Personal Device – iPhone Phone Set-up

1. Open App Store, find and install the following 3 apps:
   a. McAfee MVision Mobile
   b. Microsoft Outlook
   c. Microsoft Authenticator
2. 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
   b. Open Authenticator when prompted - 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 2d**)
      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 **Maybe Later** – Touch **OK** -
   g. Re-open **Outlook** – McAfee MVision – Touch **Open** (three times)
   h. Touch your Microsoft Username – Touch **Accept** – Touch **Continue** – Touch **Allow** – Touch **Continue** – Touch **OK** – Touch **Skip** – Press **Home** button
   i. Re-open **Outlook** – Touch **Recheck Status** – Touch **OK**
   j. Enter 4-digit code to secure Outlook (2 times to set)
      i. This code should be different than the code to unlock your phone
   k. Enable Notifications – Touch **Turn On** – Touch **Allow**

3. Phone set-up is now completed

4. Optional Settings can be found on Page 2 of this document

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 Initial 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 **Save Contacts** – Touch **Save to my iPhone** – Touch **OK**

3. **Teams App Installation**
   a. Download and install Teams from App Store
   b. Select your Microsoft Username as the account to sign into
   c. On the next 3 screens - Touch **Allow** – Touch **OK** – Touch **OK**
   d. Re-open Teams – Touch **Next** (2 times) – Touch **Got it**
   e. Teams is now accessible on your mobile device