

## Android Phone Set-up

Note: Phone must be turned on before creating Google Account

1. Create Google account (on your desktop computer) using your **Government of Saskatchewan email address**: (Skip this step if an account has already been created)
  - a. <https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp>
2. Open Play Store on phone and sign-in with new account
3. Find and install the following 3 apps. Do not open apps until after installation is done.
  - a. McAfee MVision Mobile
  - b. Microsoft Outlook
  - c. InTune Company Portal
4. Open Microsoft Outlook
  - a. In the field that says **Enter your email** address – enter your **Government of Saskatchewan Microsoft Username**  
ie: [jsmith@gov.sk.ca](mailto:jsmith@gov.sk.ca)
  - b. Enter your GOS Password (same one you use to log onto your desktop computer)
  - c. If you have not set-up Multi-factor Authentication (MFA), complete the following (if you have set-up MFA – continue to **Step 4d**)
    - i. More Information screen – Touch **Next**
    - ii. Change Country to **Canada**
    - iii. Enter your mobile device phone number – select **Send me a code by text message** – Touch **Next**
    - iv. Enter code received in Text message – Touch **Verify** – then Touch **Done**
  - d. Verify your Identity – Touch **Text or Call** (depending on what you chose)
    - i. **If the number that appears in this screen is no longer available, please contact the Service Desk to have your Multi-factor Authentication reset.**
  - e. Enter **Code from Text** message or answer call and press #
  - f. Touch **Register**
  - g. Touch **Activate** – then Touch **Activate** again
  - h. Touch **Set New Password** – select **PIN/Password** – enter PIN or Password (2 times to set)
  - i. Get Access – Touch **Continue** – Touch **Maybe Later**
  - j. McAfee MVision – touch **Launch** – Touch **Accept** – Touch your Microsoft Username
  - k. Get Access – Touch **Continue** – Touch **Recheck**
  - l. Get Access – Touch **Continue** – Enter 4-digit code to secure Outlook (2 times to set)
    - i. This code should be different than the code to unlock your phone
5. Phone set-up is now completed
6. Optional Settings can be found on Page 2 of this document

For more detailed instructions, please contact the ITD Service Desk at (306) 787-5000

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## Optional Settings

### 1. Turn off Outlook Focused Inbox & Organize Emails by Thread Settings

**Focused Inbox** intelligently pre-sorts your email so you can focus on what matters. It places your most important emails in "Focused" and the rest in "Other." Focused Inbox works across all your email accounts, personal and professional.

**Organize Emails by Thread** defaults to organizing email by thread which arranges messages as conversational threads based on the Subject of the message

- a. Touch Office icon (top left-hand corner)
- b. Touch gear icon (bottom left-hand corner)
- c. Scroll down and turn off
  - i. **Focused Inbox**
  - ii. **Organize email by thread**

### 2. Sync Contact from Outlook to Mobile Device

- a. Touch Office icon (top left-hand corner) – Touch gear icon (bottom left-hand corner)
- b. Touch your Microsoft Username – Turn on **Sync Contacts** – Touch **Allow**

### 3. Teams App Installation

- a. Download and install Teams from Google Play Store
- b. Select your Microsoft Username as the account to sign into
- c. Get Access – Touch **Continue**
- d. Touch **Next** (3 times)
- e. Teams is now accessible on your mobile device

### 4. OneDrive App Set-up

- a. Search for OneDrive on mobile device (if not installed, download from Google Play Store)
- b. Touch **Sign In**
- c. Get Access – Touch **Continue**
- d. OneDrive files are now accessible on your mobile device

### 5. OneDrive App – Back-up Photos

- a. Open OneDrive – Touch **Me**
- b. Touch **Settings**
- c. Touch **Camera Upload**
- d. Touch **Camera upload account** – touch your **Microsoft Username**
- e. Turn on **Camera upload** – Touch **Confirm** – Touch **Allow**
- f. Ensure Upload Using is set to **WiFi only**