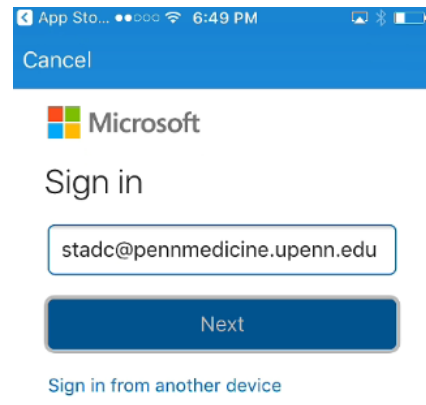
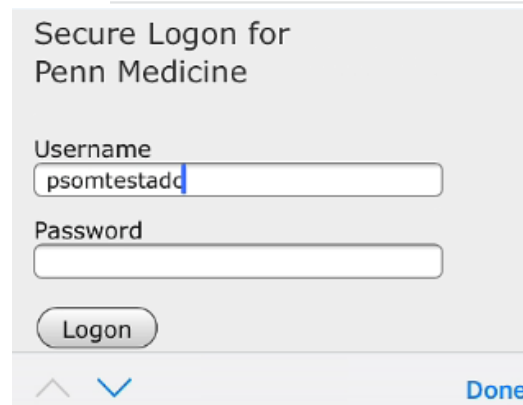


1. On an Apple IOS device, go to the App store and search for Company Portal.
2. Select the Microsoft Intune Company Portal and Click Get or the Cloud icon.
3. When the download completes, open the app.
4. When prompted for Sign In, enter your full email address -
Firstname.Lastname@pennteam.upenn.edu.

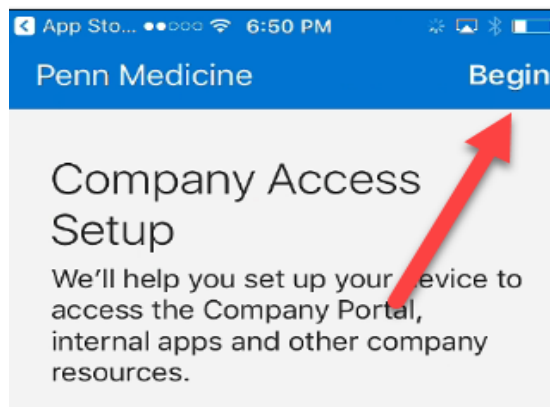


5. On the F5 Secure Logon for Penn Medicine Screen, enter your Username and Password. This is your UPHS log-on.

Most IDS and Passwords will be lastname first initial.
Example – LASTNAMEF. Enter your password and click Logon.

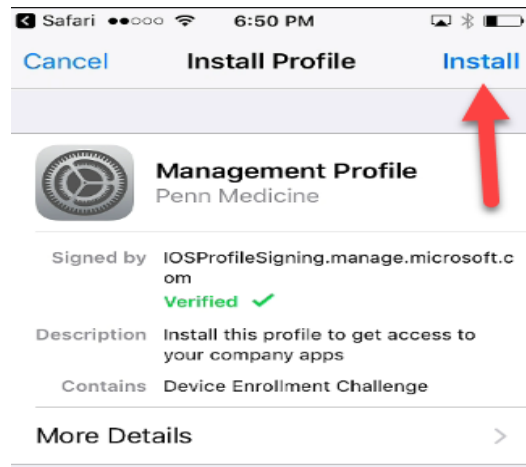


6. When the app opens you will be prompted to accept the Penn Medicine Terms and BYOD Policy Agreement. Read them and click accept to continue.
7. On the Company Access Setup page, click Begin.

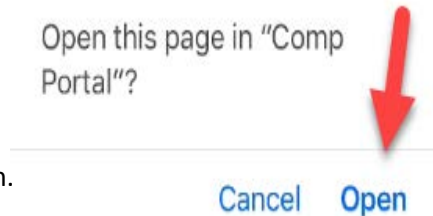


9. On the We care about your privacy screen, click continue.
10. On the What comes next screen, click Enroll.

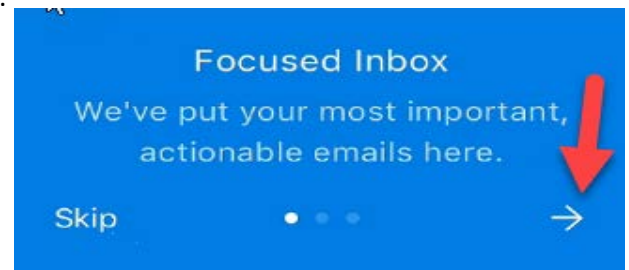
11. Click Allow
12. On the Management Profile page, click Install



13. On the Enter your Passcode Page, enter your Passcode.
14. Click Install 2 times.
15. On the Remote Management prompt, Click Trust
16. Click Done.
17. On the Open this page in Comp Portal prompt, click Open.



18. On the Company Access Setup page, click Continue.
19. The device will go through a Compliance Check and come back to the Company Access Setup Page. Click Continue again. During this process, you may be prompted to create a PIN.
20. Click Done.
21. The Company Portal will now open –
22. Close the portal by double clicking the home button and Open the IOS Mail app and selecting the Penn Medicine Email Mailbox. You will be prompted for your email password.
23. After entering your password, you may get a couple of prompts saying you can't access your email. Click ok to the prompts and swipe from top to bottom several times. This will fix itself in a minute or two.
24. THIS IS OPTIONAL - A new option is available with O365 and Intune. On top of the Native IOS email, you can also use the Outlook App. To use the Outlook app, you can either download it from the App Store or through the Company Portal App by selecting Applications and looking for Outlook. Once you've installed it, follow these instructions.
25. When prompted enter your pennmedicine.upenn.edu email account.
26. You will be prompted to add another email account. Click Maybe Later.
27. On the Focused Inbox, read and click the right arrow.



28. Do the same on the Calendar and Attach File page.
29. You are now ready to use the new Outlook App with its streamlined features for sending email, and responding to calendar invites.

*****If there are any issues with installation or if you need to reset your password, please contact the Service Desk at 215.662.7474 to create a ticket.*****