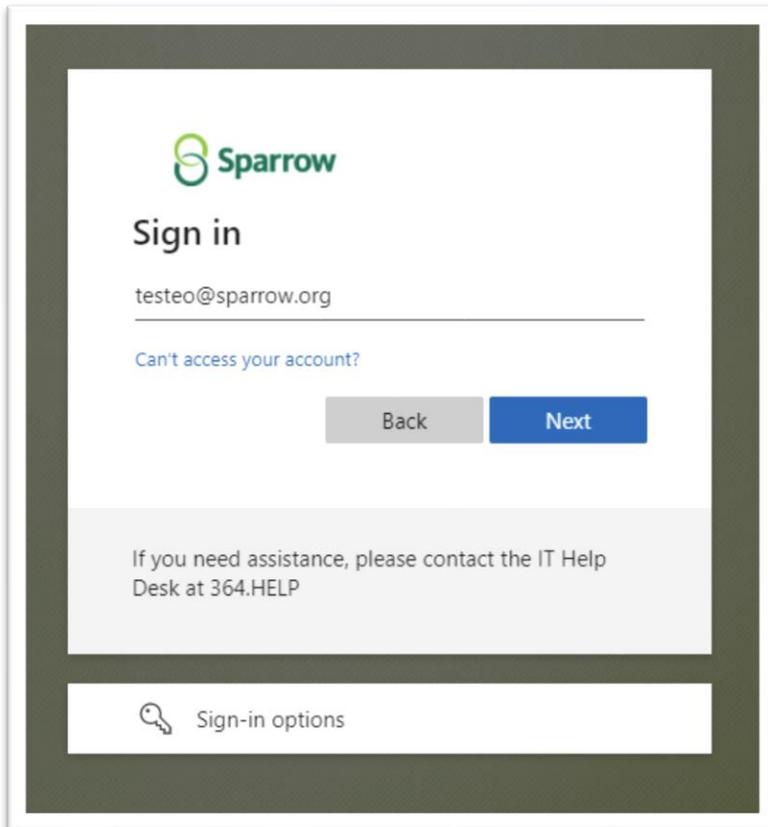


Intune (MFA) Set Up

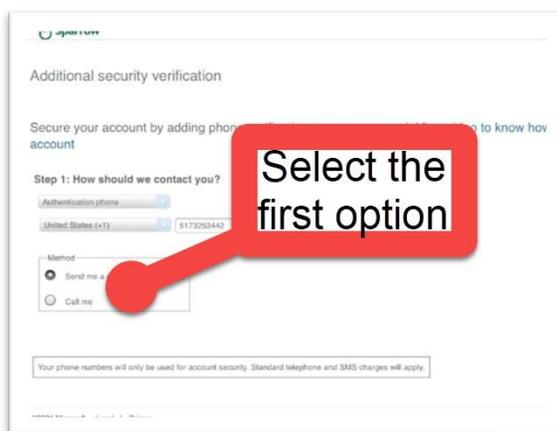
Head to the website aka.ms/mfasetup in your computer browser and sign in with your sparrow email and password. Click next on the next 2 pages that popup.



The screenshot shows the Sparrow Sign in page. At the top left is the Sparrow logo. Below it is the heading "Sign in". A text input field contains the email address "testeo@sparrow.org". Below the input field is a link that says "Can't access your account?". At the bottom of the main content area are two buttons: "Back" (grey) and "Next" (blue). Below the buttons is a grey box with the text "If you need assistance, please contact the IT Help Desk at 364.HELP". At the bottom of the page is a white box with a key icon and the text "Sign-in options".

Make sure authentication phone is selected in the first box.

Enter your personal cell phone number, select send me a code by text message and click next

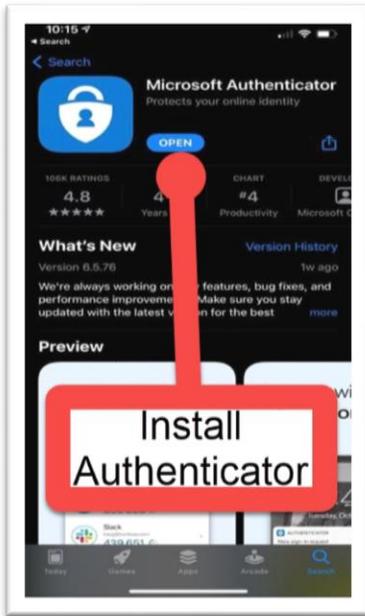


The screenshot shows the "Additional security verification" page. The heading is "Additional security verification". Below it is the text "Secure your account by adding phone numbers to know how we should contact you". The page is titled "Step 1: How should we contact you?". There are two dropdown menus: "Authentication phone" and "Country/region". The "Country/region" dropdown is set to "United States (x1)" and the "Authentication phone" field contains "5173203442". Below these is a "Method" section with two radio buttons: "Send me a code by text message" (which is selected) and "Call me". A red callout box with a white border and a red arrow pointing to the "Send me a code by text message" radio button contains the text "Select the first option". At the bottom of the page is a small disclaimer: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply."

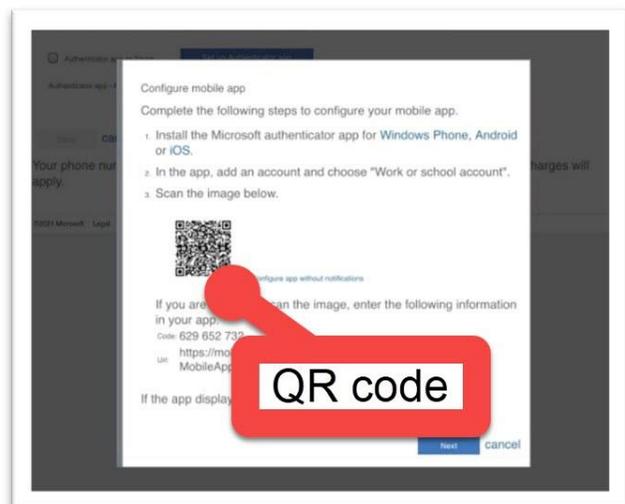
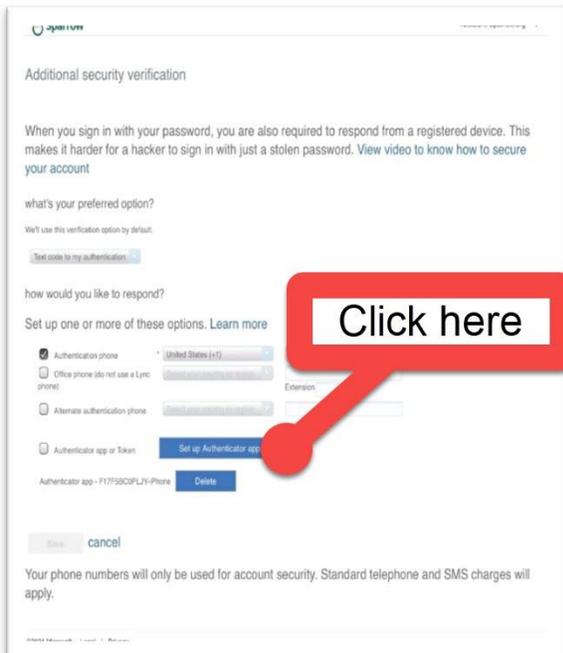
Enter the verification code texted to you and click verify. Click Done after the verification is successful.

If you would like to use the authenticator app, please follow these instructions. If not skip ahead to the company portal set up.

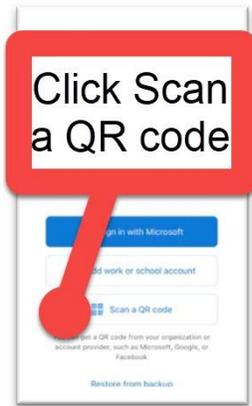
Download Microsoft Authenticator from the app store/play store to your phone.



On your computer, click set up authenticator app. You should then see a QR code on your screen

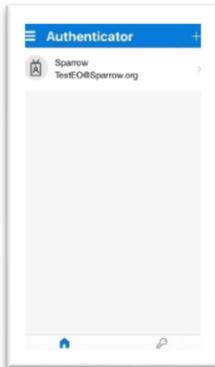


On your phone, open the Microsoft authenticator app and select scan a QR code, then scan the QR code on your computer screen.

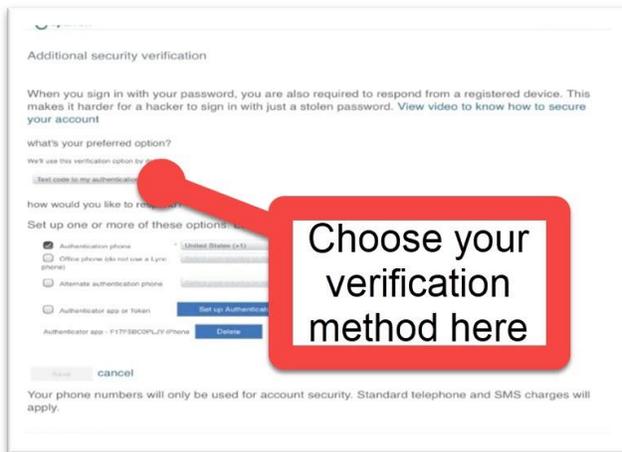


Allow app to send notifications/use camera

Click next on computer. Click approve on the phone notification that pops up. This will verify the app has been setup correctly. Your authenticator app will look like the image below after it's setup.

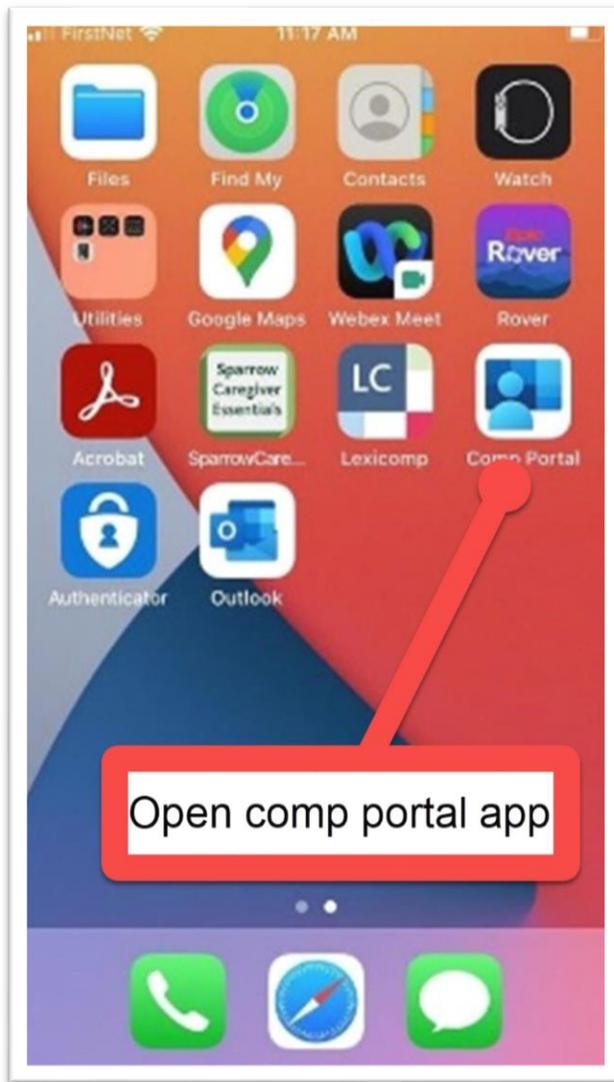
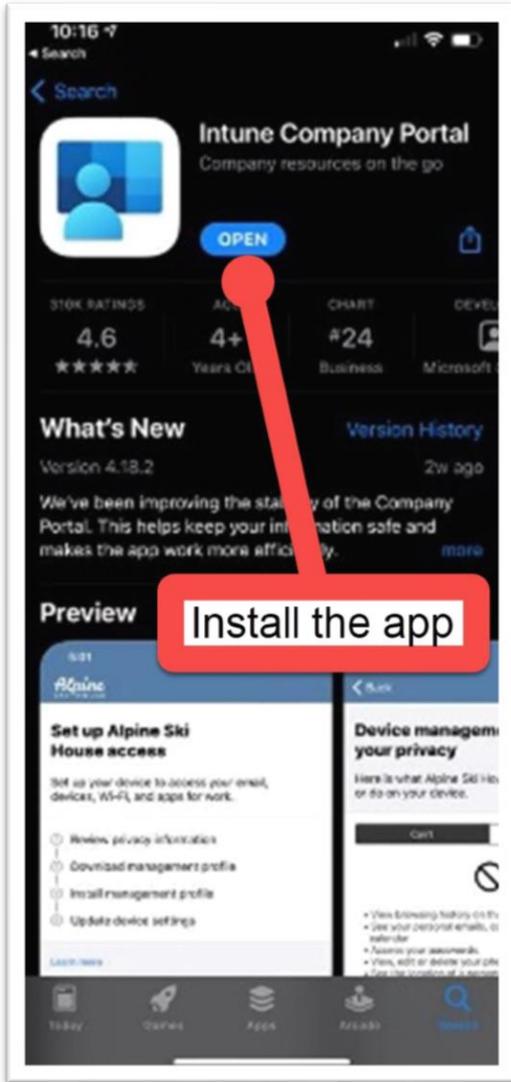


On your computer, choose whether you want a text on your phone or phone notification when you sign in.



Company Portal Set Up

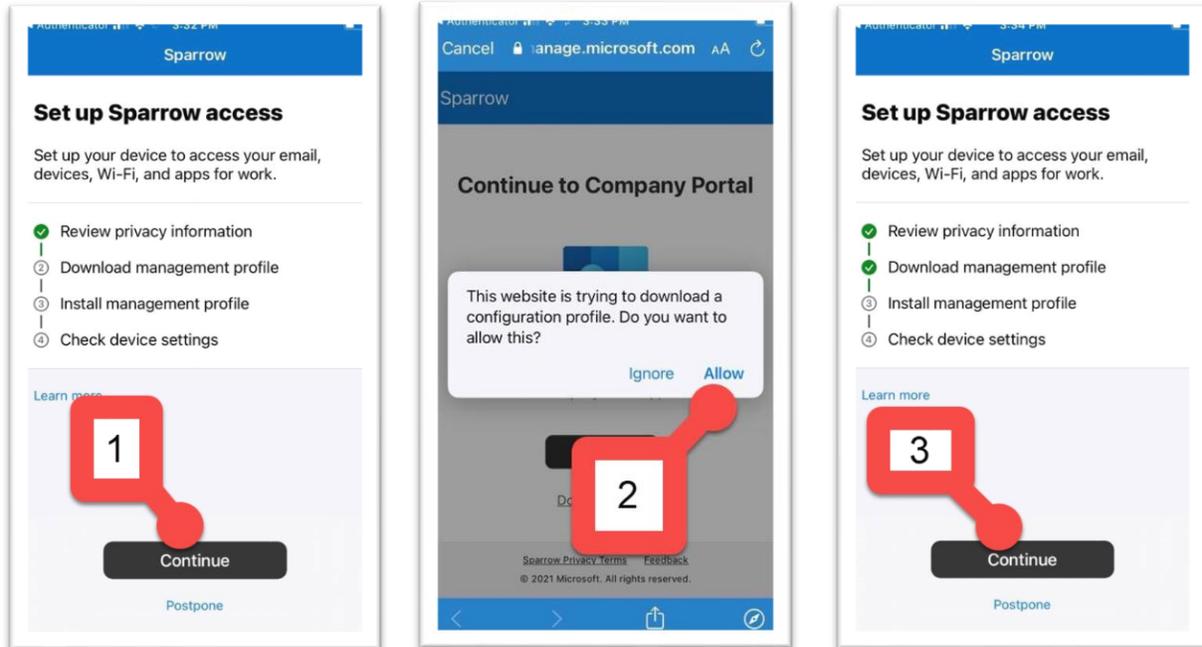
Install Intune Company Portal from app store/play store on your phone.



Open company portal and sign in with your sparrow email/password. You will need the pass code that is texted to your phone number to sign in.

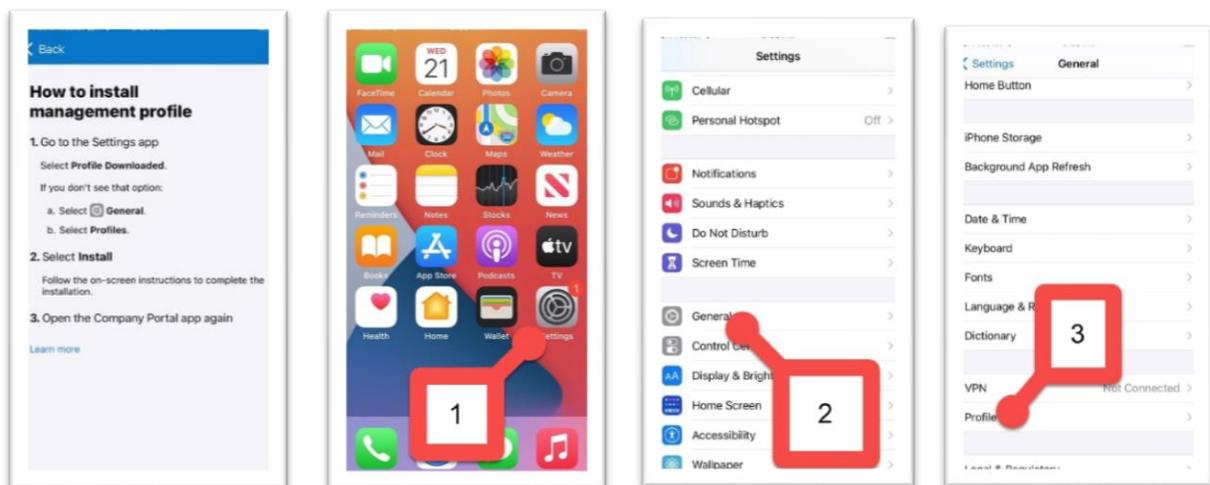
For iPhone users:

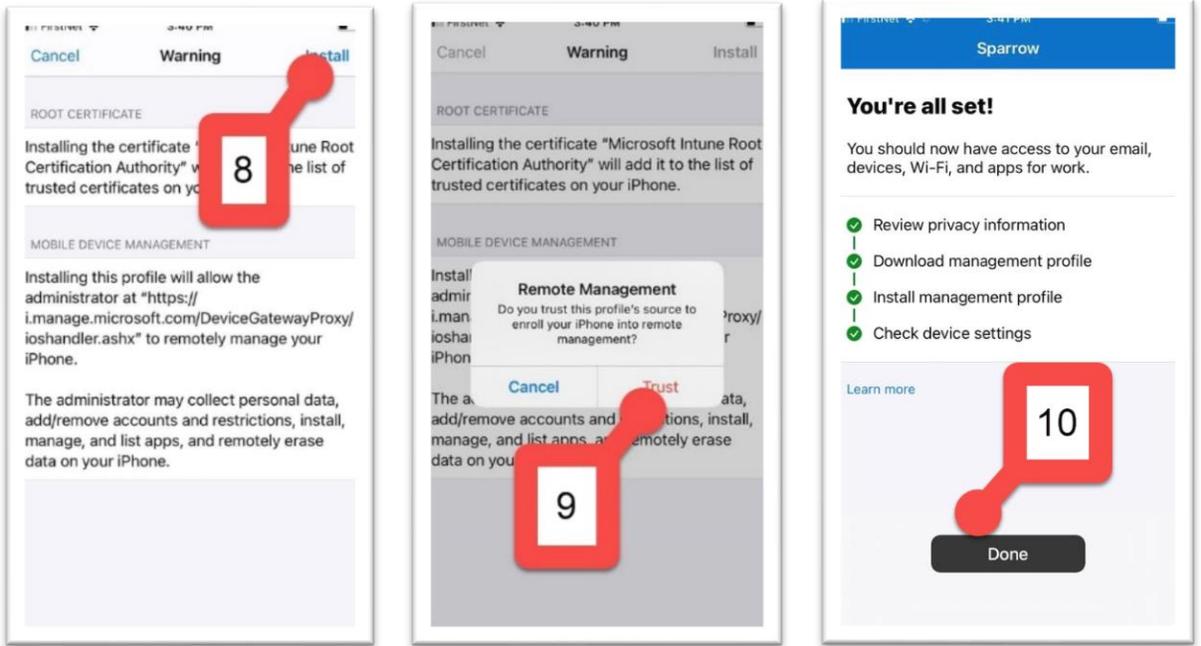
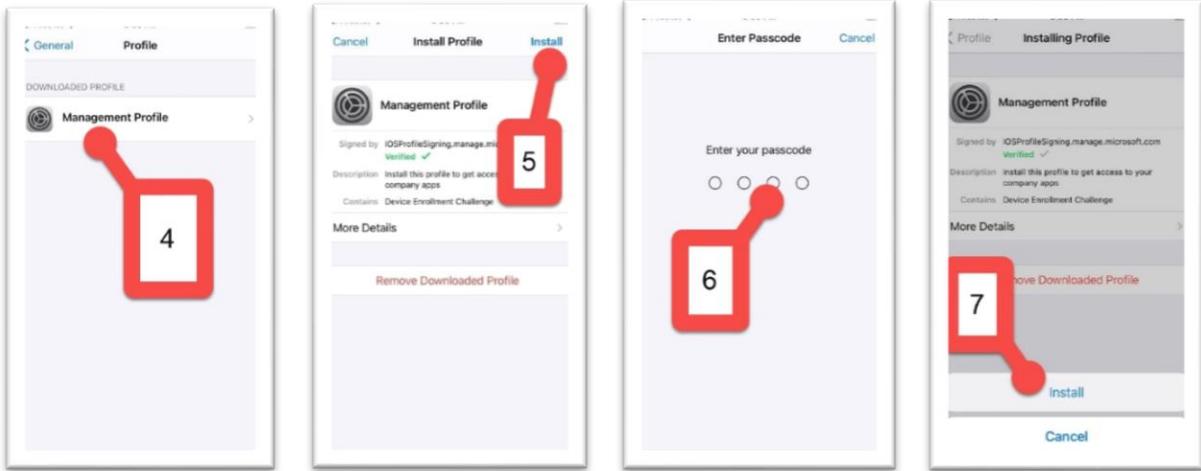
Click begin on the set up sparrow access page. After that click continue to download management profile and allow the website to download the configuration profile.



Click continue again and follow the numbered instructions below to install the profile:

Go to your home screen/app menu and open the settings app, click general, click profiles, click management profile, click install in the top right, enter your passcode, click install, click install in the top right and select trust.





You can now see and download all the apps you have access to.

Sparrow

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Microsoft OneDrive
Microsoft Corporation

For Android Users:

After signing into company portal, follow the numbered instructions below. Installing this will also add a new play store which will exclusively have apps sparrow provisions to you (shown in the last picture). Work related applications are notated by a small blue briefcase in the bottom right and are separate from your personal applications (shown on the center icon in the second to last picture). You can download work apps exclusively from the work play store.

