

Mobile – Short Android Setup Instructions

1. Description

These are short instructions for setting up an Android mobile device for use in the GOS environment. A Google account must be created before starting.

2. Primary Setup

- a. Open the **Play Store** and sign in with your **Google account**.
- b. Navigate to **Settings > Software Update > Download and Install** and ensure the operating system is up to date.
- c. Navigate to **Settings > Lock Screen > Screen Lock Type > PIN** and set a PIN.
- d. Complete the setup without adding payment info.
- e. Find and install the following 4 apps:
NOTE: Do **NOT** open any of them until they have all been installed.
 - Trellix Mobile Security
 - Microsoft Outlook
 - InTune Company Portal
 - Microsoft Authenticator
- f. Set up **Trellix**.
 - i. Select in with **Microsoft**.
 - ii. Log in with your **Government of Saskatchewan Microsoft ID** (username@gov.sk.ca).
 - iii. Enter your GOS password.
 - iv. Accept all defaults until setup is complete.
- g. Set up **Microsoft Authenticator**.
 - i. Press **Next > Pair your account with the app by clicking this link**.
 - ii. Take note of the number displayed and enter it on the following screen.

Please do not print this document, as it is a constantly evolving work in progress. To read more about the Government of Saskatchewan's Go Green program, click [here](#).

Document Revision: 2023-06-19

Form Revision: 2017-12-28

- iii. Complete the set up.
- h. Authenticate the mobile device.
 - i. Press **Allow** until you reach the location screen.
 - ii. Press **While using the app > Allow all the time > Back > Allow**.
 - iii. Navigate to **File Access** and enable **Trellix Mobile Security**.
 - iv. Press the **back arrow**.
 - v. Trellix should indicate **No Threat Detected**. If there are any issue press **Fix**.
- i. Set up Outlook.
 - i. Select **Add Account** and enter your **Government of Saskatchewan Microsoft ID** (username@gov.sk.ca).
 - ii. Enter your GOS password.
 - iii. Press **Register**.
 - iv. Press **Activate** and **Continue** until you are prompted to check security status.
 - v. Press **Launch** and select your account.
 - vi. Press **Continue > Recheck > Continue**.
 - vii. Enter and confirm a PIN. This should be different from the one to unlock your phone.
 - viii. Press **Maybe Later**.
 - ix. Re-launch **Outlook** to complete the setup.

3. Optional Setup

Please do not print this document, as it is a constantly evolving work in progress. To read more about the Government of Saskatchewan's Go Green program, click [here](#).

- **Turn Off Outlook Focused Inbox:**

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

 - a. Press the **Office** icon in the top-left corner.
 - b. Press the **gear icon** in the bottom-left corner.
 - c. Scroll down and disable **Focused Inbox** and **Organize Email by Thread**.

- **Sync Contacts from Outlook to Mobile Device:**
 - a. Press the **Office** icon in the top-left corner.
 - b. Press the **gear icon** in the bottom-left corner.
 - c. Press your **Microsoft ID**.
 - d. Turn on **Sync Contacts** and press **Allow**.

- **Install Teams:**
 - a. Download and install Teams from the Play Store.
 - b. Select your **Microsoft ID** (username@gov.sk.ca) as the account to sign into.
 - c. Press **Continue**.
 - d. Press **Next** until setup is complete.

- **OneDrive Setup:**
 - a. Search for **OneDrive** on the mobile device. If it is not already installed download and install it from the **Play Store**.
 - b. Open the application and press **Sign In**.

- c. Press **Continue**.
- **Backup Photos on OneDrive:**
 - a. Open **OneDrive**.
 - b. Press **Me > Settings > Camera Upload > Camera Upload Account**.
 - c. Select your **Microsoft ID** (username@gov.sk.ca).
 - d. Enable **Camera Upload**.
 - e. Press **Confirm > Allow**.
 - f. Ensure **Upload Using** is set to **Wi-Fi Only**.

4. Tags & Keywords

Mobile, Android, Setup

Please do not print this document, as it is a constantly evolving work in progress. To read more about the Government of Saskatchewan's Go Green program, click [here](#).

Document Revision: 2023-06-19

Form Revision: 2019-12-09