



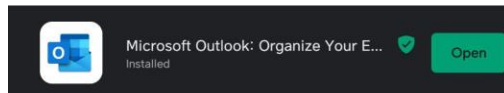


## Set up email in the Outlook for Android app

*Note:* Intune enrollment is no longer required. To remove your devices from Intune, use the “Remove Device from Intune” document. However, the company portal application is still required to be installed.

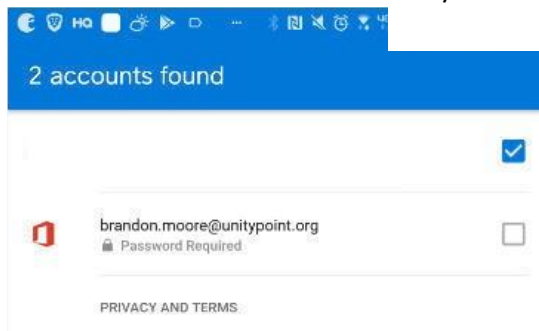
- Install the [Intune Company Portal](#)  app from the Google Play Store before setting up Outlook for Android. You are not required to enroll your device in Intune, but the Company Portal app must be installed.
- Install the [Azure Information Protection](#)  app from the Google Play Store. This will allow you to open any protected documents that are emailed to you.

1. Open the Google Play Store  and install the [Outlook for Android](#)  app. Once installed, open the app.



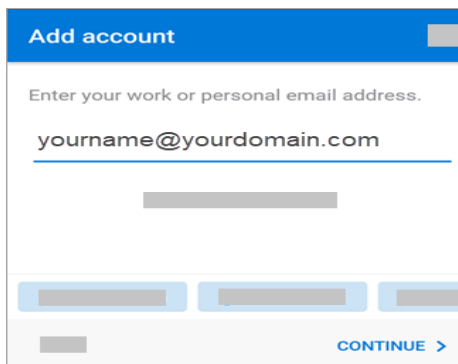
2. Tap **Get Started**.

- a. Outlook may detect your account. Uncheck accounts you do not want to set up in Outlook. Make sure there is a check mark for your UnityPoint Health account then click **Add Account**.



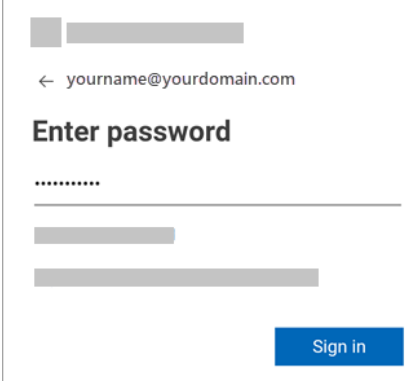
- b. If you are prompted for a Google account or your UPH account is not detected, press **Skip**

3. Enter your full UPH email address, then tap **Continue**.



4. Enter your email account password and tap **Sign In** or **Next**.

**Note:** The sign in screen may look different for you depending on your email provider.



5. *\*Depending on your device and connection, you may not be prompted for this information and can skip this step.* Enter the following account information under Exchange Server Settings (or Advanced Settings).

If prompted for an **account type**, choose Exchange

**Email Address:** Enter your UnityPoint Health email address

**Server:** Outlook.office365.com

**Domain\Username:** Type your full email address in this box. Example:  
First.Lastname@unitypoint.org.

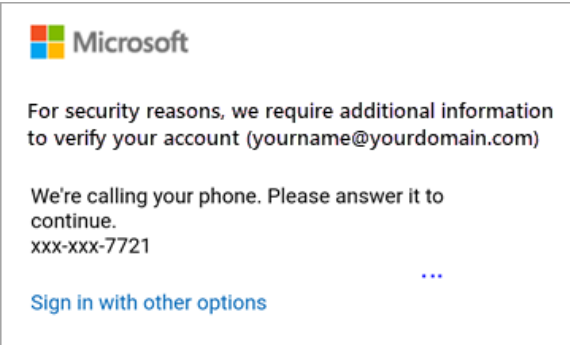
\*Note If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty and type your full UnityPoint email address in the Username box

**Password:** Use the password that you use to access your email account

**Description:** Enter text to help you identify the account

Click done or the check mark

6. Multi-factor authentication is enabled, so you will need to verify your identity. Depending on how you setup MFA, you may get a phone call, text message, or use the Authenticator app to obtain the verification code.



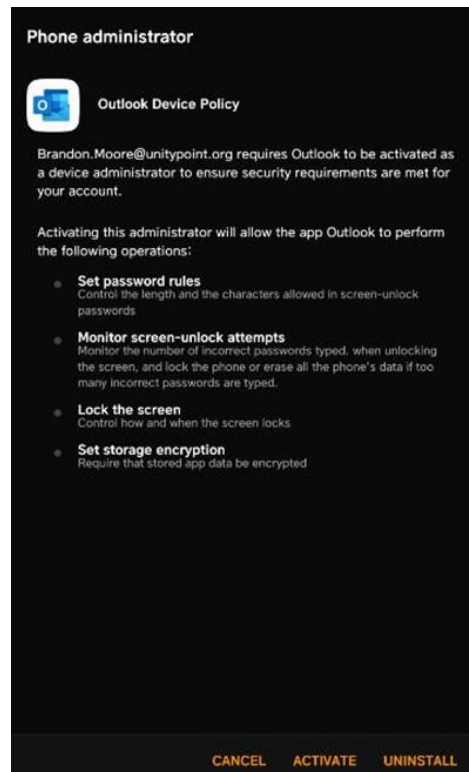
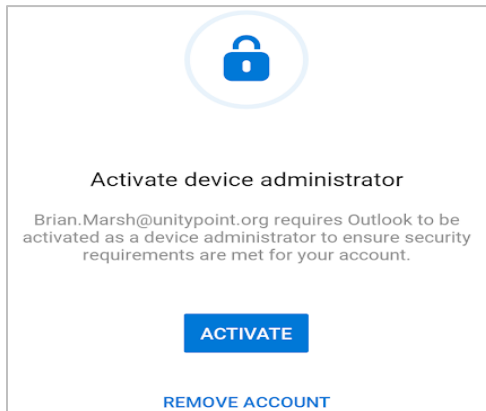
If you haven't enrolled in MFA yet or having difficulties, you can check your MFA settings at the following link. <https://account.activedirectory.windowsazure.com/Proofup.aspx>

You can also find a tip sheet about MFA enrollment on SharePoint.

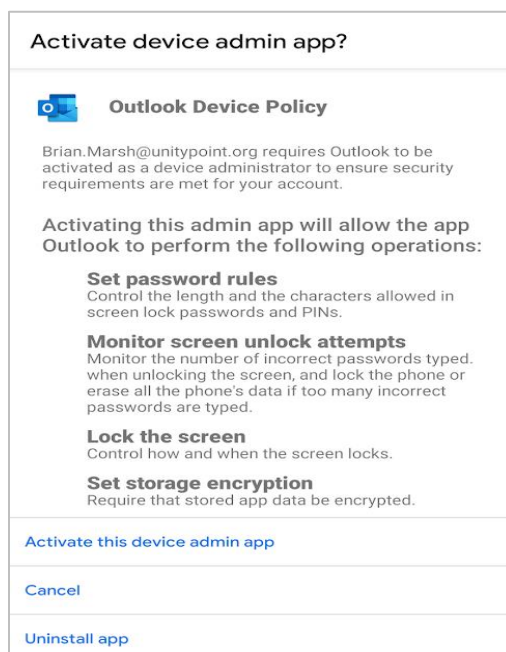
[https://uphealth.sharepoint.com/sites/intranet/Education/MFA%20-%20tipsheet%20\(040918\).pdf](https://uphealth.sharepoint.com/sites/intranet/Education/MFA%20-%20tipsheet%20(040918).pdf)

7. Tap **Activate** to allow security policies to be applied to Outlook.

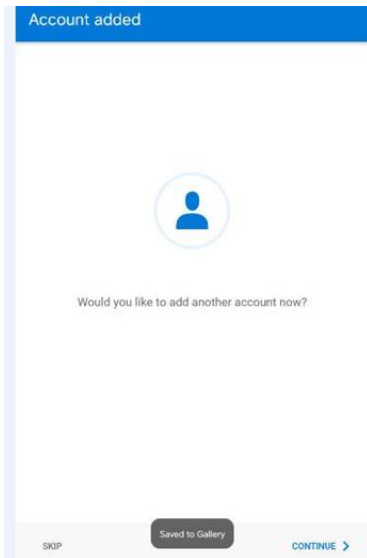
**NOTE:** Security policies are **ONLY** being applied to Outlook. No security policies are being applied to your device.



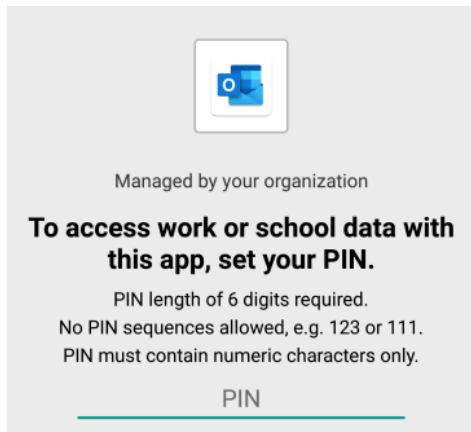
8. Tap **Activate this device admin app**



9. Click **Skip** if you only want to add your UPH account. Or click **Continue** to set up any additional accounts.



10. Skip the tutorial or swipe through to the end.
11. You will be required to create a PIN to access Outlook on your device. After 15 minutes of inactivity you will be required to reenter your PIN to access Outlook again.



12. It may take a few minutes for installation to complete and your emails to load. To receive the policy immediately, go into Company Portal, then settings, and SYNC security policies.

*\*Please be aware, if you have previously added your UnityPoint Health email to an email client on your mobile device (e.g. Gmail), you will need to remove it.*

1. Click on Setting (gear icon)
2. Navigate to Accounts
3. Click on the account you need to delete
4. Click on the Menu icon (three vertical dots at the top right)
5. Select Remove Account
6. On the Remove Account warning window, tap OK or Remove Account to finish