

Setup your Android to Access Penn Medicine email.

## UPHS How-To: Setup your Android to Access Penn Medicine email.

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Author: Sean Ebeling

### PREREQUISITES

- Hardware – An Android device that supports Android 5.1 or higher.
- Software – Android 5.1 or higher.
- We do not support any other email clients except Microsoft's Outlook for Android.

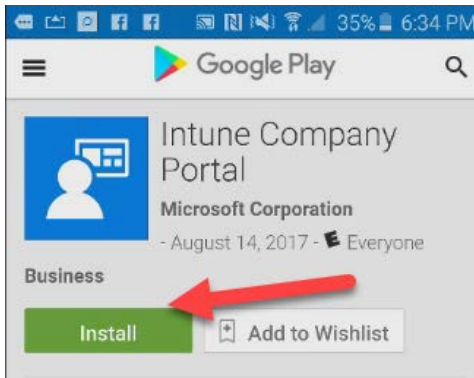
### INSTRUCTIONS

1. Go to the Google Play store and search for the Intune Company Portal and select it.
2. Click install

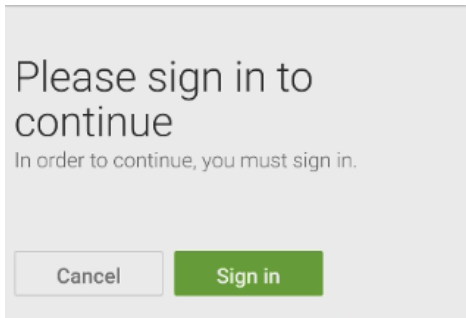


## Setup your Android to Access Penn Medicine email.

3. Once the app downloads, click Install.



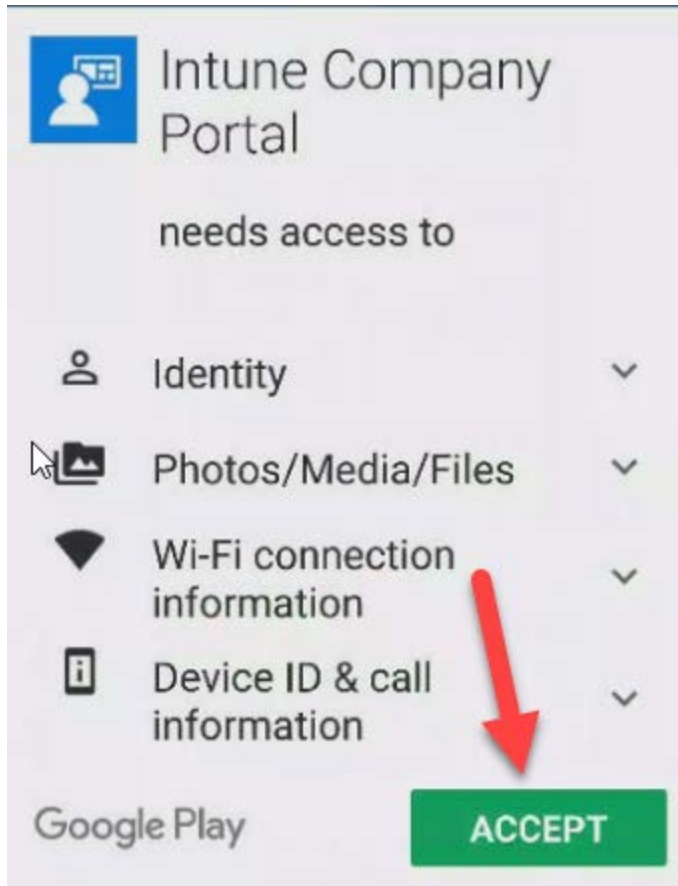
4. You may be prompted to sign in to your Google Account. Click Sign in-



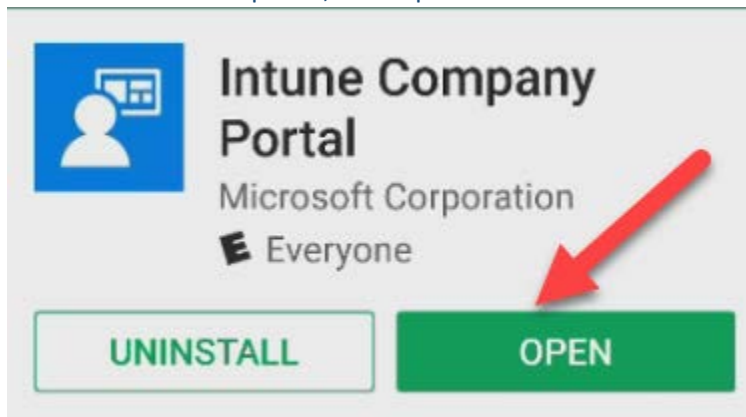
5. Enter your google email and password. Click Next. PLEASE NOTE THIS IS NOT YOUR Penn Medicine EMAIL.
6. If prompted for your Google 2 factor authentication, enter it. THIS IS NOT YOUR Penn Medicine two factor.

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7. On the Intune Company Portal needs access to page, click accept.

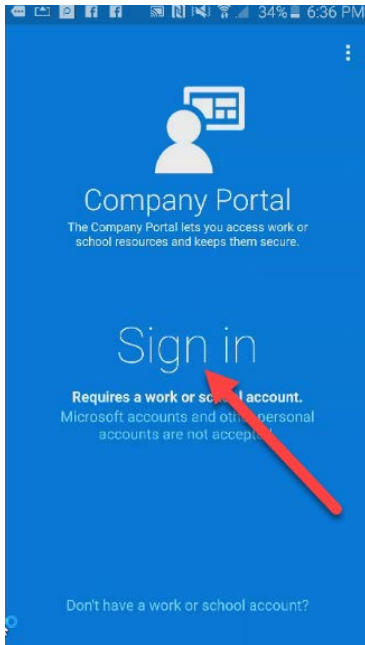


8. Once the install completes, click Open.

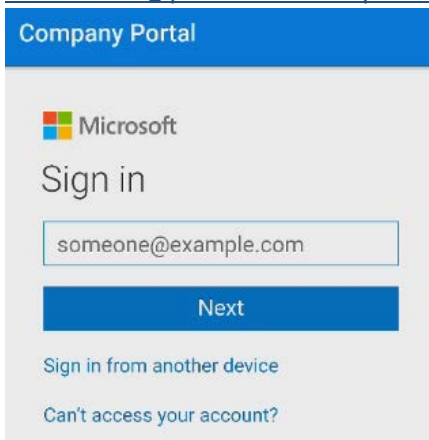


## Setup your Android to Access Penn Medicine email.

9. Once the Company Portal app opens, Click Sign in



10. On the Add Account screen you will be prompted to add your email. Please remember that as a new Office 365 user, you will need to use the email address you were provided – [USERNAME@pennmedicine.upenn.edu](mailto:USERNAME@pennmedicine.upenn.edu).



## Setup your Android to Access Penn Medicine email.

11. On the F5 Secure Logon for Penn Medicine Screen, enter your Username and Password. Most IDs and Passwords will be lastname first initial. Example – LASTNAMEF. Enter your password and click Logon.



Secure Logon for  
Penn Medicine

Username

Password

Logon

12. On the Terms and Condition Page, Read the Terms and Privacy Policy. Then accept the policy.



Penn Medicine

Terms

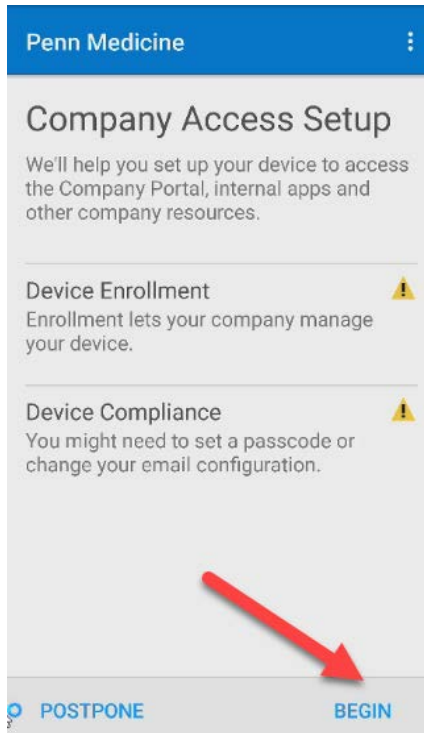
**Penn Medicine Mobile Device Agreement and BYOD Policy Agreement**  
Terms and Conditions

[Read terms](#)

[Penn Medicine Terms and Privacy Policy](#)

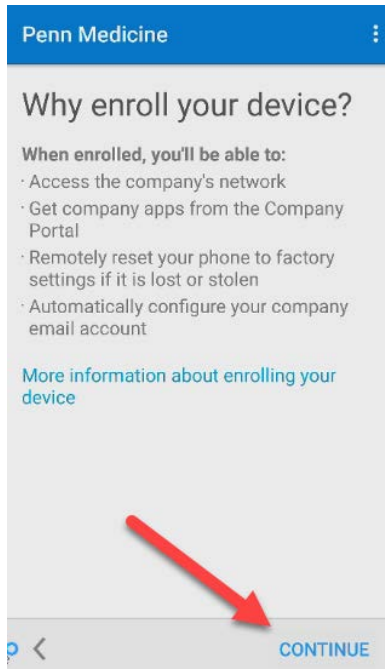
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13. On the Company Access Setup page, click BEGIN

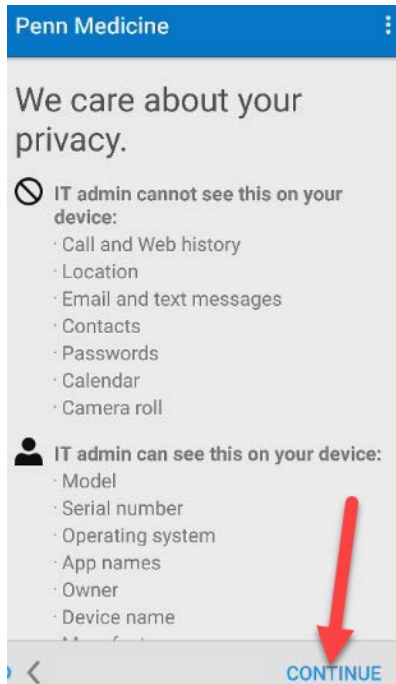


## Setup your Android to Access Penn Medicine email.

14. On the Why enroll your device page, click continue.

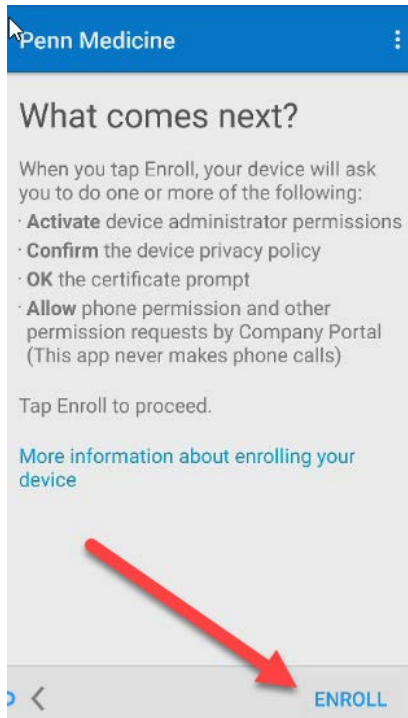


15. On the We care about your privacy page, click continue

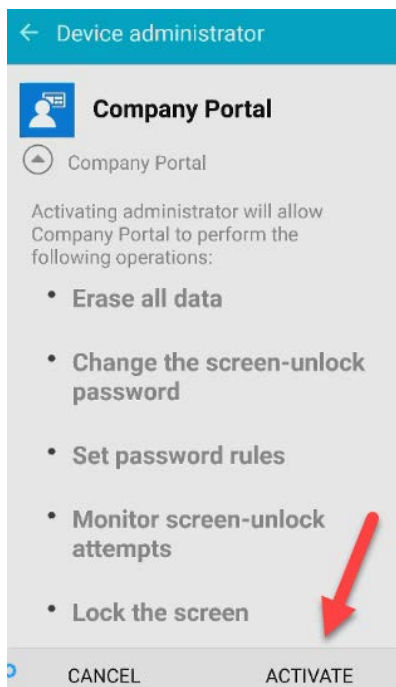


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16. On the What comes next? Page click Enroll.



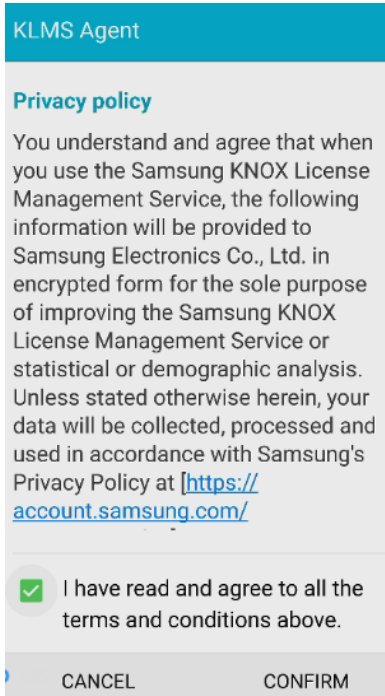
17. Click Active



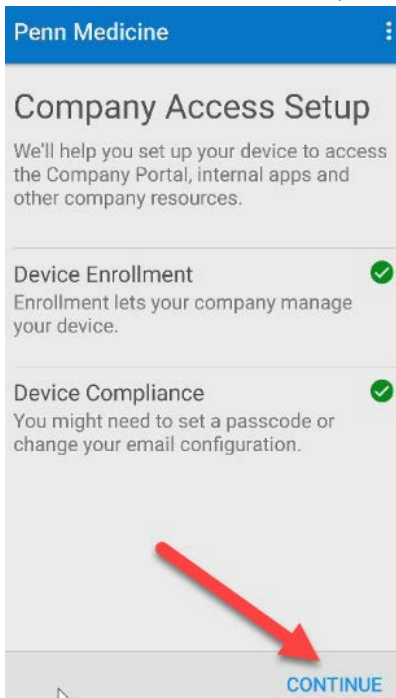


## Setup your Android to Access Penn Medicine email.

18. Read the Samsung Privacy Policy (if appropriate) and agree. Then click CONFIRM.

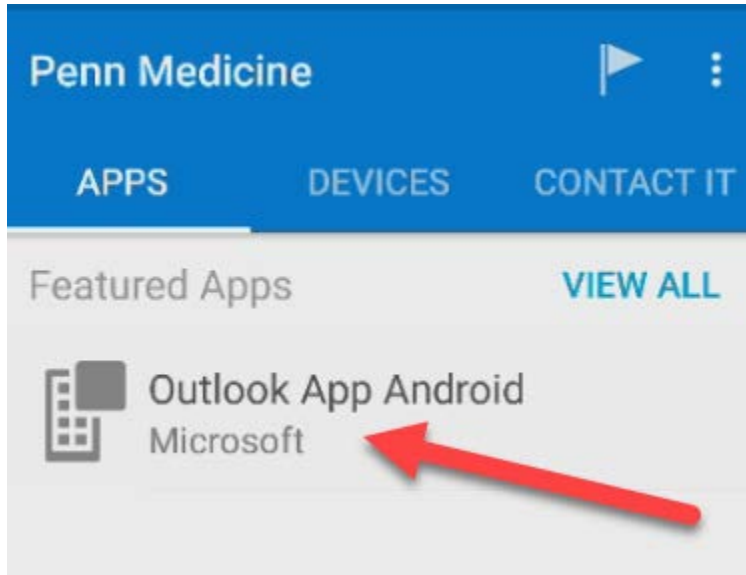


19. On the Company Access Setup page, confirm that you have green check boxes next to Device Enrollment and Device Compliance and click CONTINUE.



## Setup your Android to Access Penn Medicine email.

20. The Penn Medicine Company Portal is now configured. You will now need to install the Outlook App. From the portal, select the Outlook App.

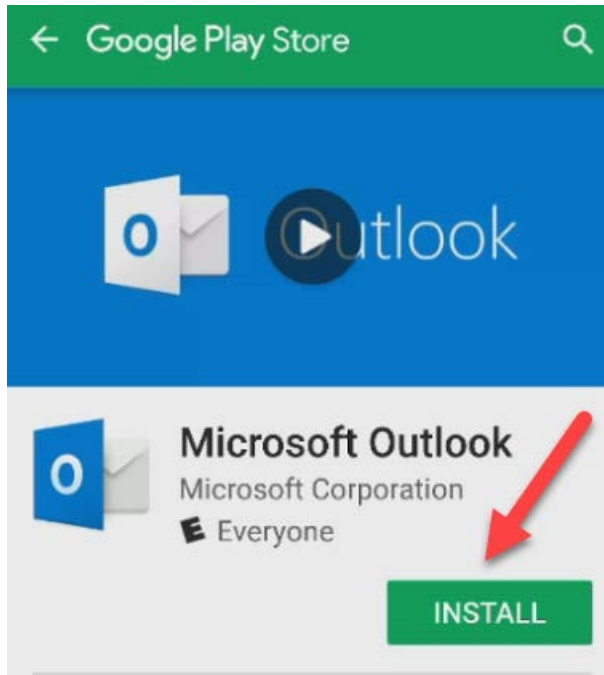


21. Click More Information and open with the Play Store if prompted.

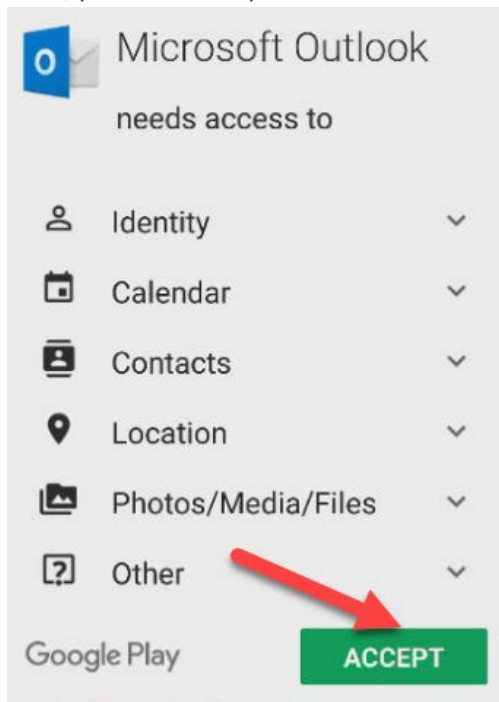


## Setup your Android to Access Penn Medicine email.

22. Next, click Install.



23. Next, you must accept the Microsoft Outlook access configurations.



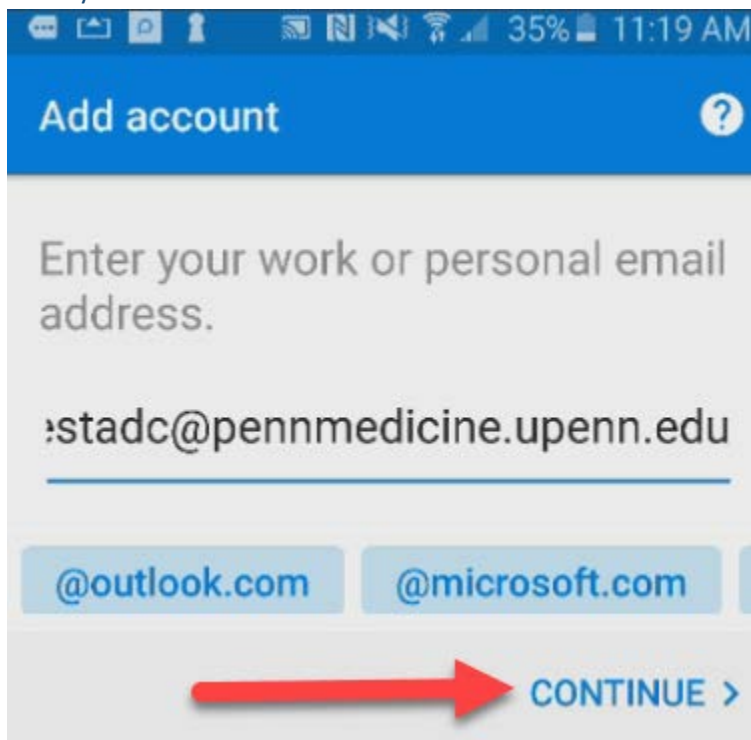
## Setup your Android to Access Penn Medicine email.

24. Once the install completes, click Open.



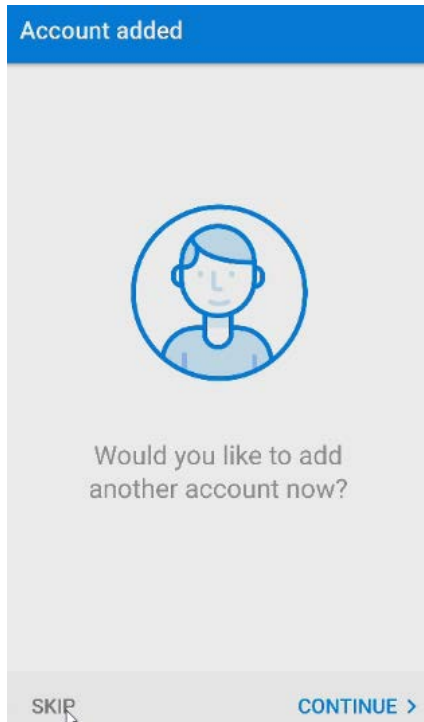
25. Once Outlook opens, you will need to click Get Started.

26. Enter your email address and click continue.



## Setup your Android to Access Penn Medicine email.

27. On the Would you like to add another account now? Page, click skip.



28. On the next couple of screens, you can skip the tutorials or read through them.

29. Your email app should now be ready to use. Your email will begin to sync up.

\*\*\*\*If there are any issues with installation please contact the Service Desk at 215.662.7474 to create a ticket.\*\*\*\*