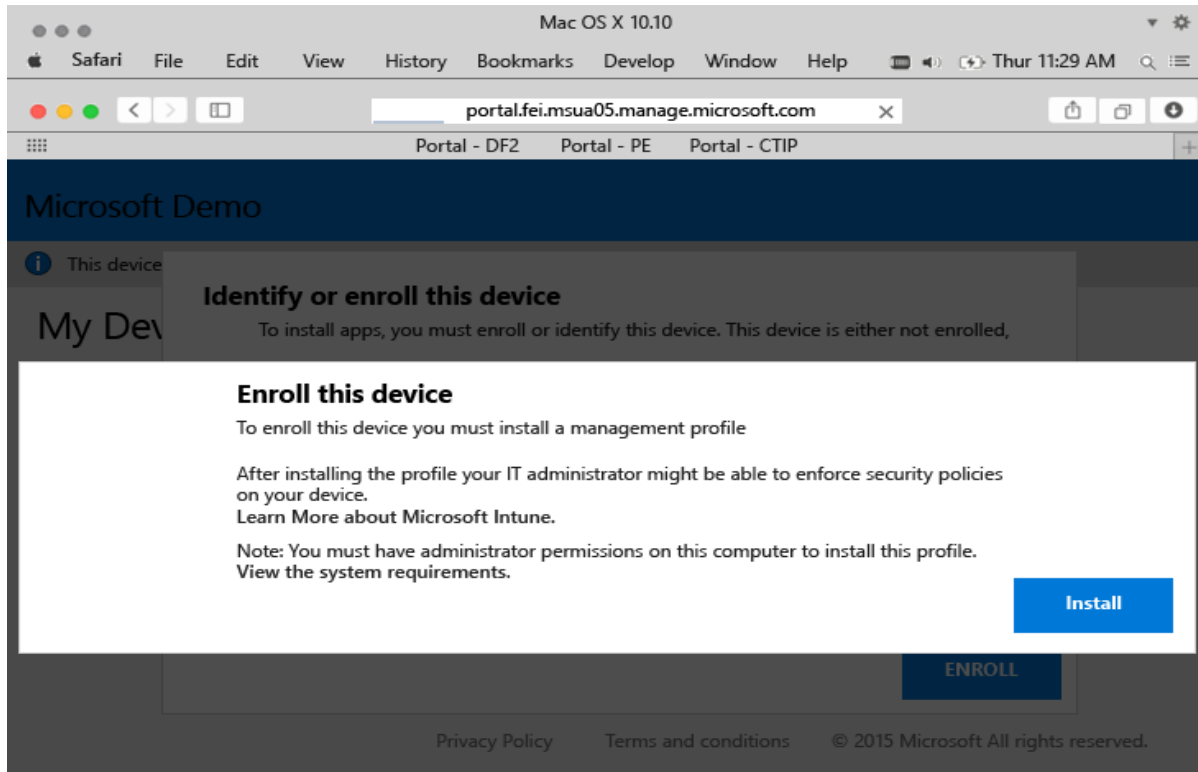
*Note: If you are an employee, you will still use YourUTAD@ROCKETS.UTOLEDO.EDU for this step.*



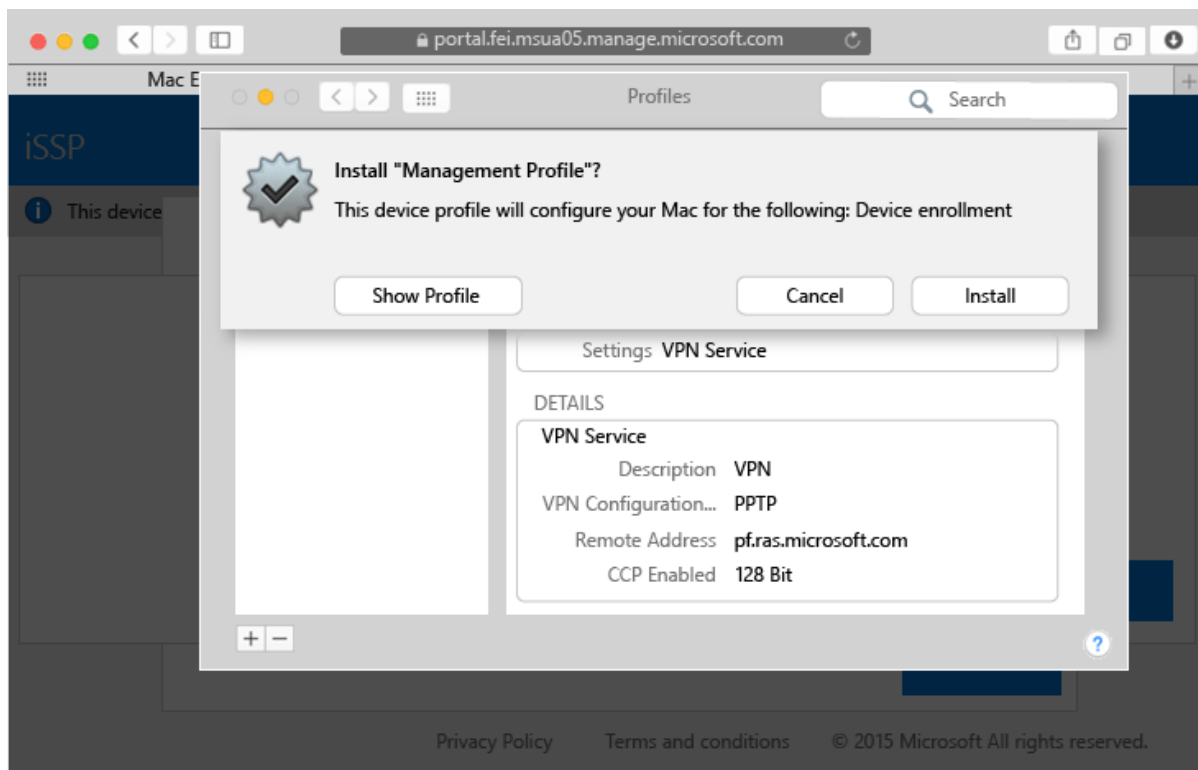
21. Tap **This device is either not enrolled or the Company Portal can't identify it.**



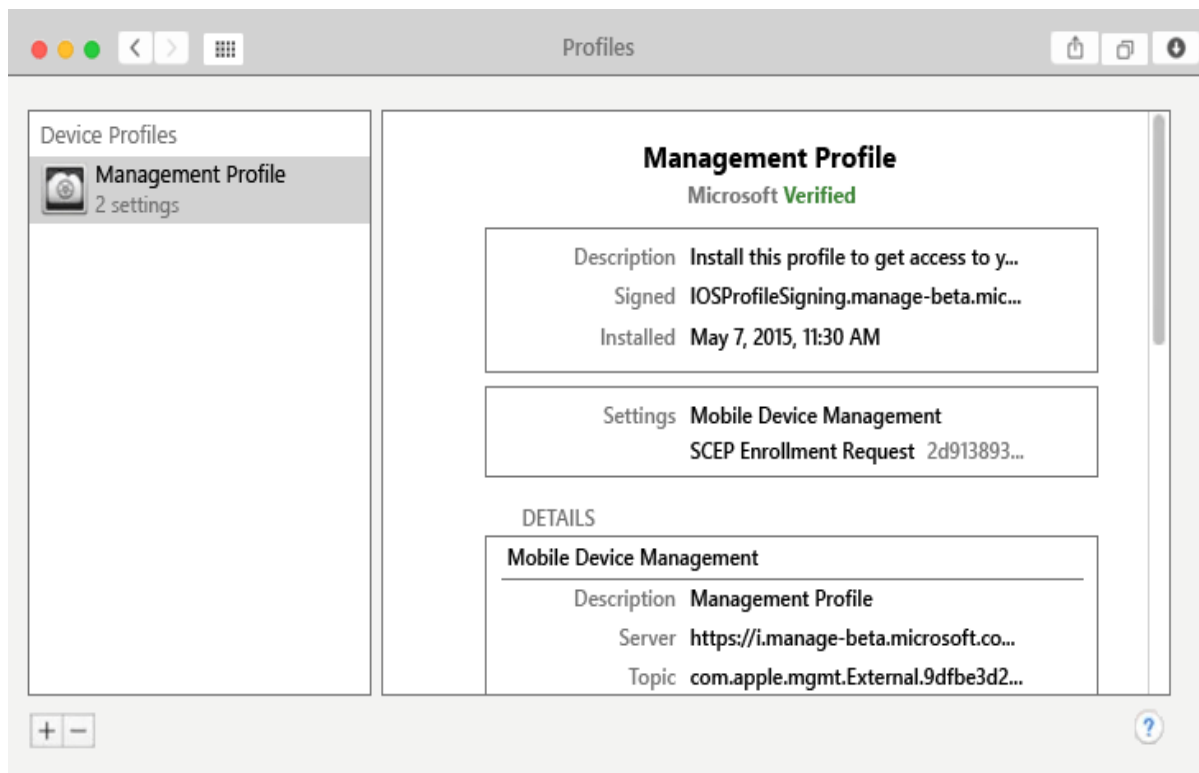
22. Tap **Install** to start enrolling your device.



23. On the **Install Management Profile** dialog, tap **Install**. If a dialog box appears asking you to enter your credentials, enter your username and password, and then tap **Continue** > **Install**.



When you finish enrolling, you'll see a Management Profile page showing that your profile has been verified.



## Enroll your Windows 10 Computer in Intune

Note: *Depending on what device you are using your screens may look different*

These enrollment steps are for Windows 10 Devices (Excluding Windows 10 Mobile)

For more information about enrollment, see [What happens when I install the Company Portal app and enroll my device in Intune?](#).

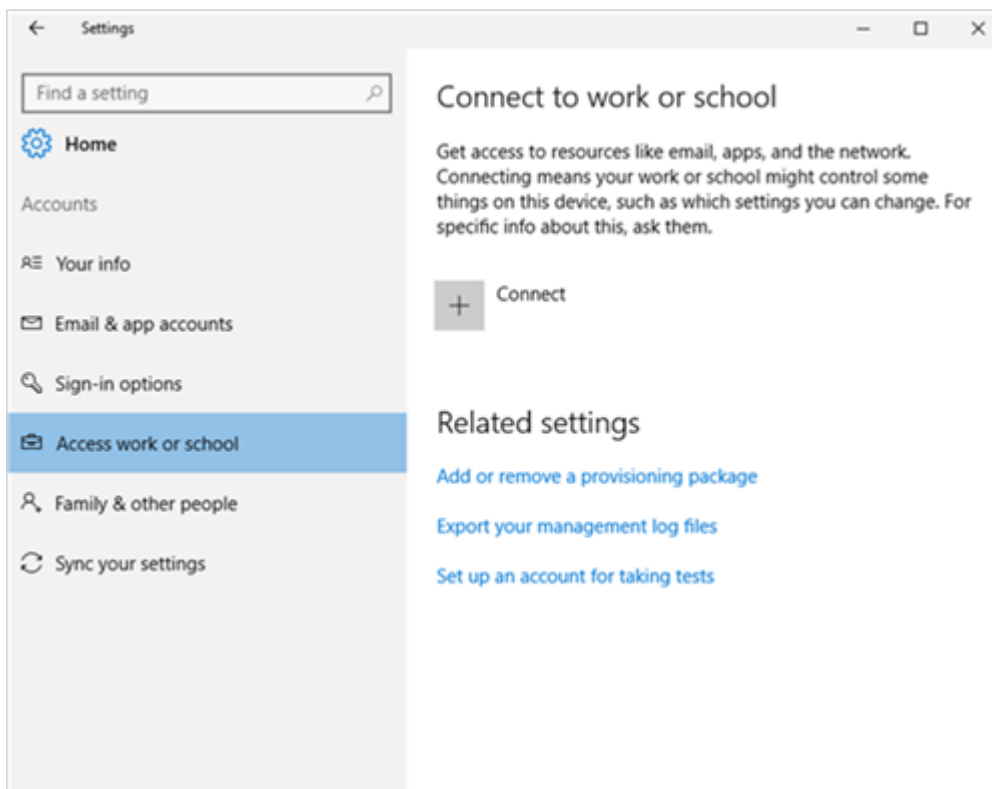
If you get an error while trying to enroll your device in Intune or for step-by-step videos, see [Enroll your Windows 10 Desktop in Intune](#)

Before or after enrolling, you may be asked to choose a category. The categories are Academic Employee, Clinical Employee and Student. This is so the IT Admin can determine which Applications and Policies to send to your device.

If further assistance is required, please contact the IT HelpDesk at 419-383-2400 or 419-530-2400.

A ticket can also be submitted by going to [ITHelp.Utoledo.Edu](http://ITHelp.Utoledo.Edu) or by sending an email to [ITHELP@UTOLEDO.EDU](mailto:ITHELP@UTOLEDO.EDU)

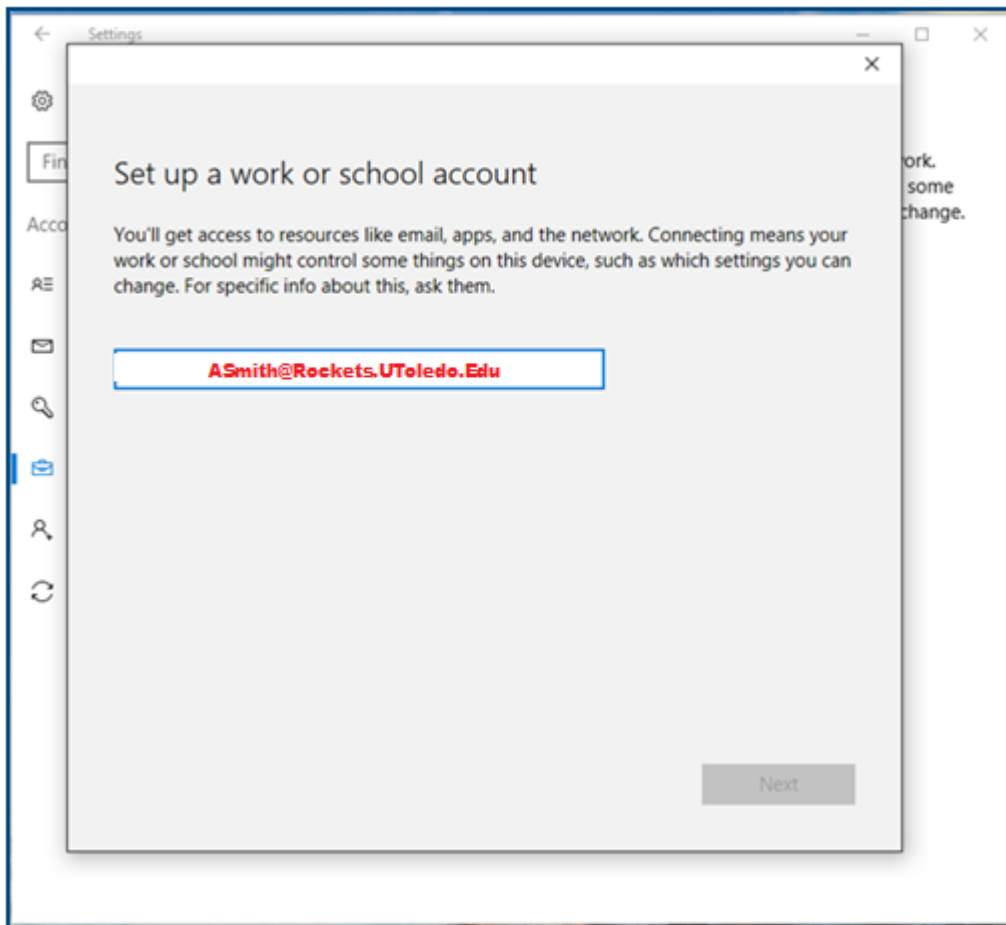
1. Open the Windows **Settings** app by going to the **Start menu** and selecting the **Settings** button. You can also search for "settings" in the search bar.
2. Select **Accounts** > **Access work or school** > **Connect**.



A login prompt will appear after selecting this.

- The app requires that you put in your UTAD account information using the format of [YourUTAD@Rockets.Utoledo.Edu](mailto:YourUTAD@Rockets.Utoledo.Edu) the page will then redirect you to our UT Page and you can progress to the next step.

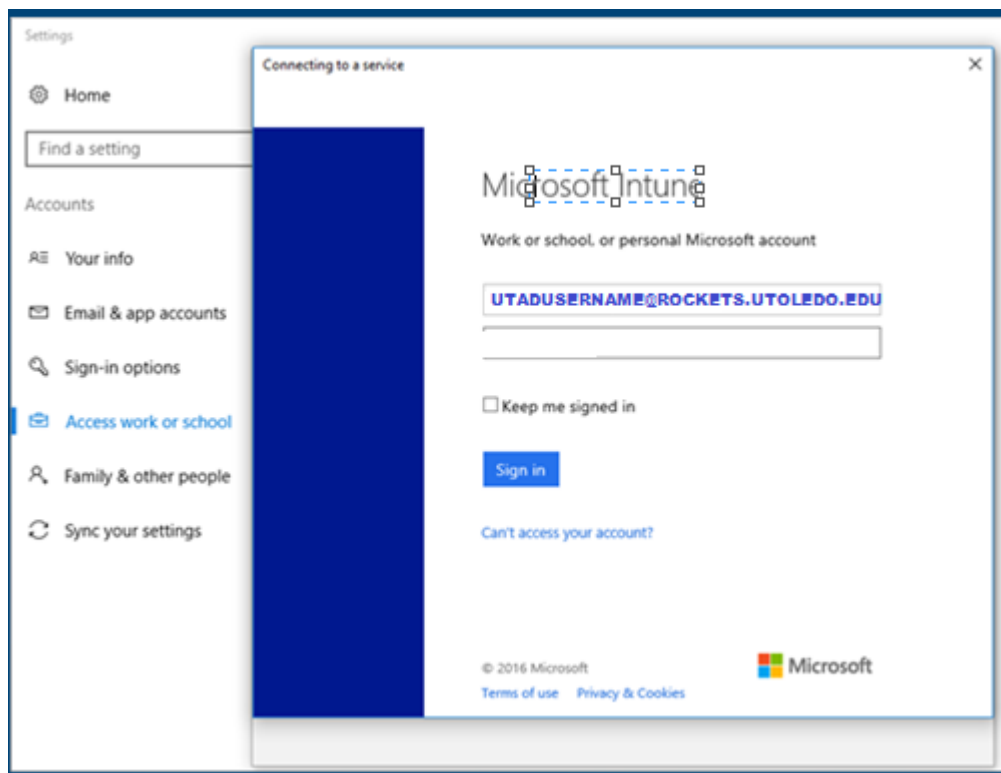
*Note: If you are an employee, you will still use YourUTAD@ROCKETS.UTOLEDO.EDU for this step.*





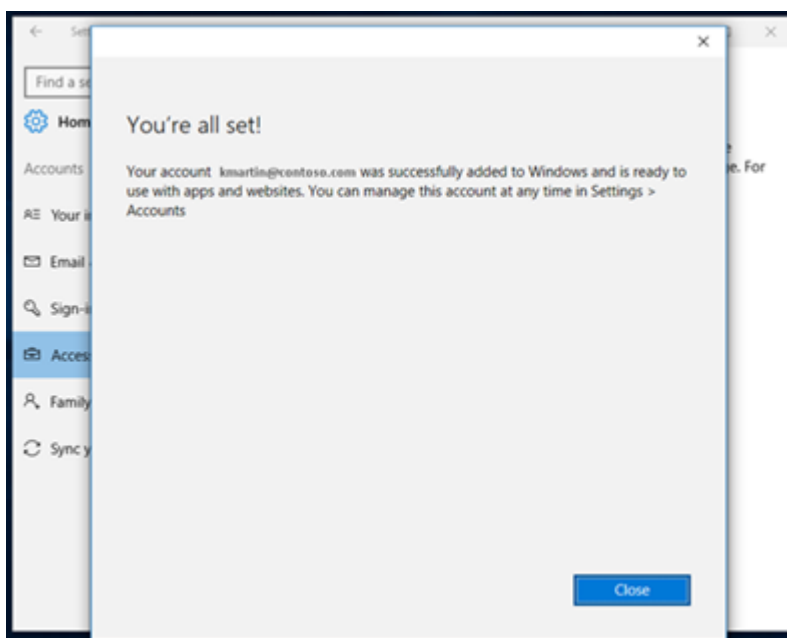
4. During the previous step, the application redirected you to the UT Login Page. The Username field has been filled in for you. Enter your UTAD password and select 'sign in'.

*Note: If you are an employee, you will still use YourUTAD@ROCKETS.UTOLEDO.EDU for this step.*

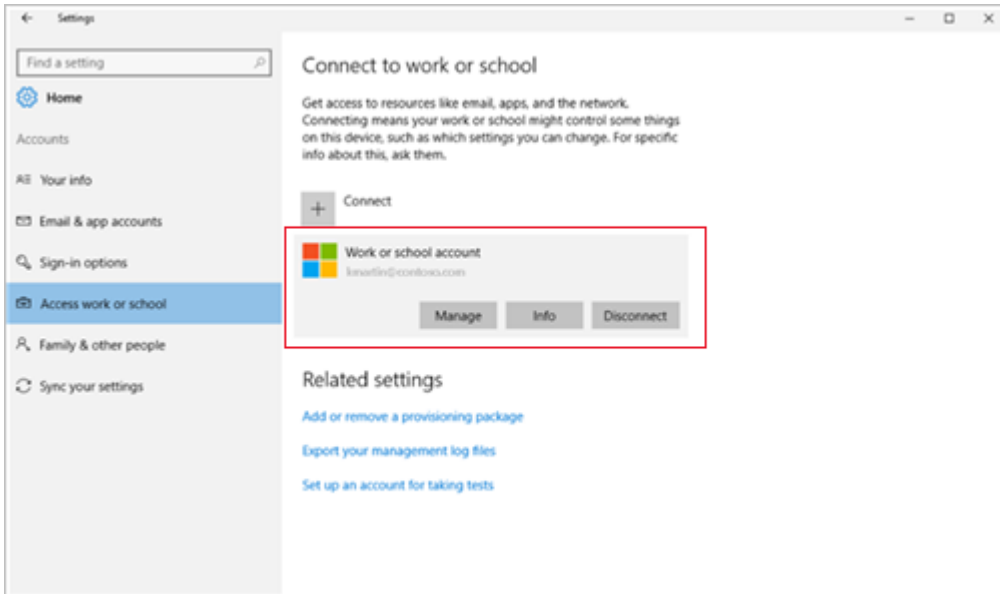


You'll see a message indicating that your company or school is registering your device.

5. When you see the **You're all set!** screen, select **Close**. You're done.



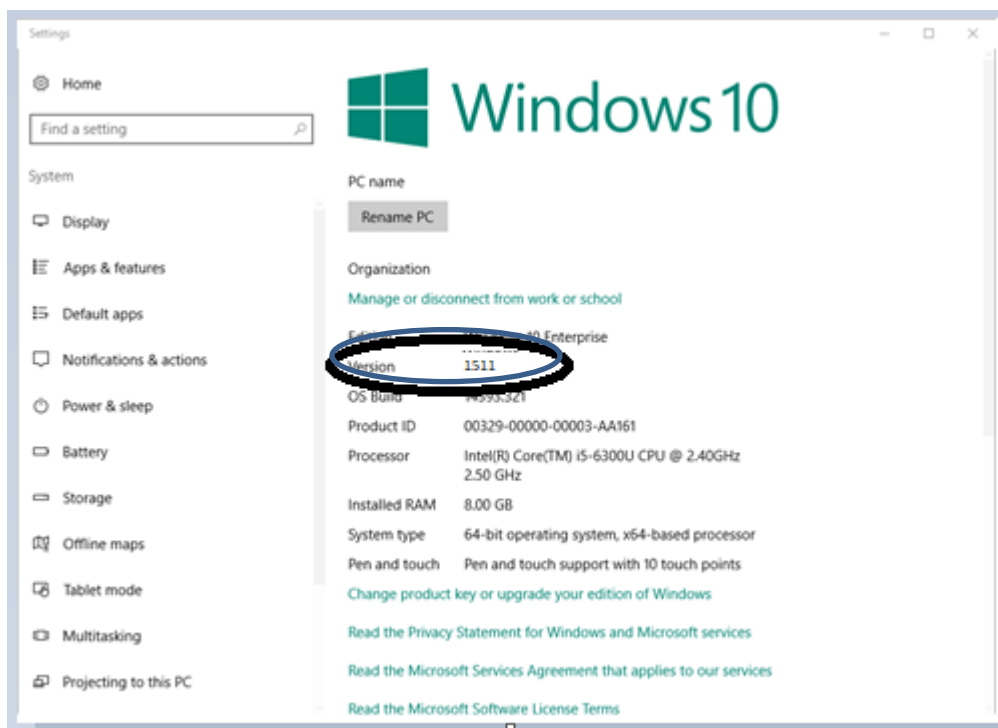
6. If you want to double-check that your connection looks right, go back to **Settings**, where you should now see your work or school account listed.



## Enroll your Windows 10 Mobile Phone in Intune

Note: Depending on what device you are using your screens may look different

1. On **Start**, swipe over to the **All apps** list, then select the **Settings** app.
2. Tap on **System** then **About**.
3. Under **Device information**, tap **More info**. You will see a list of information about your device. Within this list, locate the **Version**.
4. If your version is **1607**, please see Section "Enroll your Windows 10 Device in Intune". If your version is **1511 or less**, continue with the steps in this section.



For more information about enrollment, see [What happens when I install the Company Portal app and enroll my device in Intune?](#)

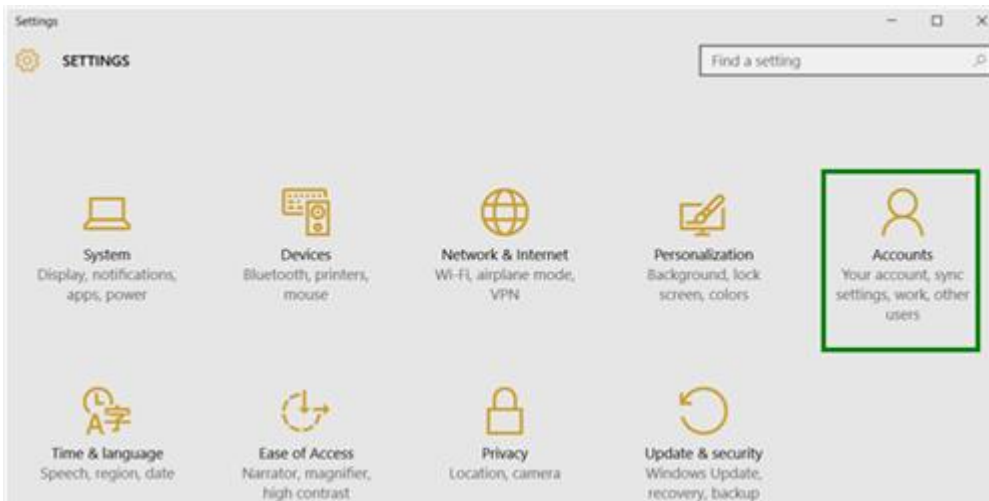
If you get an error while trying to enroll your device in Intune or for further step-by-step screenshots, see [Enroll your Windows 10 Device in Intune](#)

Before or after enrolling, you may be asked to choose a category. The categories are Academic Employee, Clinical Employee and Student. This is so the IT Admin can determine which Applications and Policies to send to your device.

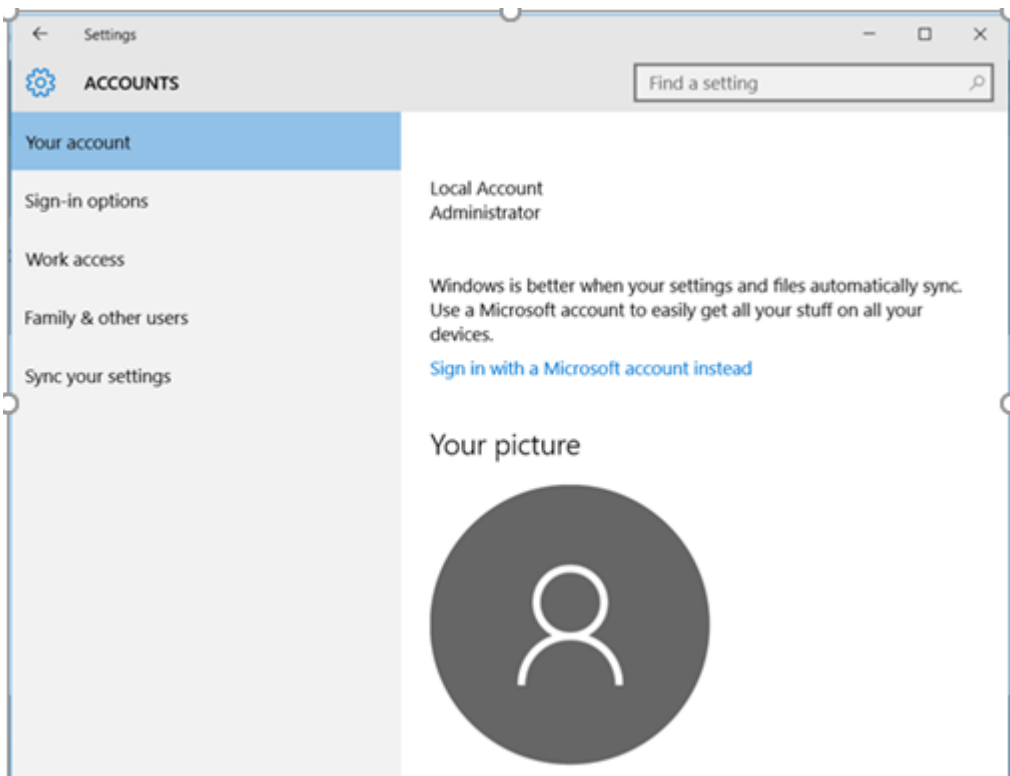
If further assistance is required, please contact the IT Help Desk at 419-383-2400 or 419-530-2400.

A ticket can also be submitted by going to [ITHelp.Utoledo.Edu](http://ITHelp.Utoledo.Edu) or by sending an email to [ITHELP@UTOLEDO.EDU](mailto:ITHELP@UTOLEDO.EDU)

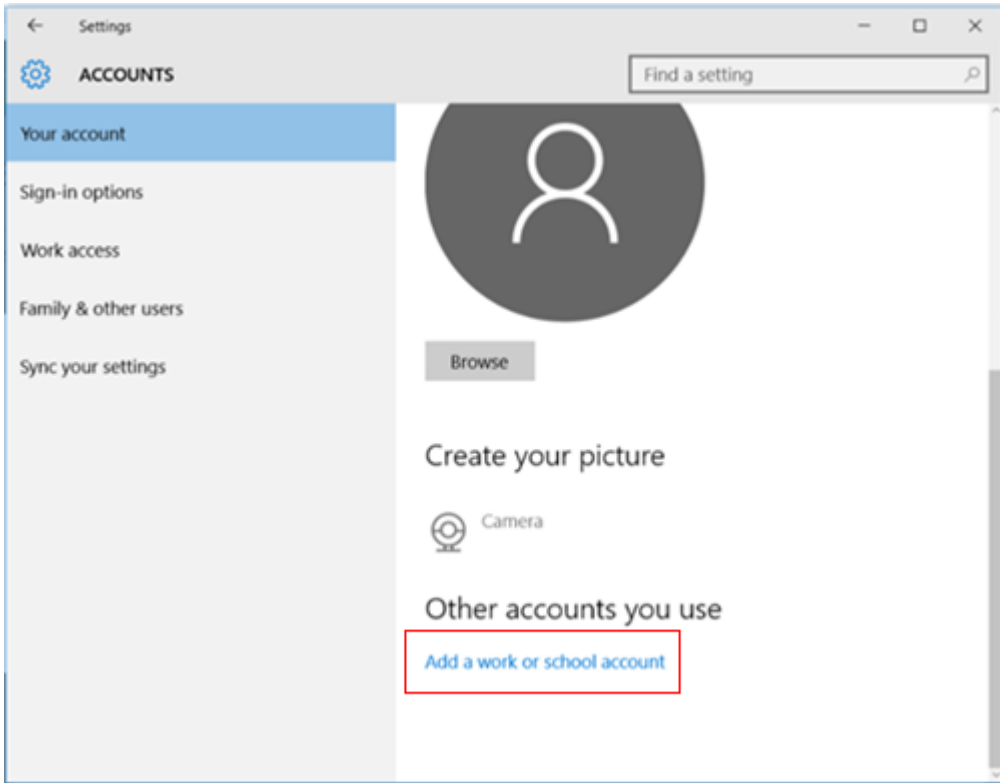
- Open the Windows **Settings** app by going to the **Start menu** and selecting the **Settings** button. You can also search for "settings" in the search bar.
- Select **Accounts**.



- Select **Your account**.



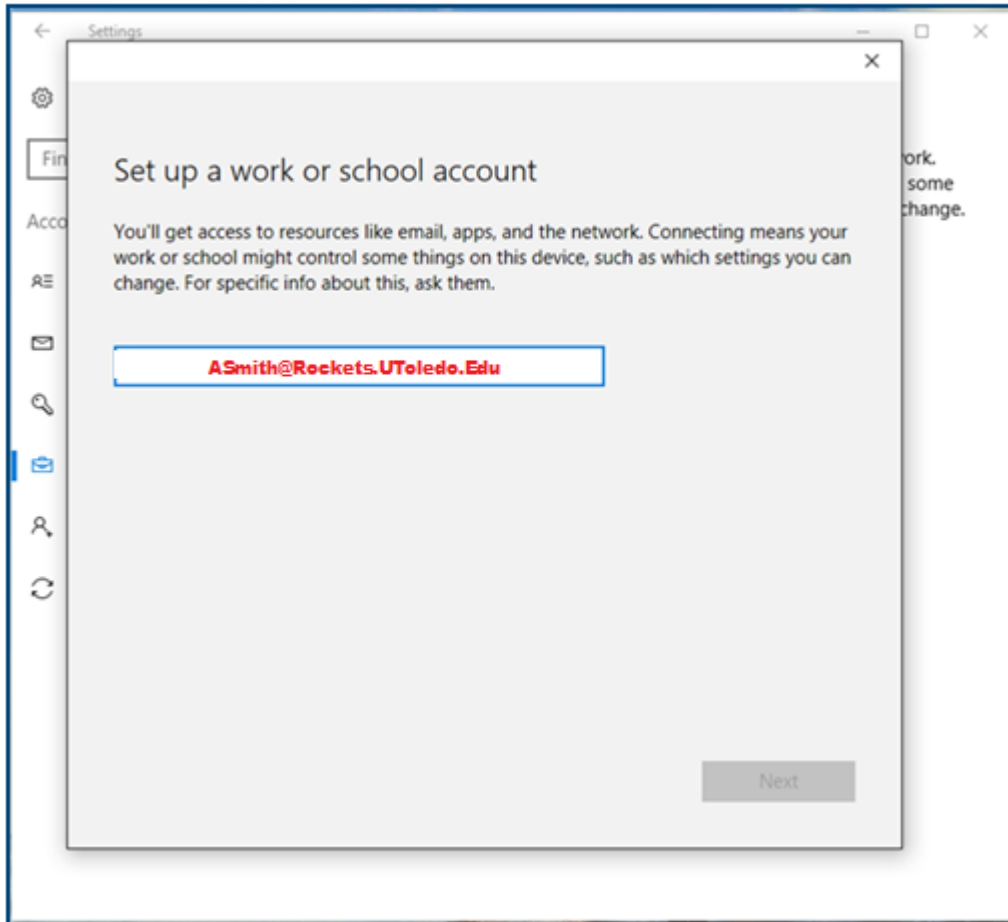
10. Select **Add a work or school account**.



11. Sign in with your UTAD Credentials.

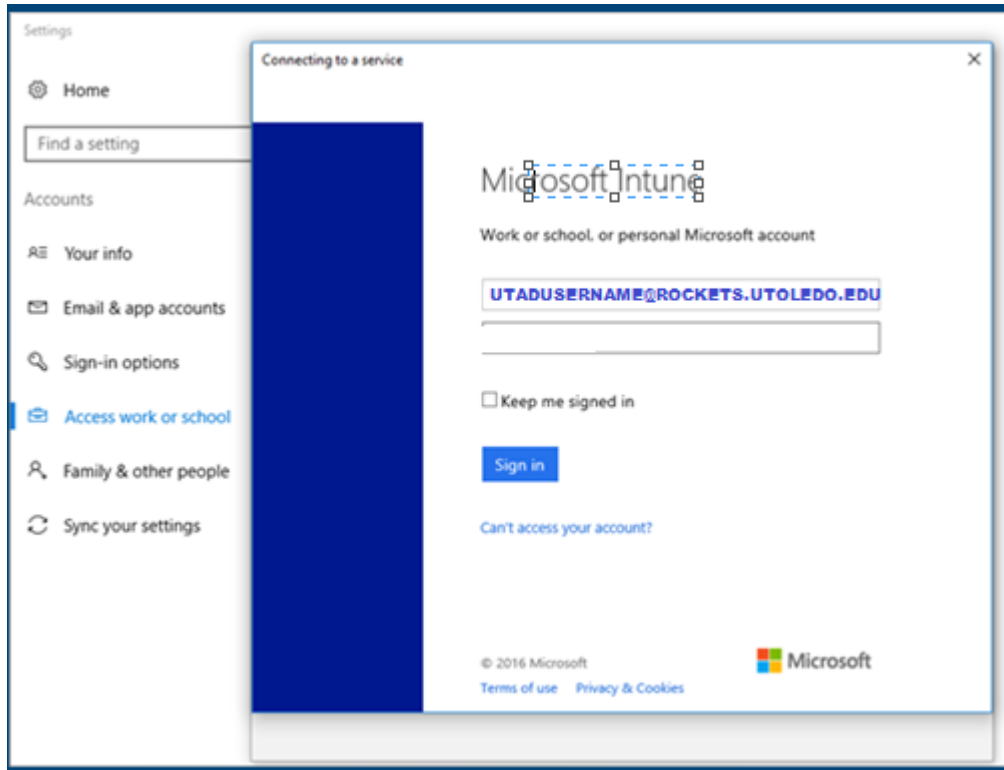
The app requires that you put in your UTAD account information using [YourUTAD@Rockets.Utoledo.Edu](mailto:YourUTAD@Rockets.Utoledo.Edu) the page may then redirect you to our UT Login Page.

*Note: If you are an employee, you will still use YourUTAD@ROCKETS.UTOLEDO.EDU for this step.*



12. During the previous step, the application redirected you to the UT Login Page. The Username field has been filled in for you. Enter your UTAD password and select 'sign in'.

*Note: If you are an employee, you will still use YourUTAD@ROCKETS.UTOLEDO.EDU for this step.*

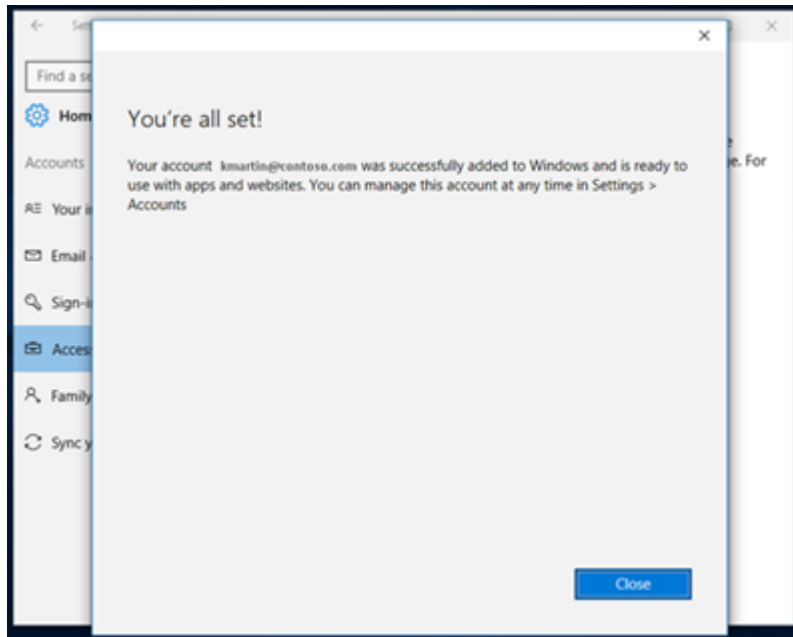


You will see a message indicating that your company or school is registering your device.

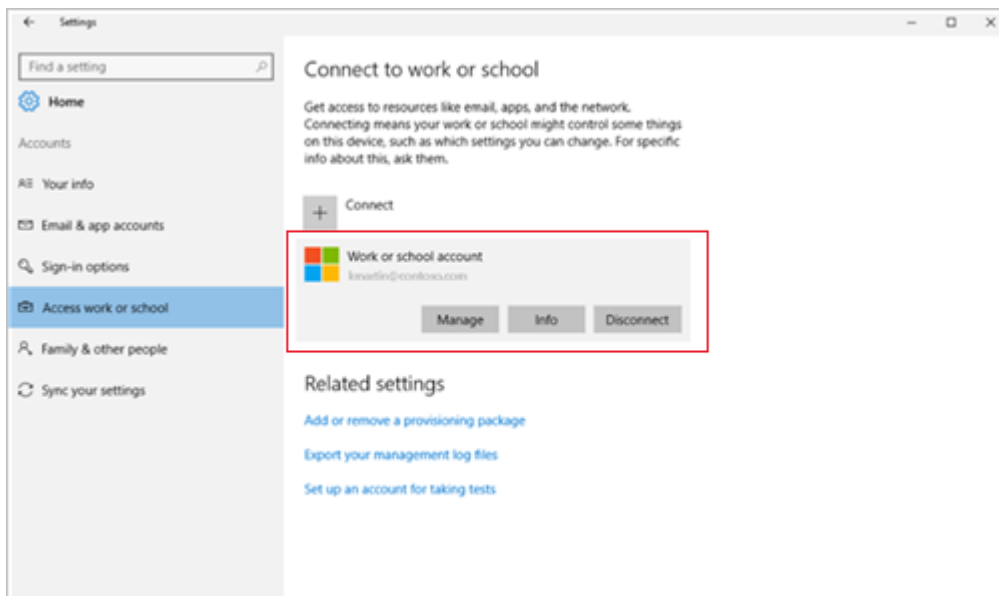
You will see a message indicating that your company or school is registering your device.



13. When you see the **You're all set!** screen, select **Close**. You are done.



If you want to double-check that your connection looks right, go back to **Settings**, where you should now see your work or school account listed.



## Enroll your Windows 8.1 Mobile Phone in Intune

For more information about enrollment, see [What happens when I install the Company Portal app and enroll my device in Intune?](#)

If you get an error while trying to enroll your device in Intune or for further step-by-step screenshots, see [Enroll your Windows 8.1 Device in Intune](#)

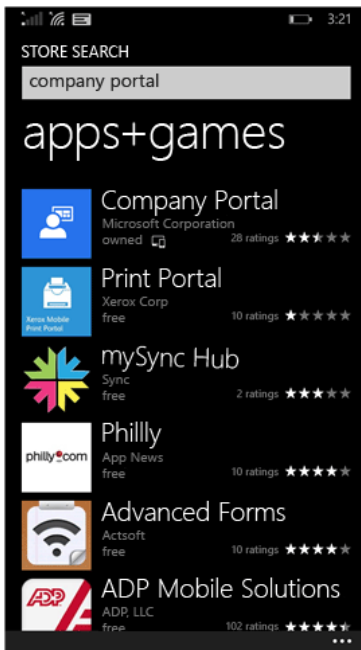
Before or after enrolling, you may be asked to choose a category. The categories are Academic Employee, Clinical Employee and Student. This is so the IT Admin can determine which Applications and Policies to send to your device.

If further assistance is required, please contact the IT Help Desk at 419-383-2400 or 419-530-2400.

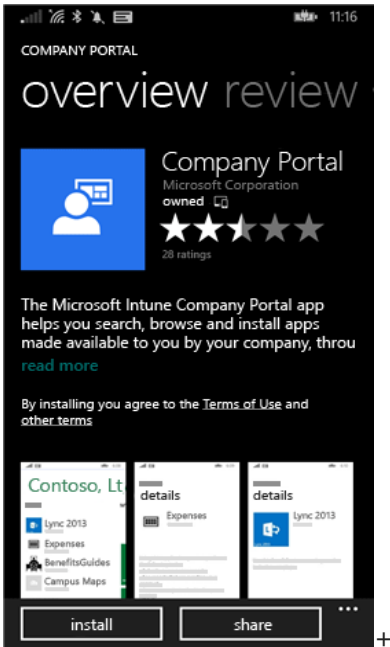
A ticket can also be submitted by going to [ITHelp.Utoledo.Edu](http://ITHelp.Utoledo.Edu) or by sending an email to [ITHELP@UTOLEDO.EDU](mailto:ITHELP@UTOLEDO.EDU)

Install the Company Portal app on your device:

1. Tap **Start** > **Store**.
2. Tap **Search**, and then type **company portal**.
3. In the list of results, tap **Company Portal**.



4. Tap **Company Portal** > **Install**

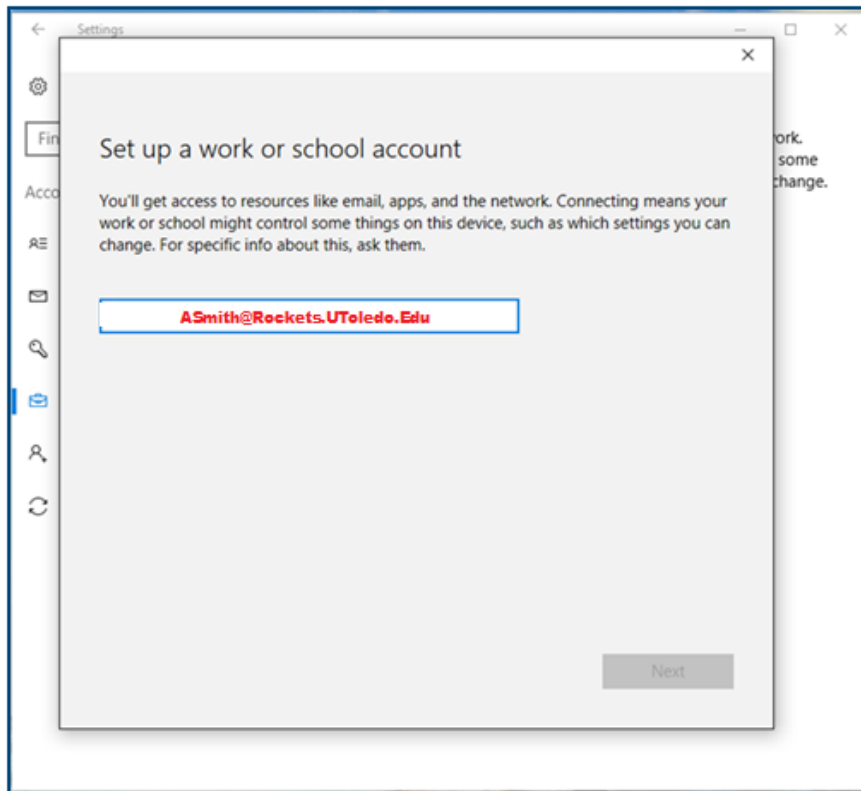


Enroll your device:

1. On the device, open the **Microsoft Intune Company Portal** app. If it prompts you, sign in with your UTAD Credentials.

The app requires that you put in your UTAD account information using [YourUTAD@Rockets.Utoledo.Edu](mailto:YourUTAD@Rockets.Utoledo.Edu) the page may then redirect you to our UT Login Page.

*Note: If you are an employee, you will still use YourUTAD@ROCKETS.UTOLEDO.EDU for this step.*

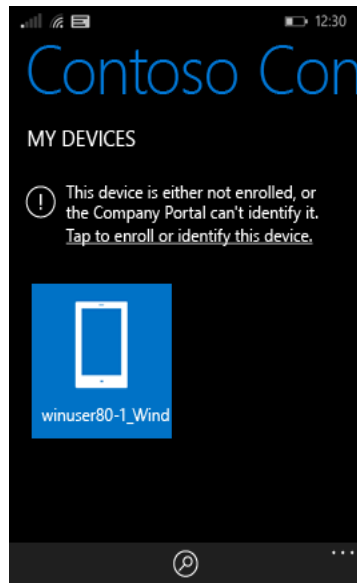
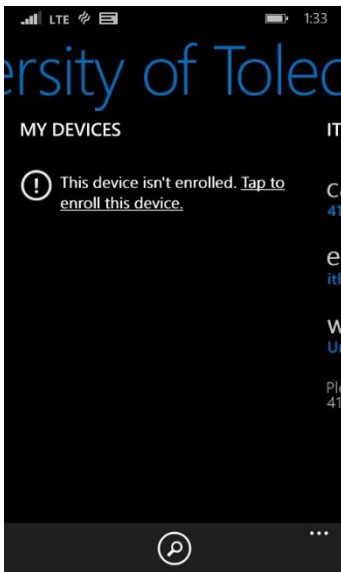


2. During the previous step, the application redirected you to the UT Login Page. The Username field has been filled in for you. Enter your UTAD password and select 'sign in'.

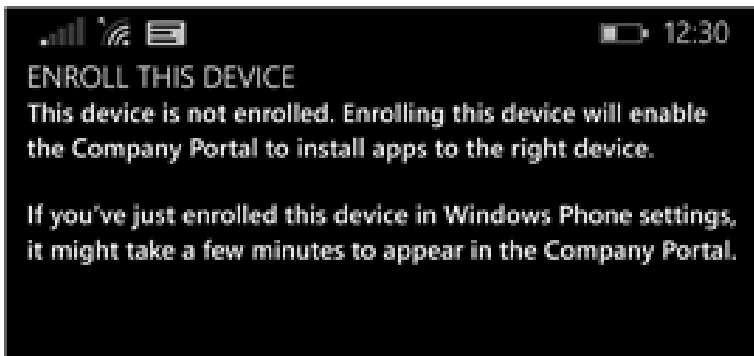
*Note: If you are an employee, you will still use YourUTAD@ROCKETS.UTOLEDO.EDU for this step.*

3. Swipe to **My Devices**.

4. Tap to enroll or identify this device.



5. Tap **Enroll this device**.



6. Tap **Add account**.



7. and then tap **sign in** to finish the enrollment.



8. You should now see your workplace account listed on the **Settings > Workplace** page.

Saving to Screenshots...

**ACCOUNT ADDED**

You've successfully added your sab msfte account. Changes from your company policy will usually be applied on your phone within the next hour.

done