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InTune Company Portal Device Requirements and Installation Instructions - Windows 10

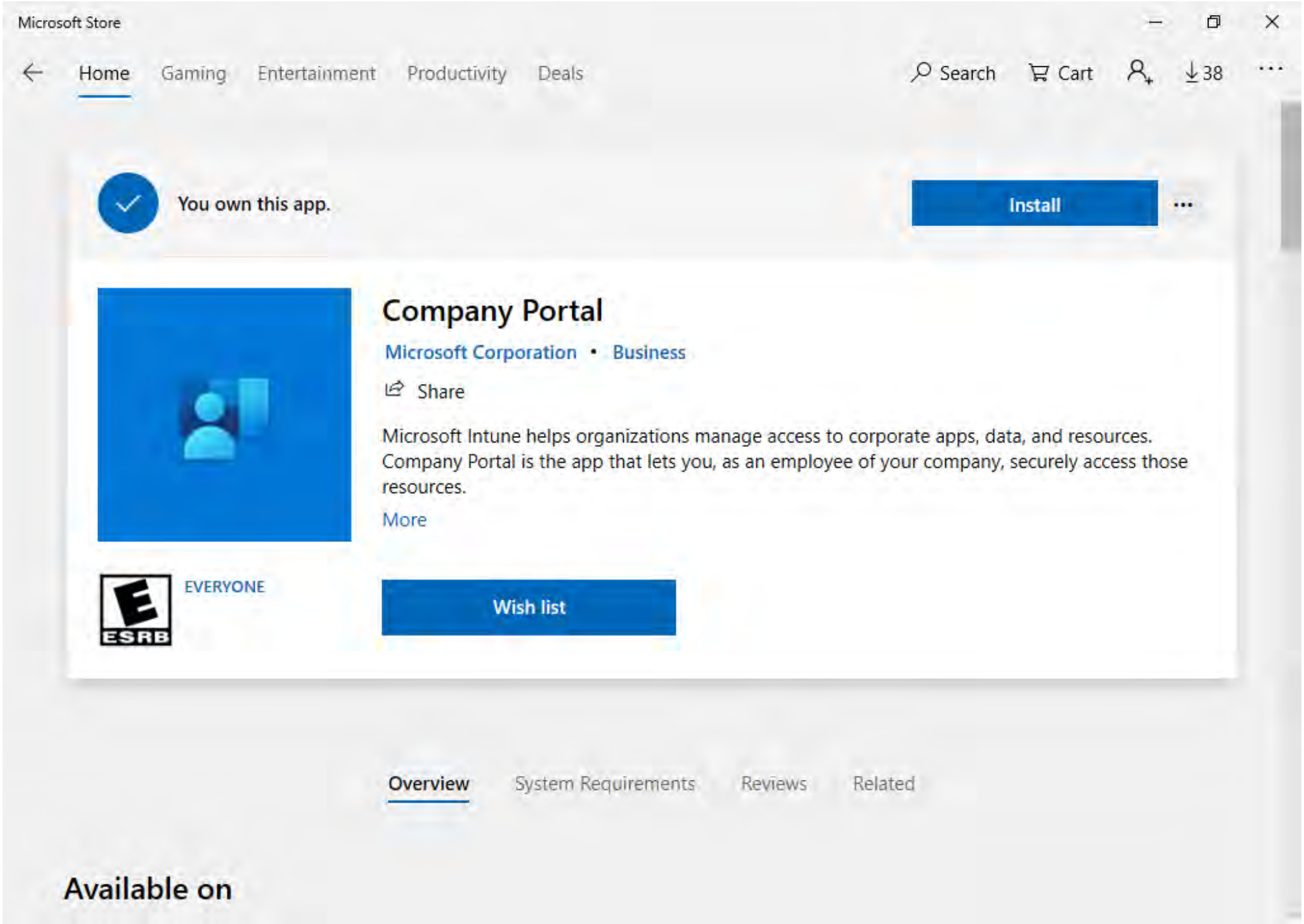
To access Shepherd applications from a personal device, you must a) confirm your device meets our minimum device requirements and b) install Intune Company Portal

Windows 10 Device Requirements

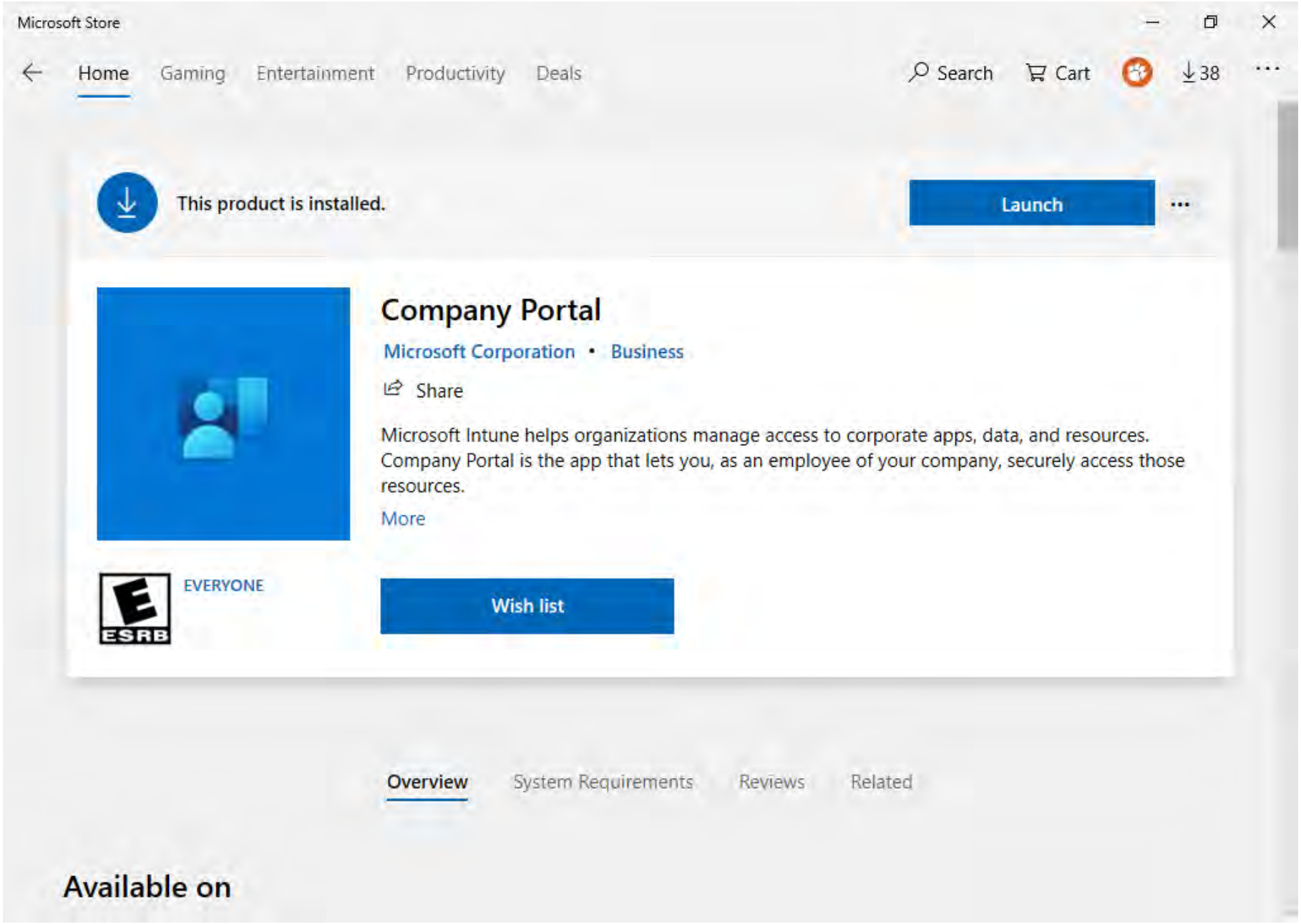
- Screen lock set to a maximum of 15 minutes
- Minimum 6 characters, non-simple password (no repeating characters)
- Antivirus software required
- Minimum of Windows 10 version 21H2 (10.0.19044)

Windows 10 Installation Instructions

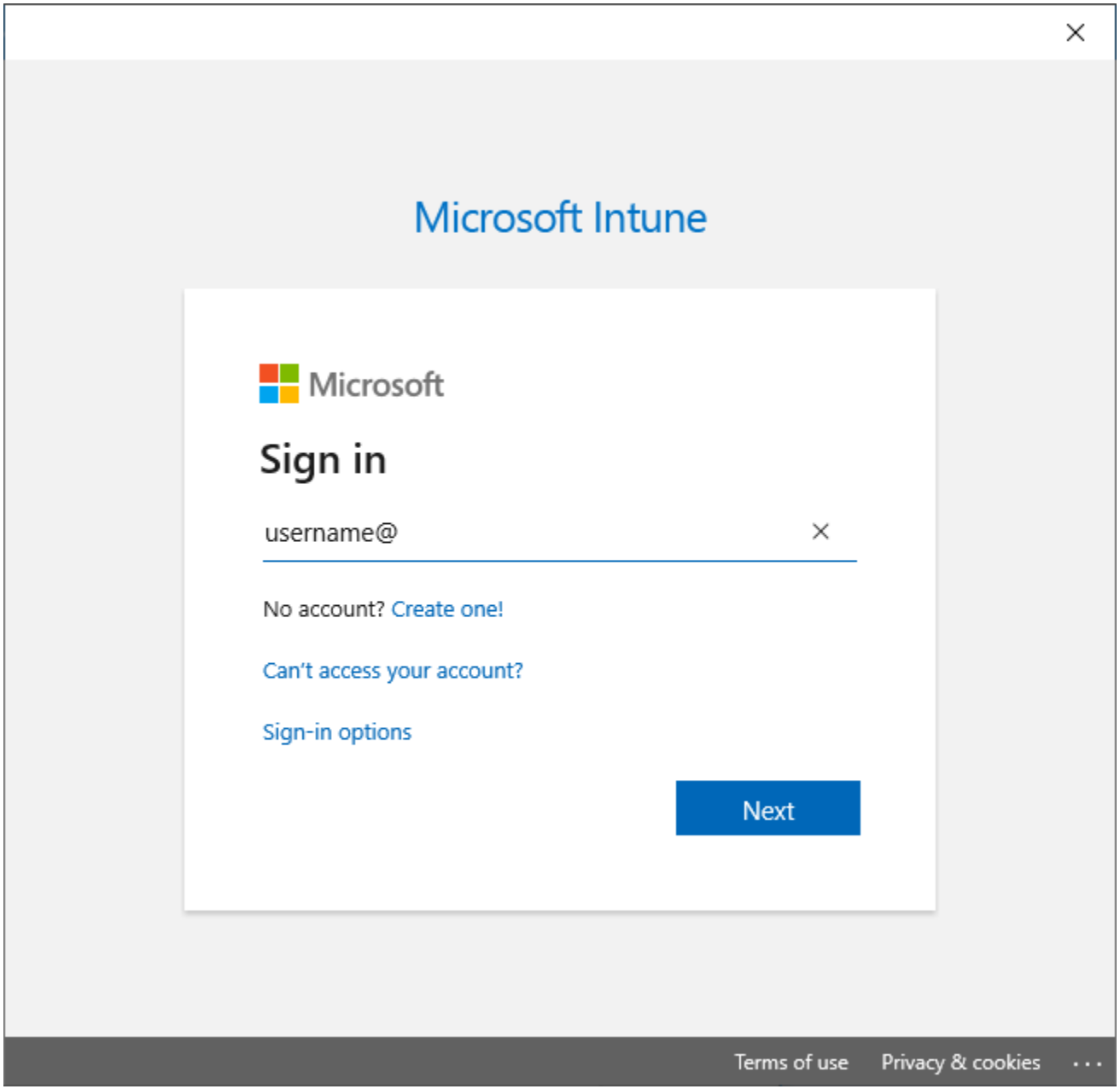
You can launch Company Portal install from here or open **Microsoft Store** and find **Company Portal** by Microsoft Corporation and **Click Install**


Microsoft Store
Home
Gaming
Entertainment
Productivity
Deals
Search
Cart
38
You own this app.
Install
Company Portal
Microsoft Corporation • Business
Share
Microsoft Intune helps organizations manage access to corporate apps, data, and resources. Company Portal is the app that lets you, as an employee of your company, securely access those resources.
More
EVERYONE
Wish list
Overview
System Requirements
Reviews
Related
Available on

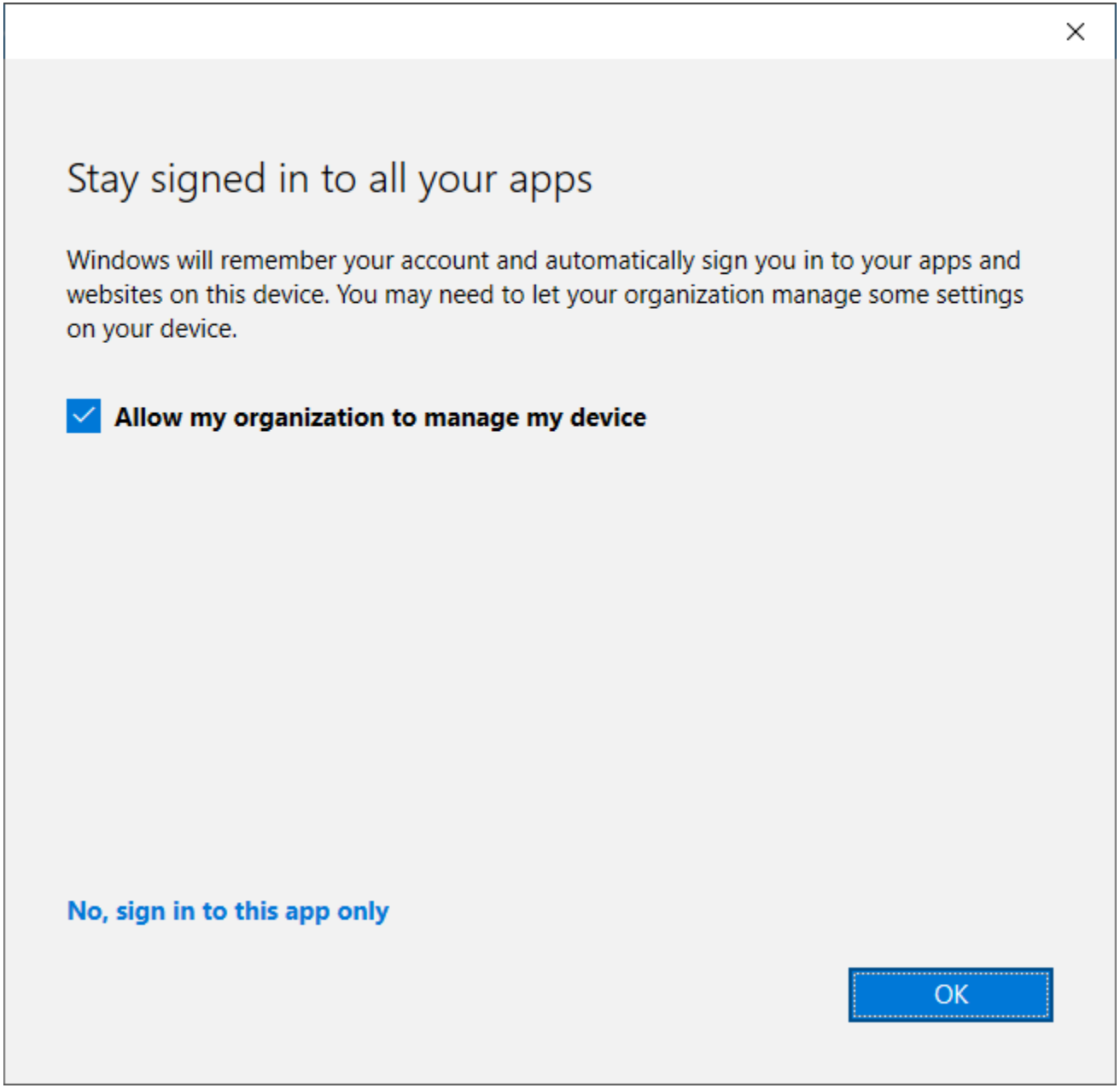
Once installed **launch** Company Portal

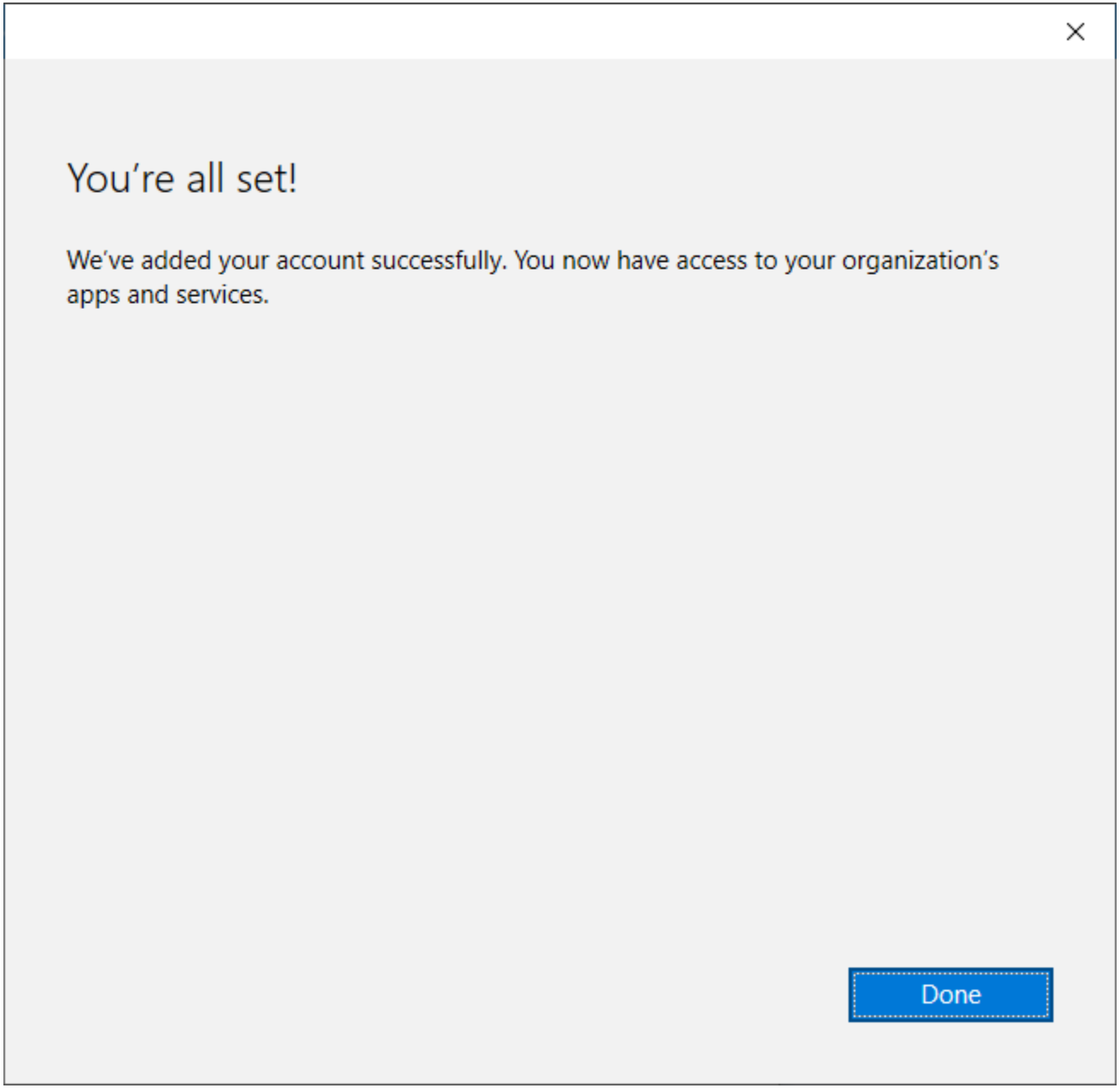


Sign into Intune with **username@shepherd.org**



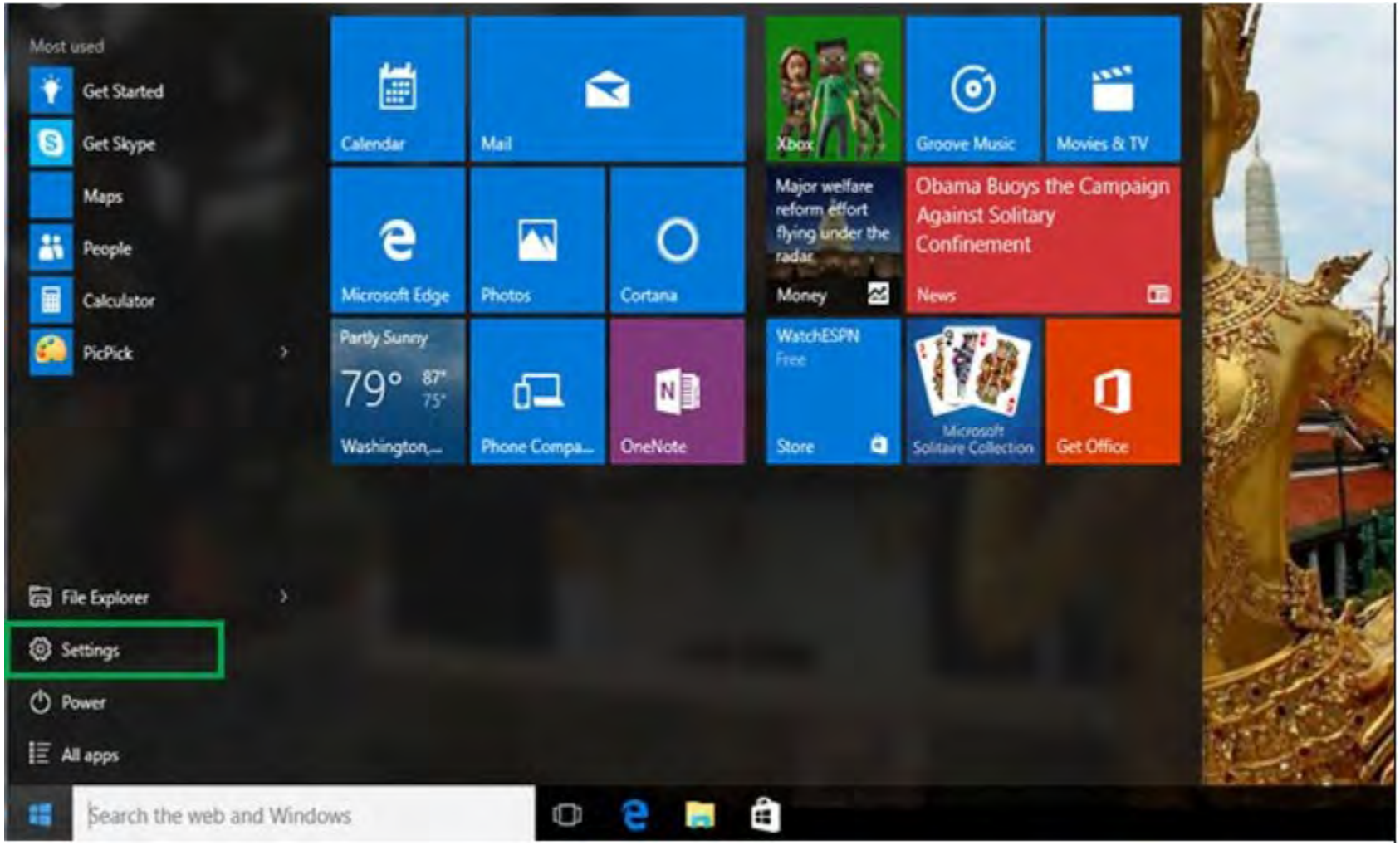
Enter your password


Stay signed in to all your apps
Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.
Allow my organization to manage my device
No, sign in to this app only
OK

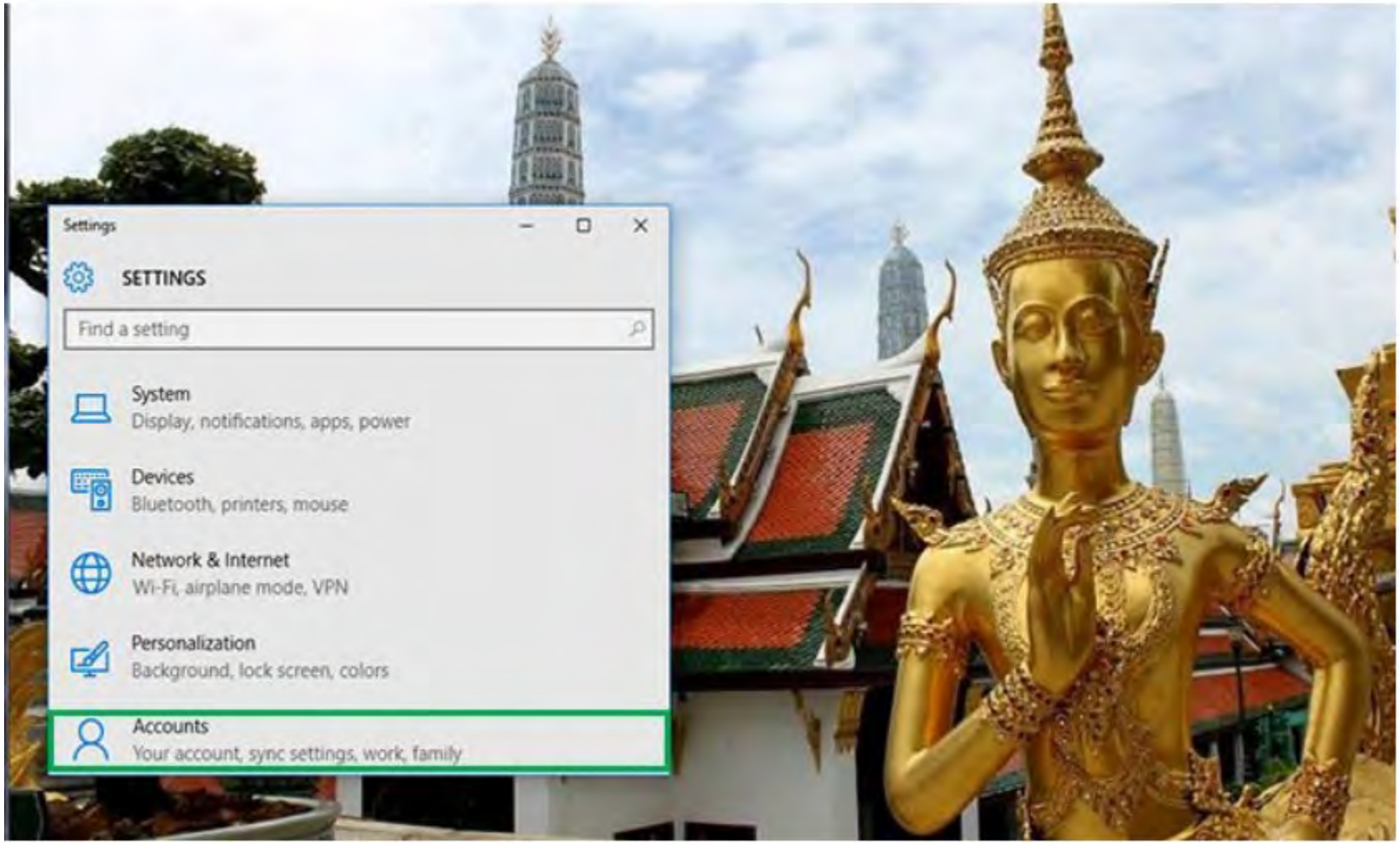

You’re all set!
We’ve added your account successfully. You now have access to your organization’s apps and services.
Done

How to Change Your Password in Windows 10

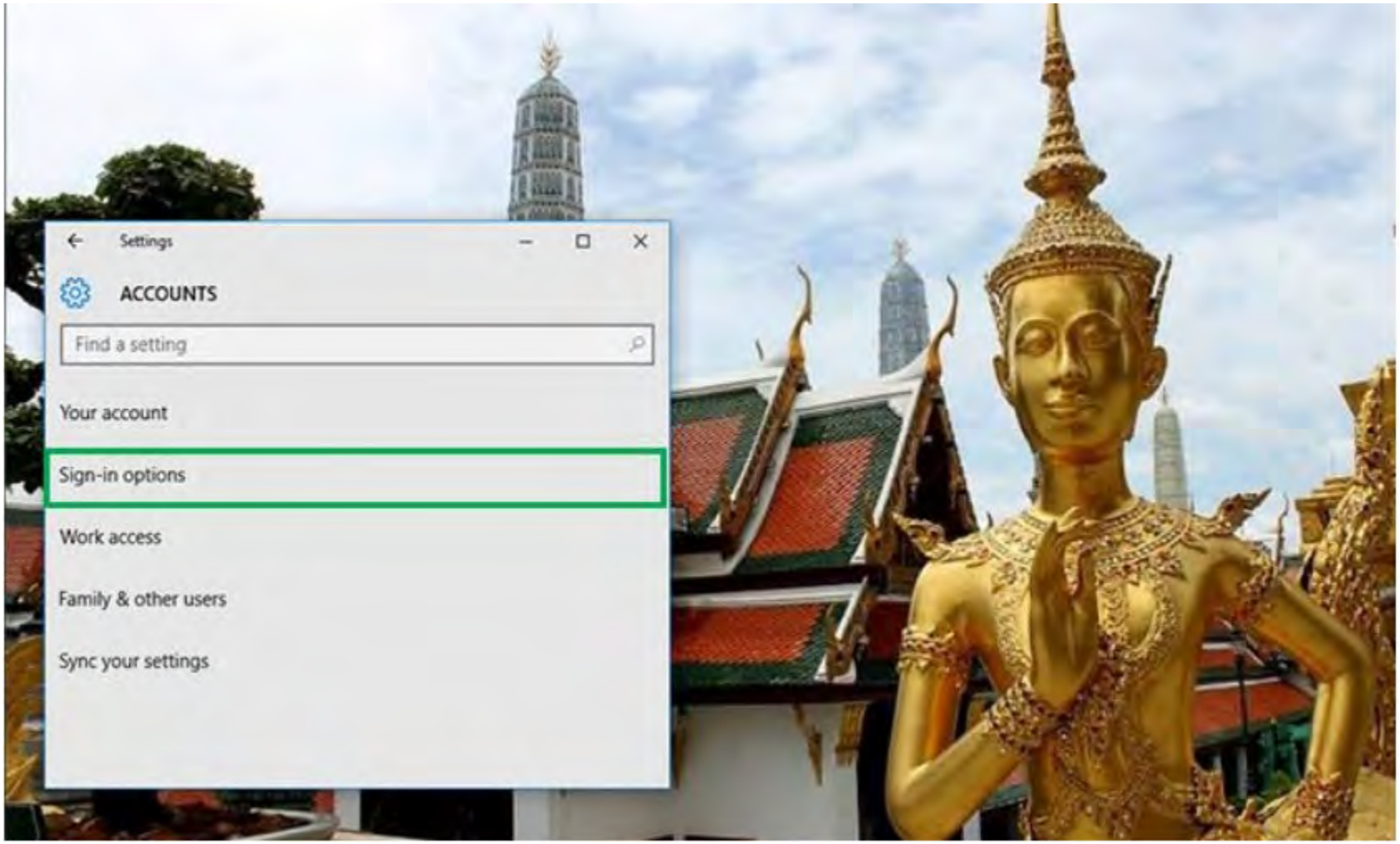
1. Click Settings from the list to the left.



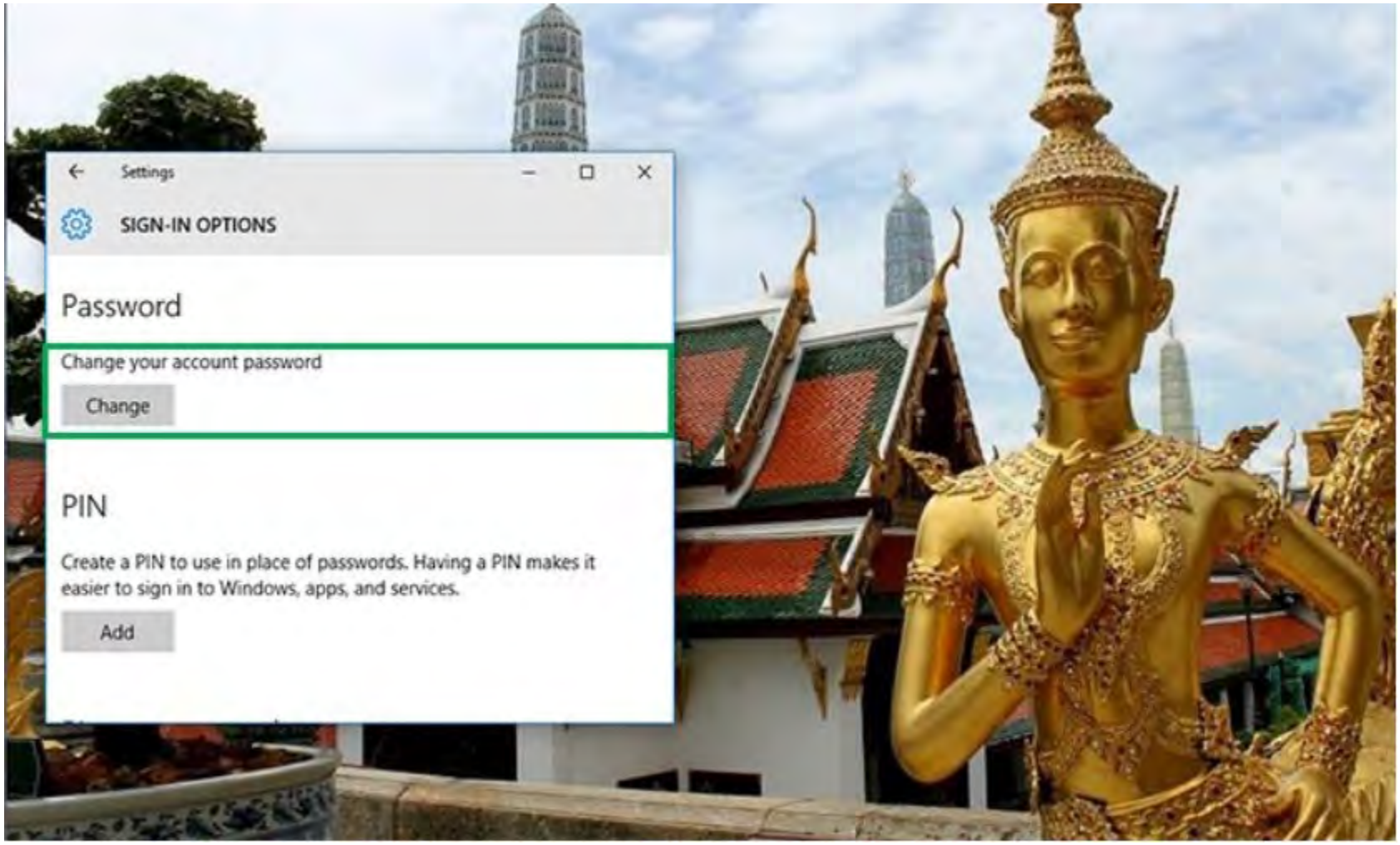
2. Select Accounts.



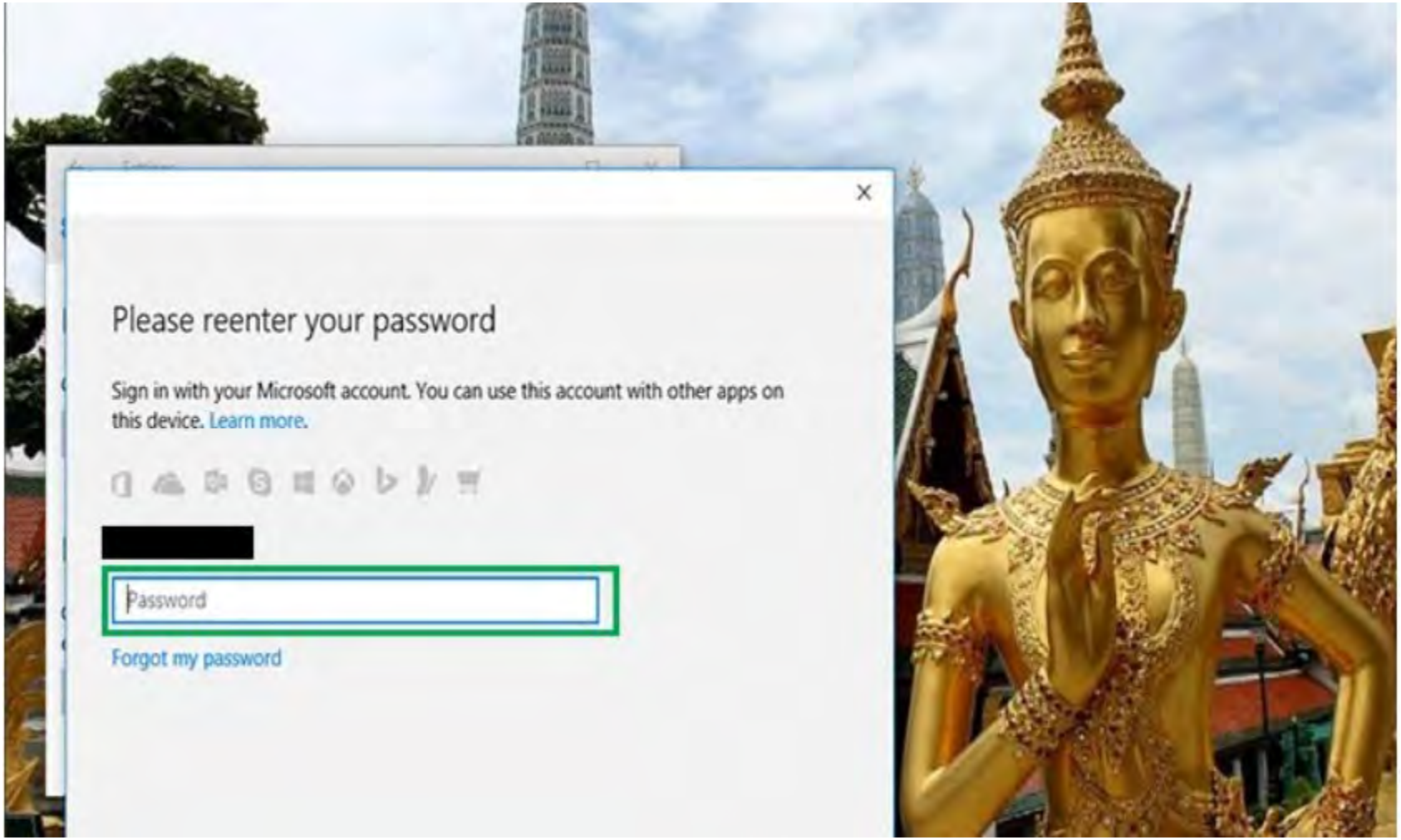
3. Select Sign-in options from the menu.



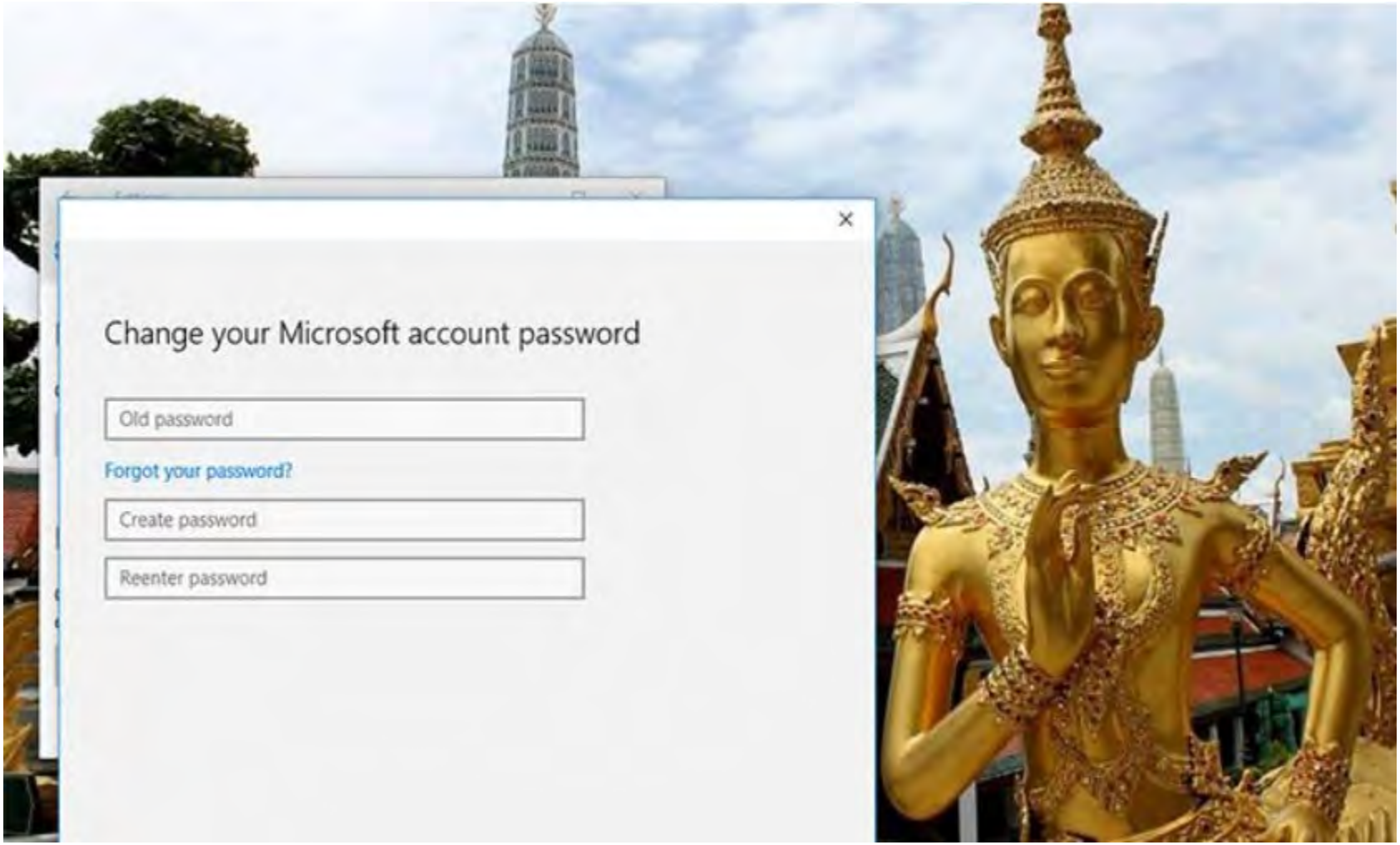
4. Click on Change under Change your account password.



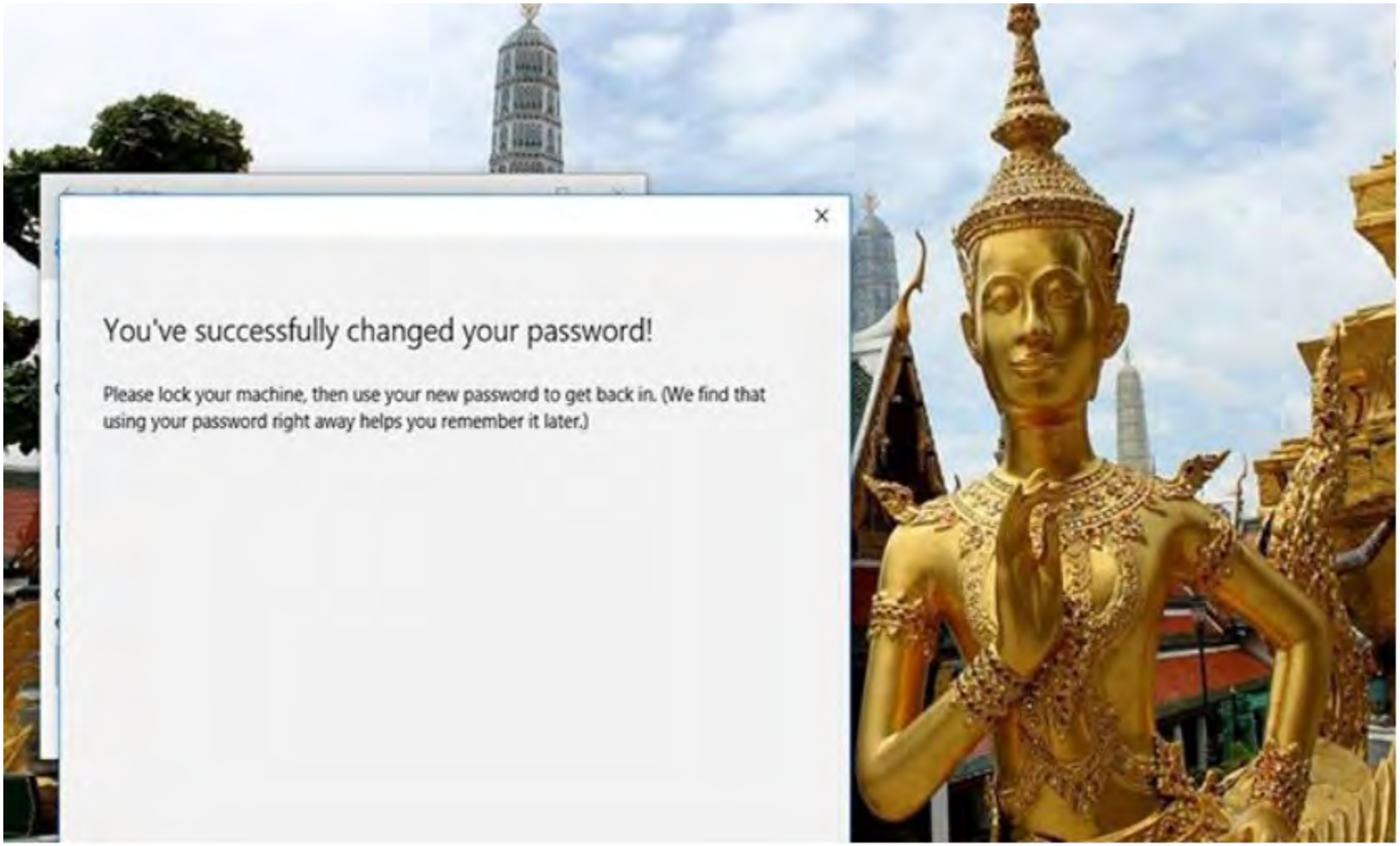
5. In order to change your password, sign in with your current Microsoft account password. Enter your password in the box. Click Sign in.



A new page will direct you to enter your old password and then type in a new password. Reenter the new password. Press Enter.

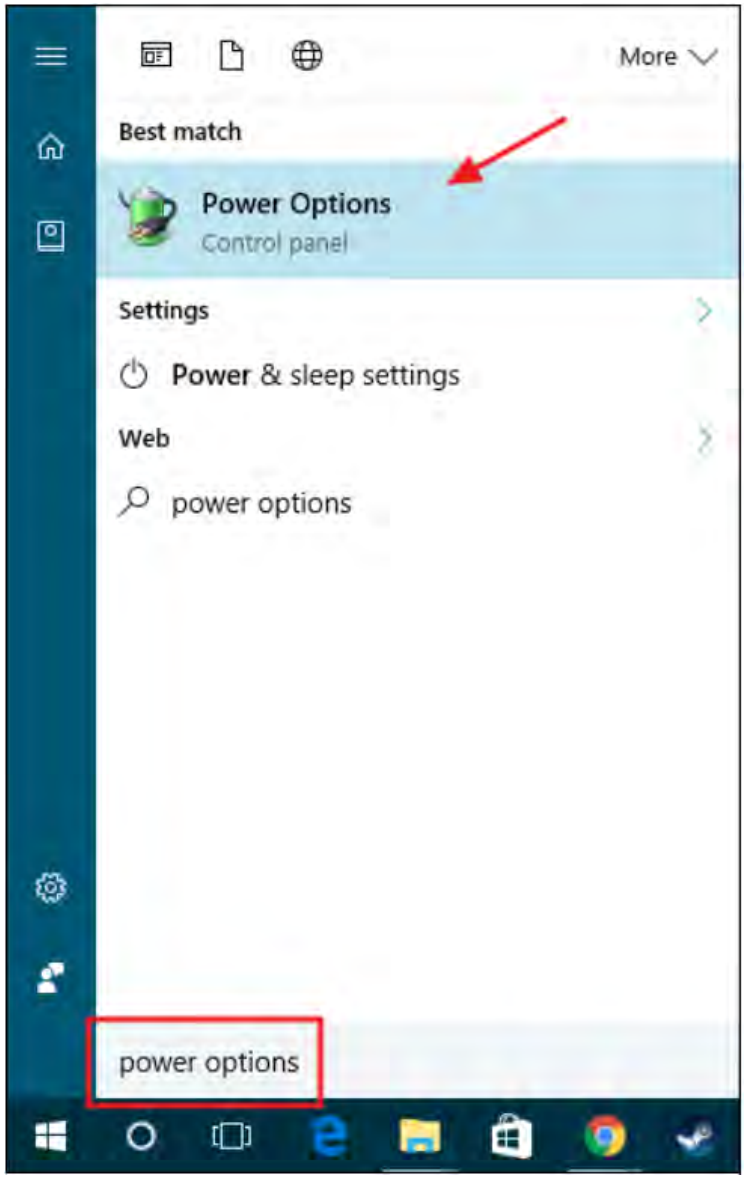


If you see this message, then you successfully changed your password!

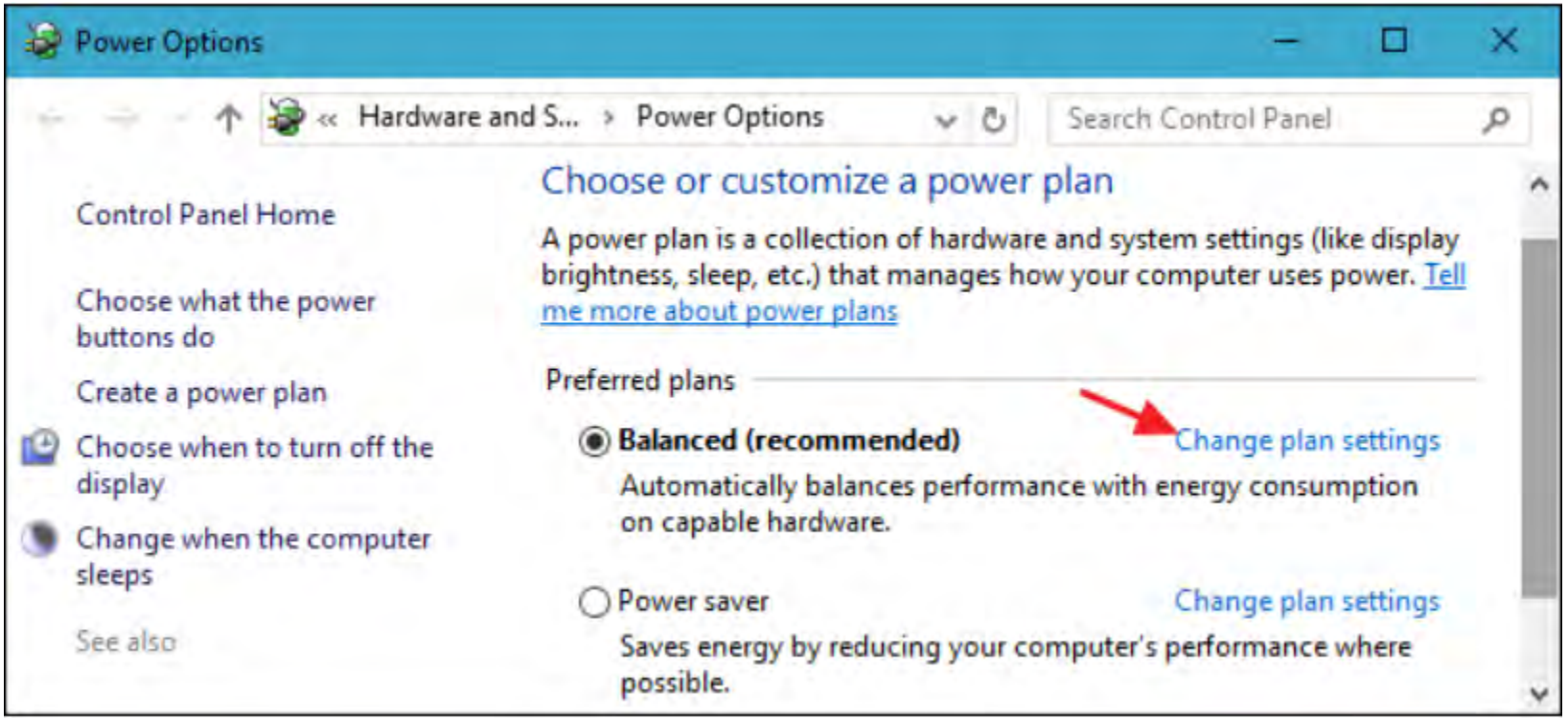


Change the Timeout Setting in Power Options

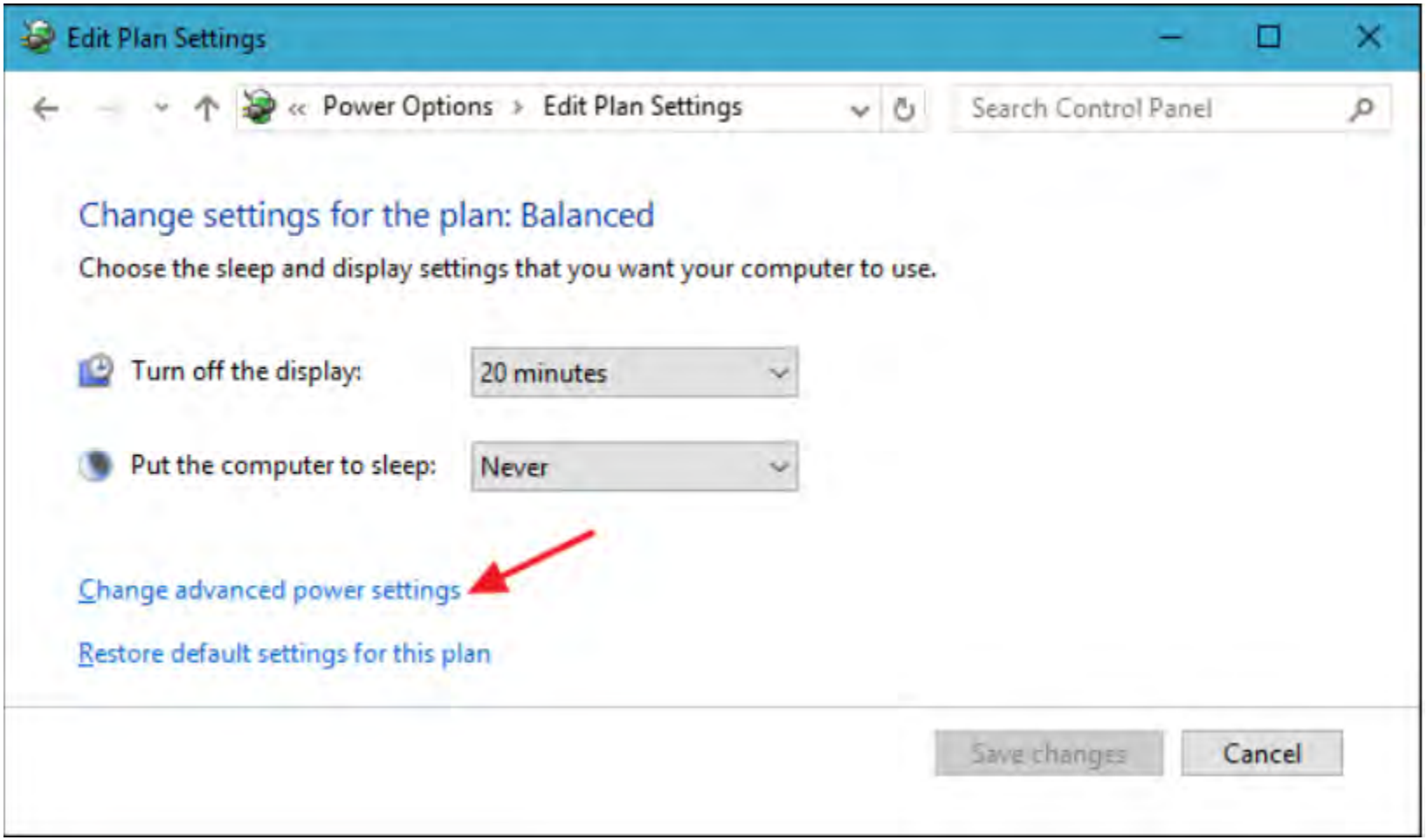
Hit Start, type “Power Options,” and then hit Enter to open Power Options.



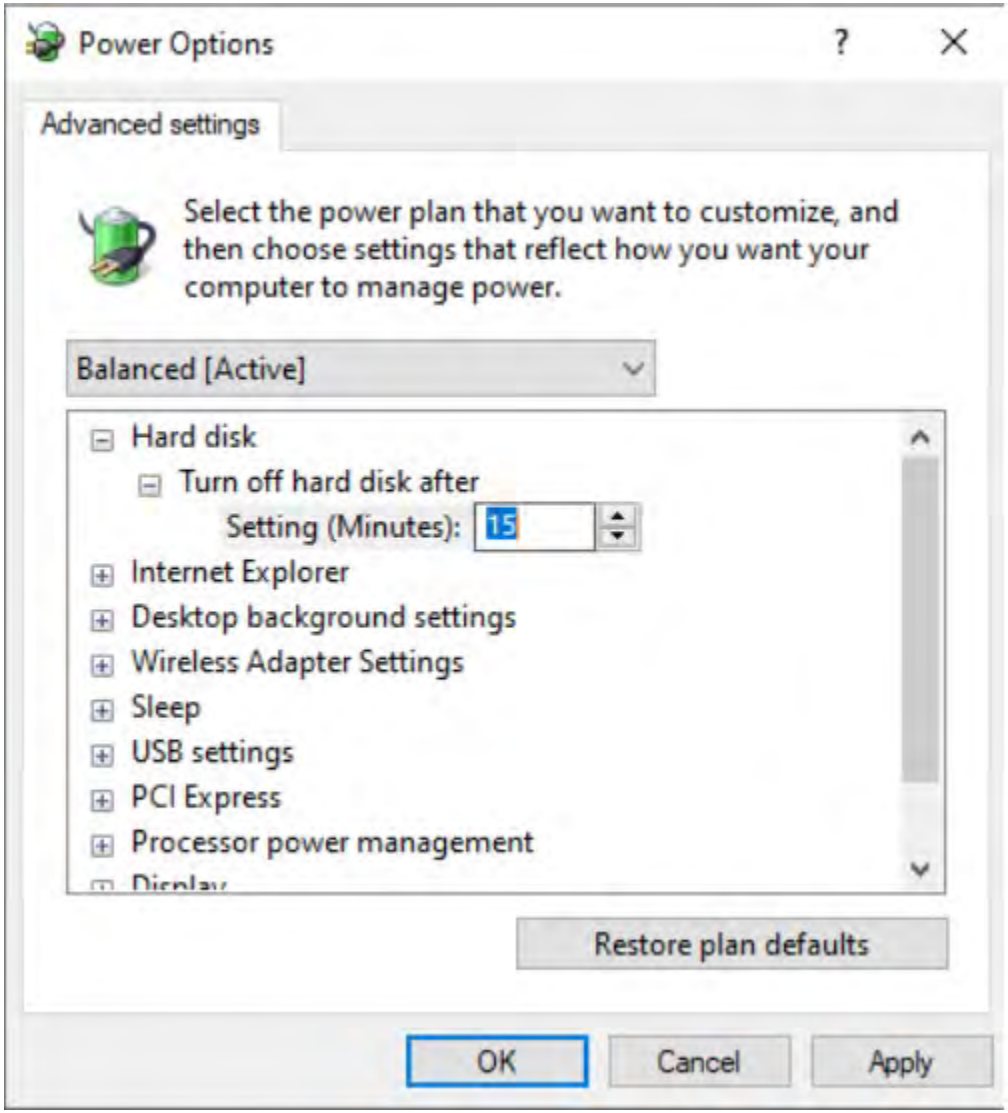
In the Power Options window, click the “Change plan settings” link next to whatever power plan you’re using.



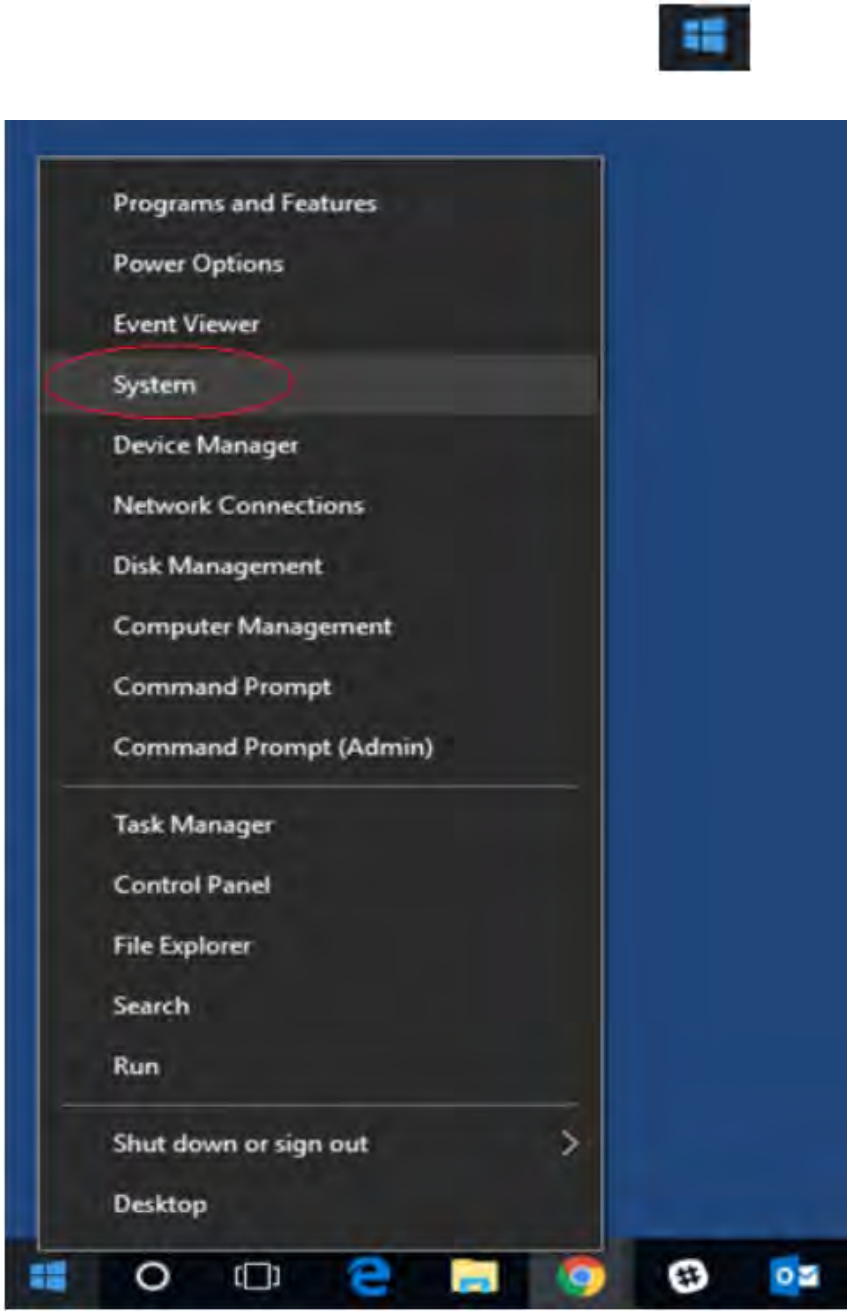
In the Edit Plan Settings window, click the “Change advanced power settings” link.



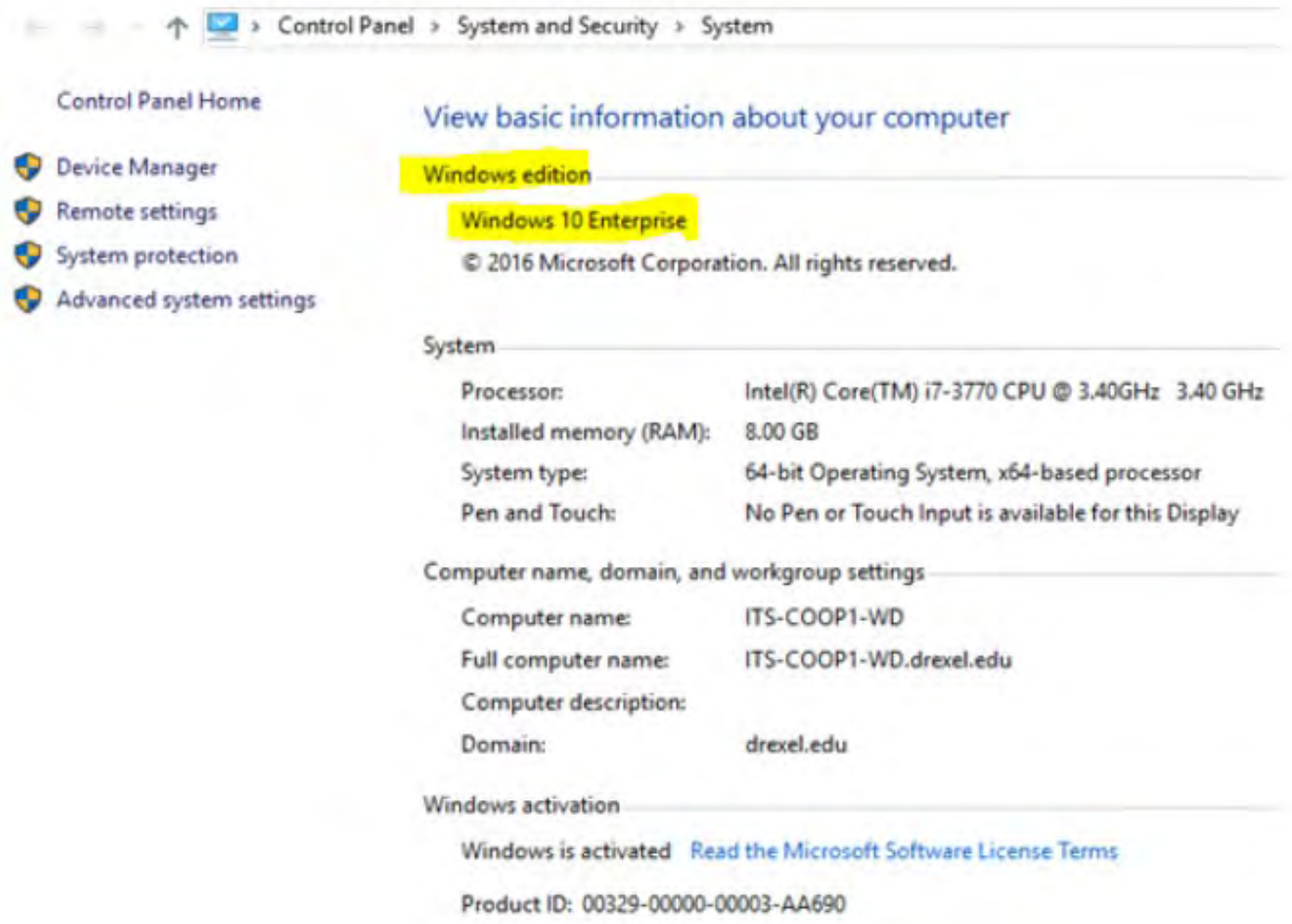
In the Power Options dialog, expand the “Display” item and you’ll see the new setting you added listed as “Console lock display off timeout.” Expand that and you can then set the timeout for however many minutes you want.



HOW TO FIND WINDOWS 10 VERSION



A new window will appear that will list basic information about your computer. The "**Windows edition**" will list the version of windows installed.



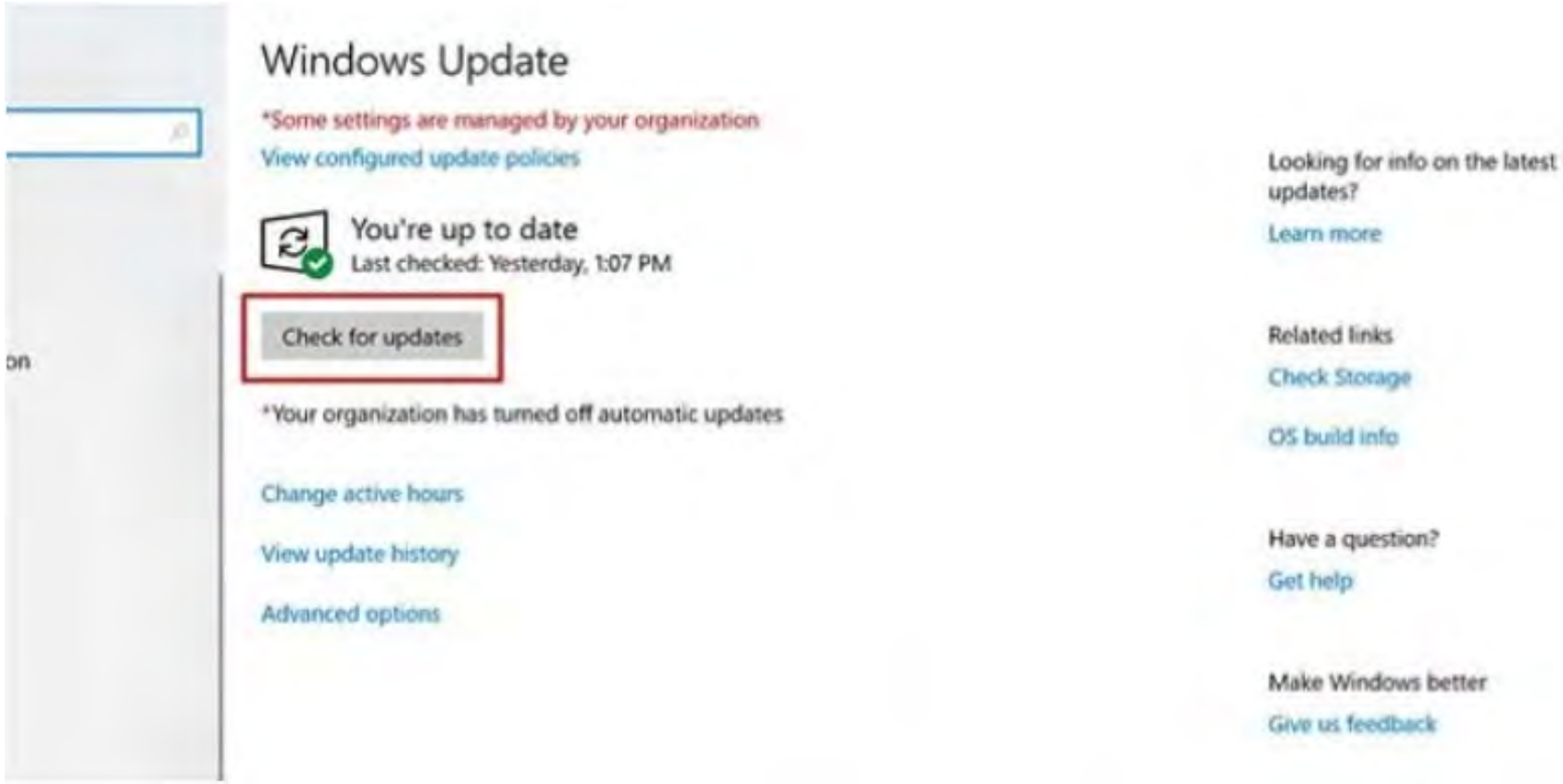
How to Update Windows 10

3D Viewer
7-Zip
A
Acrobat Reader DC
Alarms & Clock
C
Calculator
Camera
Chrome Apps
Cisco
Connect
Cortana
D
Drive File Stream
Type here to search
1:22 PM
5/20/2019

- Select the **Update and Security** icon

- Select the "**Windows Update**" tab in the sidebar (Circular arrows)

- Select “**Check for updates”.** If there is an available update, it will begin downloading automatically.



InTune Company Portal Device Requirements and installation Instructions - MacOS

To access Shepherd applications from a personal device, you must a) confirm your device meets our minimum device requirements and b) install Intune Company Portal

MacOS Device Requirements

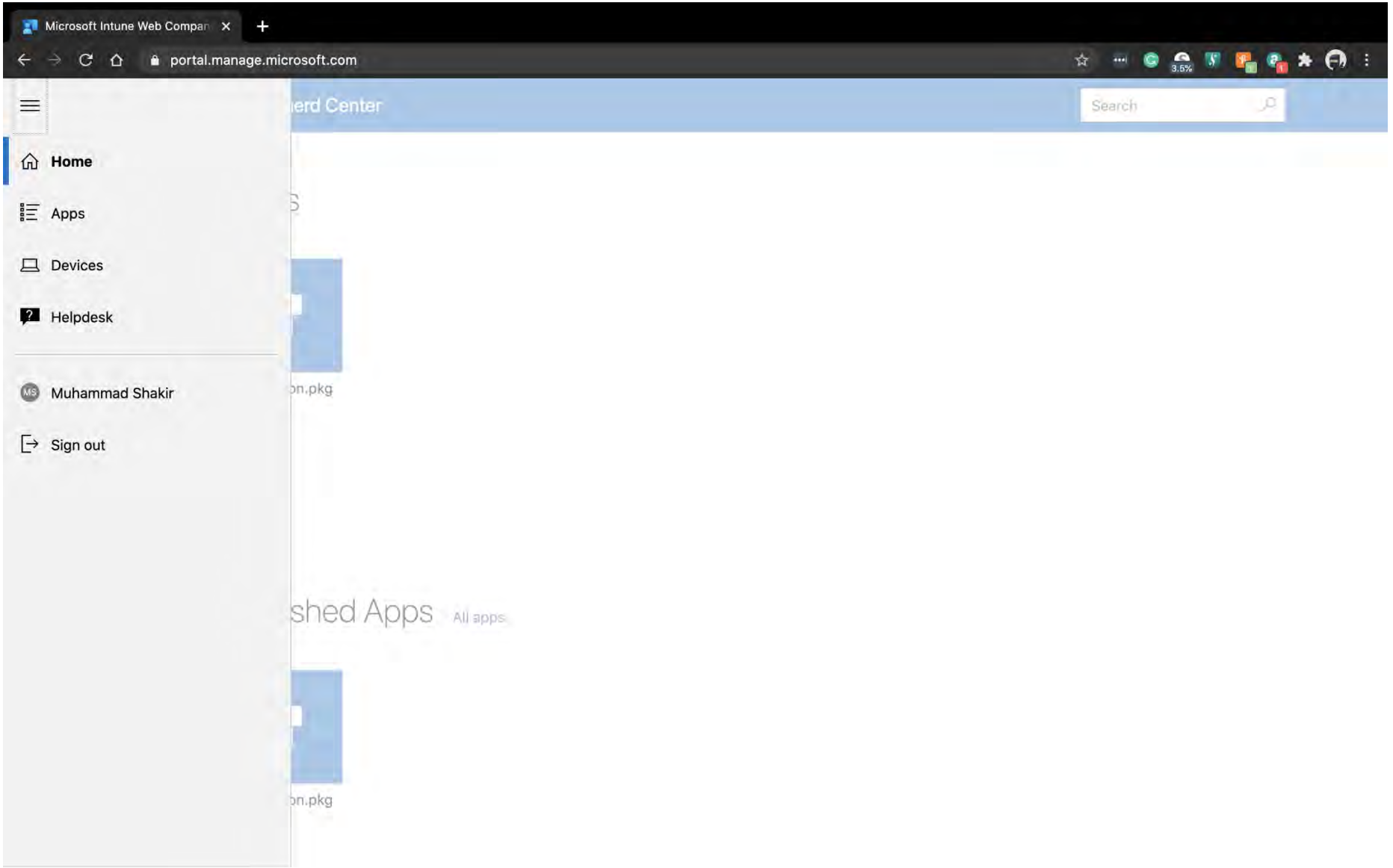
- Screen lock set to a maximum of 15 minutes
- Minimum 6 characters, non-simple password (no repeating characters)
- Minimum of macOS version 10.15 (Catalina)

How To Install Company Portal on MacOS

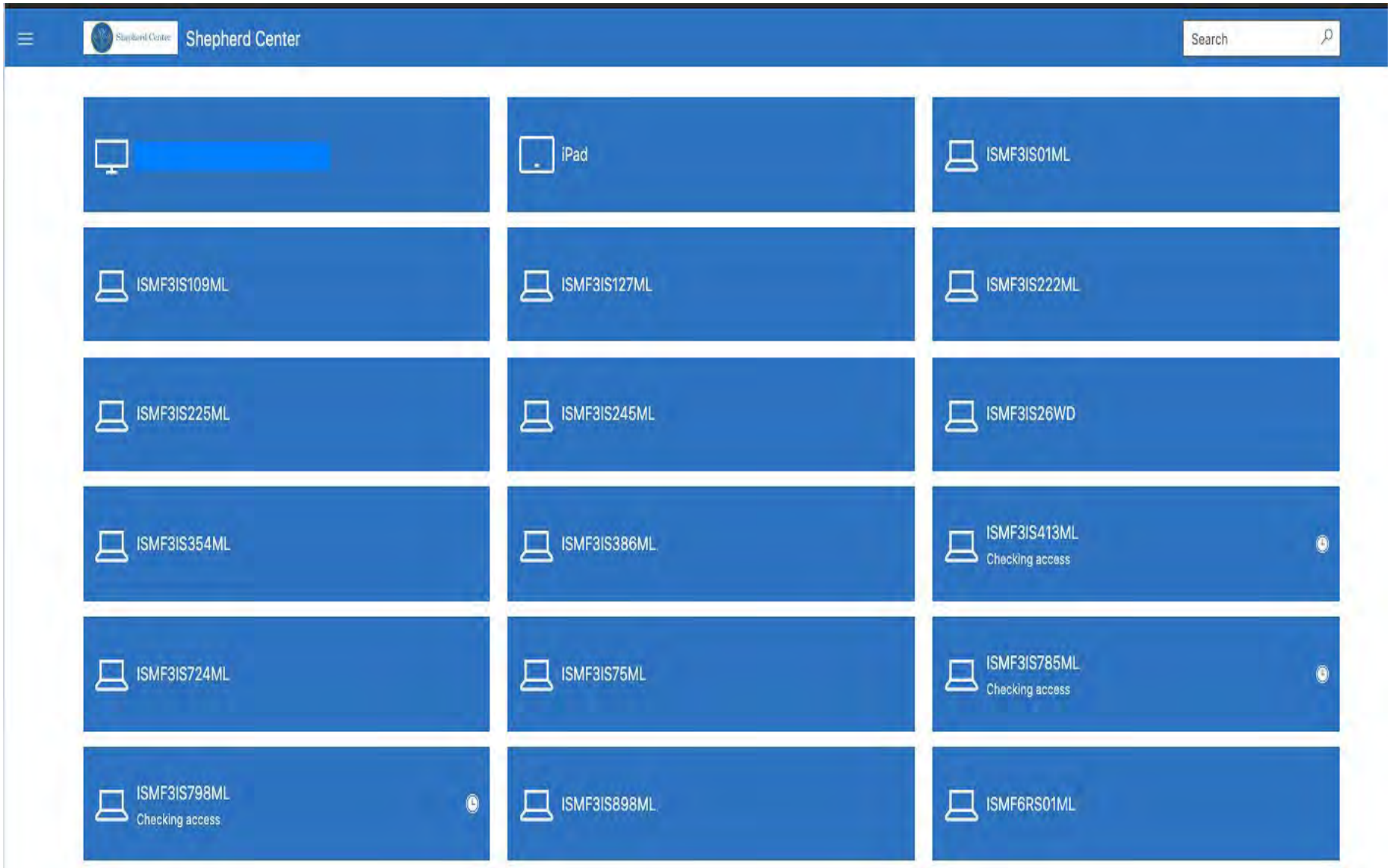
Open a browser and go to portal.manage.microsoft.com

Log in with your shepherd email and password.

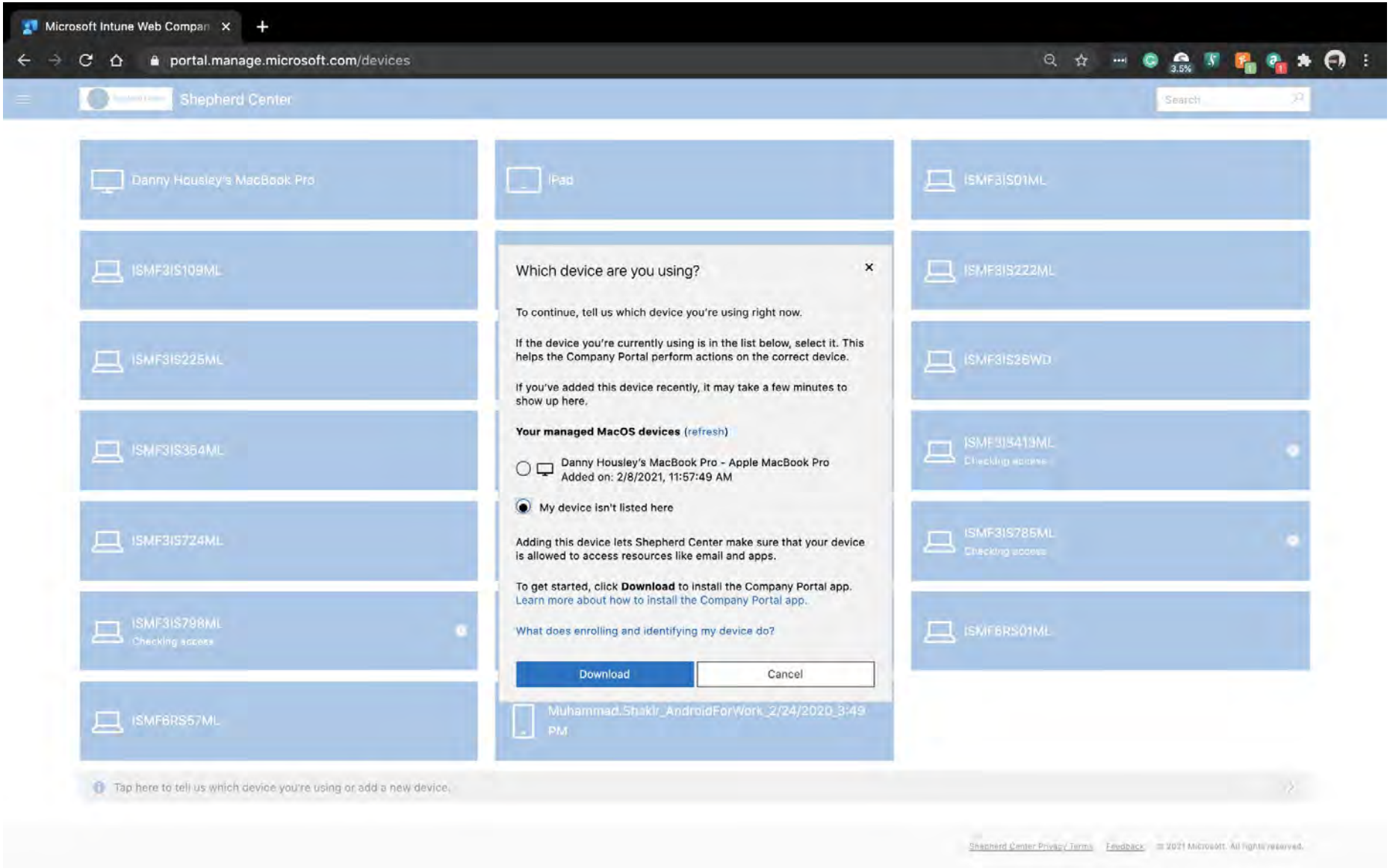
Once you have logged in click the menu icon as shown below and choose


Microsoft Intune Web Compan
portal.manage.microsoft.com
Search
Home
Apps
Devices
Helpdesk
Muhammad Shakir
Sign out
All apps

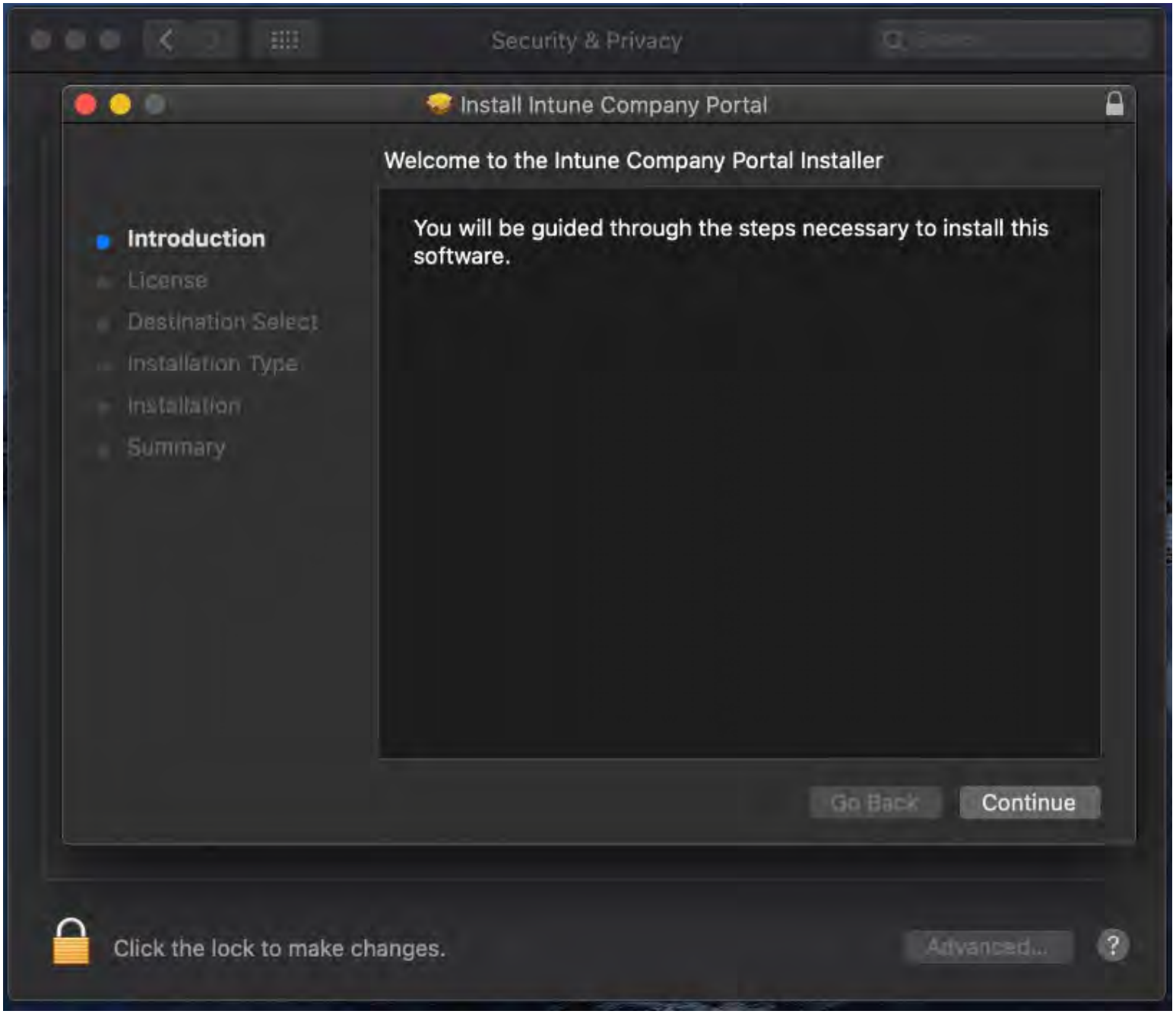
Under devices look for your device name if your device name is not listed click the grey bar to add your device.



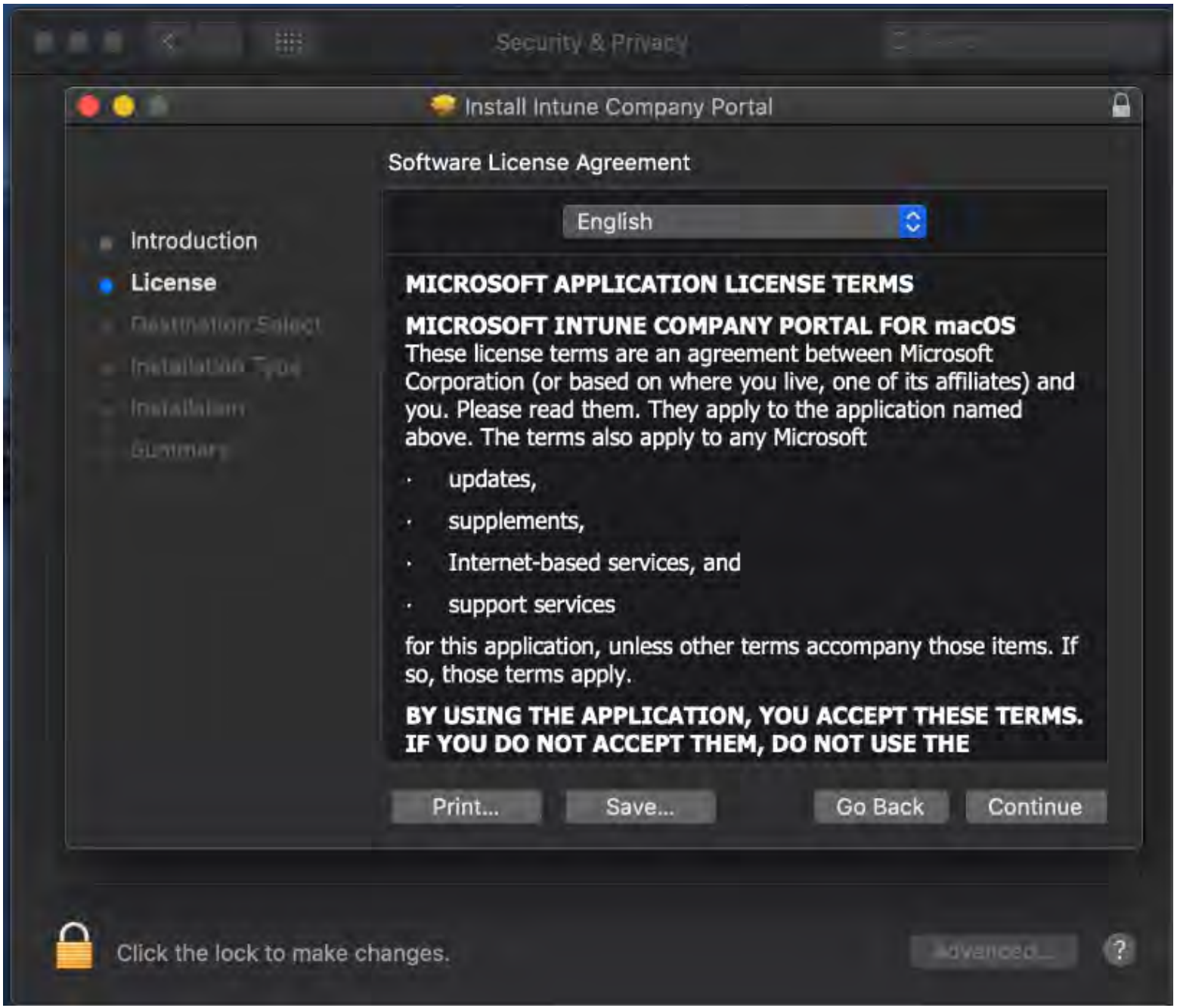
When you see the prompt select the device or click "My device is not listed" then click Download.



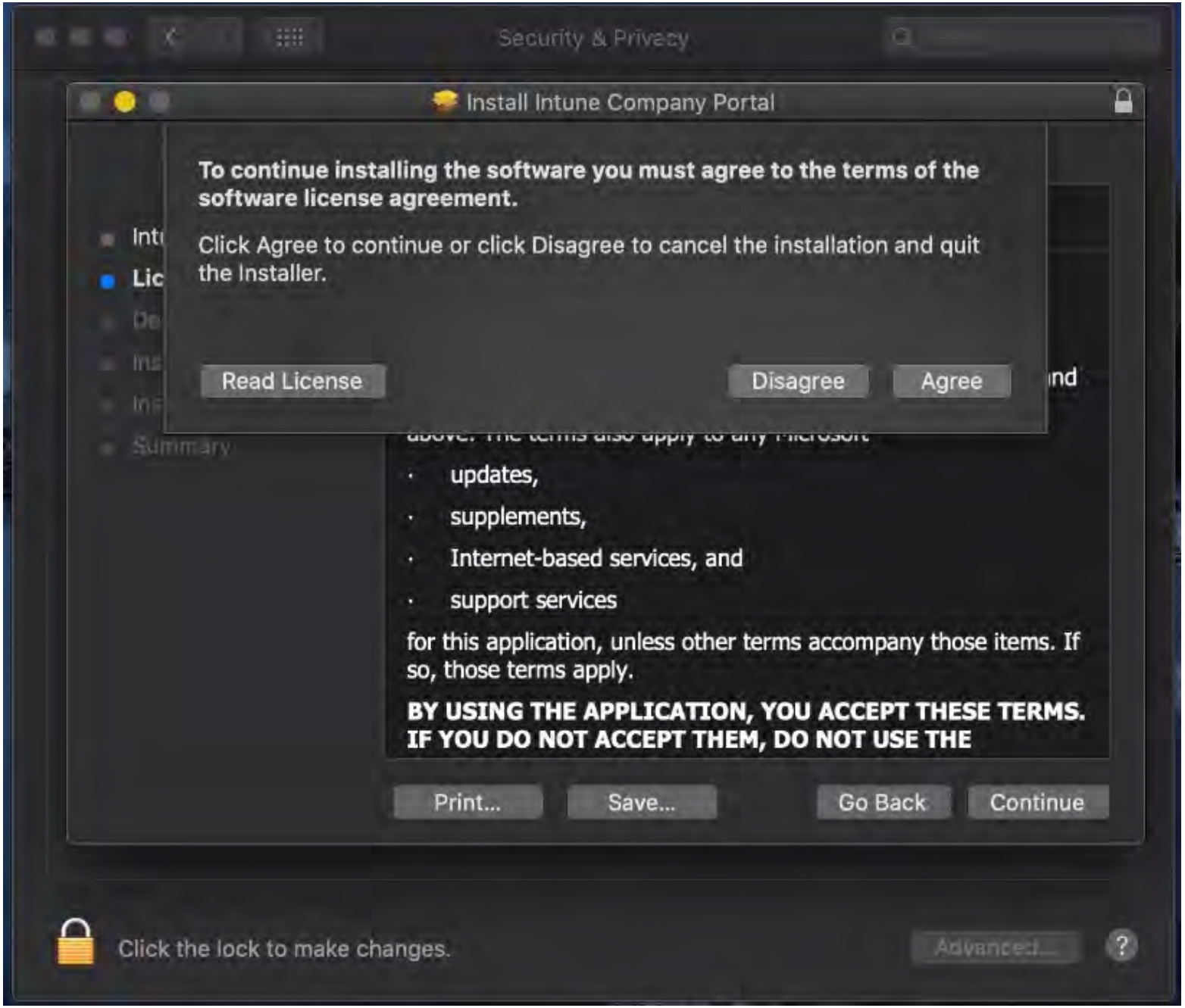
Once the file has been downloaded click the file to begin the installation process. Click "Continue" to begin



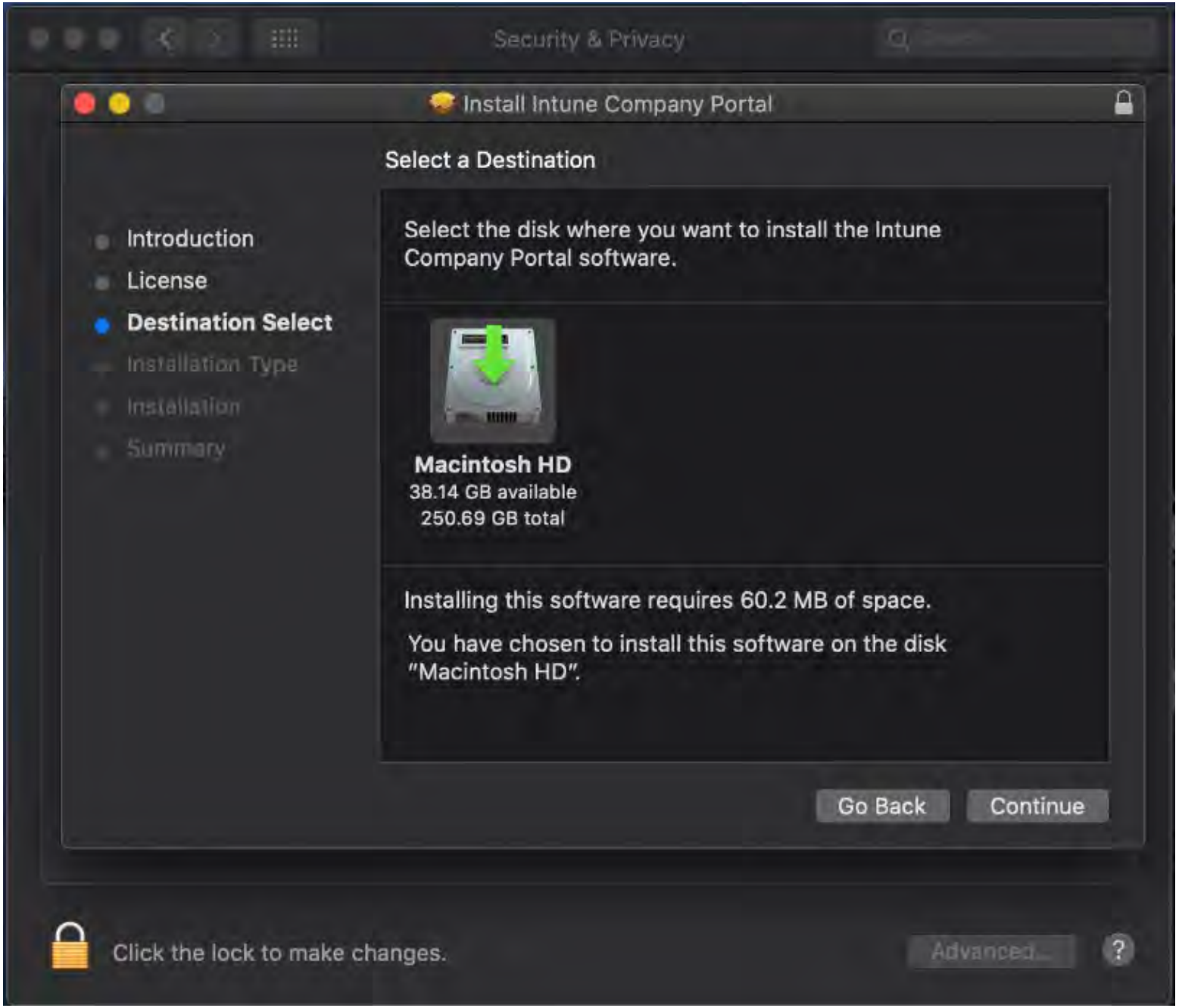
Click "Continue" again



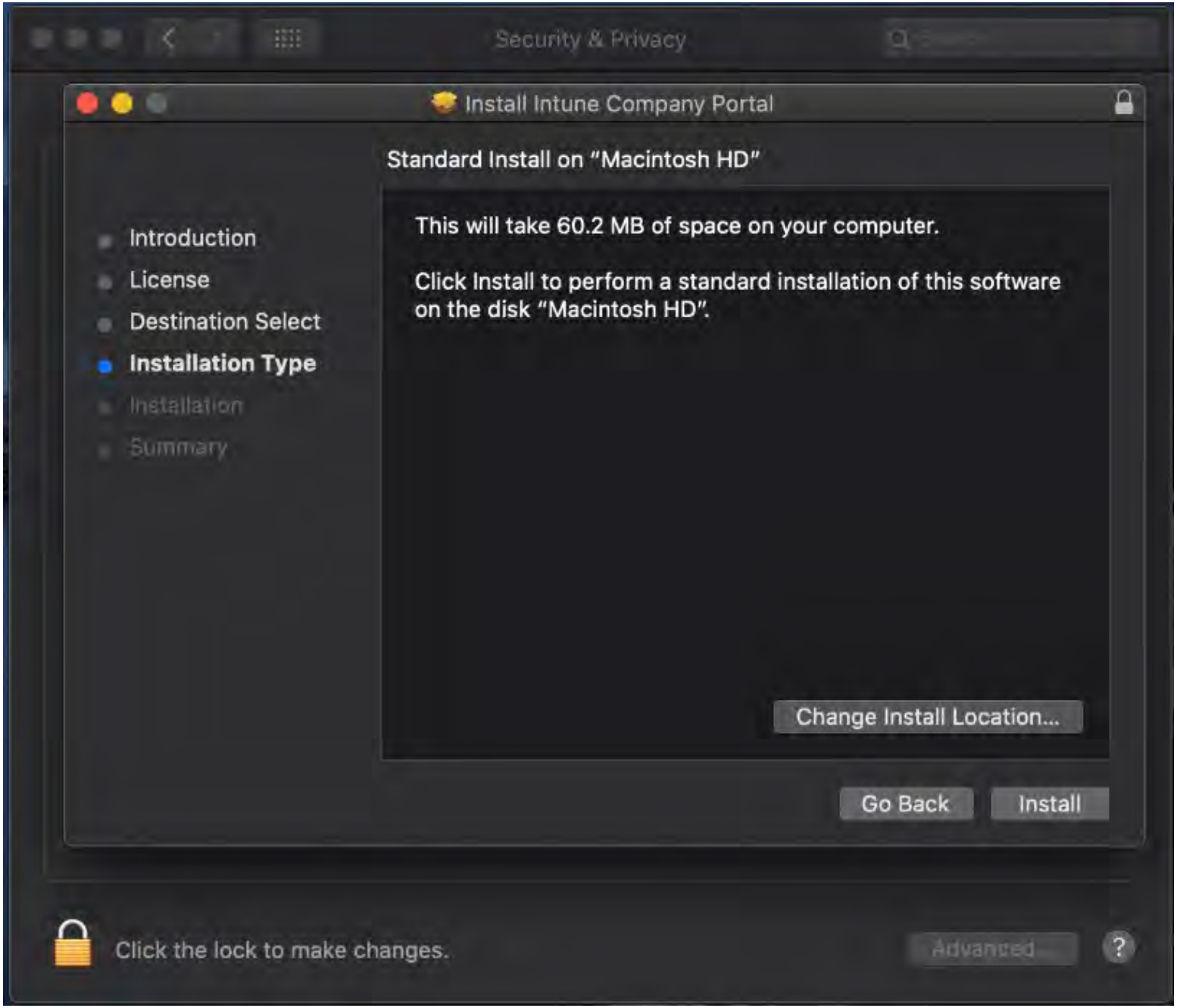
Click "Agree" to the terms



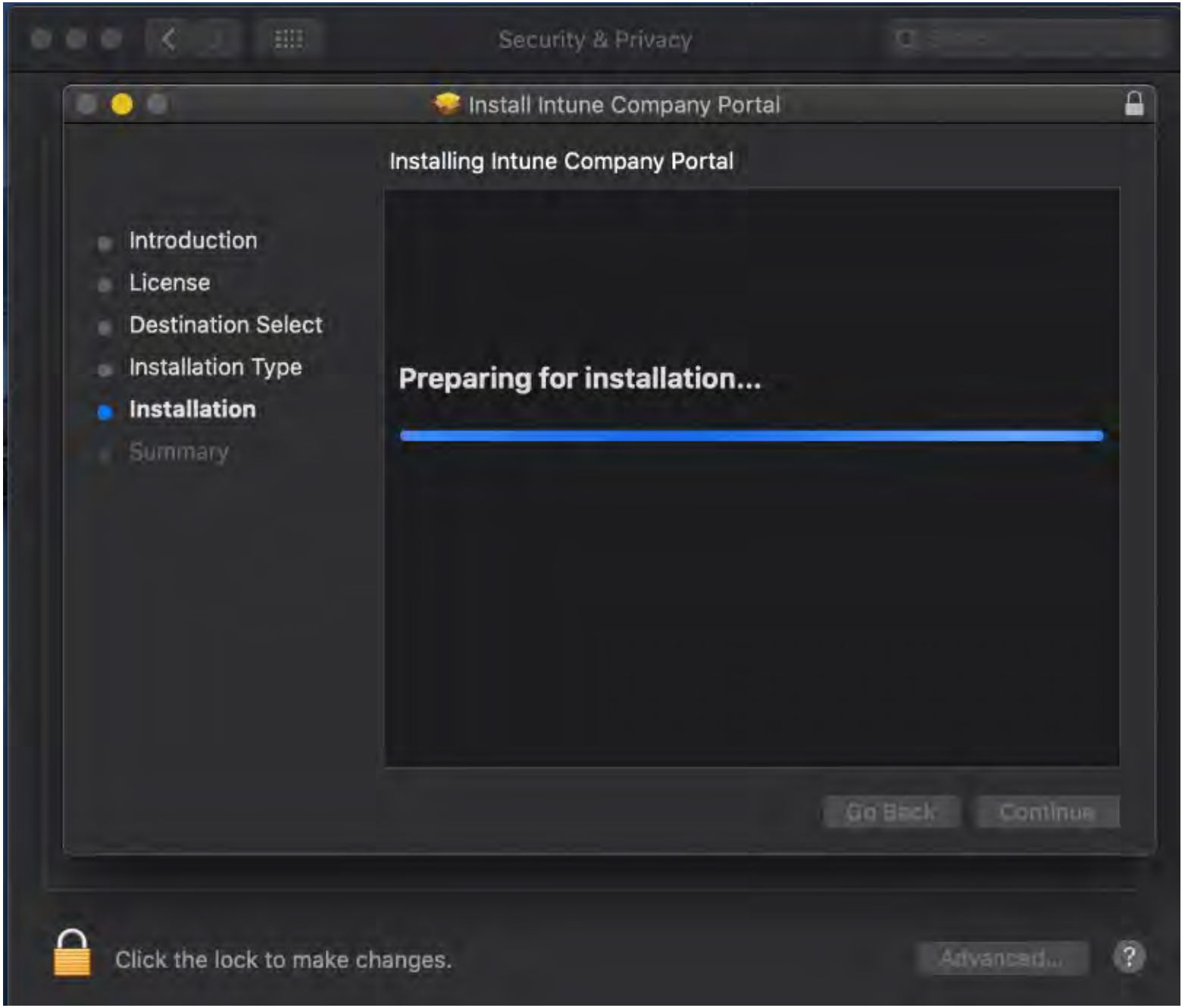
Select the Drive where you want the files to be installed and hit continue.



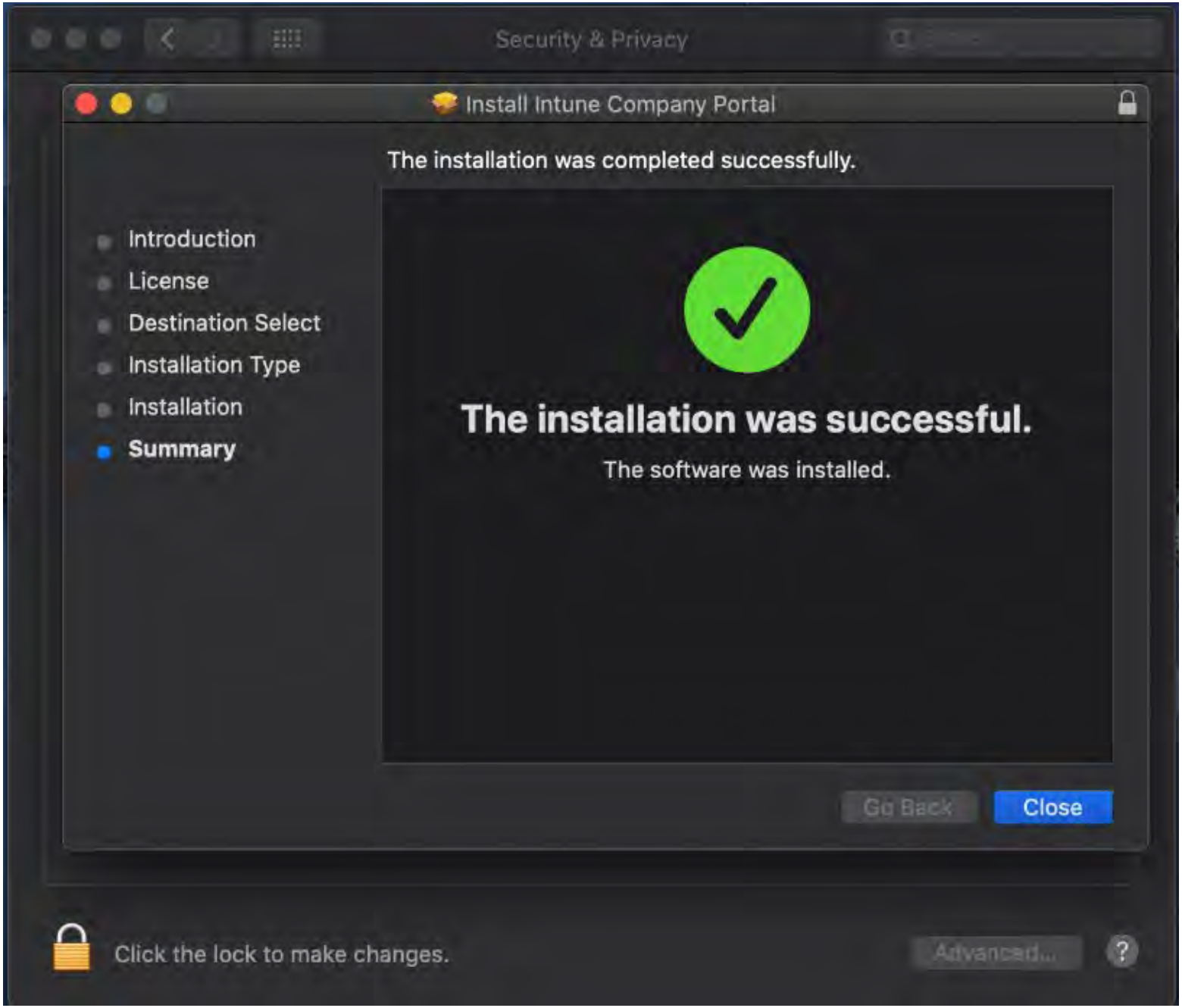
Click "Install" to start the installation



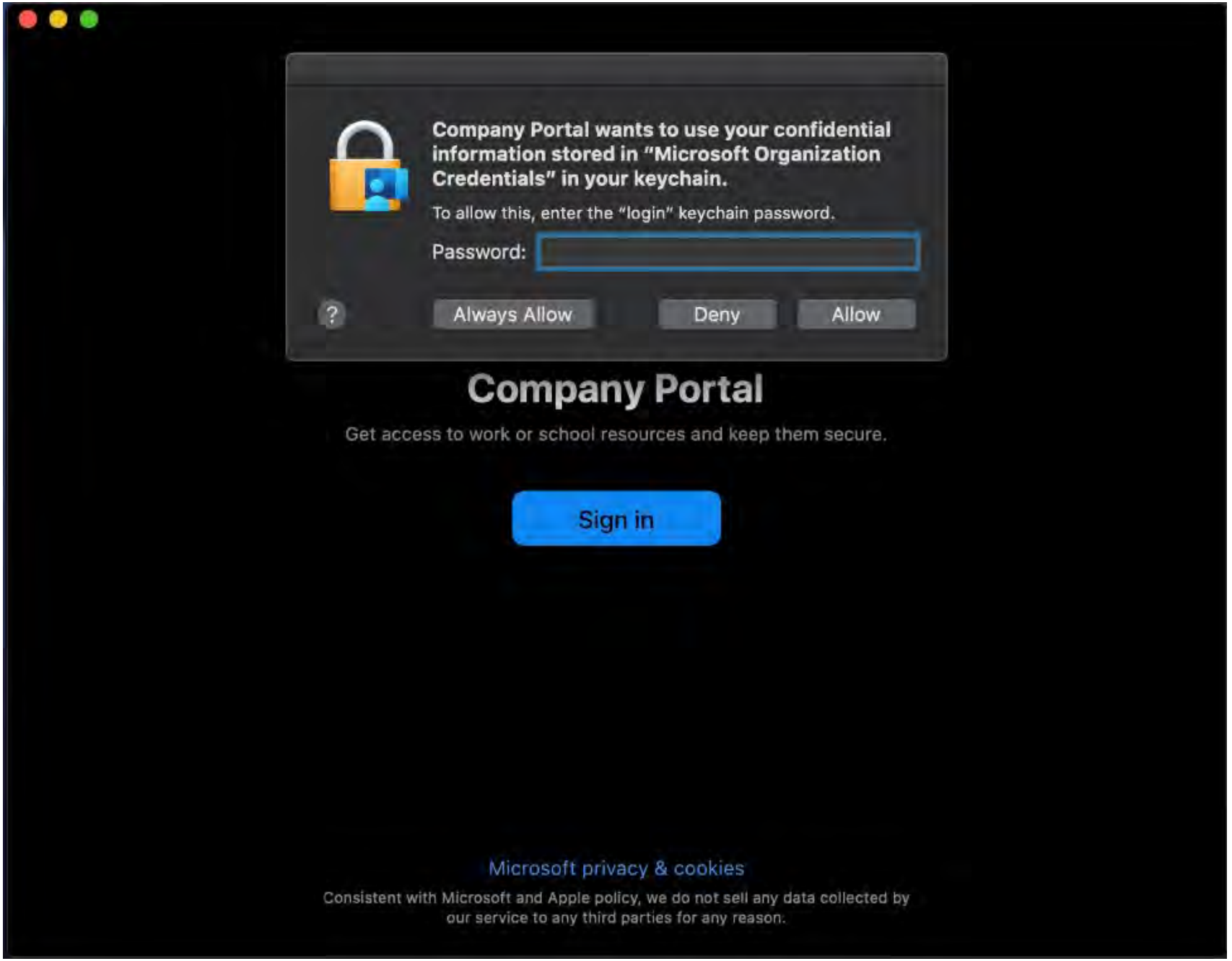
Allow the installation to complete



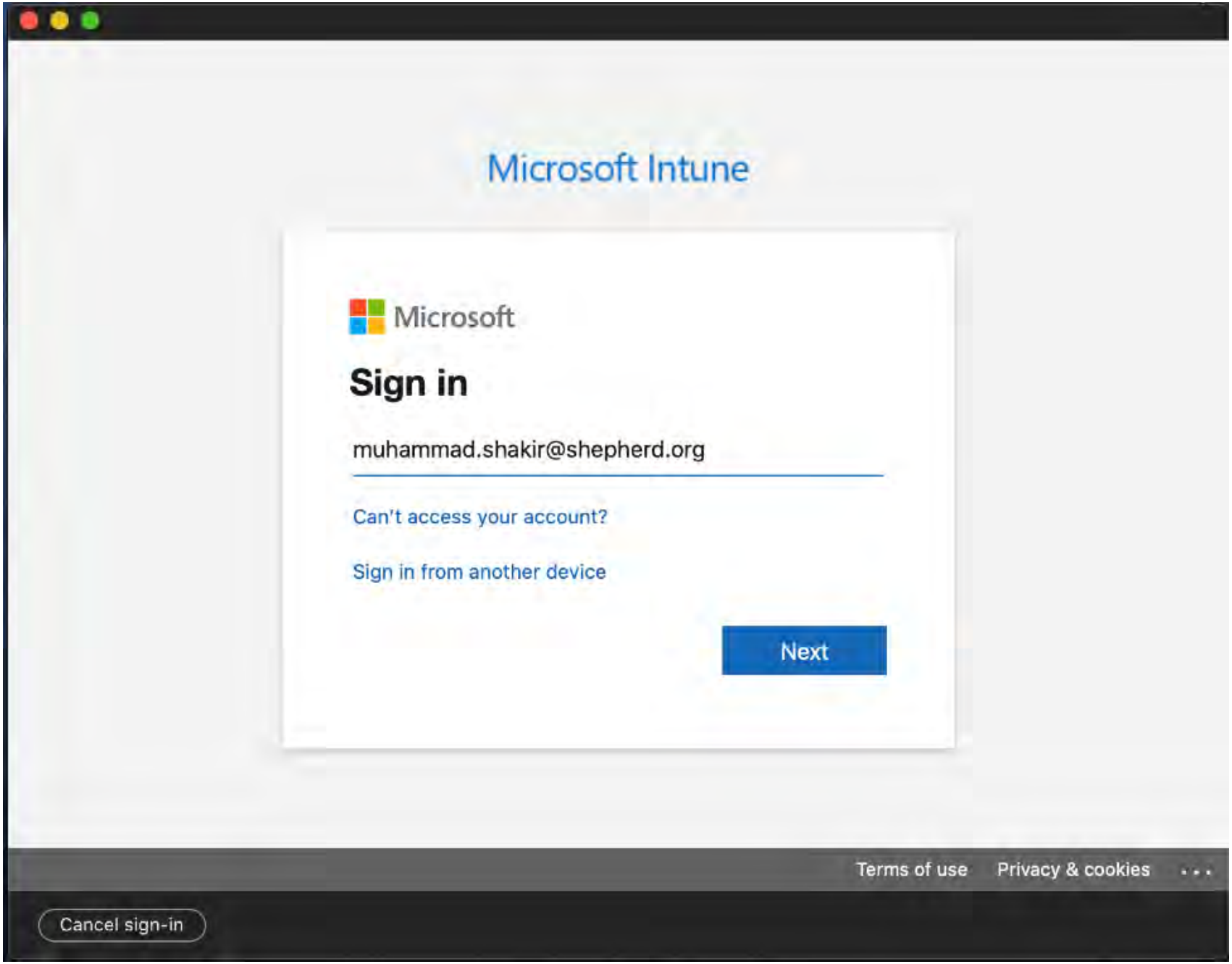
Once the installation is complete click "Close"



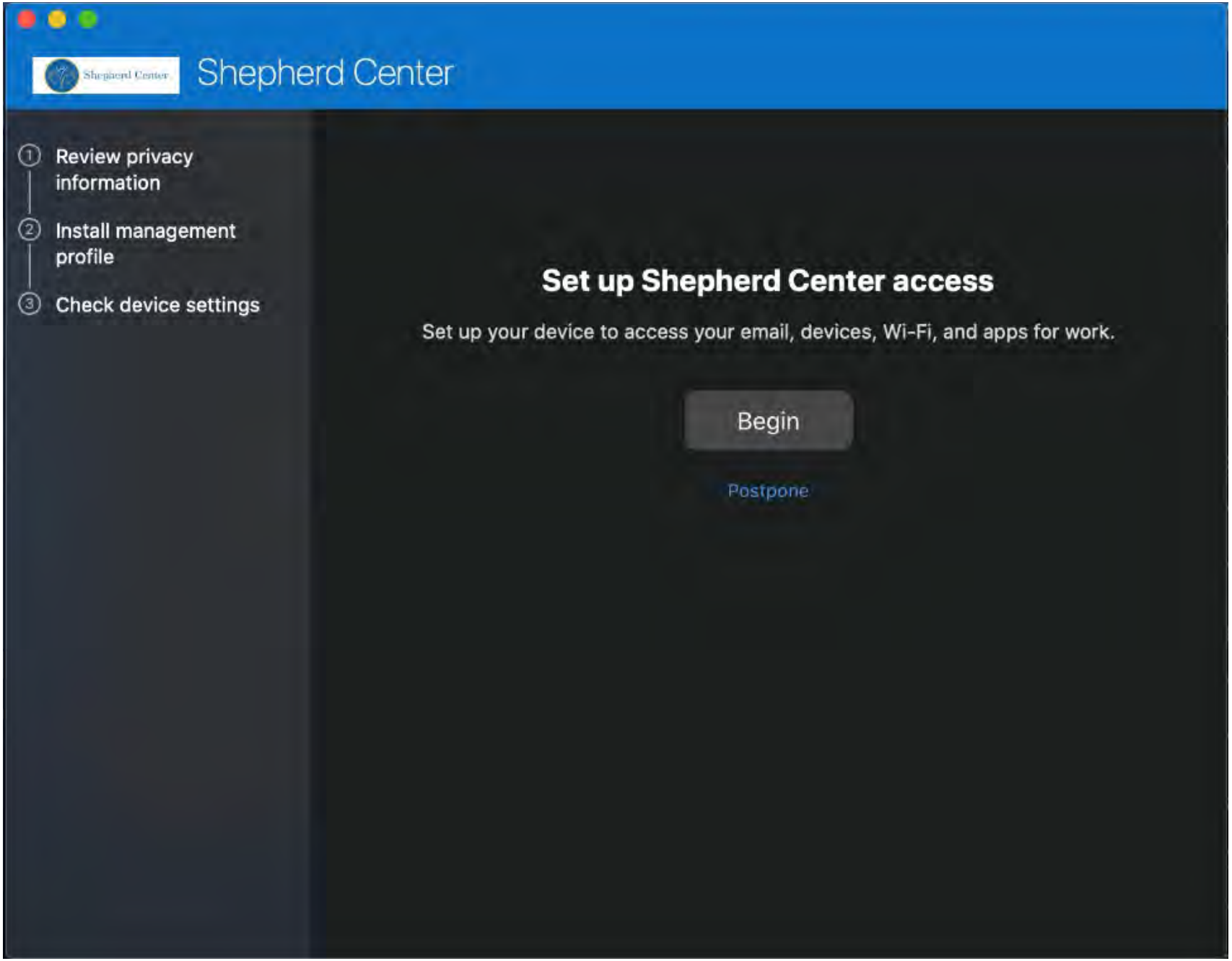
You will be prompted to enter your password. Enter the password that is used to login to your computer.



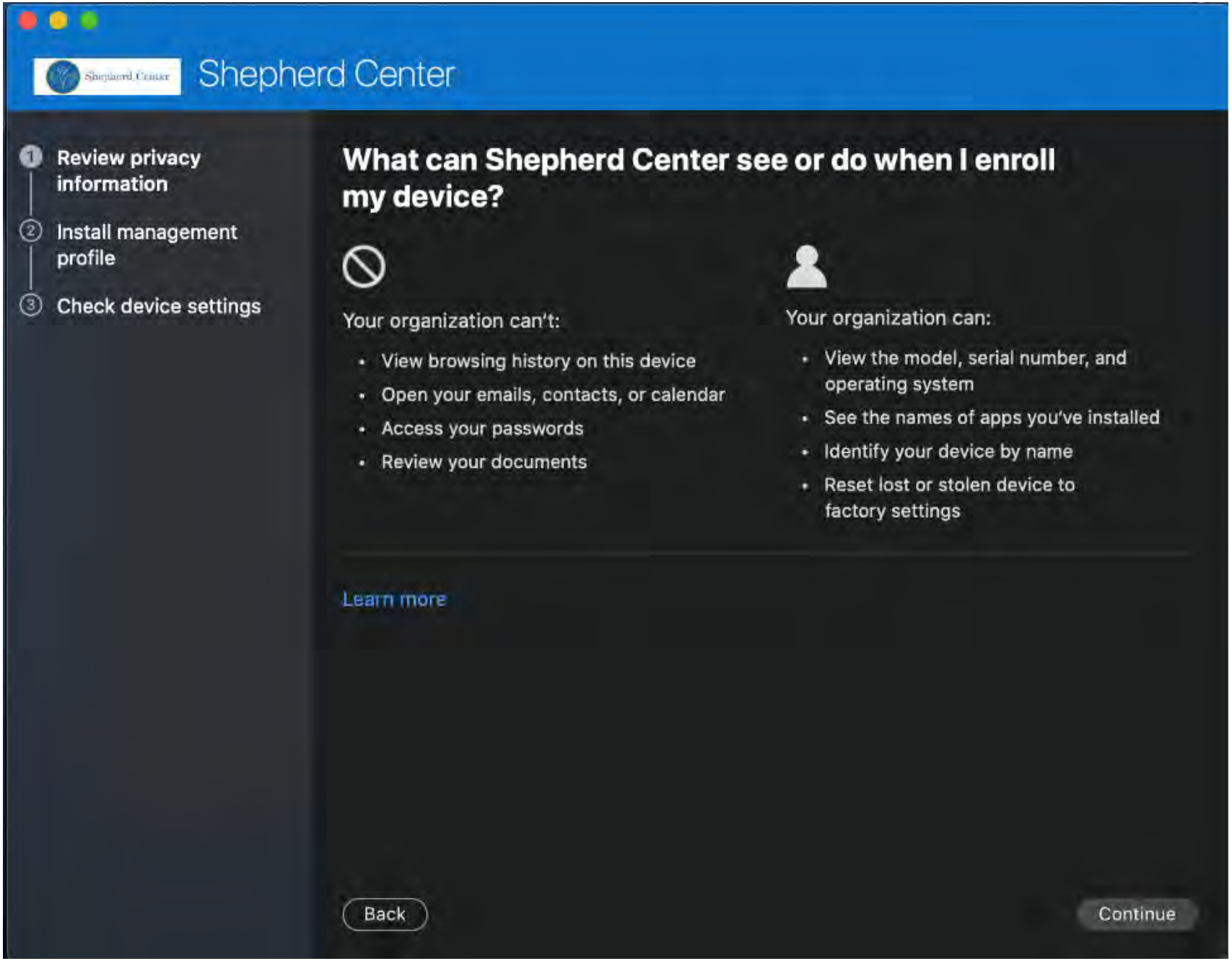
Log in with your Shepherd E-mail and password.



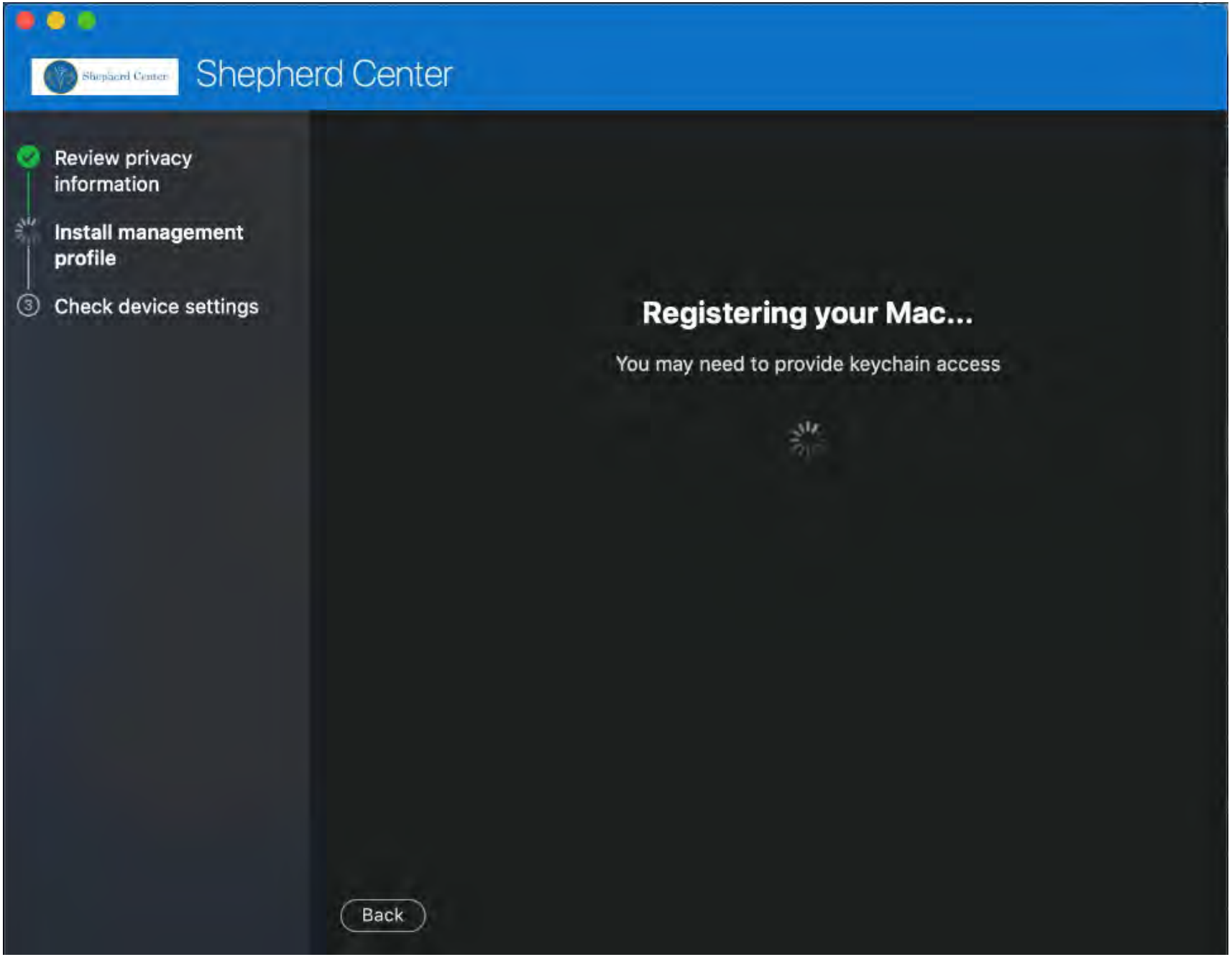
Next, you will see the Prompt for Company Portal Click "Begin"



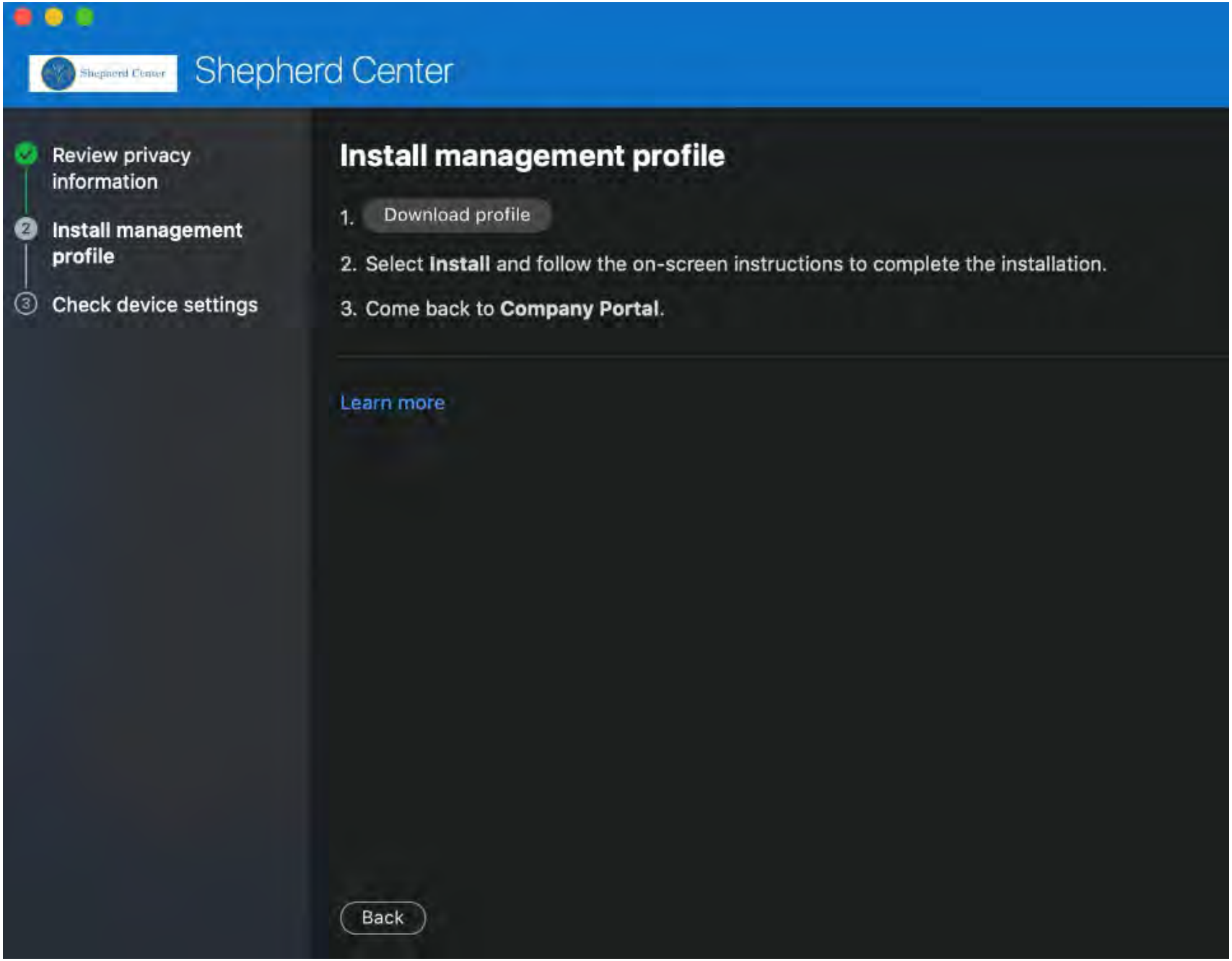
Review the Privacy information and click "Continue"



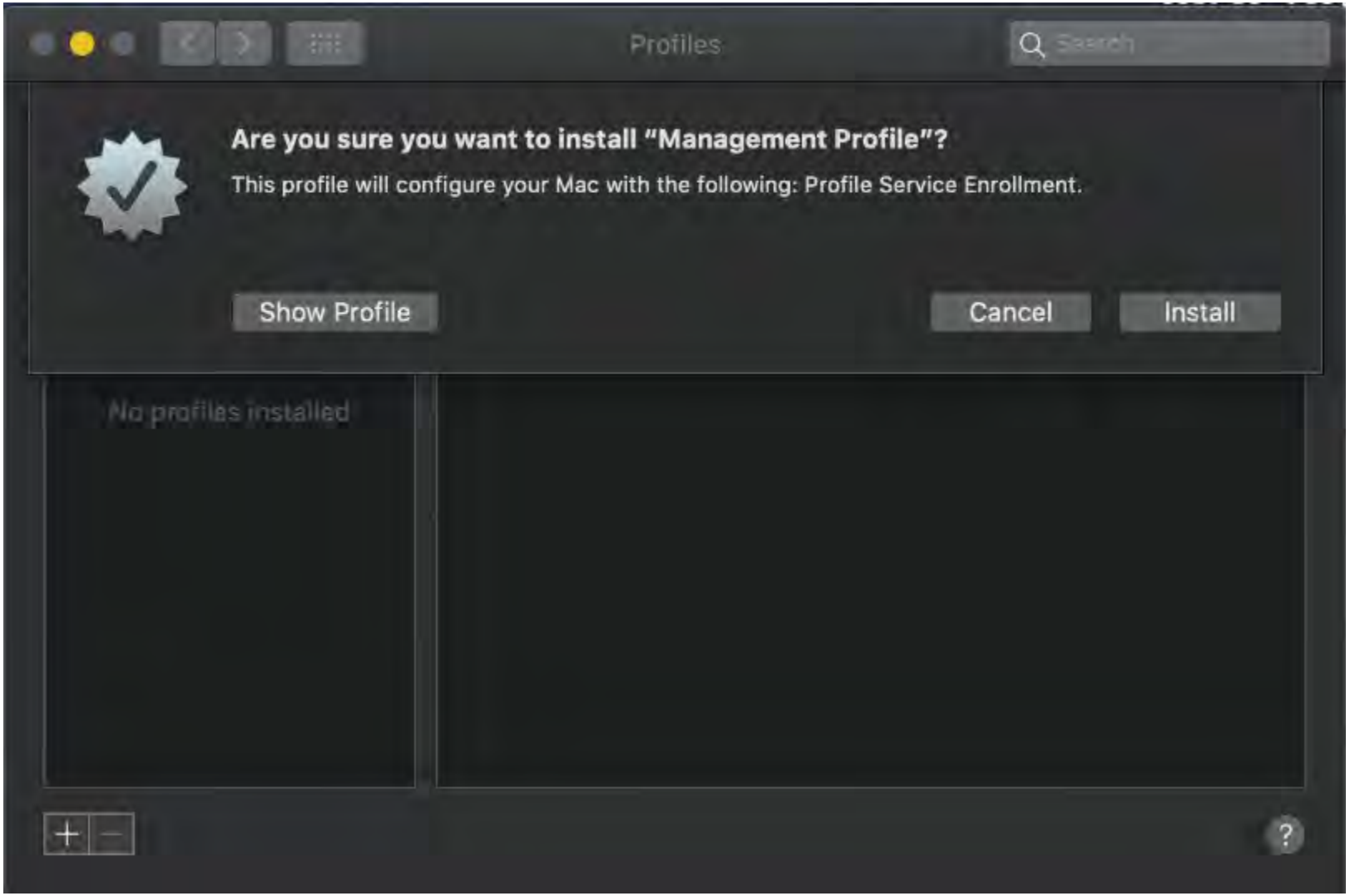
Your device will begin registering to Intune.



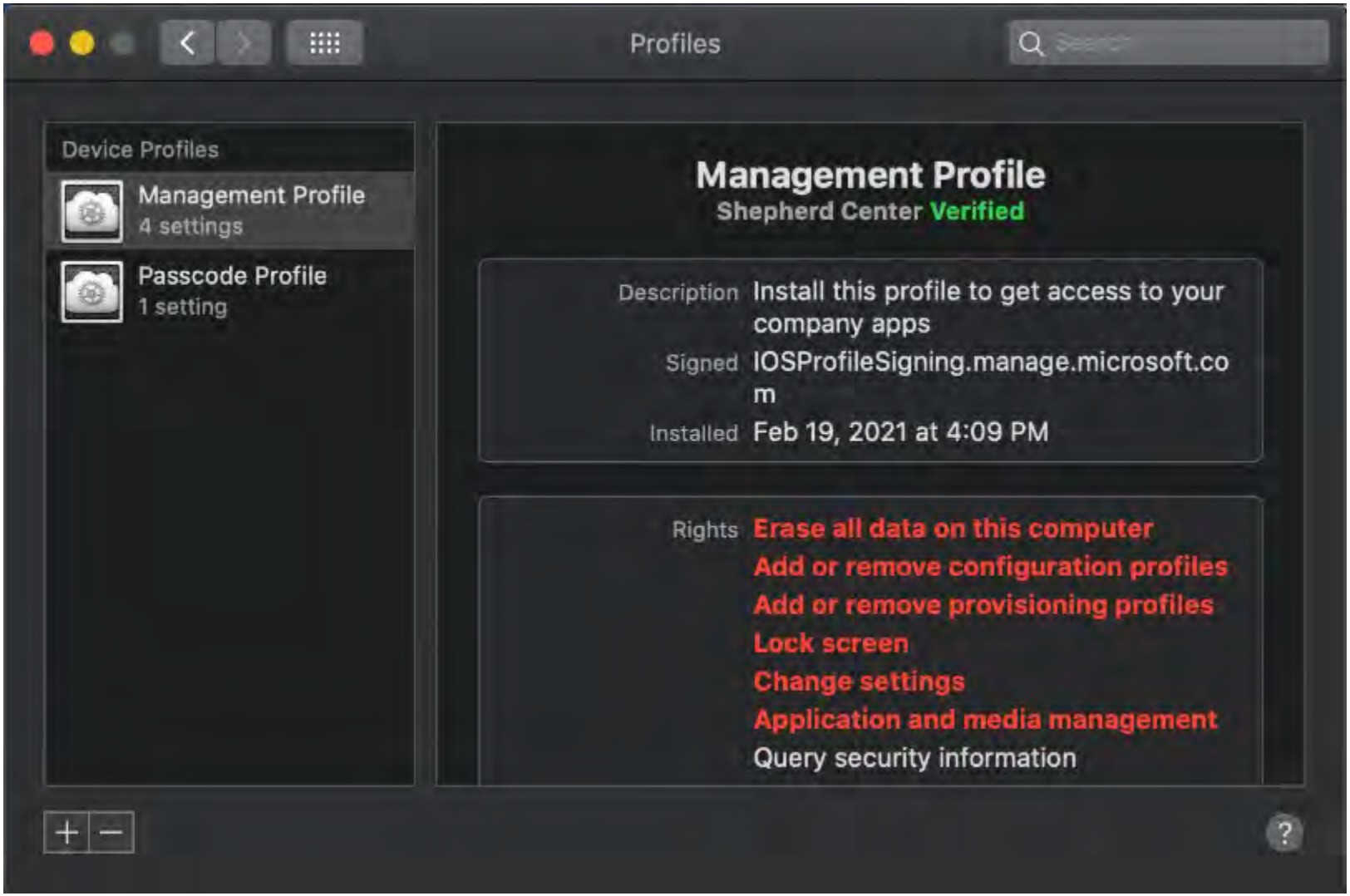
Download the Management Profile by Clicking "Download Profile"



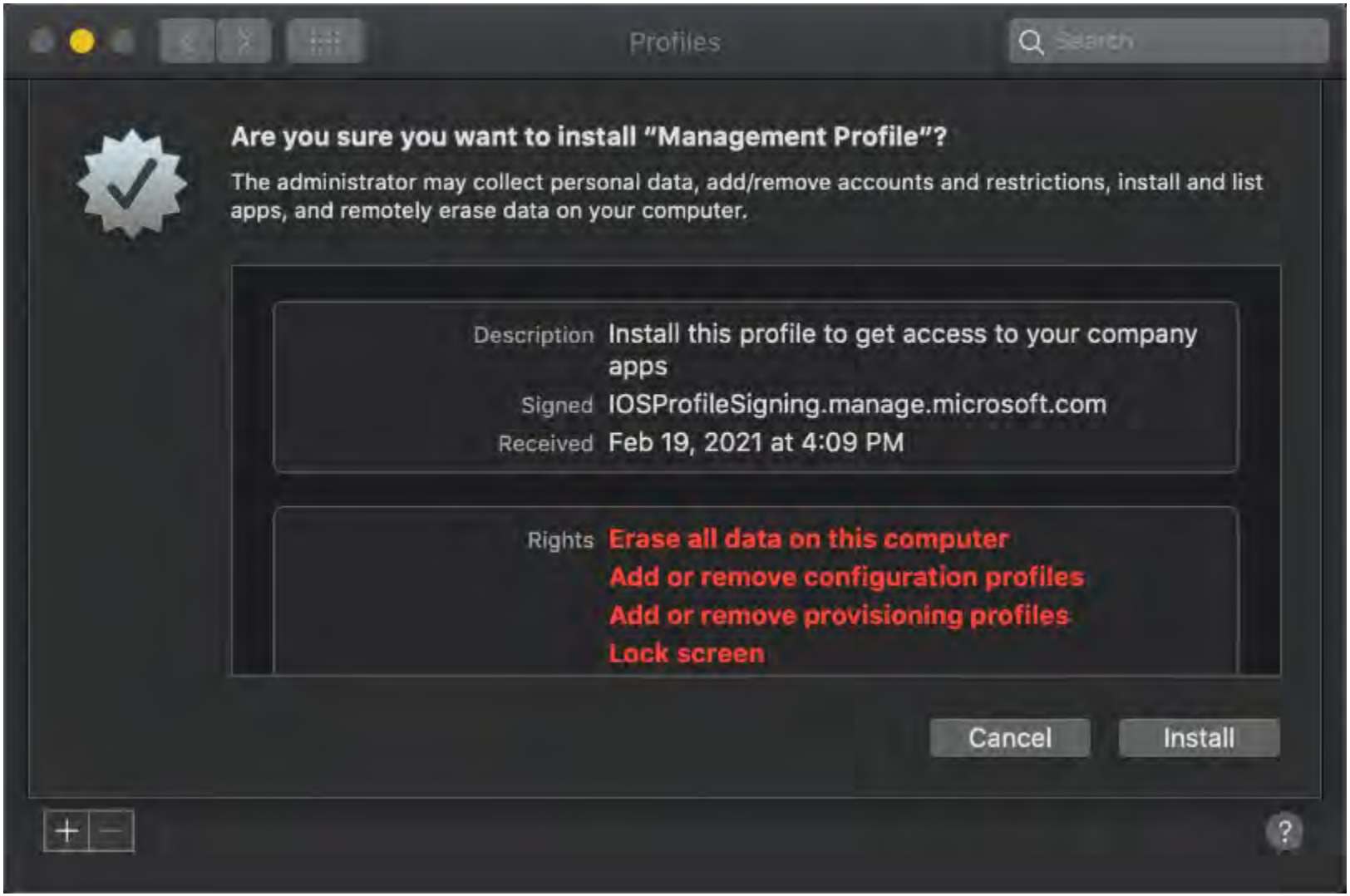
After the file is downloaded you will need to install the management profile by clicking "Install"

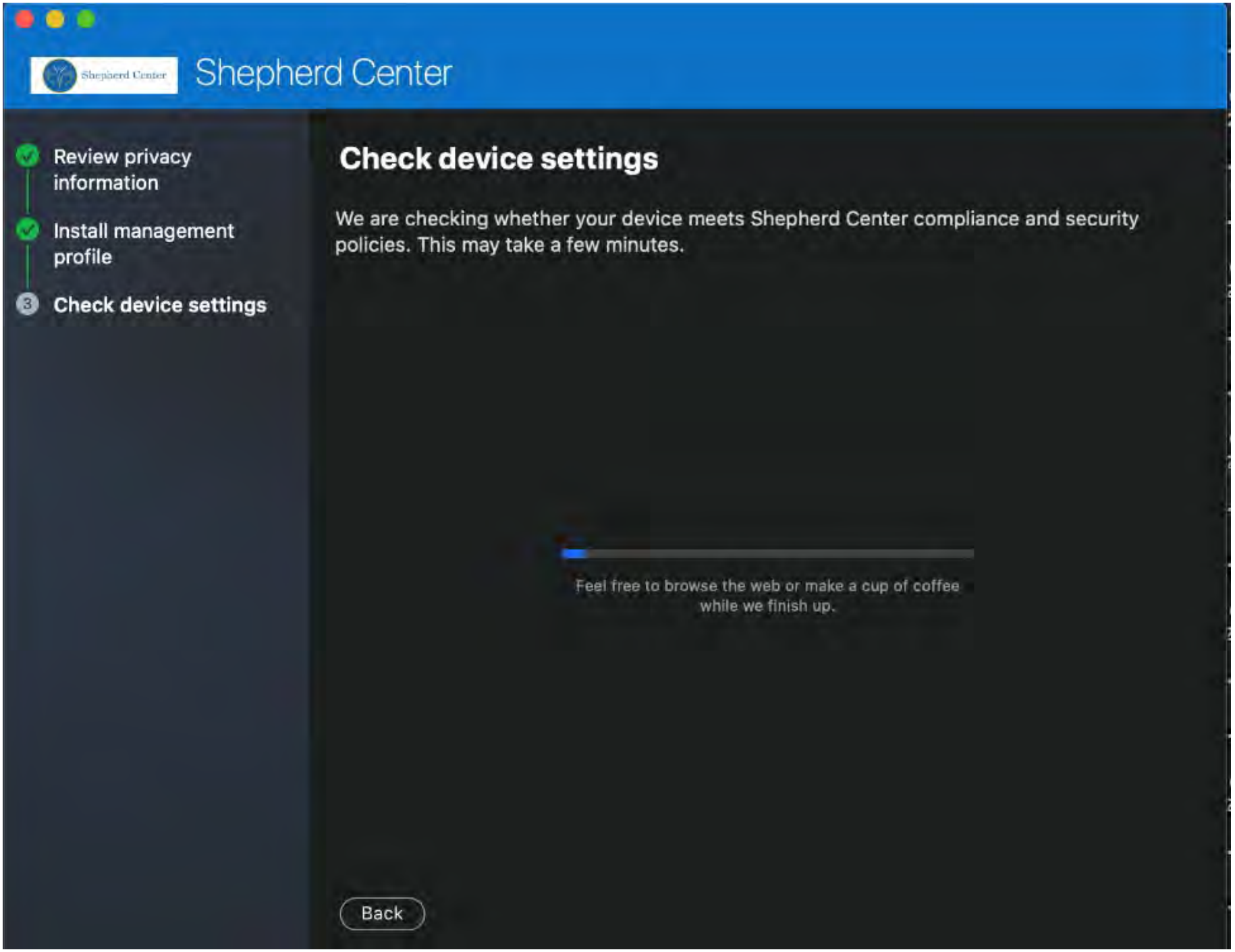


You will have two profiles that will install and will appear as shown below

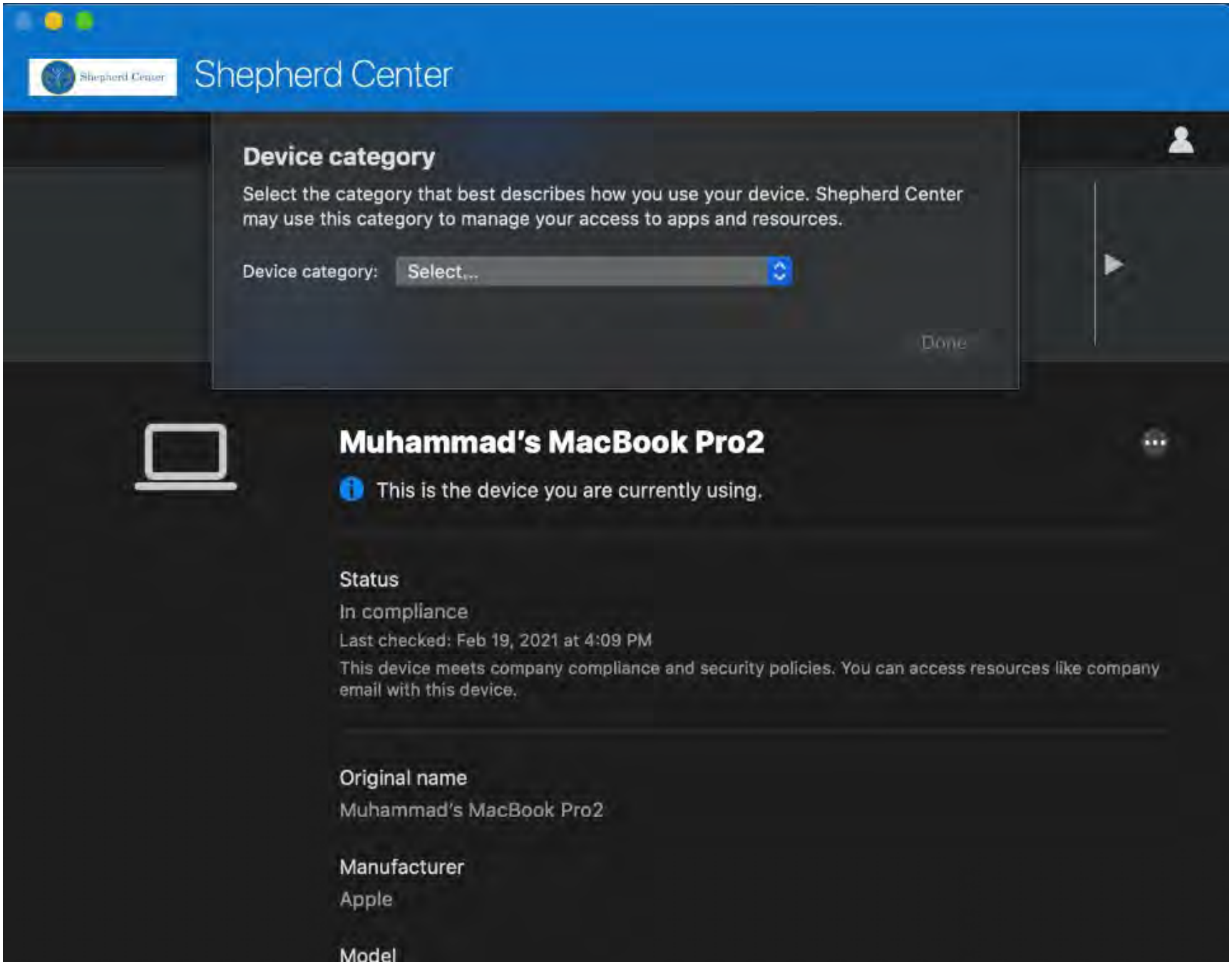


Confirm the installation of the profiles again by clicking "Install"

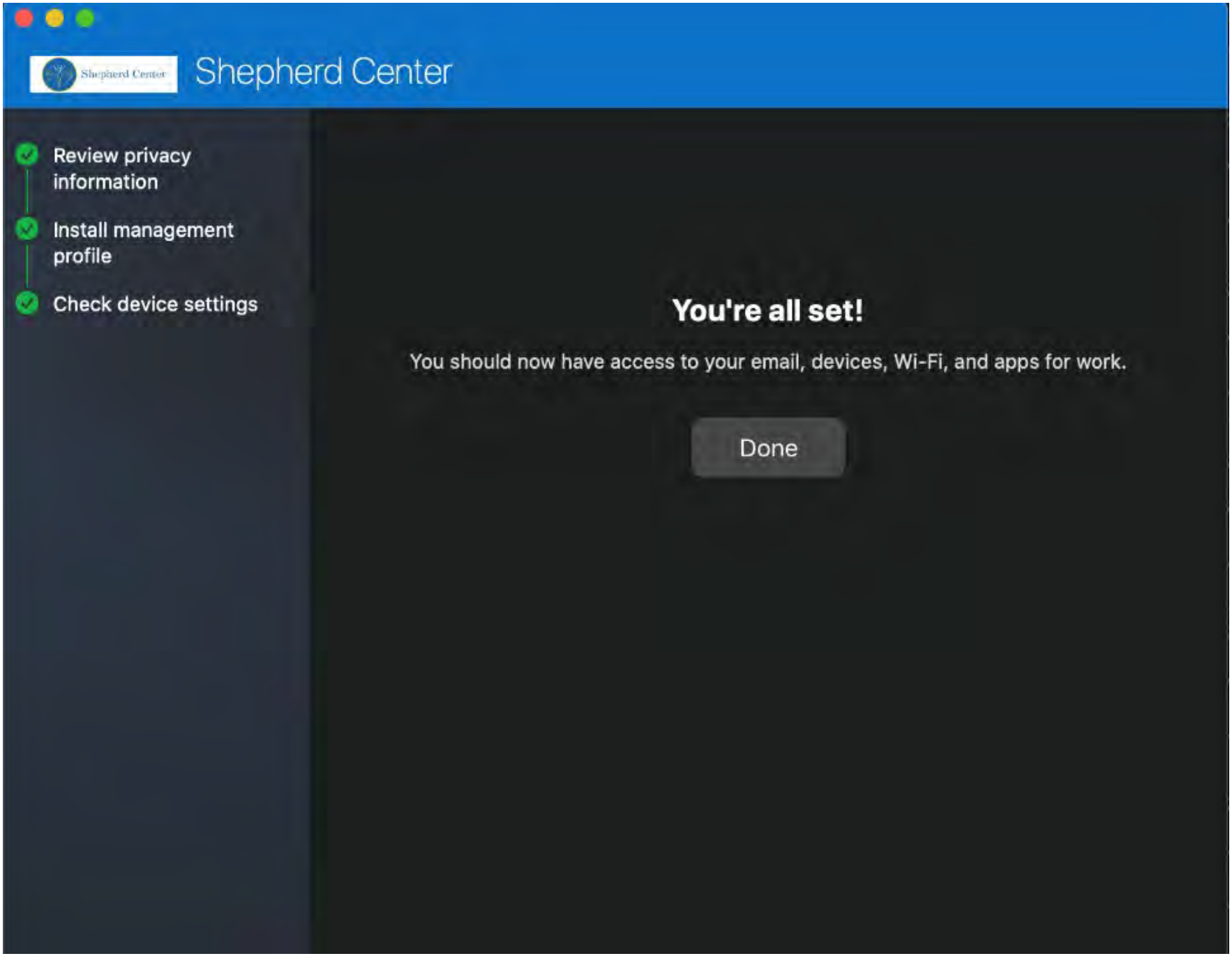



Shepherd Center
Shepherd Center
Review privacy information
Install management profile
3
Check device settings
Check device settings
We are checking whether your device meets Shepherd Center compliance and security policies. This may take a few minutes.
Feel free to browse the web or make a cup of coffee while we finish up.
Back

Once the check is complete you will need to select the device category and select "OSX"



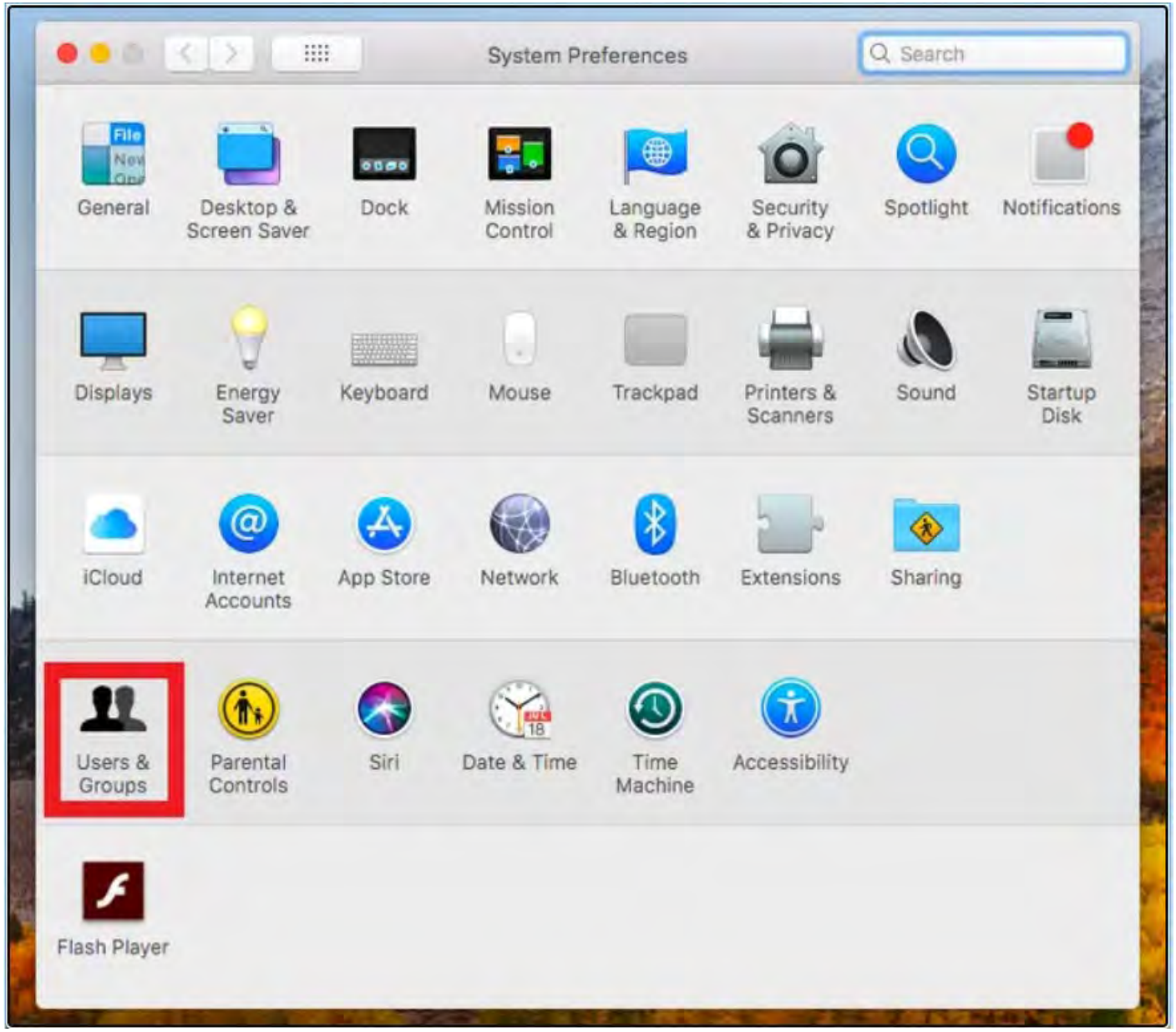
Once the device Category is selected Click "Done" on the next screen.



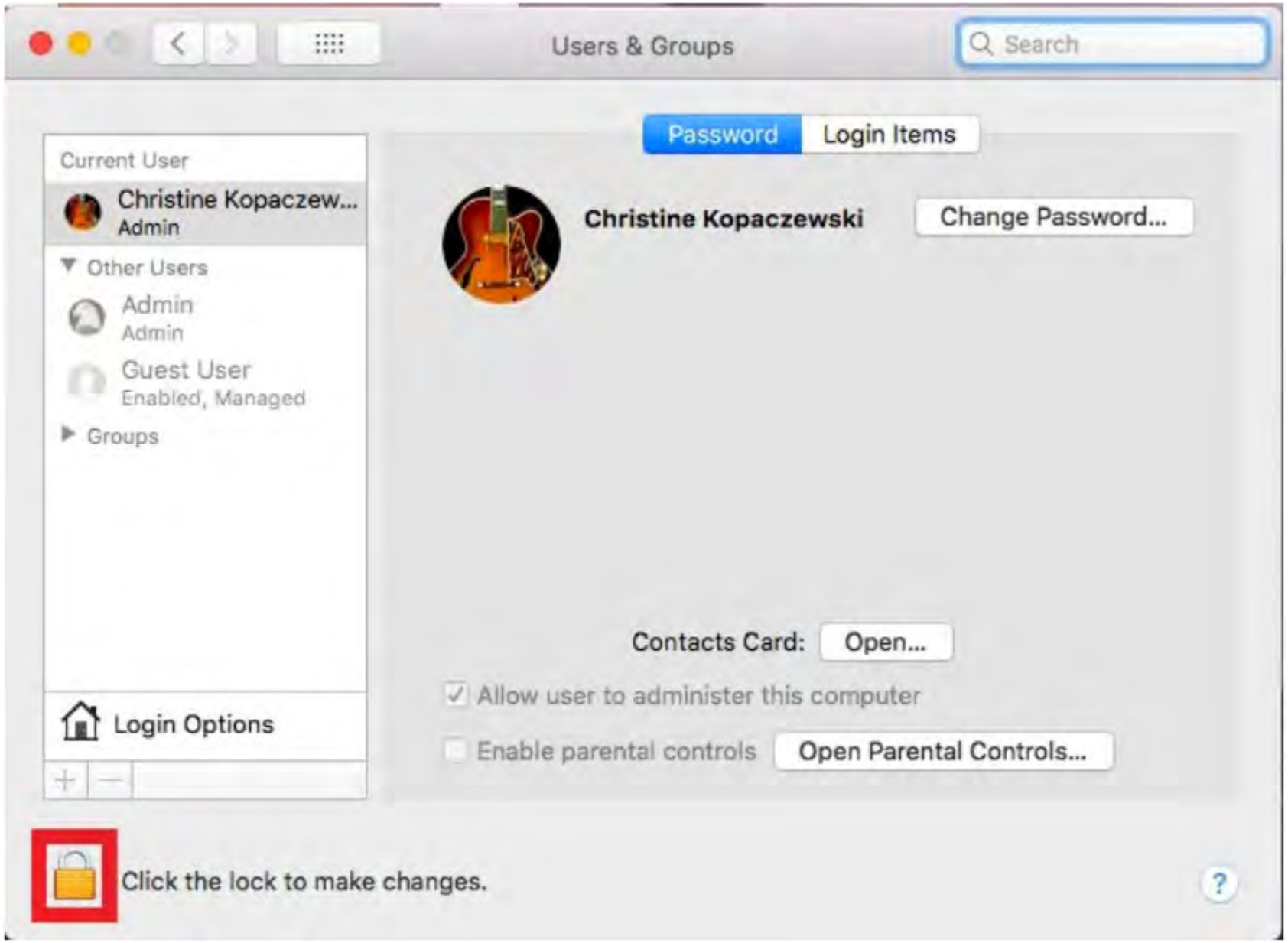
How to Change your macOS password:

1. Open the Apple menu (the Apple logo at the top-left of your screen) and choose "System Preferences." You may also have it pinned to your menu bar (it's a gray gear).

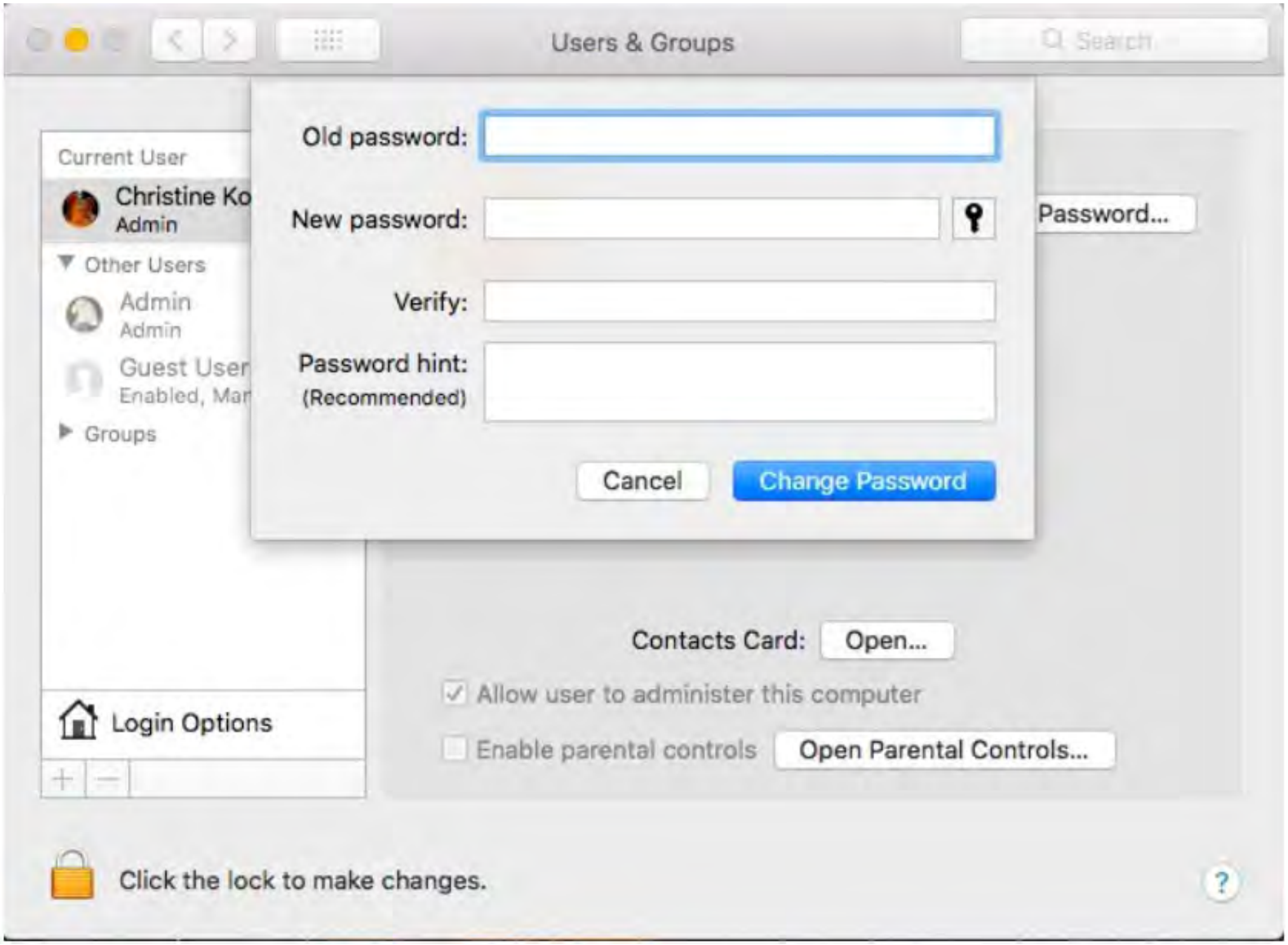
2. Click "Users & Groups."



3. Select your user account on the left of the box and click the padlock in the bottom left to make your changes.



4. Click "Change Password."

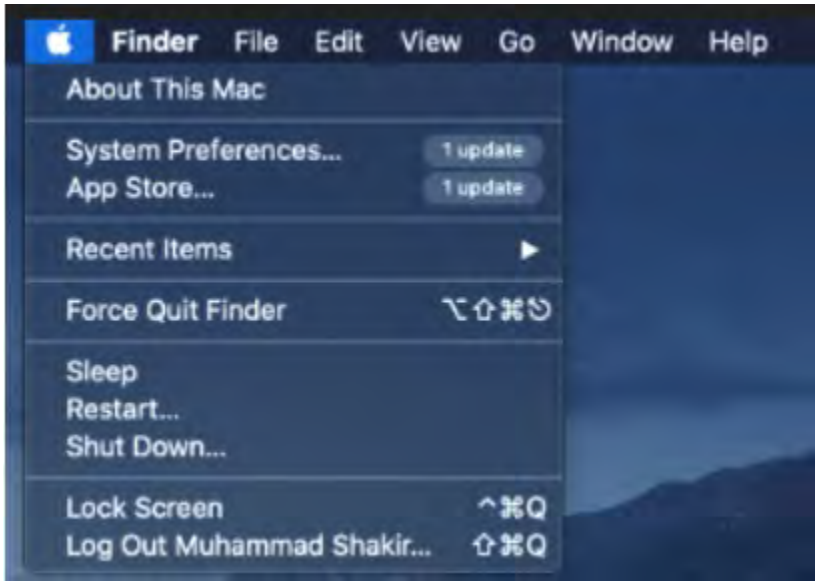


5. Enter your current password, your new password (twice), and a hint to help you remember your password (don't make it too obvious). Click "Change Password" to complete the process.

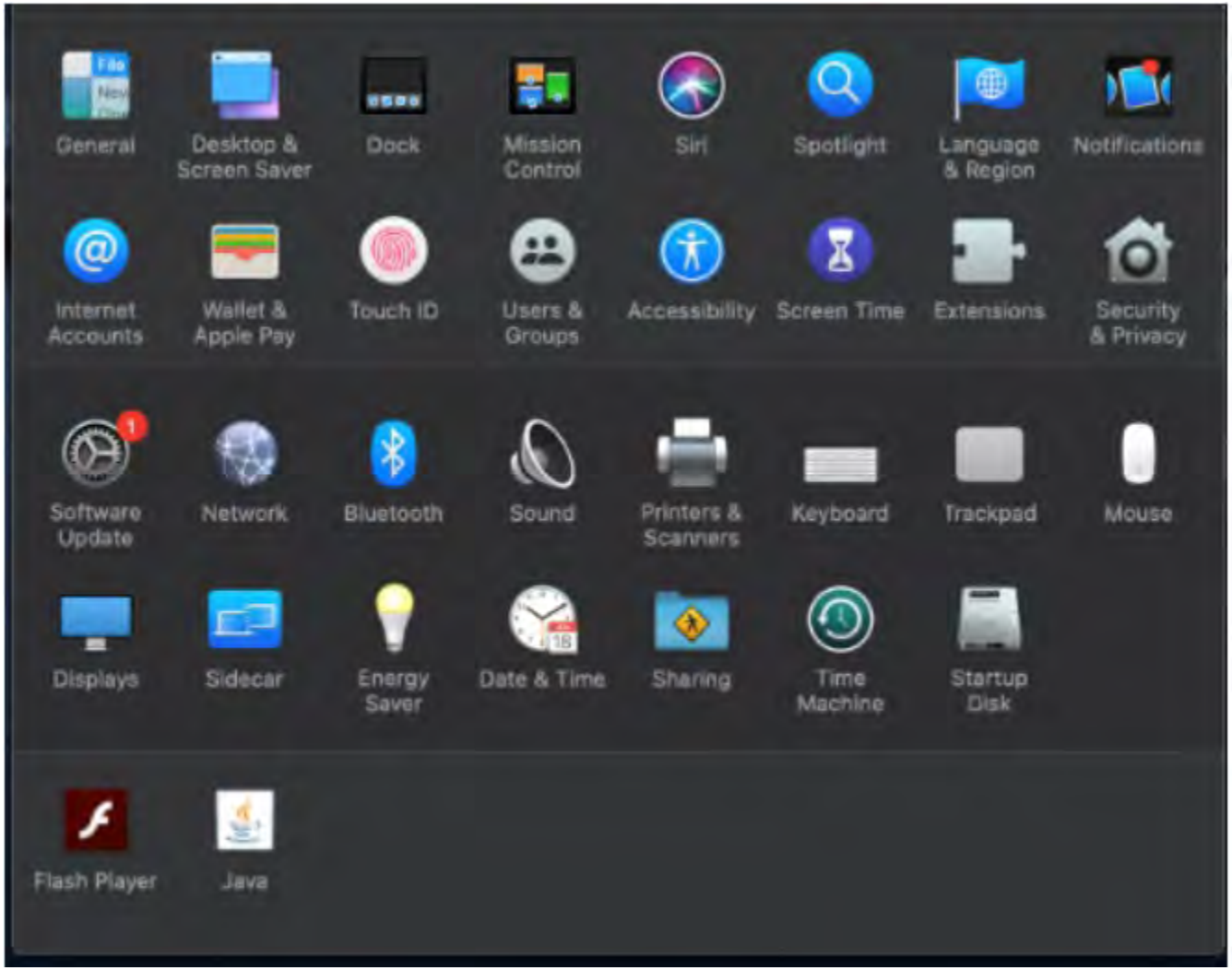
Complete all the fields and then click "Change Password."

How to change the screen timeout settings

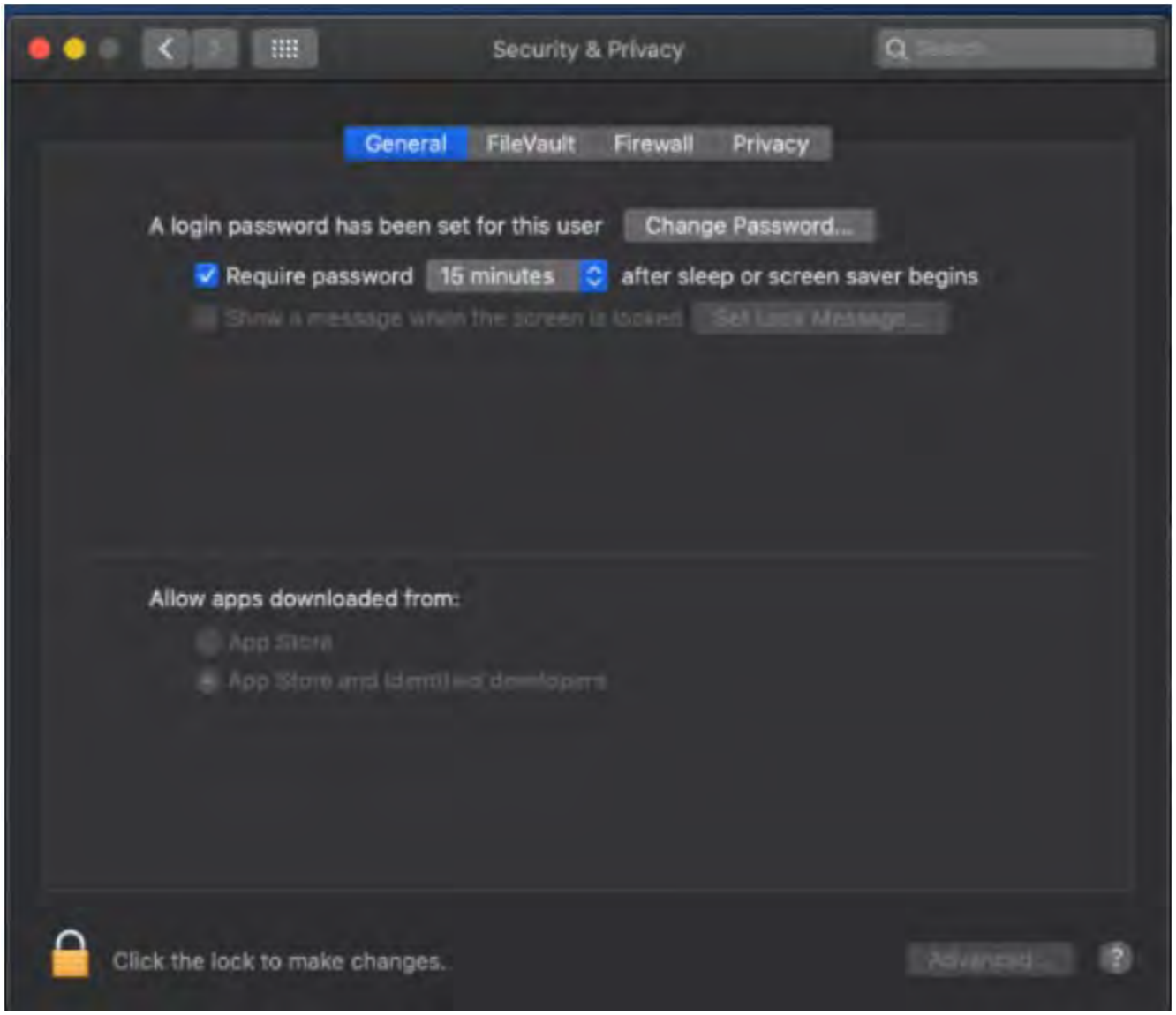
1. Click the apple logo at the top left of the screen then click "System Preferences"



2. Click "Security & Privacy"

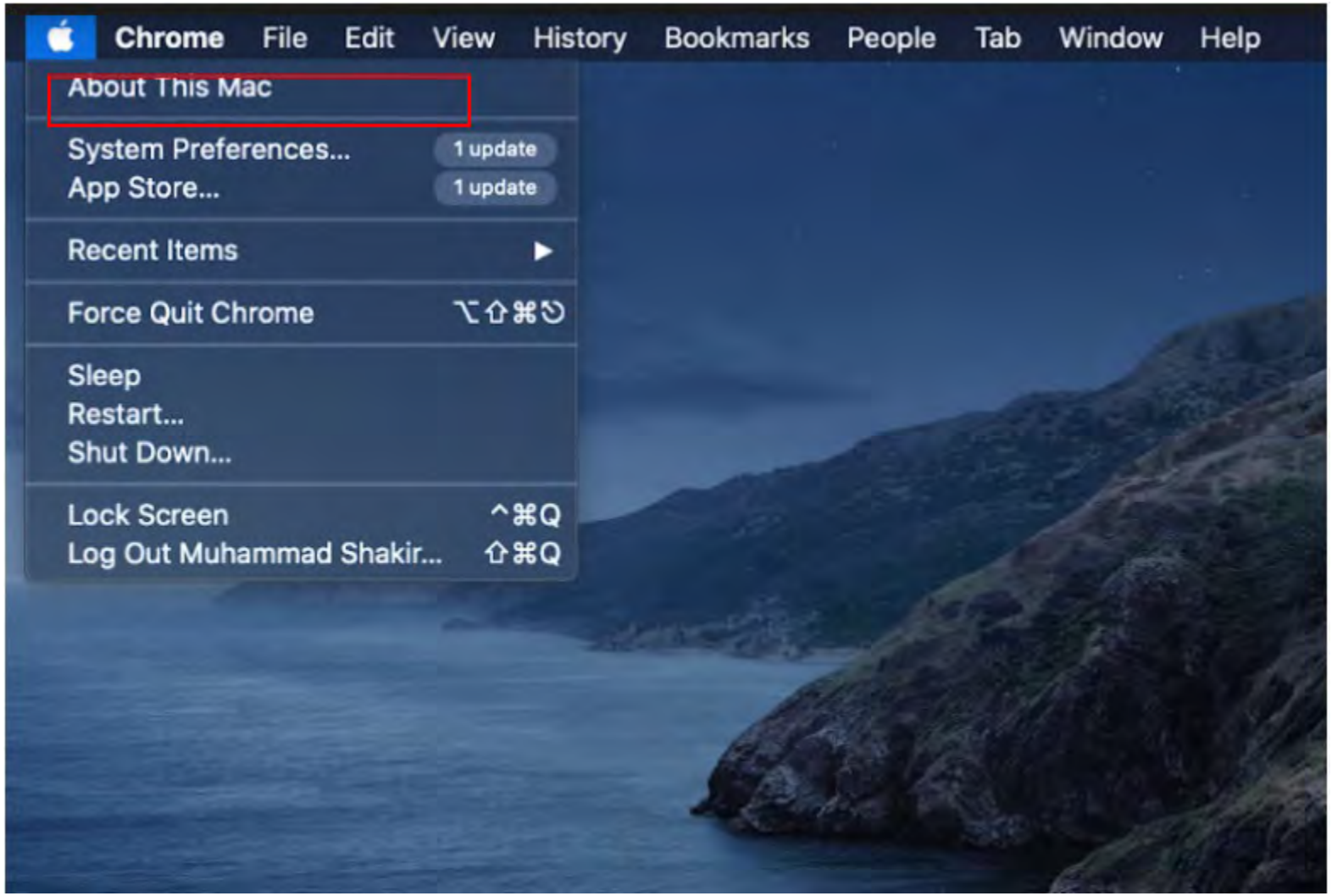


3. Under the General Tab require password option to the desired time not to exceed 15 minutes.

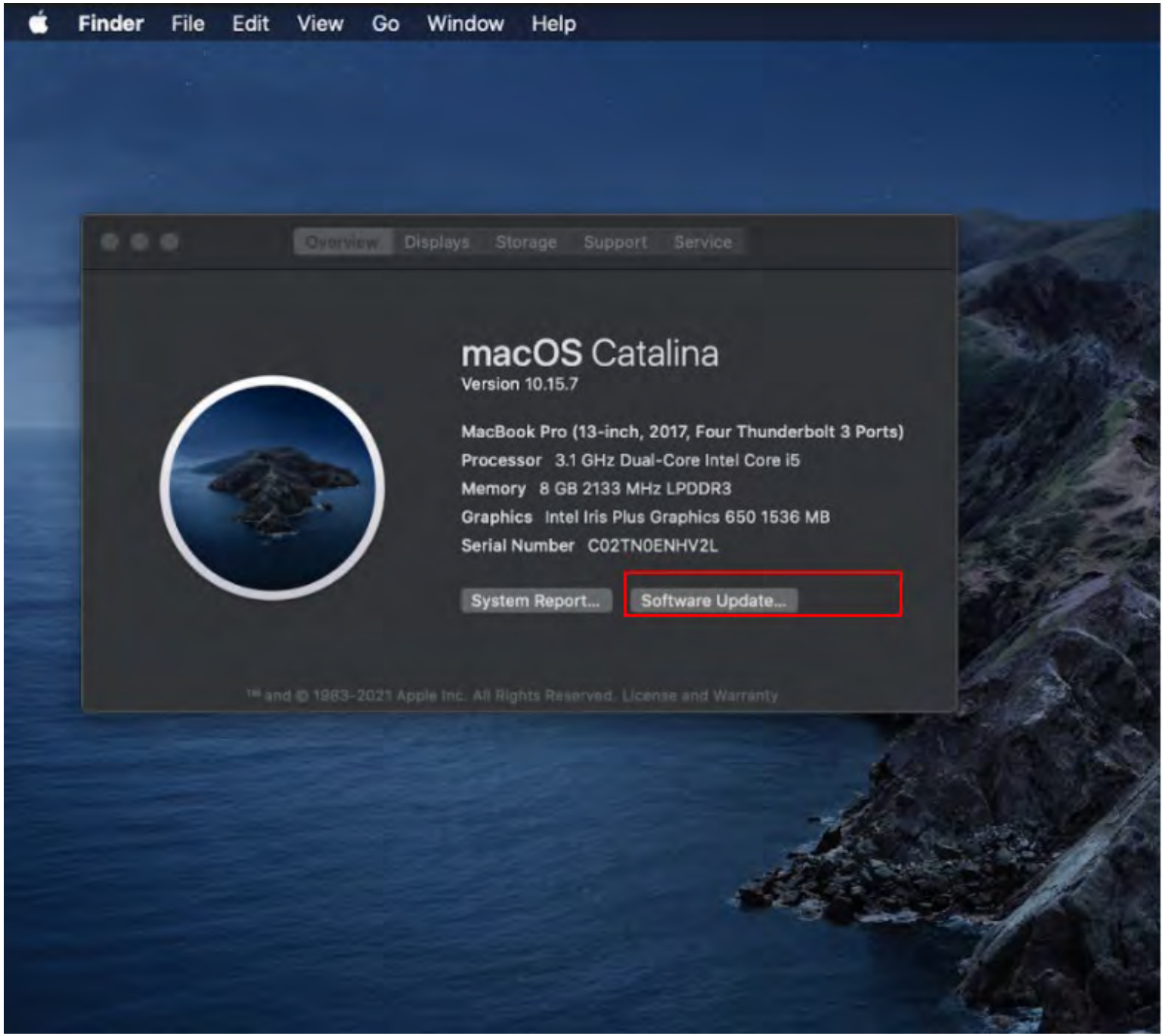


HOW TO DETERMINE MACOS VERSION

- Go to the Apple menu of your Mac, then select "About This Mac."



- Click Software update



- If your device is not up to date you will see an option to “Upgrade Now”

- To have your software update automatically check the box highlighted below in green.

InTune Company Portal Device Requirements and installation Instructions - iOS

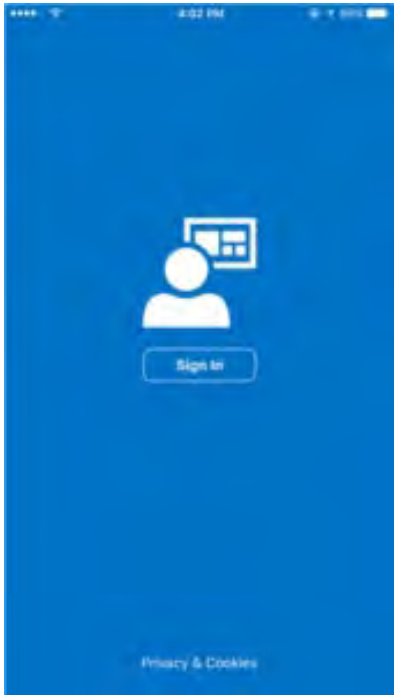
To access Shepherd applications from a personal device, you must a) confirm your device meets our minimum device requirements and b) install Intune Company Portal

Apple iOS / iPadOS Device Requirements

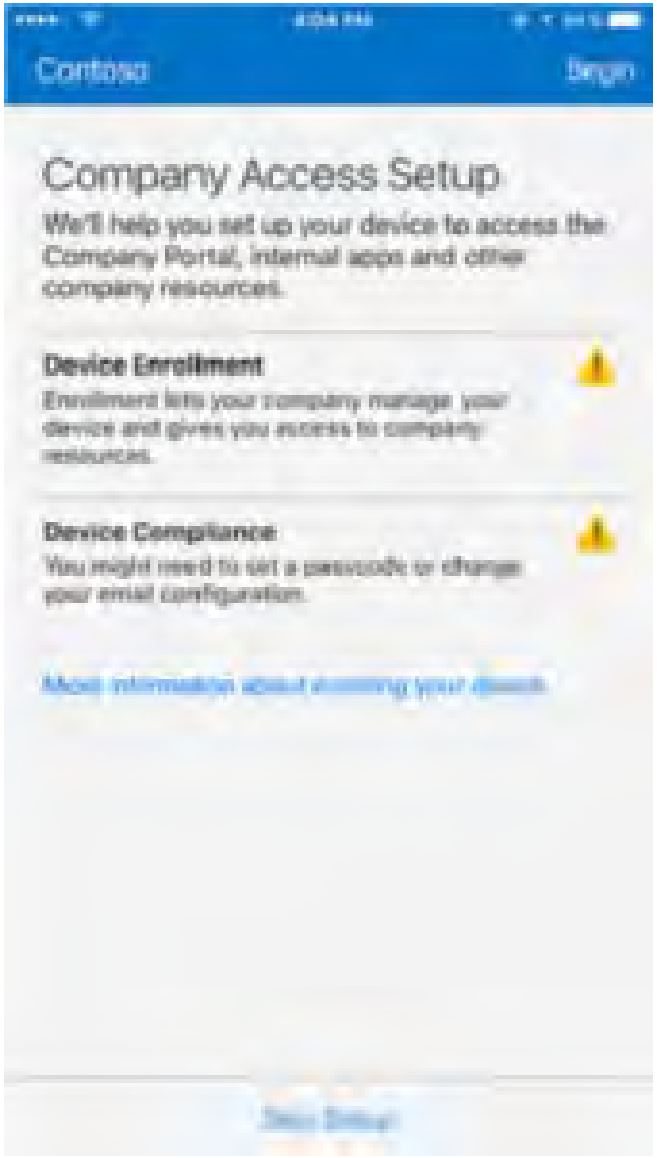
- No Jailbroken devices
- Screen lock set to a maximum of 15 minutes
- Minimum 6 digits, non-simple PIN (no repeating characters)
- Minimum of iOS version 14

Install the free Microsoft Intune Company Portal app on your device from the App Store.

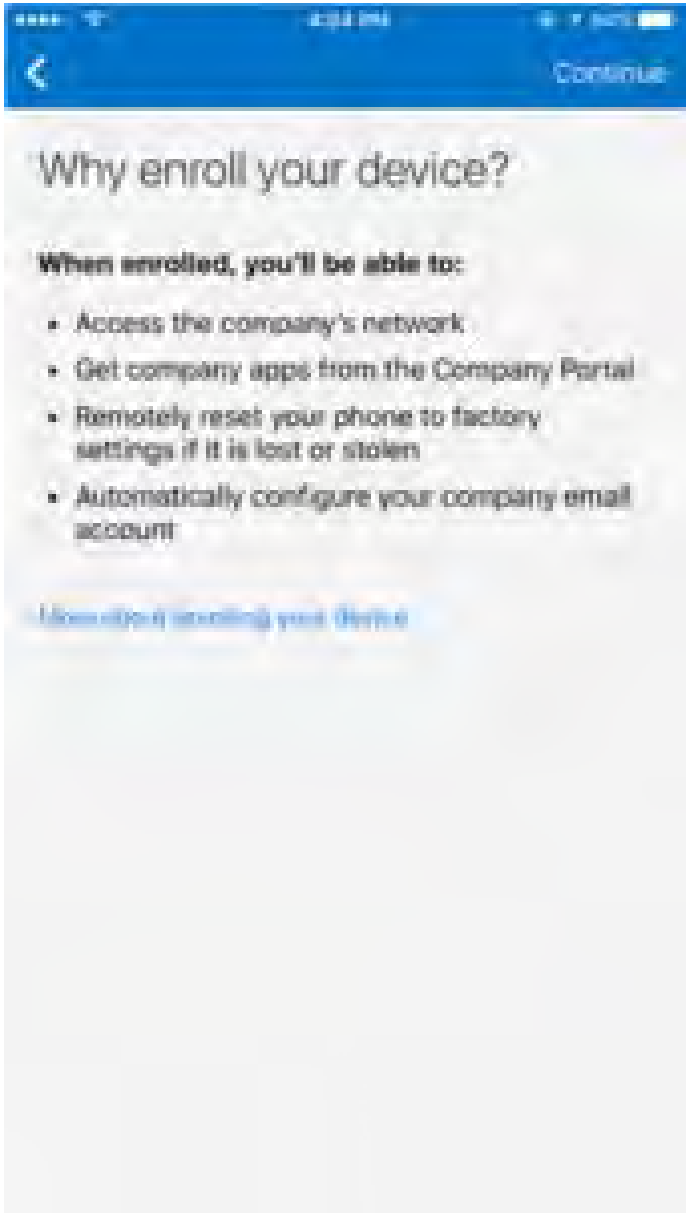
1. Open the Microsoft Intune Company Portal app.
2. On the Company Portal **Welcome** screen, tap **Sign in** and then sign in with your work or school account.



4. On the Company Access Setup page, tap **Begin**

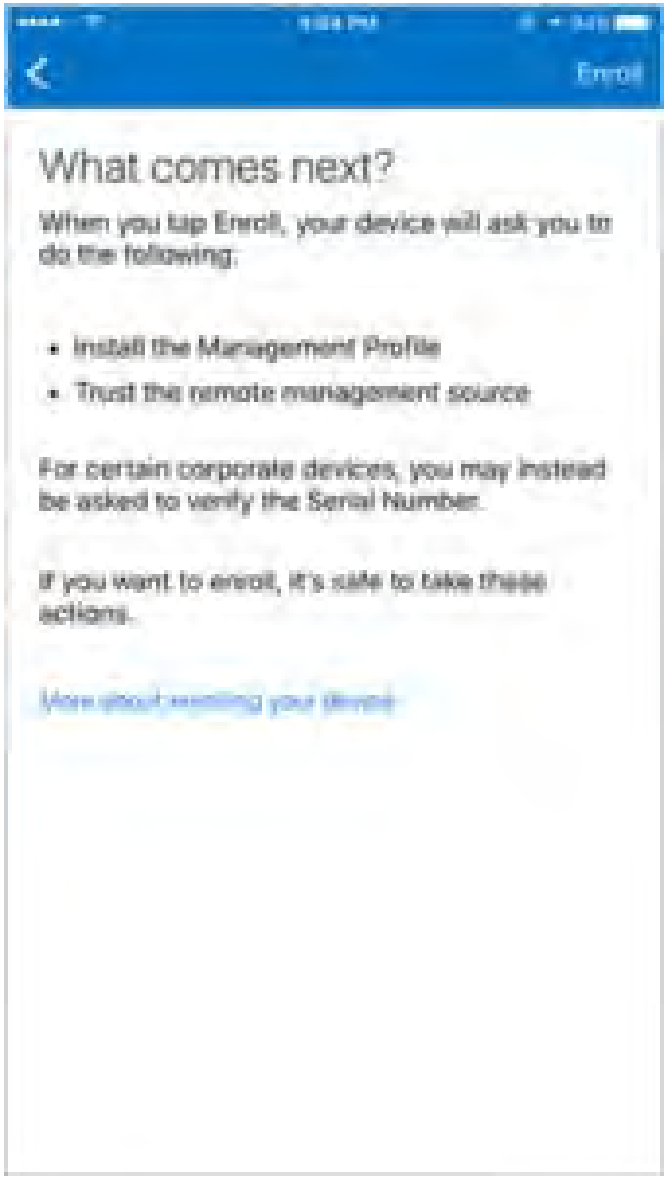


6. Read about what you'll be able to do when you enroll your device, and then tap **Continue**.



7. See the list of what your IT administrator can and can’t see on your enrolled device, and tap **Continue**.

8. Review some of the things that you might see once you tap Enroll. When you finish reading, tap **Enroll**.



9. On the Install Profile screen, tap **Install**, and enter your passcode, if prompted.

10. Tap **Install**

11. Tap **Install** to indicate that you've read the warning.

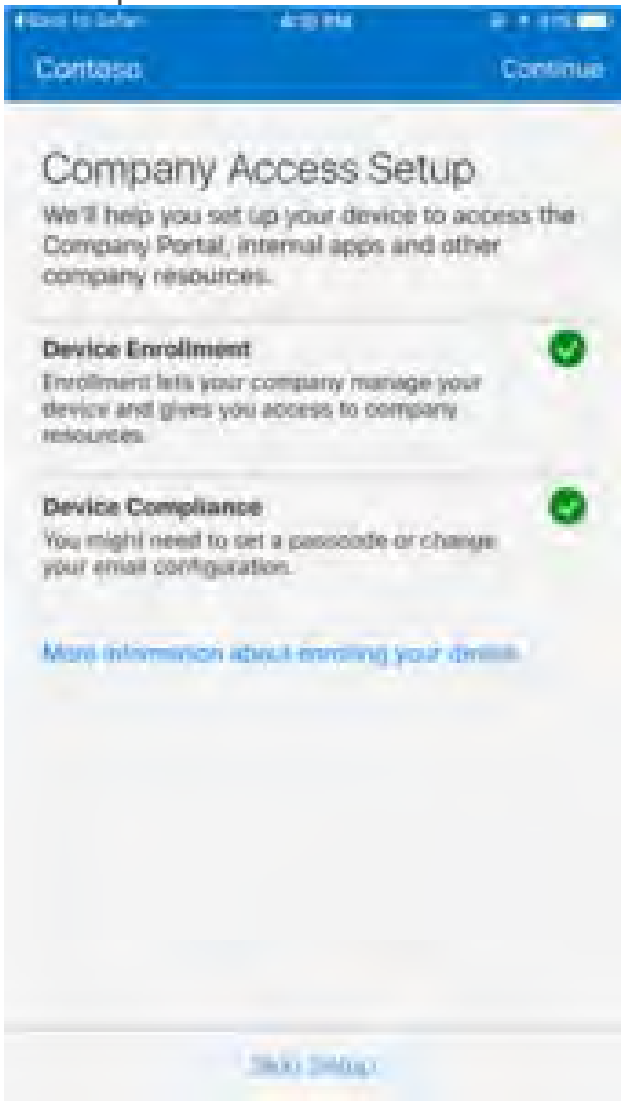
12. Tap **Trust**

Warning
Remote Management
Do you trust this profile's source to enroll your iPhone into remote management?
Cancel
Trust

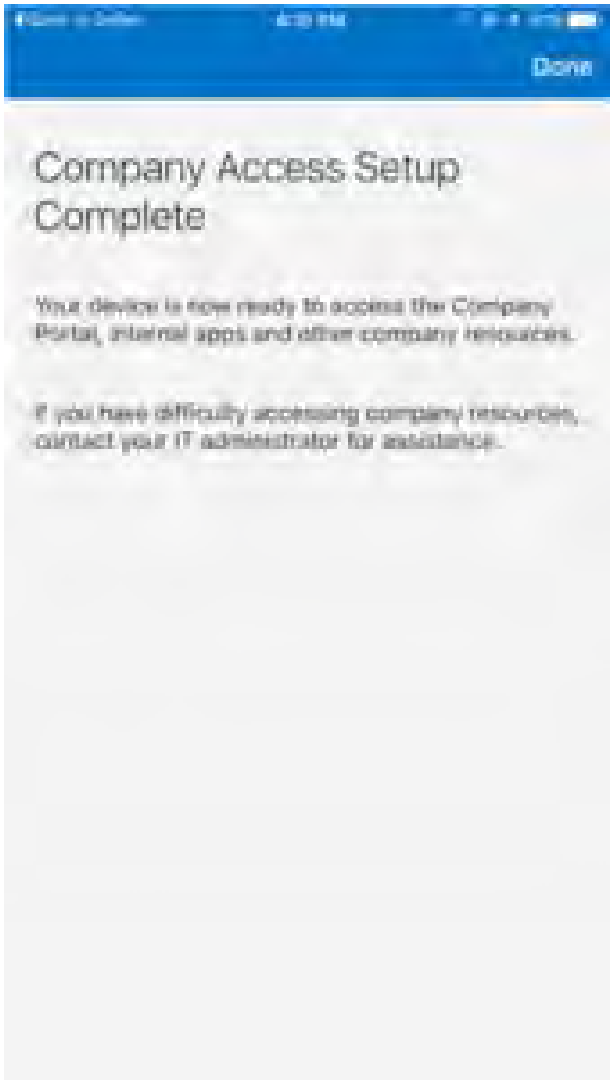
13. When the screen changes to show that the profile has finished installing, tap **Done**. An “Enrolling device” message displays on the screen.

14. When a message displays asking if you want to open the page in the Company Portal, tap **Open**.

15. On the Company Access Setup screen, tap **Continue**. If your IT administrator set up additional security requirements, such as the need to set a password, follow the on-screen instructions until you meet athe compliance requirements, and then tap **Continue** when you are returned to the Company Access Setup screen.



16. Tap **Done**.


Done
Company Access Setup Complete
Your device is now ready to access the Company Portal, internal apps and other company resources.
If you have difficulty accessing company resources, contact your IT administrator for assistance.

How to setup or change your passcode

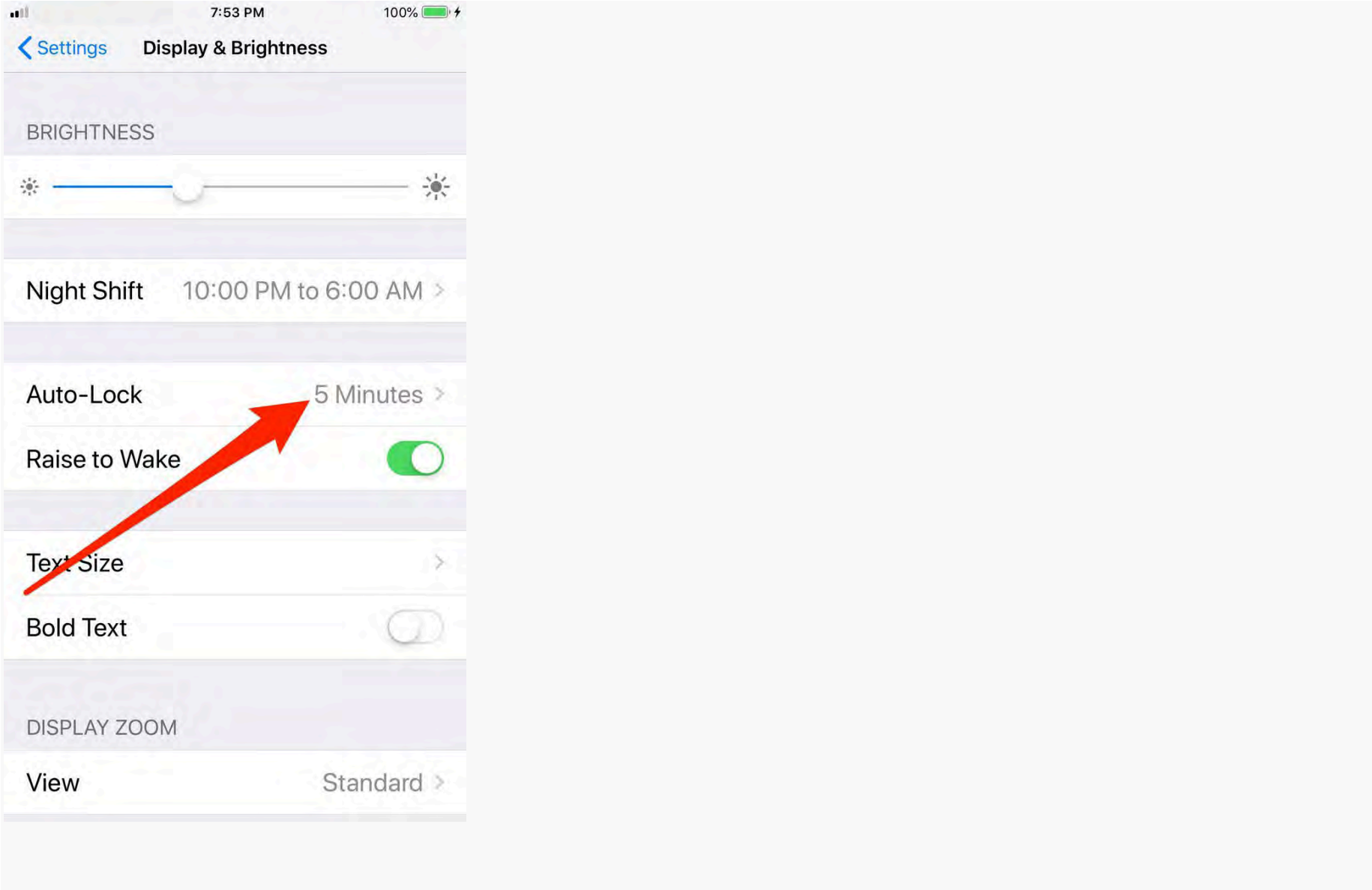
- On iPhone X and later, or iPad with Face ID, go to Settings > Face ID & Passcode.
- On earlier iPhone models, go to Touch ID & Passcode.
- On devices without Touch ID, go to Settings > Passcode.

- Enter a six-digit, non-simple, non-repeating passcode
- Enter your passcode again to confirm it and activate it.

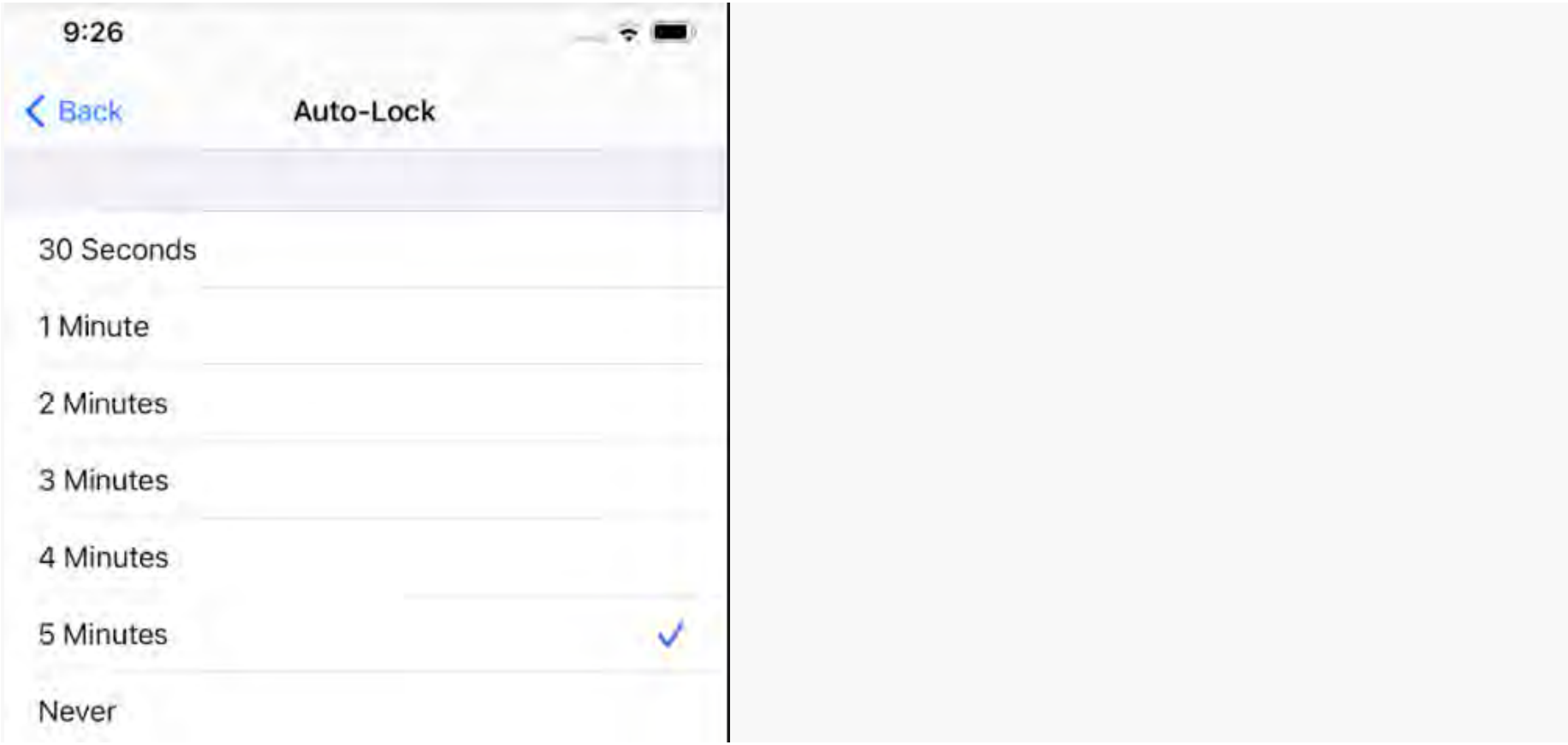
How to change the screen timeout settings.

- Open Settings.
- Tap "Display & Brightness."

- Tap "Auto-Lock."

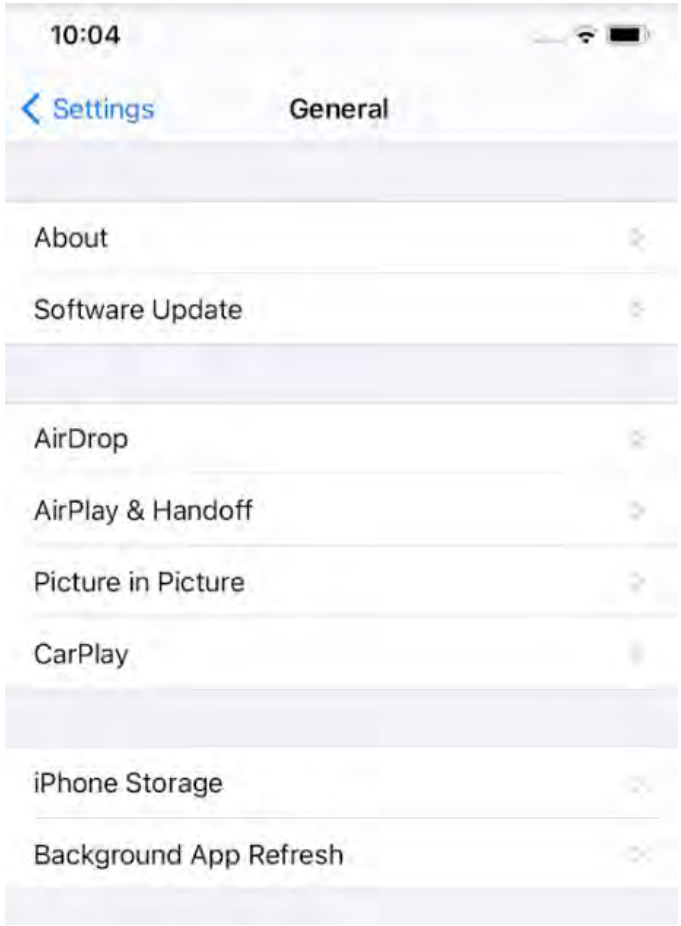


- Choose the amount of time you want your screen to stay on after you last touch your device.



How to check your version of iOS software

- Go to your iPad or iPhone's home screen, then touch the "Settings" icon.
- From there, select "General."
- Next, tap "Software Update"



- Next you'll see the software version of your device.
- Tap on automatic updates

How to automatically update your iOS software

- To turn on automatic updates, go to Settings > General > Software Update > Customize Automatic Updates
- Then turn on Install iOS Updates.
- Your device will automatically update to the latest version of iOS or iPadOS.
- Some updates might need to be installed manually.

InTune Company Portal Device Requirements and Installation Instructions - Android

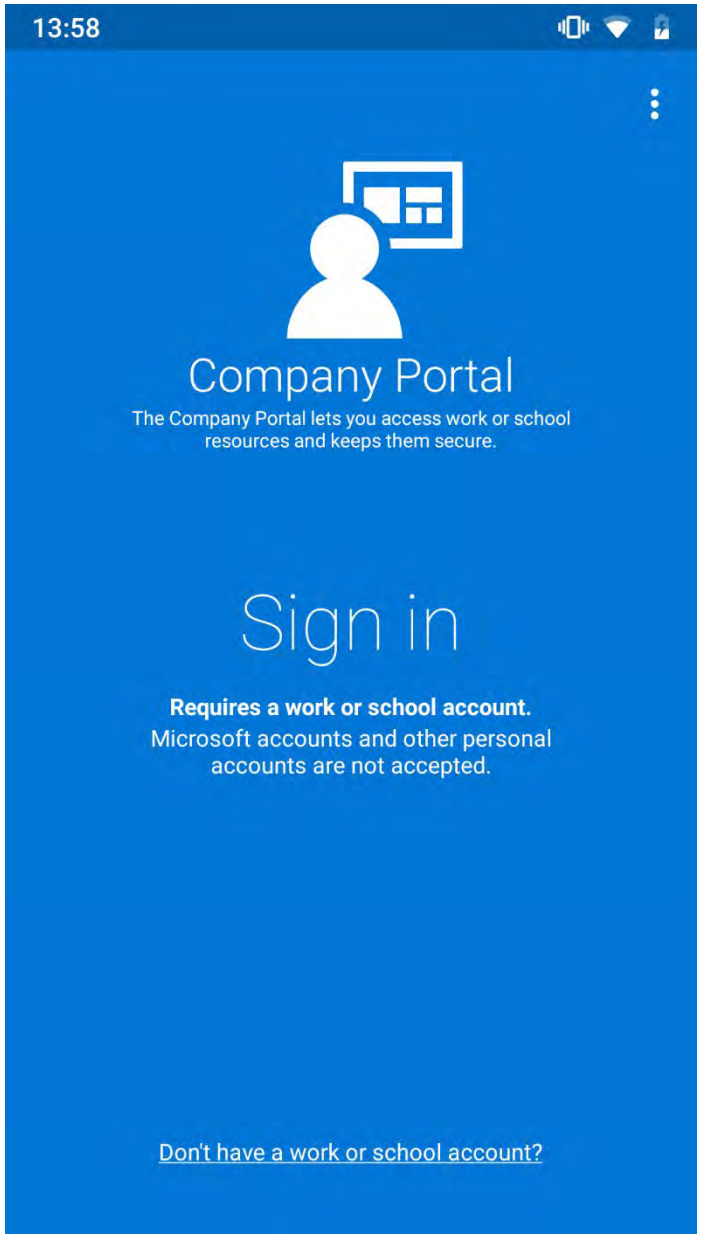
To access Shepherd applications from a personal device, you must a) confirm your device meets our minimum device requirements and b) install Intune Company Portal

Android Device Requirements

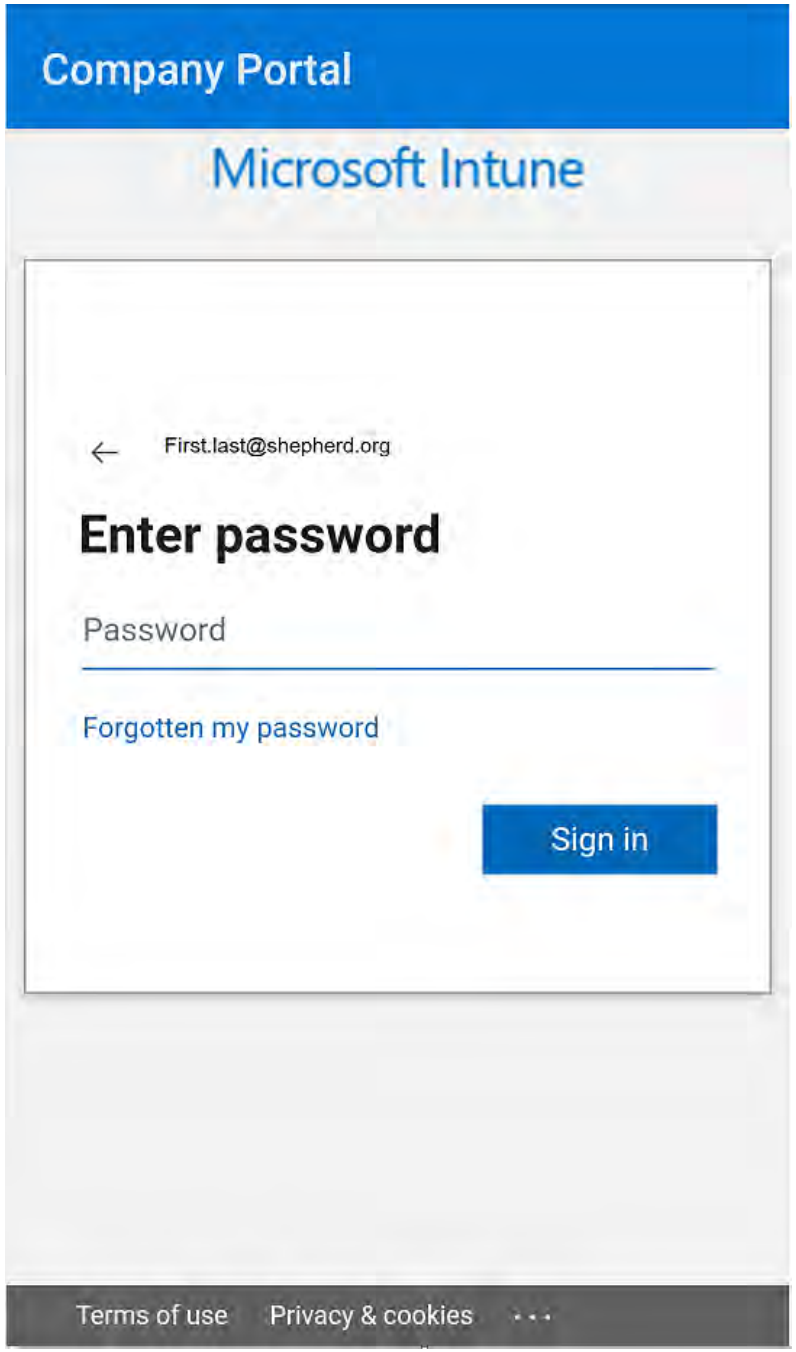
- No rooted Android devices
- Screen lock set to a maximum of 15 minutes
- Minimum 6 digits, non-simple PIN (no repeating characters)
- Minimum of Android version 9

How to Install Intune Company Portal Android Work Profile.

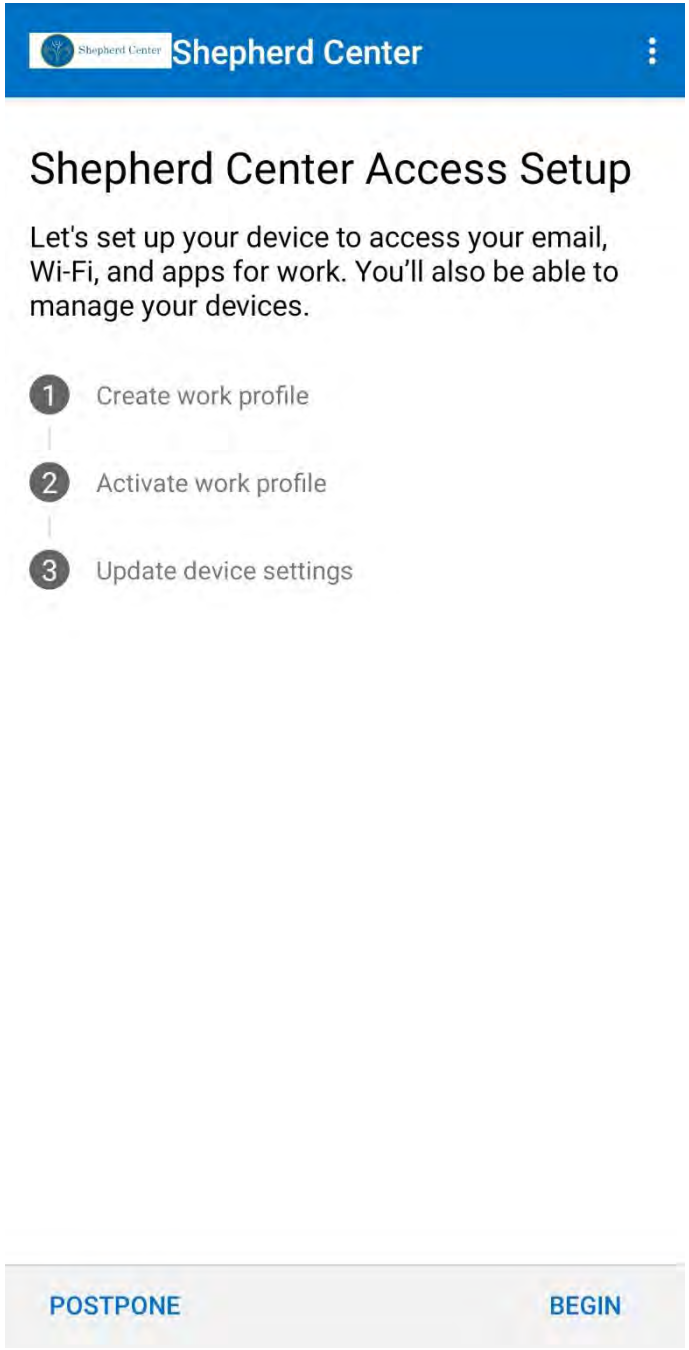
Install the **Company Portal** app, open the app and click **Sign in**.



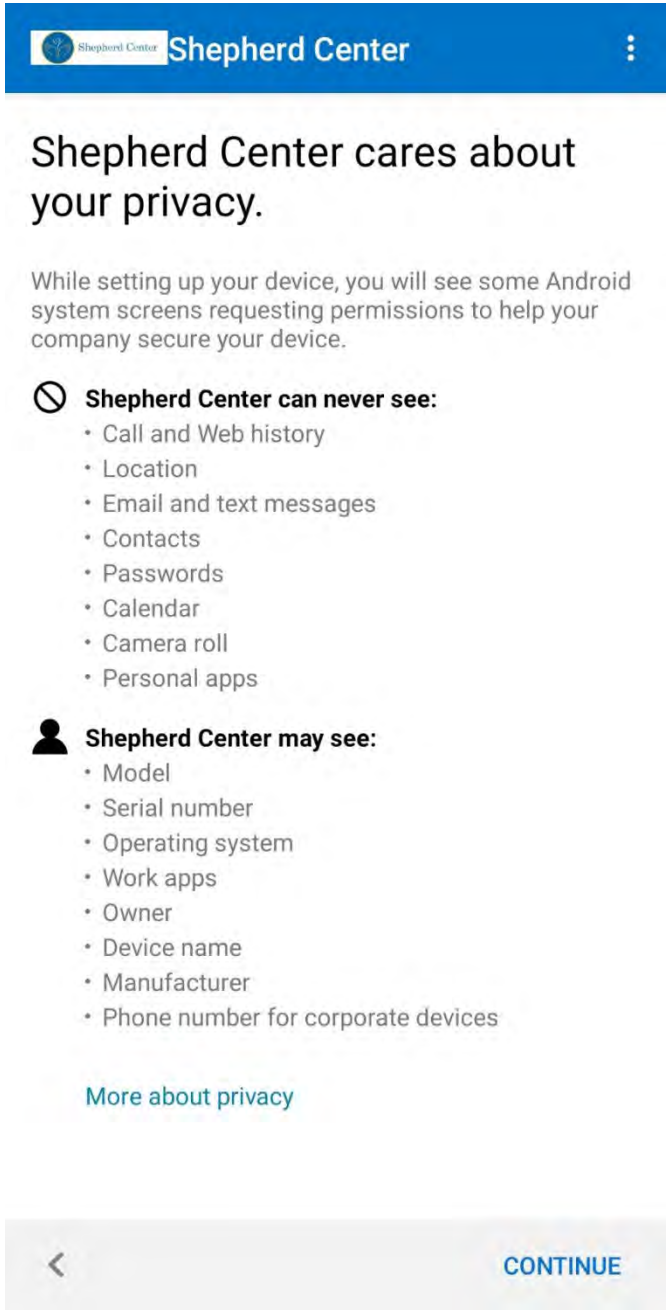
Sign in with your **company e-mail address** and **password**.



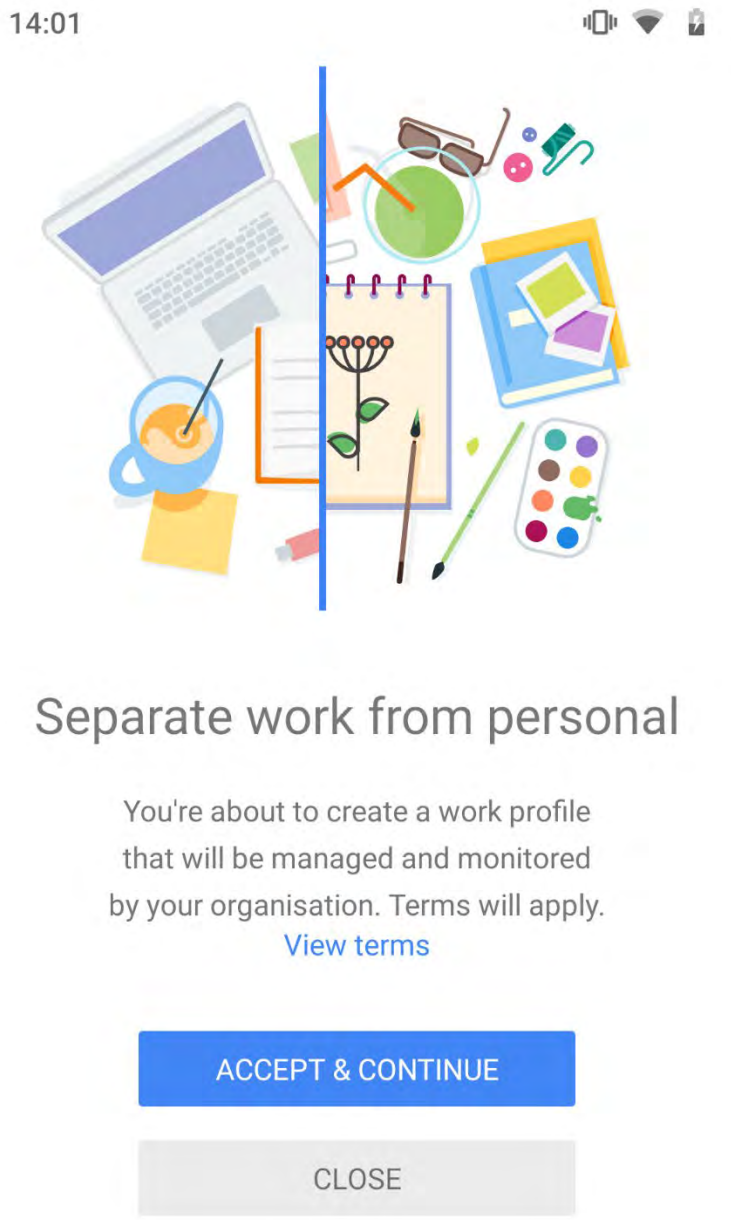
You get an overview of the steps which will be taken to setup the device with a Work profile.
Click **Begin**



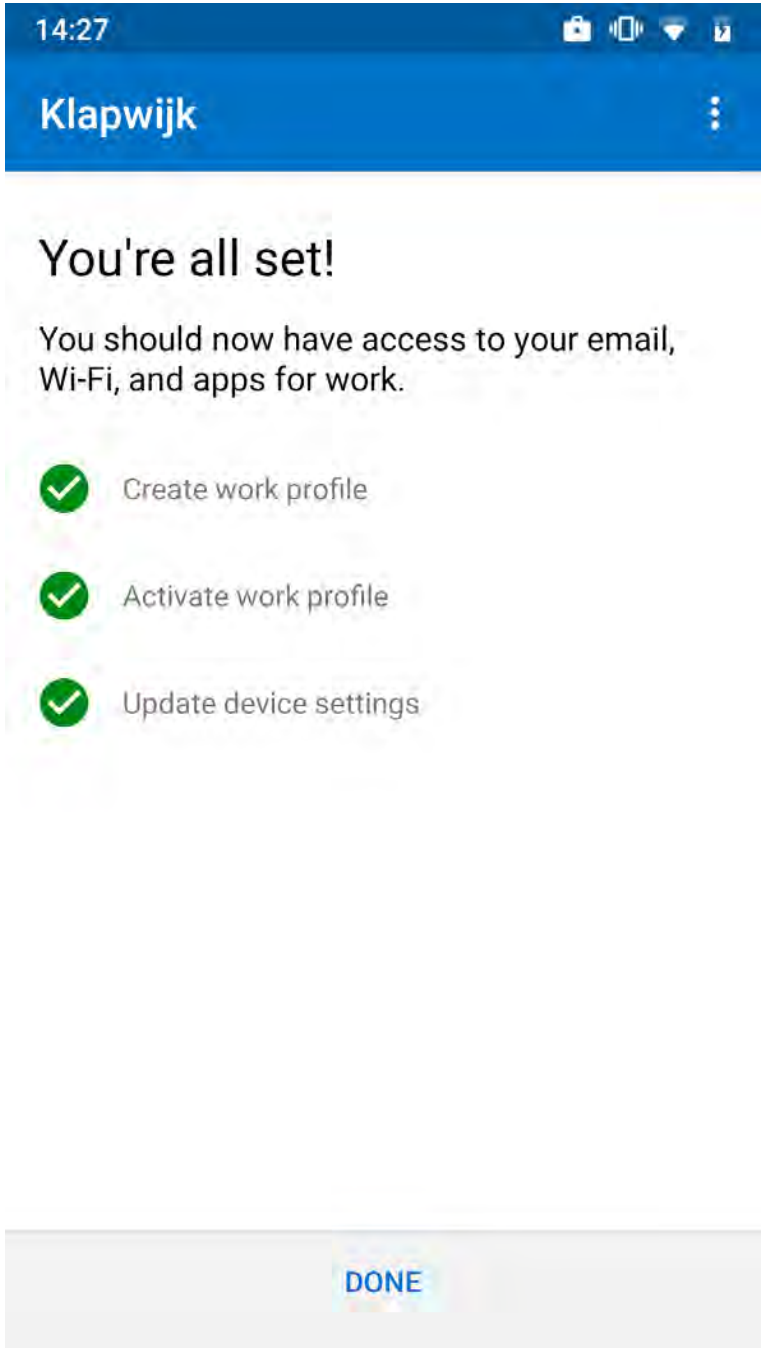
You get a **privacy** overview of the information which can and cannot be seen by the company administrator.
Click **Continue**.



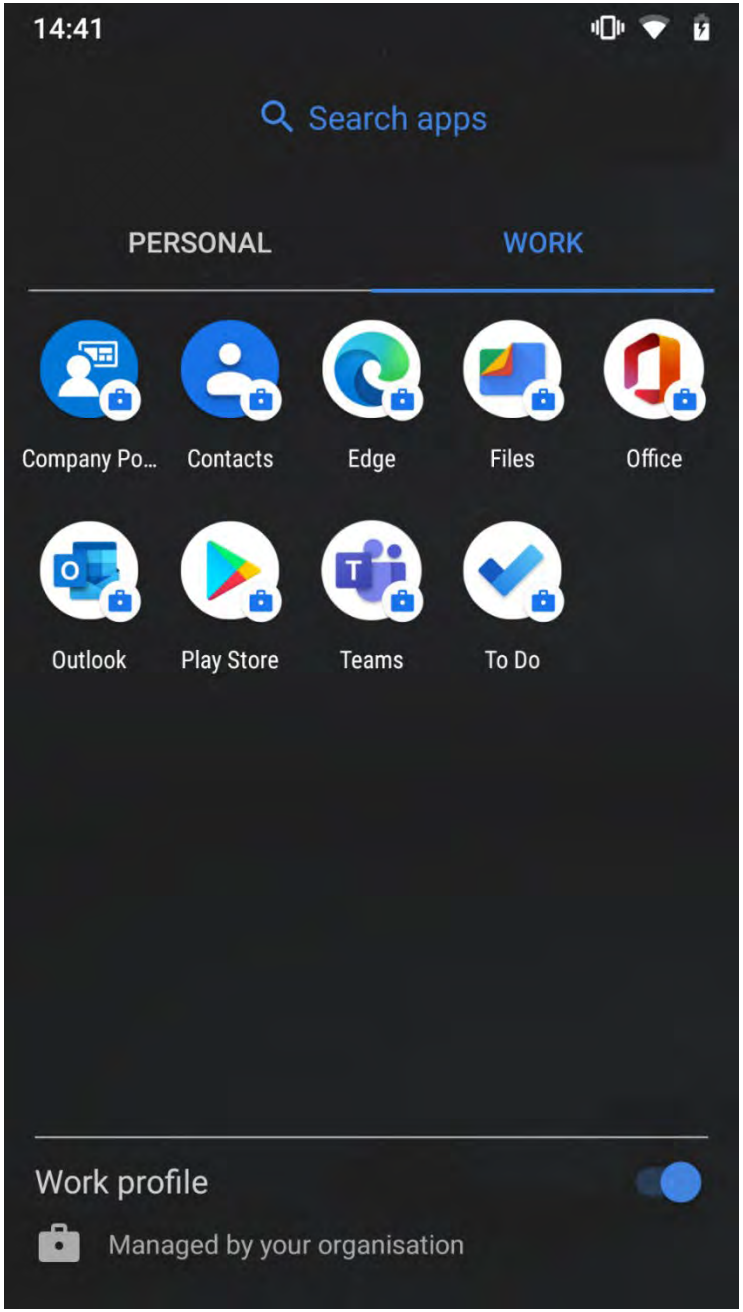
On most devices you get a **Terms** screen which you need to accept.
Click **Accept & Continue**



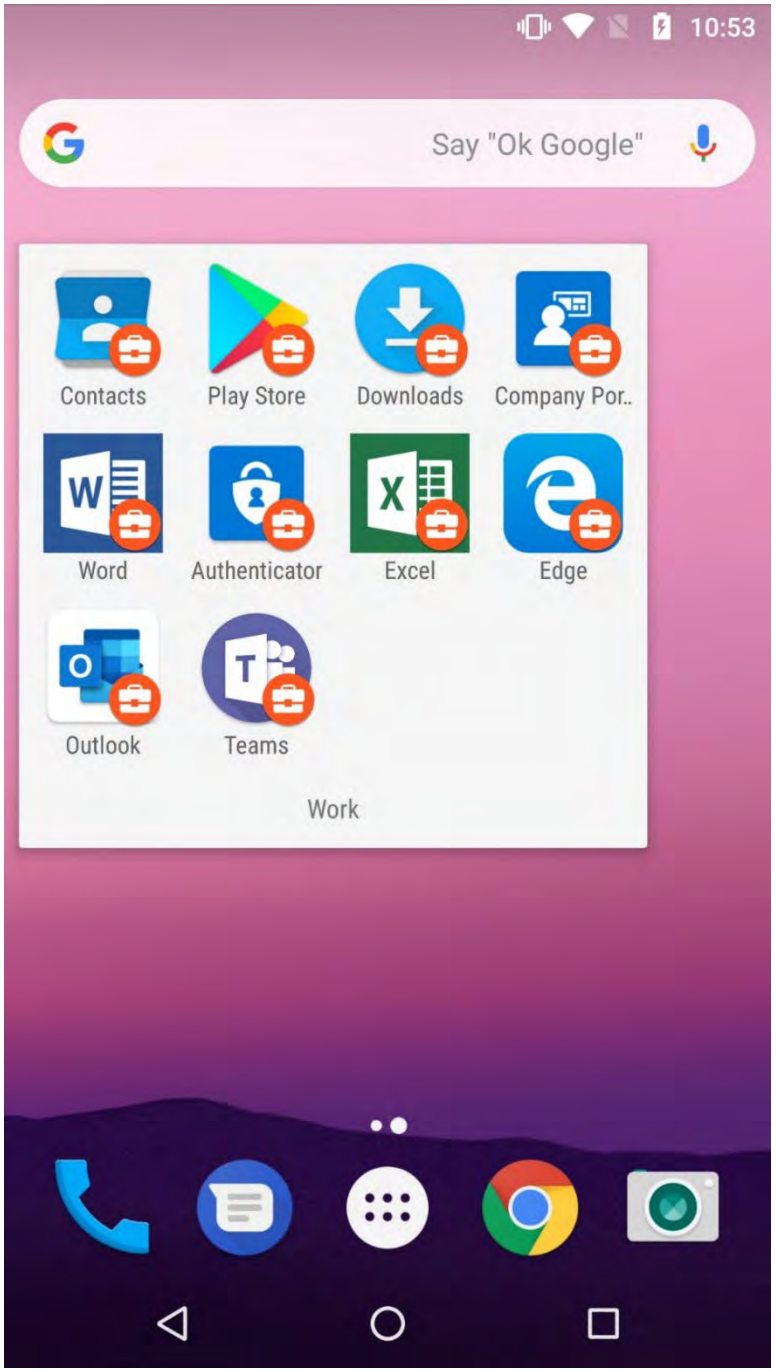
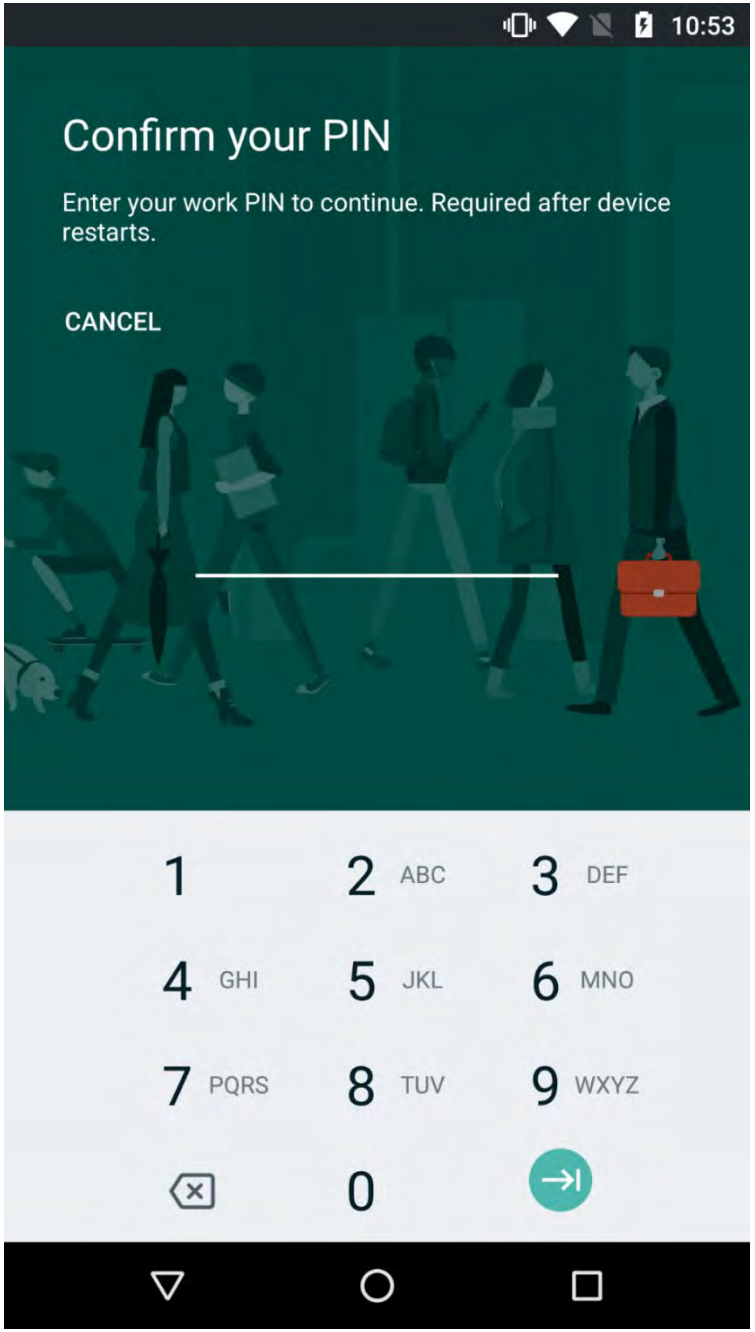
Everything is set!
Click **Done**.



When everything is set up, and you open the app's view (menu) you see it is now separated into two tabs (print screen from a Nokia device with Android 9). The left tab contains the personal apps and the right tab the work apps. The work apps are shown with a suitcase icon.



On (some) older Android versions a separate Work folder is created. In this work folder, all the required business apps are available.



When you open one of the Android apps which are part of the Work profile, you are asked to provide your PIN (if set as required in the Device Configuration profile).