

Mobile – Short iOS Setup Instructions

1. Description

These are short instructions for setting up an iOS mobile device for use in the GOS environment. An Apple account must be created before starting.

2. Primary Setup

- a. Open **Settings** and sign in with your **Apple account**.
- b. Complete the setup with **PIN to lock device**.
- c. Navigate to **Settings > General > Software Update > Download and Install** and ensure the operating system is up to date.
- d. Find and install the following apps from the App Store.
NOTE: Do **NOT** open any of the apps until they are all installed.
 - Trellix Mobile Security
 - Microsoft Outlook
 - Microsoft Authenticator
- e. Open **Trellix**.
 - i. Select **Log in with Microsoft** and enter your **Government of Saskatchewan Microsoft ID** (username@gov.sk.ca).
 - ii. Enter your GOS password.
 - iii. Accept all defaults on the next 2 screens.
- f. **Microsoft Authenticator** will open.
 - i. Press **Next > Pair your account with the app by clicking this link > Allow Notifications**.
 - ii. Enter the number that is displayed on the following screen.
 - iii. Press **Next > Done > Open**.
- g. Trellix will now authenticate your mobile device.

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

- i. Press **Allow All > Allow > Allow**.
 - ii. On the location screen press **Wile using the app**.
 - iii. Select **Change to Always Allow**.
 - iv. Confirm that no threats are detected. If there are any press **Fix**.
- h. Open **Microsoft Outlook**.
- i. Enter your **Government of Saskatchewan Microsoft ID** (username@gov.sk.ca).
 - ii. Open **Microsoft Authenticator** when prompted.
 - iii. Press **Maybe Later > OK**.
 - iv. Re-launch **Outlook**.
 - v. On the **Get Access** screen press **Continue > OK**.
 - vi. Enter and confirm a 4-digit PIN. This should be different than the PIN to unlock your phone.
 - vii. On the **Enable Notification** screen press **Turn On > Allow**.

3. Optional Setup

- **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**.

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

- **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 **Save Contacts** and press **Save to my iPhone**.
 - e. Press **OK**.

- **Install Teams:**
 - a. Download and install Teams from the App Store.
 - b. Select your **Microsoft ID** (username@gov.sk.ca) as the account to sign into.
 - c. Continue until Teams closes.
 - d. Re-open **Teams** and agree until set up is complete.

- **OneDrive Setup:**
 - a. Search for **OneDrive** on the mobile device. If it is not already installed download and install it from the **App Store**.
 - b. Open the application and press **Sign In**.
 - c. Press **OK** until setup is complete.

- **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).

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](#).

- d. Enable **Camera Upload**.
 - e. Press **Confirm > Allow**.
 - f. Ensure **Upload Using** is set to **Wi-Fi Only**.
- **Turn off iCloud Options:**
NOTE: These can be turned off if the OneDrive Backup has ben done.
 - a. From the **Home** screen open **Settings**.
 - b. Press **iCloud**.
 - c. Turn off the following:
 - Photos and Album Sharing
 - iCloud Backup
 - iCloud Drive
 - Contacts
 - Calendars
 - Reminders
 - Notes

4. Tags & Keywords

Mobile, iPhone, iOS, Setup