



# Mobile Device Portal Installation Guide (Android)

Version 1.0

**Department of Parks and Recreation**

**Mobile Device Portal Installation Guide (Android)**





## VERSION HISTORY

Version #	Date	Author	Key Differences
1.0	03/19/2017	C. Mitchell	Initial Creation
2.0	04/03/2017	C Mitchell	Updated for workaround
2.5	04/05/2017	D Stall	Updated graphics, added steps
3.0	04/0/2017	C Mitchell	Updated for downloading Intune APK from Microsoft website



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## Overview

The Microsoft Intune Company Portal provides a way to secure email data on mobile devices within California State Parks, and it provides access to Parks mobile apps and resources from almost any network.

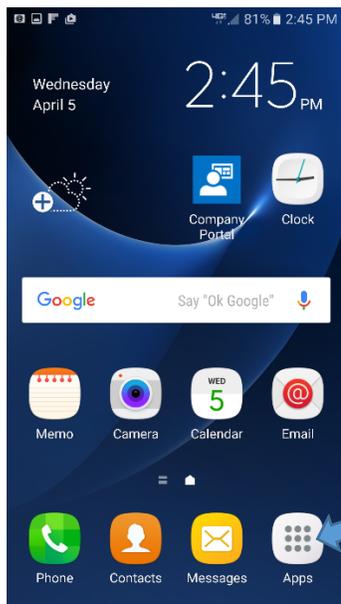
The process of setting up and configuring Microsoft Intune Company Portal involves four (4) main functions:

1. Removing the Existing Parks Email Accounts
2. Install Intune Company Portal
3. Enrolling Device in Intune
4. Configuring the Native Email App

## 1. Removing the Existing Parks Email Account

Before installing the Intune Company Portal, you must first take off your old Parks Email account from your mobile device. This step is done by:

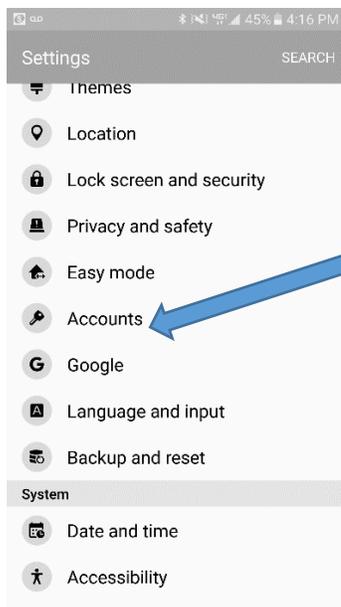
1. On your device, go to the Apps icon,



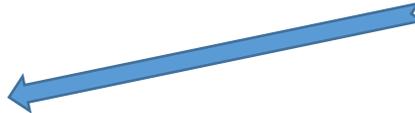
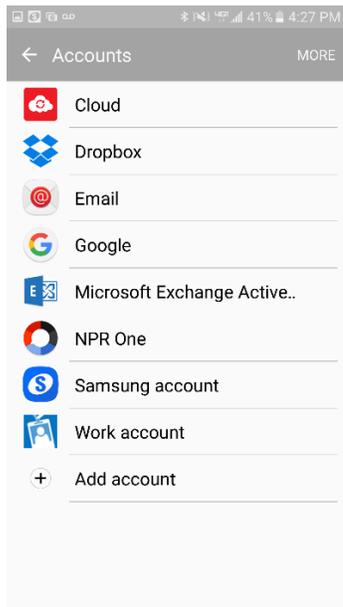
2. **Select Settings** section



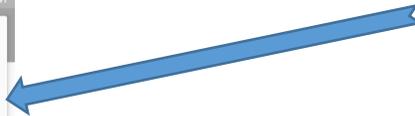
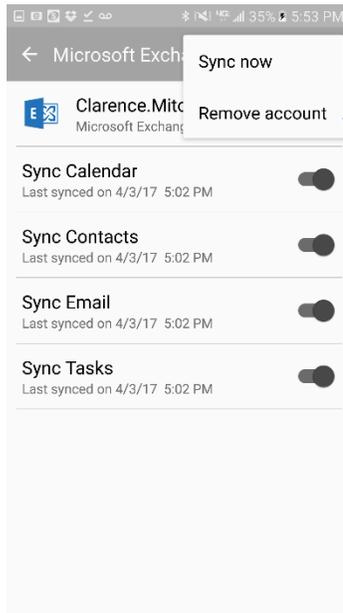
3. Select the **Accounts**.



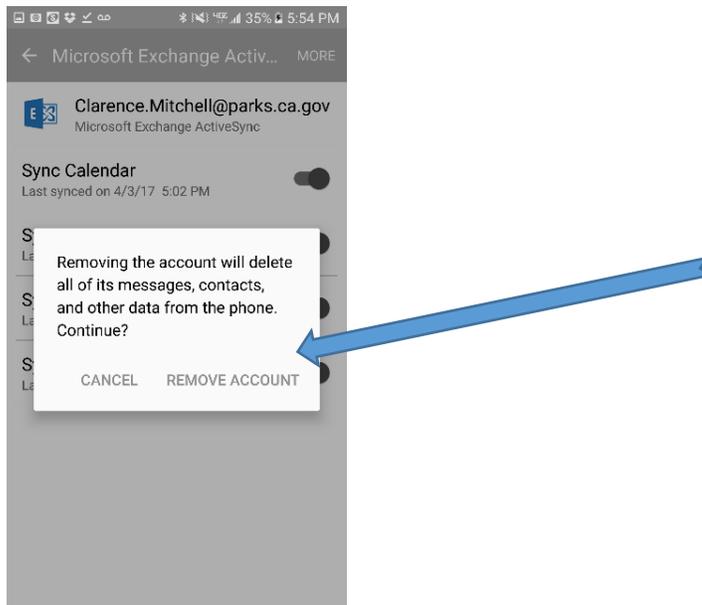
4. In the **Accounts** section, select the **"Microsoft Exchange Active Sync."**



5. On the **"Microsoft Exchange ActiveSync"** page, select the **MORE** option at the top right, then select **Remove Account**.



6. When the confirmation message appears, select the “**REMOVE ACCOUNT**” button



7. After the account has been removed, close and exit the Setting section.

## 2. Downloading Intune Company Portal

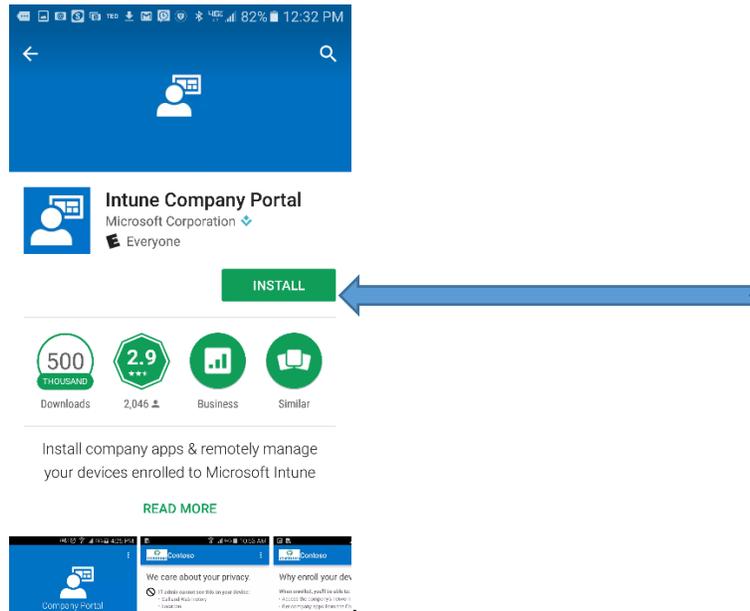
The very first step is to open the Google Play store. This step is done by

1. On your device, go to the Apps section.
2. Tap the **Play Store** app .

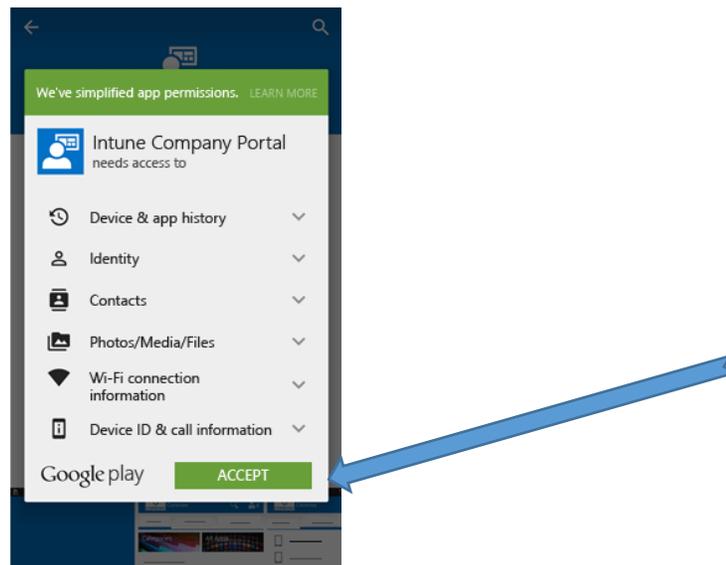
NOTE: **The Google Play Store will require that you have a Gmail account.** If you do not have a Gmail account, you can create a new one or contact the Help Desk.

3. The **Play Store** app will open, and in the search box, type “**Intune Company Portal.**” A list of apps will appear. Tap the Intune **Company Portal** app.

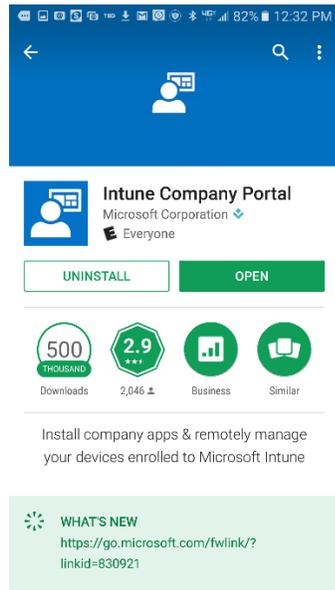
- Once the **Intune Company Portal** App page opens, tap the **“INSTALL”** button to install it.



- The App permission screen will appear, **“ACCEPT”** button



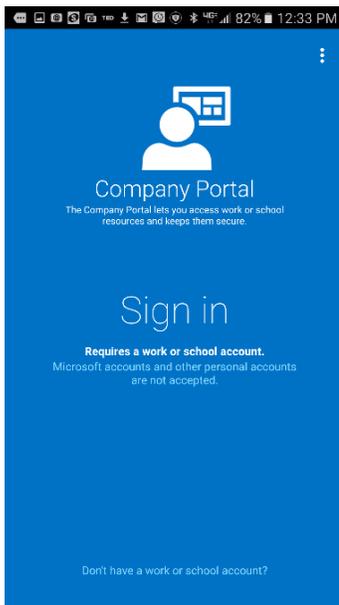
6. After the installation has completed, tap the "OPEN" button



### 3. Enrolling Device in Intune

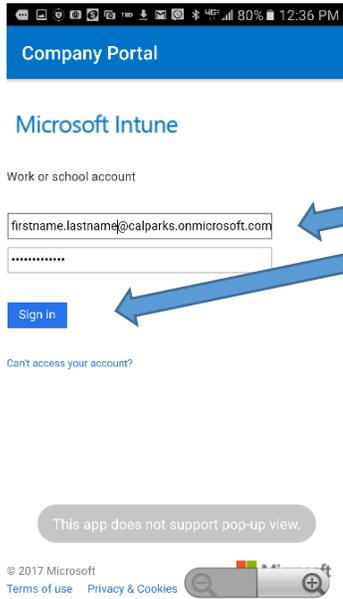
Once the Intune Company Portal has been installed, your mobile device can be enrolled with Intune. This step is done by

1. On the **Company Portal Welcome** screen, tap **Sign in**.

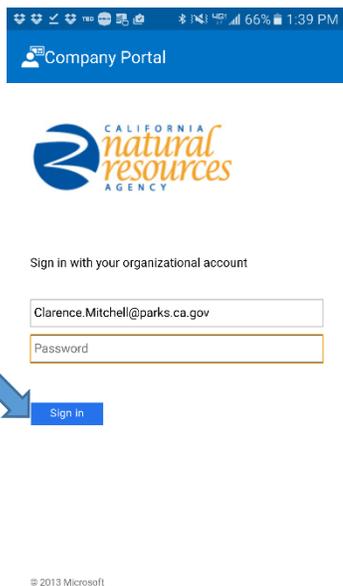




2. On the **Company Portal Welcome** screen, enter your Parks work account and password, then tap **Sign in**. (*Example work account:* John.Smith@calparks.onmicrosoft.com)

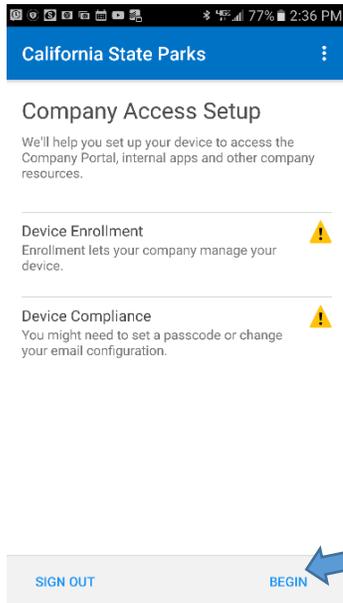


3. On the **California Natural Resources Agency Access** screen, again enter your Parks work account and password, then tap **Sign in**. (*Example work account:* John.Smith@calparks.onmicrosoft.com)

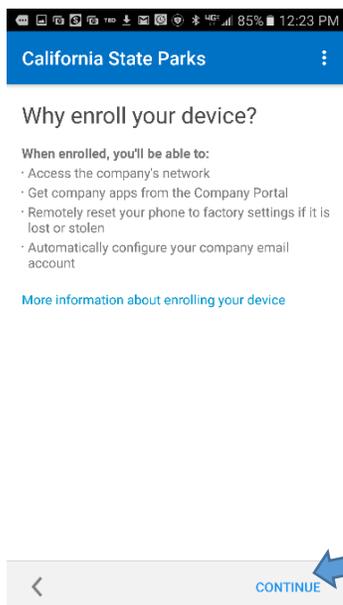




4. On the **California State Parks Company Access Setup** screen, tap **BEGIN**.

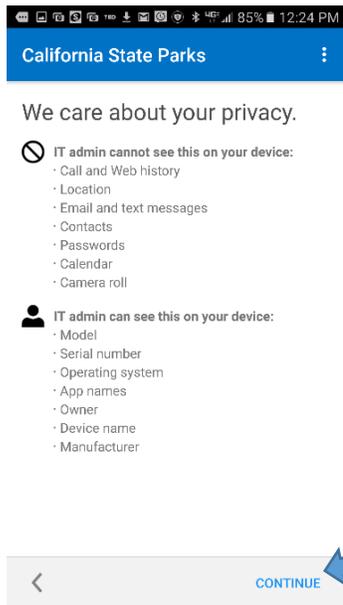


5. On the **Why enroll your device?** Screen, read about what you can do when you enroll your device, and then tap **CONTINUE**.

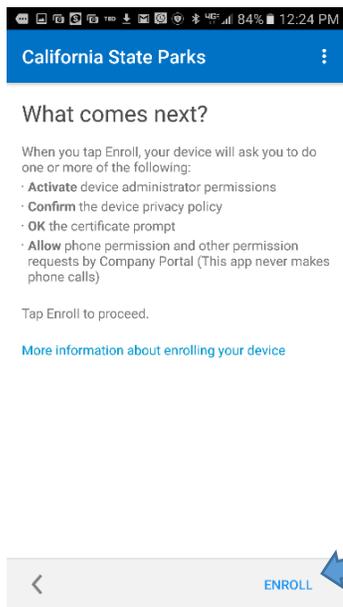




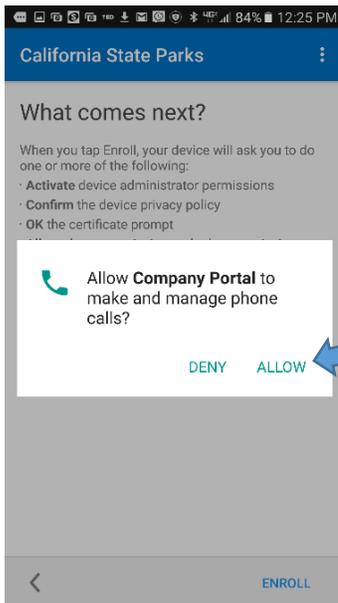
6. On the next screen, after reviewing the privacy information tap **CONTINUE**.



7. On the **What comes next** screen, after reviewing what happens during enrollment, tap **ENROLL**.



8. On the **Allow Company Portal** message box, tap **ALLOW**.



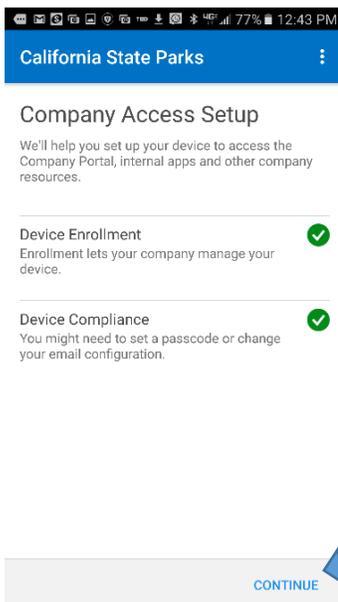
9. On the **Activate device administrator** screen, tap **Activate**.

***If you have not setup a PIN or Password, then follow the steps to setup a PIN or Password.***

***NOTE:*** Some Samsung devices, such as KNOX devices, will display another confirmation screen. If so, just tap **Confirm**

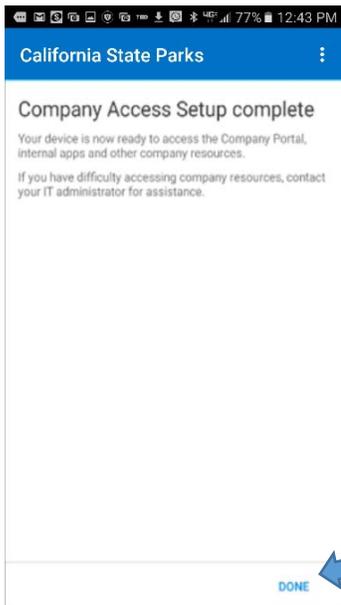
10. When the **Company Access Setup** screen appears, tap **CONTINUE**.

IF A MESSAGE APPEARS THAT INDICATES THAT YOUR DEVICE IS OUT OF COMPLIANCE, PLEASE CONTACT THE DPR Mobile Device Manager





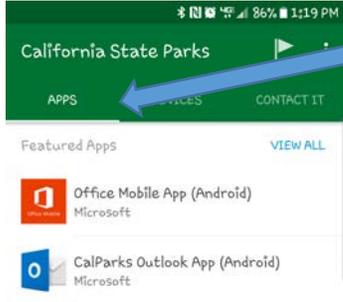
11. When the **Company Access Setup** screen appears, tap **DONE**.



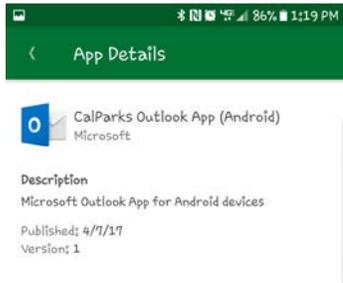
## 4. Configuring Outlook Email App

The last function is to configure the Microsoft Outlook Email App to use with CalParks email. This step is done by:

1. Open the Intune Company Portal. On the App tab, select **CalParks Outlook App**



2. At the bottom of the screen, select **View in Google Play**



3. Click **Install**
4. When finished, click **Open**
- 5.



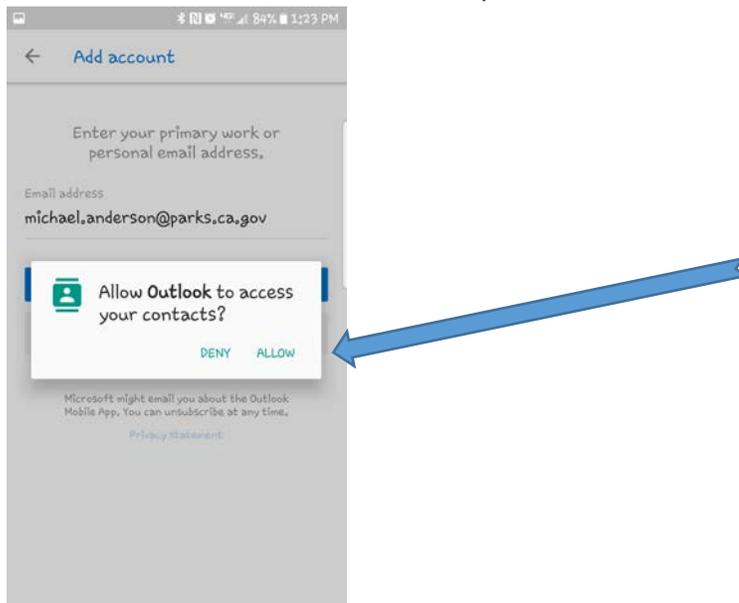
6. Click the **Get Started** button



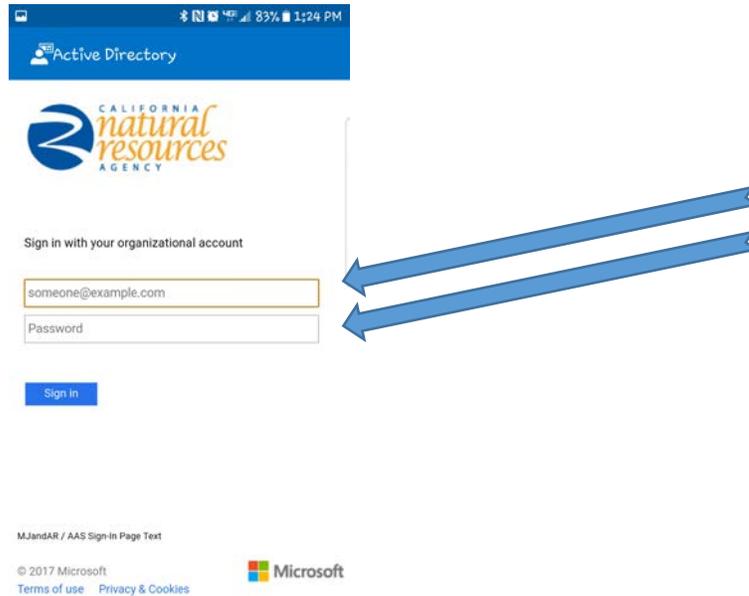
7. Enter in your email address ([first.lastname@parks.ca.gov](mailto:first.lastname@parks.ca.gov)) then click **Continue**



8. Select **Allow** to allow Outlook to access your contacts



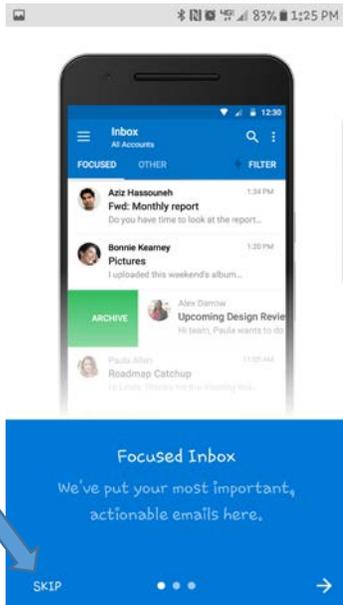
9. When prompted, enter your email address and network password on the logon screen then click **Sign In**



10. When prompted to add another account, select **Maybe Later**



11. The next screens explain what the Focused Inbox is and can be **Skipped** if desired



12. Once finished, the Inbox (with email) will be displayed and the Outlook App is ready for use

