

# ***M365 iPhone Setup Instruction***



**Information Technology & Education Technology**

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## Document Change History

The following table is a record of changes to this document. Version numbers are in X.X format. The numeral to the left of the decimal point indicates a major revision, and the numeral to the right indicates a minor revision.

Major Revision: intent or process changed to such an extent that previous version is obsolete. Alternatively: 20 minor revisions are treated as a major revision (e.g., 1.18, 1.19, then 2.0).

Version	Date	Author / Editor	Document Owner	Change Description
1.0	20230613	Brian Lancaster	Kirk Lowe	Initial Draft
1.1	20230623	Gary Montgomery	Reginald Stovall	Put into template. Technical Writer Review.

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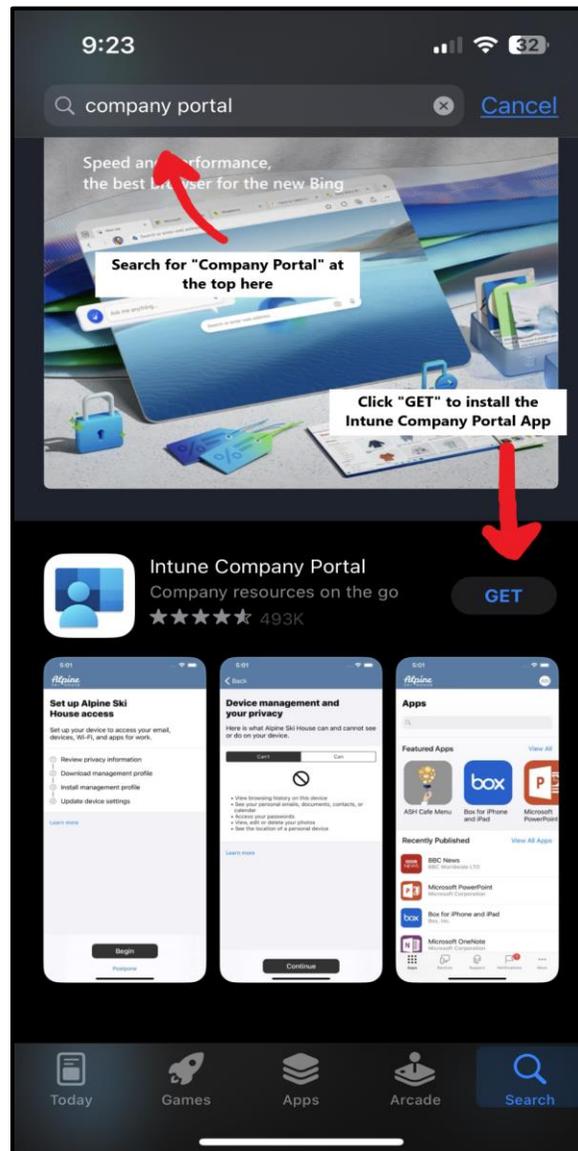
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## 1. INTRODUCTION

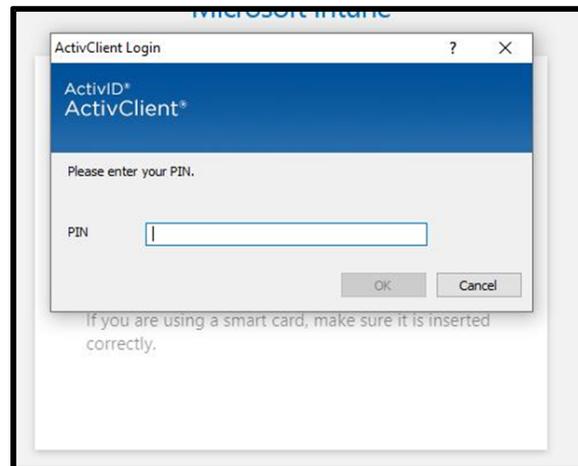
This document contains step-by-step instructions, with illustrations, for M365 Intune setup.

## 2. PROCEDURE

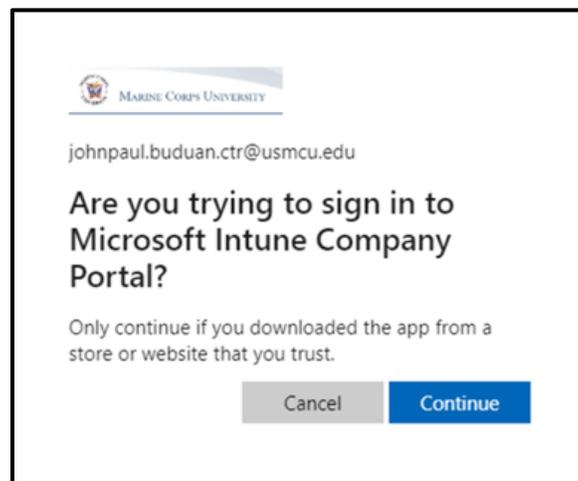
1. Remove all management from the device:
  - a. Open the **Settings** application (app).
  - b. Open **General**.
  - c. Scroll to **VPN & Device Management**.
  - d. Delete any management profiles.
2. Open the **App Store**. At the bottom right, tap on **Search**. At the top, type “company portal” in the search bar.



3. Install the **Intune Company Portal** app, and launch it.
4. Tap the **Sign in** prompt.
5. Below the prompt for your email address, choose the **Sign-in options**.
6. Choose **Sign in from another device**.
7. On the computer that you are signed into with your common access card (CAC), go to the web uniform resource locator (URL) listed on your device or click [here](#).
8. On the website, enter the code generated on your device.
9. When prompted, sign in with your certificate and CAC personal identification number (PIN).

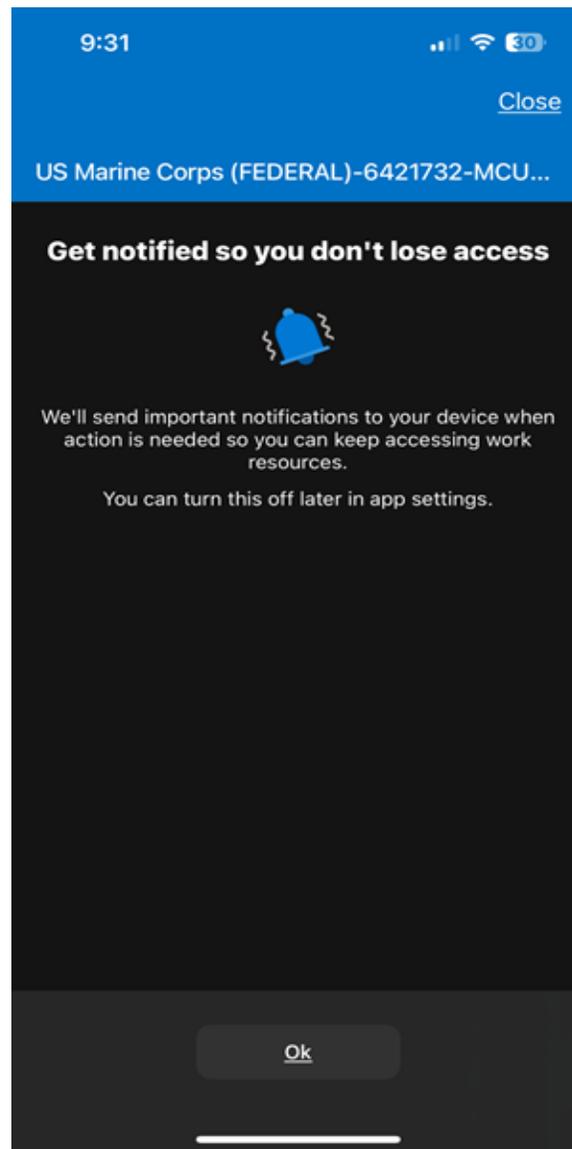


10. When asked “Are you trying to sign in to Microsoft Intune Company Portal?” click **Continue**.

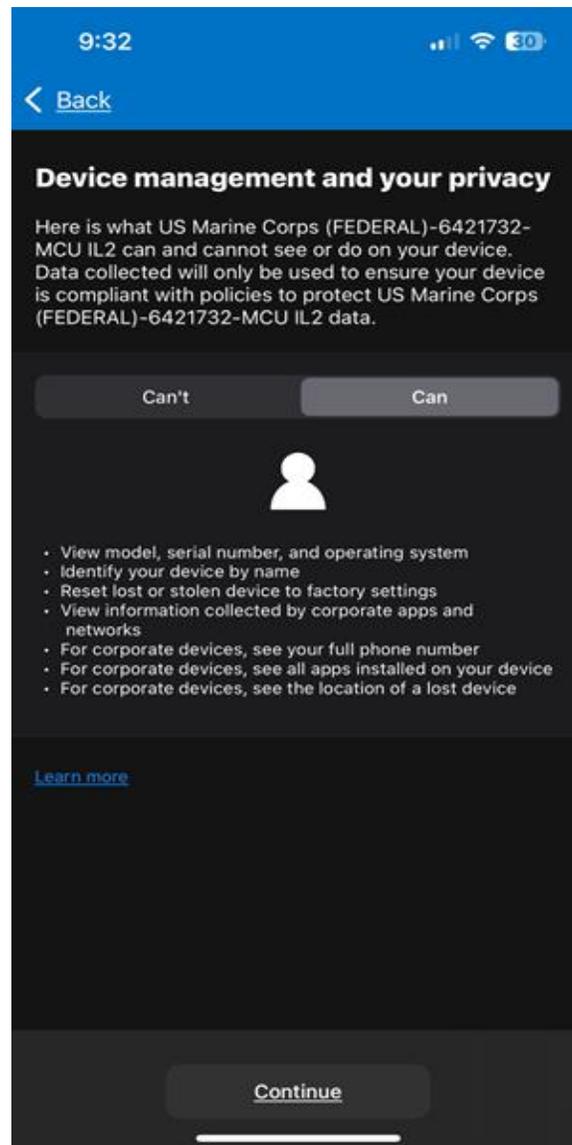


11. On the iPhone, when prompted, choose **Continue**.

11. The app will ask whether you want to receive alerts when notifications are sent to your EDU email address. You may have it on or off.

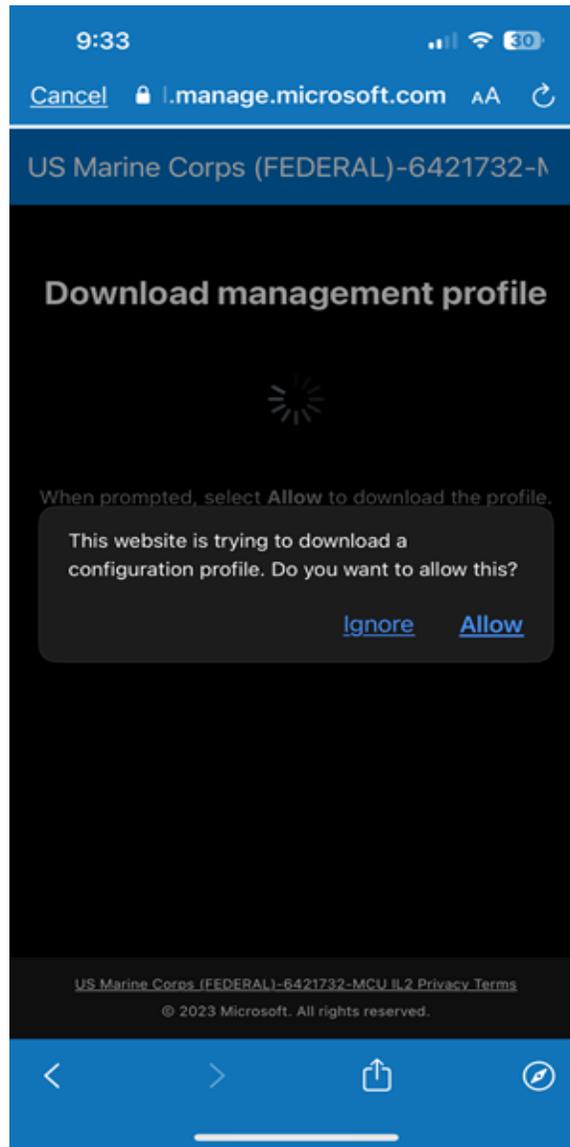


12. The app will start the process of setting up access with MCU on your phone. First, it will tell you what MCU can and cannot do to your device. When you finish reading, click **Continue**.



13. The checklist will have been updated, and the first task will have a green checkmark next to it. Click **Continue**.

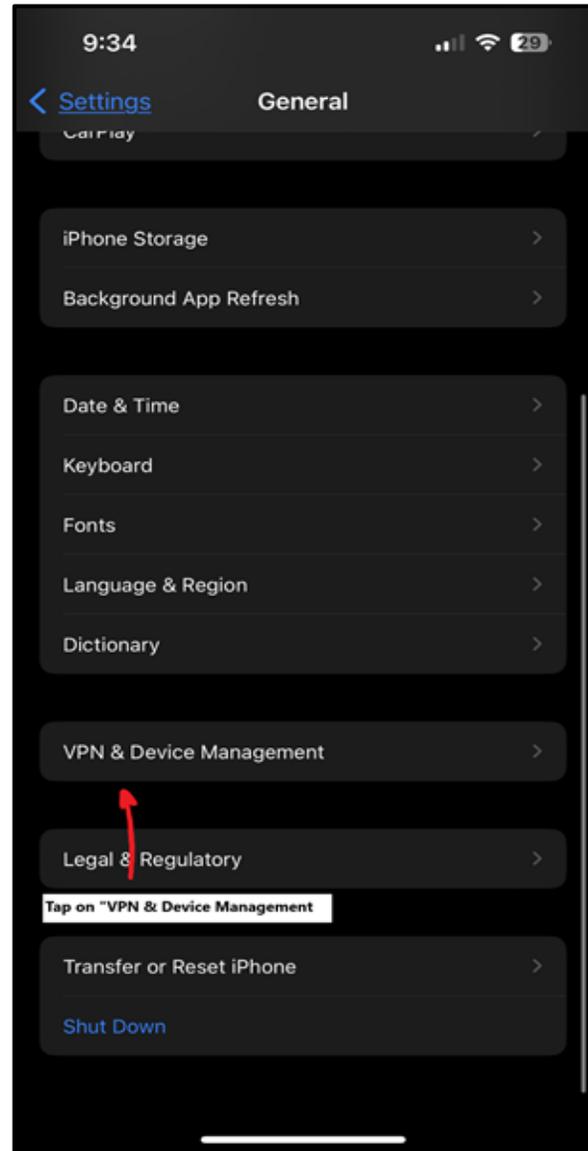
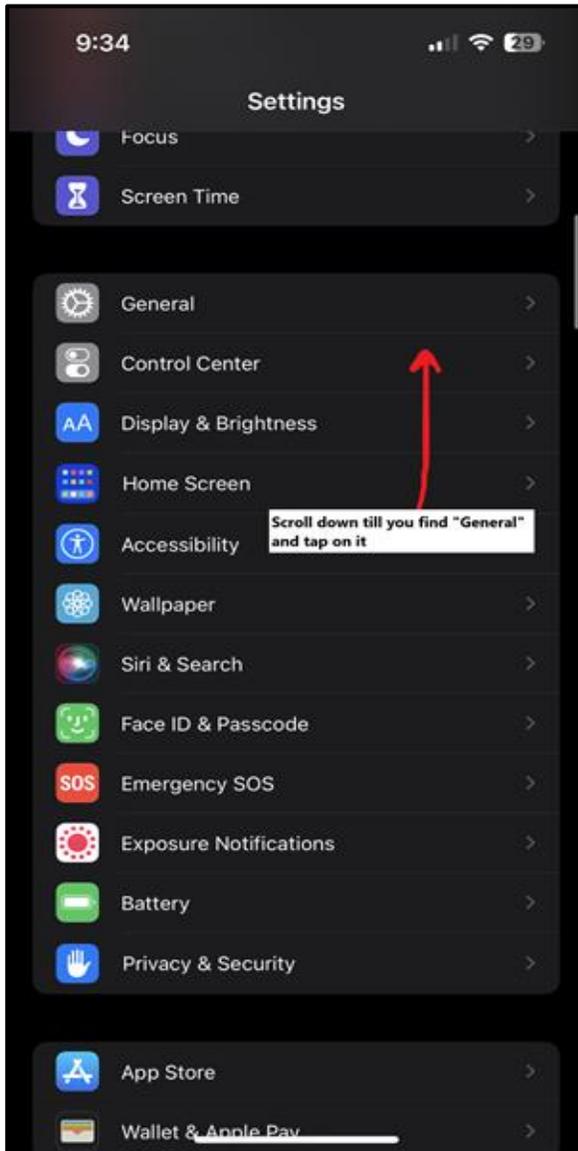
14. You will now download the **Management Profile**. It will download a configuration profile and prompt you to allow it. Click **Allow**.



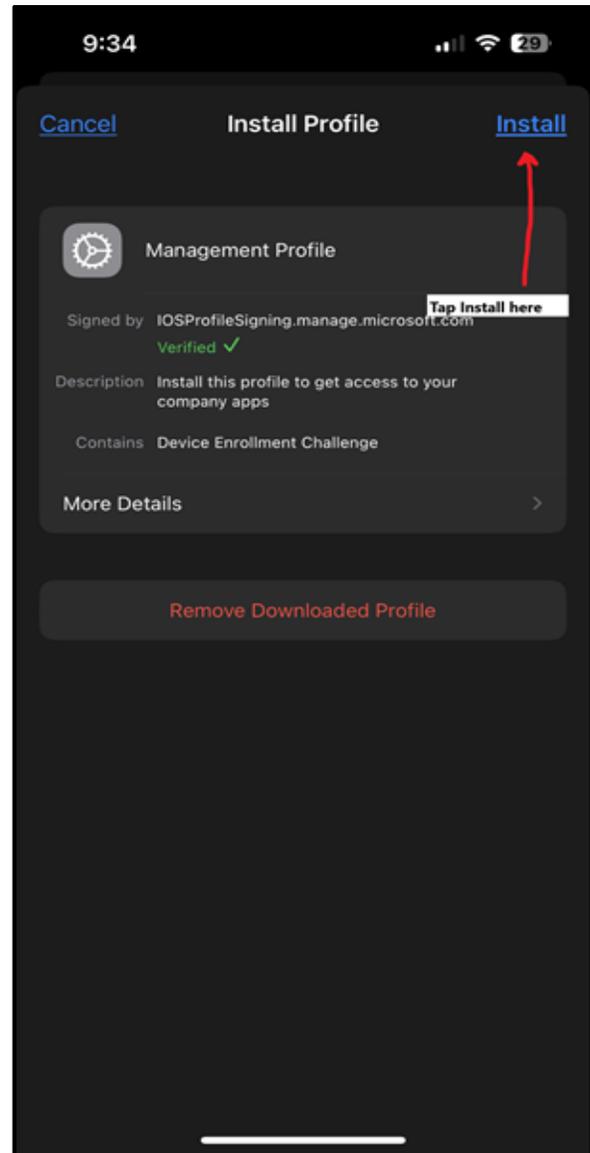
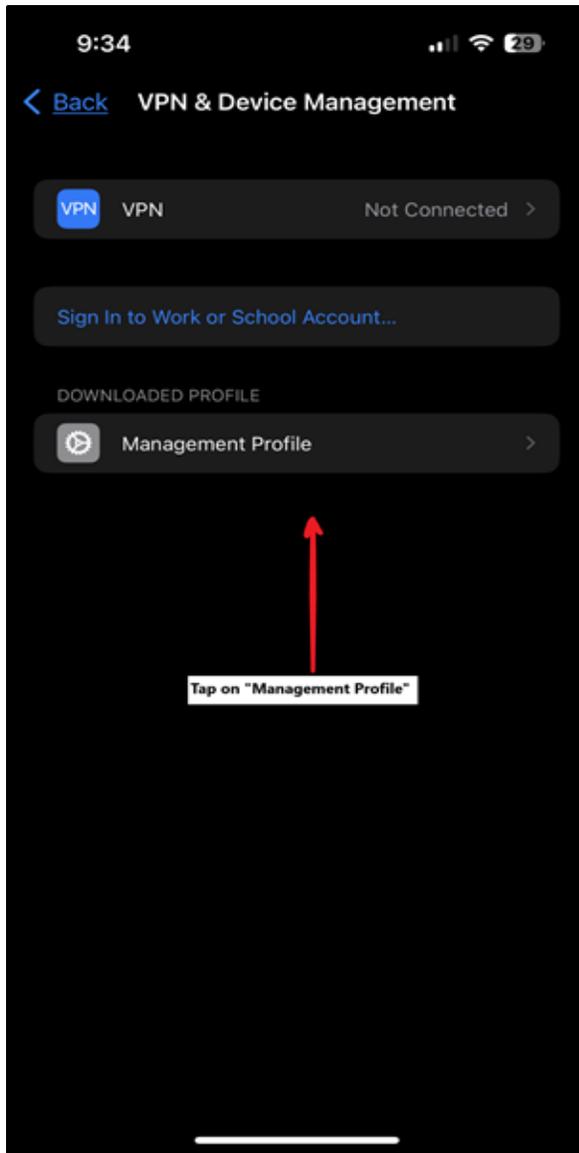
15. After the download completes, click **Continue**. The checklist will have two green check marks now.

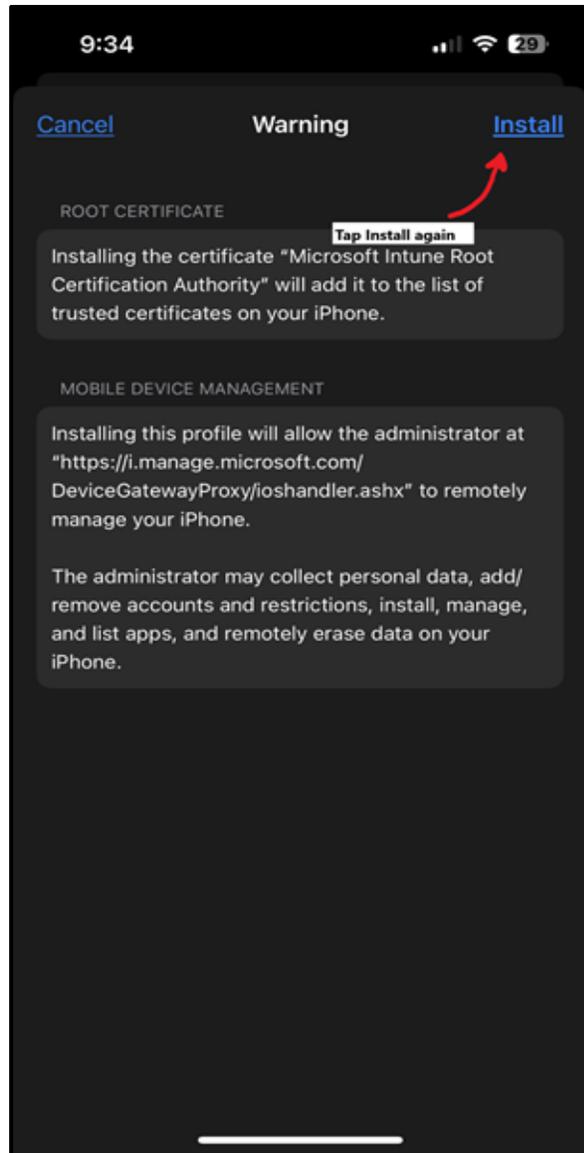
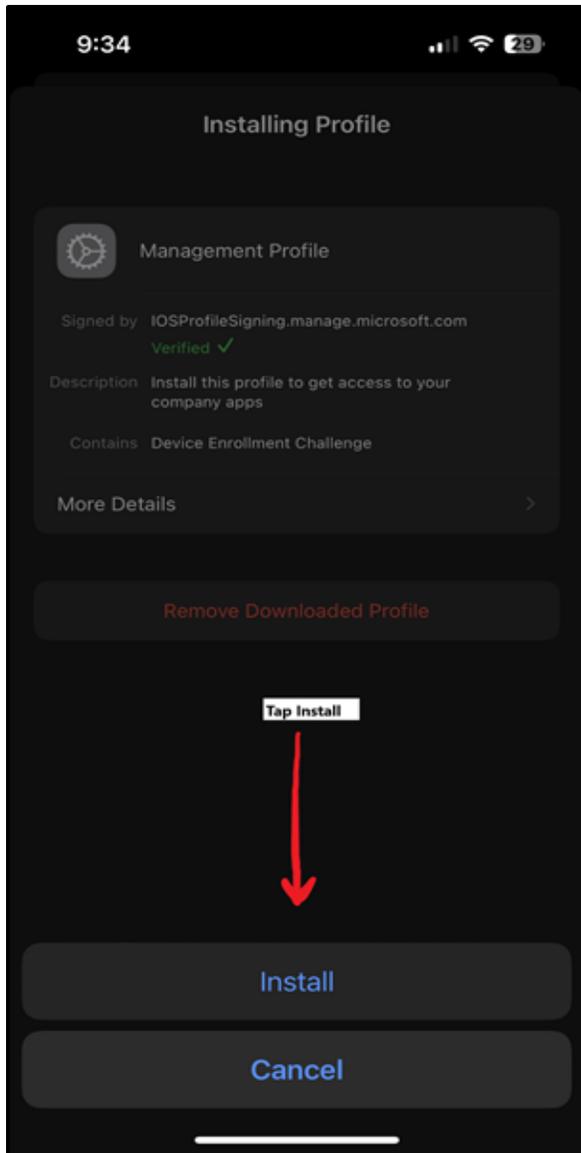
16. You will now install the **Management Profile**:

- a. Open the **Settings** app.
- b. Select **General**.
- c. Scroll down to **VPN & Device Management**.
- d. Open it.

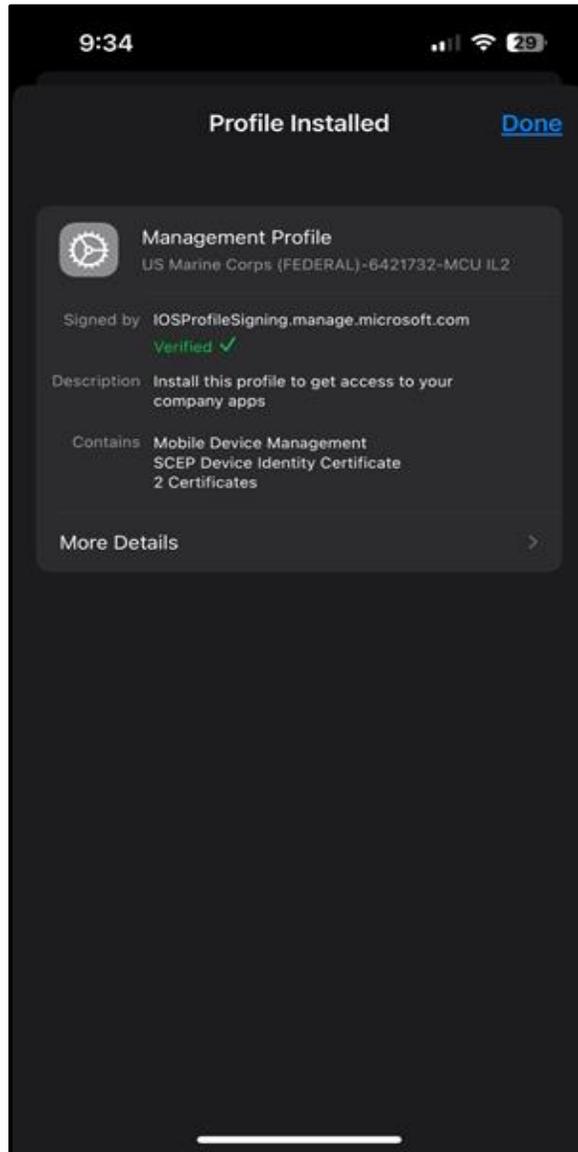


17. Click on the **Management Profile**. Click on it and, at the top right, there will be an option to install the profile. **Install the Management Profile**. It will show another prompt asking if you trust the Management Profile. Click **Trust**.

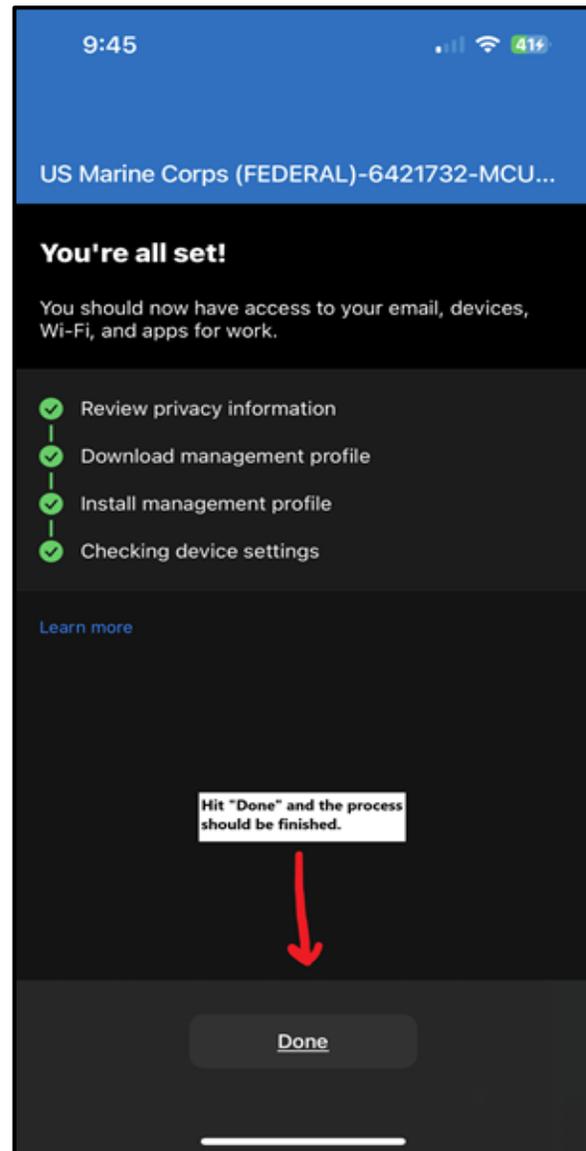
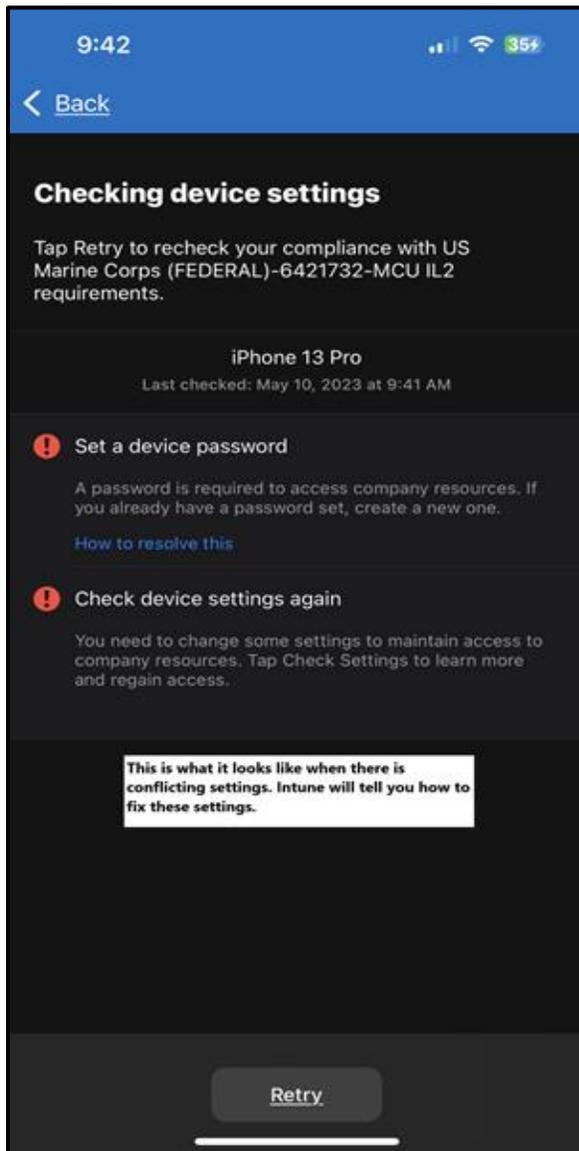




18. The Management Profile is now installed. Return to the **Intune Company Portal** app.



19. The app will check your device settings. If there are conflicting settings, it will show you how to remedy them.
20. When your device is set to go, all four check marks should be visible, and you will be able to click **Done**.



21. The final screen will show you that your device is enrolled.
22. You now have access to the M365 suite of applications, and you can install them as you wish.

**APPENDIX A                      REFERENCES**

Title or Description	Date	Location
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

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**APPENDIX B                      ACRONYMS, ABBREVIATIONS, AND DEFINITIONS**

<b>Term</b>	<b>Definition</b>
App	Application
CAC	Common Access Card
PIN	Personal Identification Number
URL	Uniform Resource Locator
USMCU	United States Marine Corps University