

## Welcome to Office 365!

The purpose of this document is to provide you with a step-by-step set of instructions to setup your government mobile device with you Office 365 (O365) email account and other O365 products. These instructions apply to government Apple i-devices (iPhone/iPad) only.

### **STEP 1: Prepare your mobile device for O365 migration**

- Your account must be migrated to O365 before you can transition your mobile device. You will be notified when you are scheduled to migrate.
- Your device must be configured and compliant with MaaS360.
- You have a choice of using the iOS Mail app already present on your device, or the Outlook Mobile app (you will need to install this app).
- You will need to know your E-Mail Address and Active Directory Password.
- Ensure that your government computer is connected to the FWS network with your PIV card.
- Ensure your mobile device has internet access via Wi-Fi or cellular connectivity
- Your devices OS needs to be up-to-date
- Recommend you have your mobile device and government computer, side by side, during this configuration

(Launch Directions as of 12/18/19 – E.J. Hoeffken)

## STEP 2: Install Microsoft Authenticator

**CAUTION: Please ensure you follow these steps carefully. These steps are critical to setting up your mobile devices. If you make a mistake you will need to start over.**

Please note: If you have multiple devices assigned to you, you only have to install and setup the Authenticator on one device. Any subsequent sign-in for BisonConnect on additional devices can be approved using a single instance of Authenticator.

**\*If you already have Authenticator installed, Go to Section 3 – Mail and More\***

- On your Mobile Device** - Look for the Microsoft Authenticator icon. If you do not see it, go to the App Catalog icon, search/install Microsoft Authenticator
- On your Government Issued Computer** - Using any internet browser, go to <https://aka.ms/mfasetup>.
- At the Microsoft sign in page, enter your FWS email address, click Next
- You will see, “More information required”, click “Next”
- Additional Security Verification – you MUST select the following:
  - Mobile App
  - Receive notifications for verification
- Click Setup - **DO NOT CLOSE WINDOW THAT OPENS**
- On your mobile device**, open Microsoft Authenticator App
- When prompted, select “Allow” notifications – **the App will not work without selecting “Allow”**. Click “OK” if prompted.
- Please select “Skip” until you reach the Accounts page.
- Click “Add Account”
- Disregard backup popup, click “Continue”
- Select “Work or School” account
- Allow app to access Camera: click “OK”

- Using your device, hover camera over QR code that is displayed on your computer's screen (Google QR Code if unsure, photos .)
- Authenticator app will now show an account. Return to your Computer
- On your computer**, Click "Next" in the "Configure mobile App"
- "Checking activation status" will appear
- Click "Next"
- Back to your mobile device.
- When prompted, click "Approve"
- Back to your government computer: Step 2 screen will appear
- System is ensuring communication to your Authenticator app is successful, click Done
- Verification Successful, page will redirect to "Additional Security Verification" page
- Choose "User verification," enter code showing on your device and click "verify" code from application and click "Save"
- Once profile shows up with all work information, you are done and can close browser on computer and authenticator app on your device.

### **STEP 3: Mail and More**

You can choose to use Outlook or the Native Mail App we have been using. If you want to use the Native – Skip the Outlook steps.

#### **Configuring iOS Native Mail: (The way it was with Google)**

1. You may get a pop up asking for your exchange account password, if you do click edit item, if you don't - proceed to step 2.
2. Click on Settings, scroll down to Passwords and Accounts
3. Click Exchange
4. Sign in Email / AD Password
5. Click Azure MFA (Located at bottom the bottom the page)

### **Install Outlook Mobile App:**

To begin, select the platform that corresponds with your GFE device: Apple iOS

Install Outlook Mobile for iOS

1. Open the App Catalog - If you can't locate it here, the App Store will work as well.
2. Select Microsoft Outlook
5. Click Install, once done – tap icon to open to start configuration.

App size >79MB, so install may not be “instant” · Continue to Open And Configure Outlook Mobile App

### **Configure Outlook Mobile App:**

1. Open the Outlook Mobile app

**\*\*If you are prompted with “Get Started” button, go ahead and click button\*\***

2. Enter your DOI mail account i.e - ThatGuy@fws.gov
3. Click Add Account or Continue
4. Open the “Authenticator” app on your ipad
5. Enter FWS E-Mail Address and AD Password, and click “Sign In”
6. Click Azure MFA at the bottom of the page.
7. You'll get a message “US Government Account detected,” click “Ok”
8. When you see the Sign In Request notification to approve pop up, please select notification and accept login

Please note: you may be asked to restart the app to continue. If so, please select “OK” . App will close. Reopen app

8. If you have a non-DOI mail account configured within the app prior to adding your DOI Mail account, you will see the GCC warning. Please select “Add account”

9. If option appears, select “SKIP”

10. If prompted, enable notifications

### **Enabling Outlook Contacts Sync:**

In order to enable Outlook Mobile app Contacts Sync: Outlook Mobile app allows you to place a read-only copy of your address book in the native device Contacts list. This would be useful if you wish to see caller ID information when a contact reaches out to you via a phone call. To enable:

1. From within the Outlook Mobile app in the upper left hand corner, click the round icon that has your initial showing

2. Select the “Gear” settings option at the lower left hand corner

(A) Select your DOI mail account

(B) On the Save Contacts option, enable the switch

### **Word, PowerPoint, SharePoint, OneDrive:**

If Authenticator is set up correctly, this should be amazingly simple -at most you may have to enter / select email address, click Azure MFA (from step 6 of the Outlook configuration, of )

1. Download App

2. Open App

3. Authenticator should detect the app, and link your account.

4. Feel free to set yourself up with what you think you need to be most productive.

5. Time to get back to the mission!