

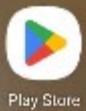
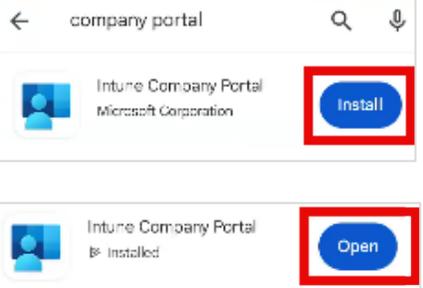
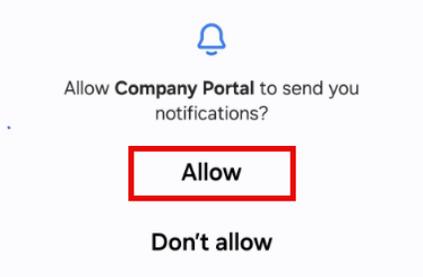
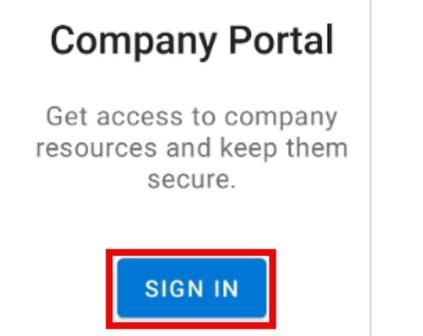
# Android: TAP

## Instructions for New User or New Phone

Remote Access using Microsoft Authenticator for multi-factor authentication (MFA) is now available.

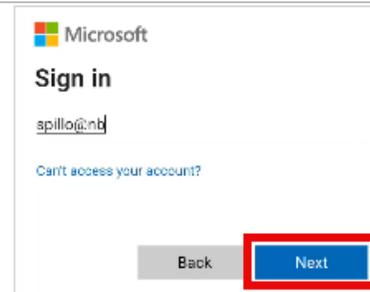
MFA prevents unauthorized access to your data and applications by requiring a second method of verifying your identity, making you much more secure.

### STEP 1: INSTALL THE COMPANY PORTAL APP TO CREATE YOUR WORK PROFILE

1. Go to the <b>Play Store</b> .	
2. Search for <b>Company Portal</b> . a. Tap <b>Install</b> . b. Tap <b>Open</b> .	
3. Tap <b>Allow</b> .	
4. Tap <b>Sign in</b> .	

5. Enter your UPN address in the format of **username@nb.com** (NOT your full email, for example, jsmith@nb.com).

Tap **Next**.

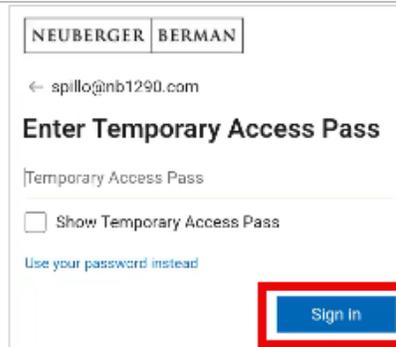


6. Contact the Helpdesk to get your **Temporary Access Pass (TAP)**

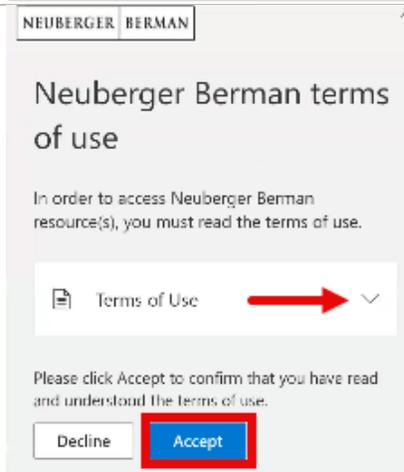
**Global Helpdesk Numbers:**

Americas: +1 646.497.HELP (4357)	Melbourne: +61.3.9649.0930	Taipei: +886.2.8726.8260
Dublin: +35.31.264.2799	Milan: +39 027.641.5899	The Hague: +31.70777.9575
Frankfurt: +49.69.365075992	Paris: +33.18.716.4290	Tokyo: +813.5218.1955
Hong Kong: +852.3664.8888	Seoul: +82.2.6040.0199	Toronto: +647.435.8161
London: +44 (0) 20.3.214.9097	Shanghai: +86.21.5203.7777	Zurich: +41.44.219.77.58
Luxembourg: + 35.22786.6459	Singapore: +65.6645.3780	

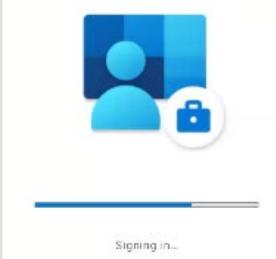
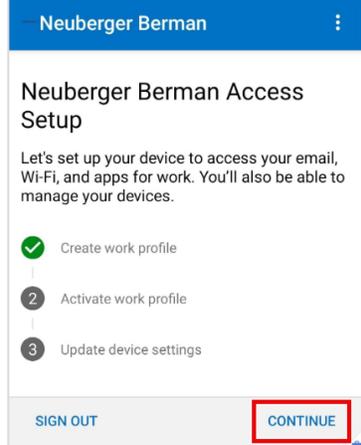
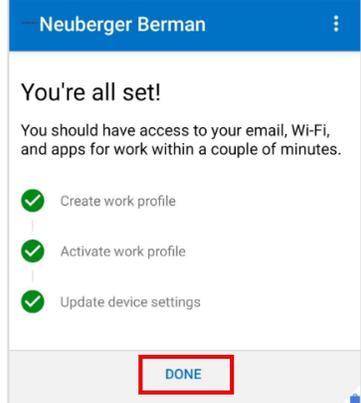
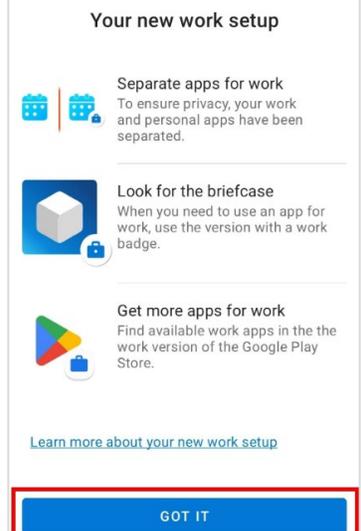
7. Enter the **Temporary Access Pass (TAP)** provided by the Helpdesk and click **Sign In**.

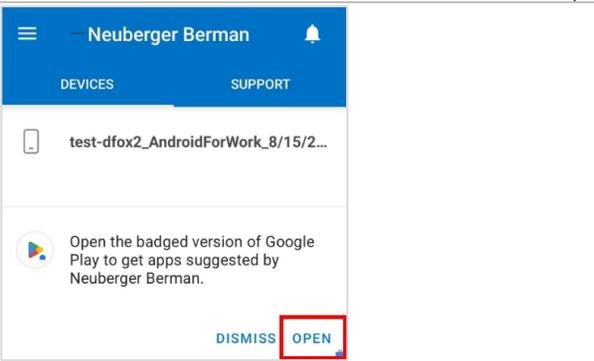


8. Tap the **down arrow** to expand and read the NB Terms of Use and then tap **Accept**.

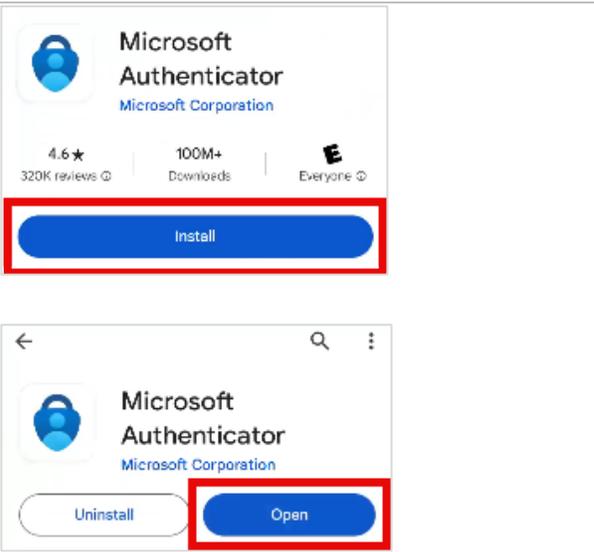
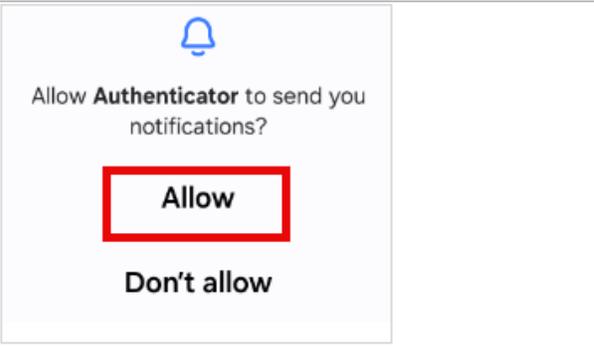
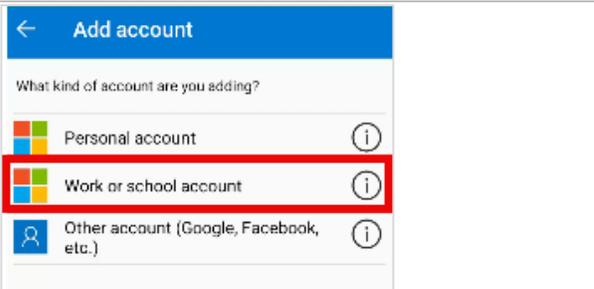


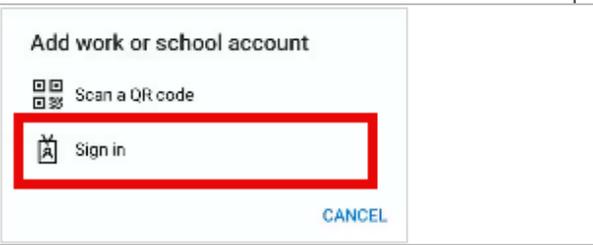
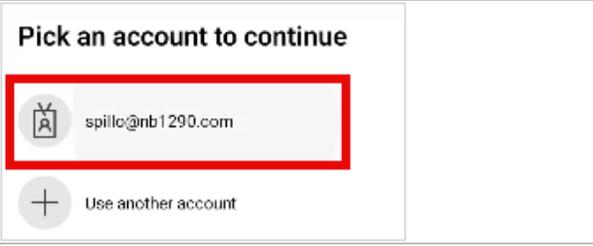
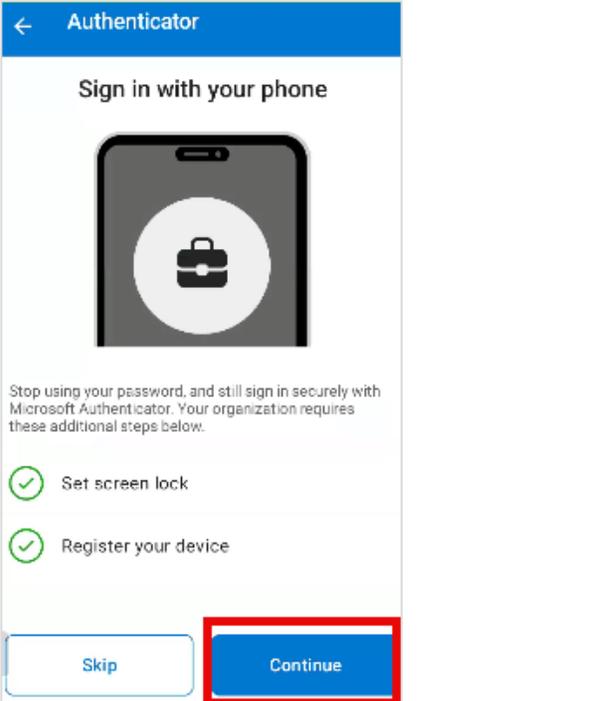
<p>9. Tap <b>Begin</b>.</p>	
<p>10. Tap <b>Continue</b>.</p>	
<p>11. Tap <b>Agree</b>.</p>	

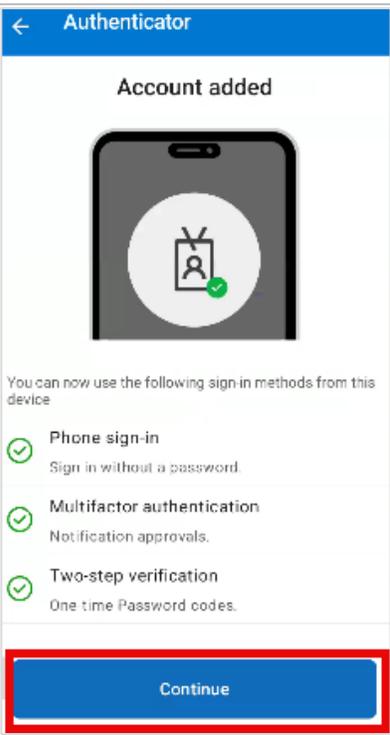
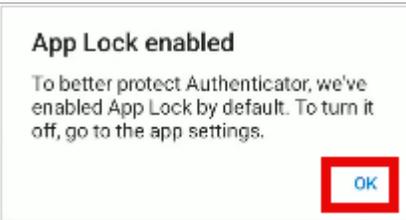
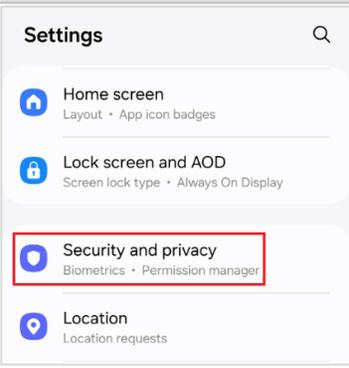
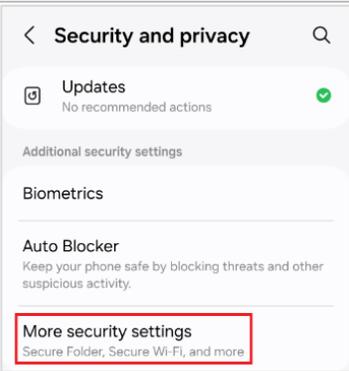
<p>12. Your work profile will be created.</p> <p>You will see Company Portal starting up and signing in.</p>		
<p>13. Tap <b>Continue</b>.</p>		
<p>14. You will see your device registering and being added to the Company Portal.</p> <p>Tap <b>Done</b>.</p>		
<p>15. Tap <b>Got it</b>.</p>		

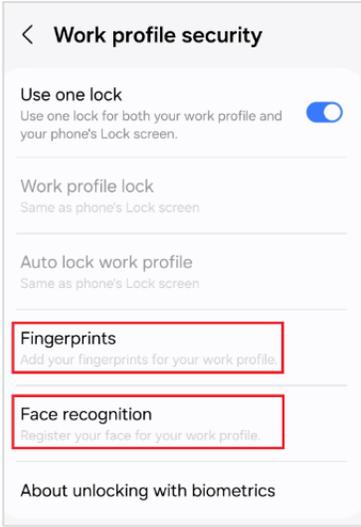
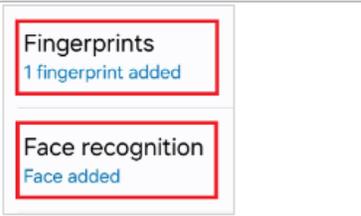
<p>16. Tap <b>Open</b> to return to the Play Store.</p>	
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## STEP 2: INSTALL MICROSOFT AUTHENTICATOR

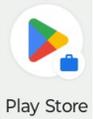
<p>1. Select <b>Microsoft Authenticator</b>.</p> <ol style="list-style-type: none"> <li>a. Tap <b>Install</b>.</li> <li>b. Tap <b>Open</b></li> </ol>	
<p>2. Tap <b>Allow</b>.</p>	
<p>3. Tap <b>Accept</b>, then tap <b>Continue</b>.</p> <p>Tap <b>Work or school account</b>.</p>	

<p>4. Tap <b>Sign in</b>.</p>	 <p><b>Add work or school account</b></p> <p>Scan a QR code</p> <p><b>Sign in</b></p> <p>CANCEL</p>
<p>5. Select your account.</p>	 <p><b>Pick an account to continue</b></p> <p>spillo@nb1290.com</p> <p>Use another account</p>
<p>6. Tap <b>Continue</b>.</p>	 <p><b>Authenticator</b></p> <p>Sign in with your phone</p> <p>Stop using your password, and still sign in securely with Microsoft Authenticator. Your organization requires these additional steps below.</p> <ul style="list-style-type: none"> <li>Set screen lock</li> <li>Register your device</li> </ul> <p>Skip <b>Continue</b></p>

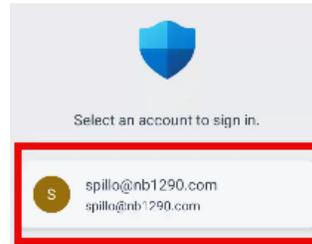
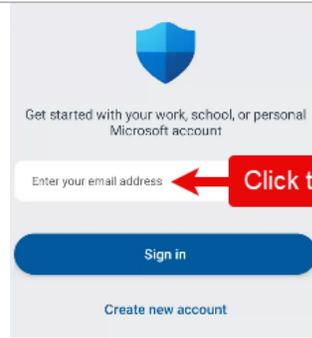
<p>7. Enter the pin number for your phone.</p> <p>Tap <b>Continue</b>.</p>	
<p>8. Click <b>OK</b></p>	
<p>9. Open your Settings and tap on <b>Security and privacy</b>.</p>	
<p>10. Tap <b>More security settings</b></p>	

<p>11. Tap <b>Work profile security</b></p>		
<p>12. Tap on <b>Fingerprints and Face Recognition</b></p>		
<p>13. Confirm that biometrics have been added</p>		

### STEP 3: INSTALL MICROSOFT DEFENDER

<p>1. Go to your Work Profile and select the <b>Play Store</b>.</p>		
<p>2. Select <b>Microsoft Defender</b>.  Tap <b>Open</b>.</p>		

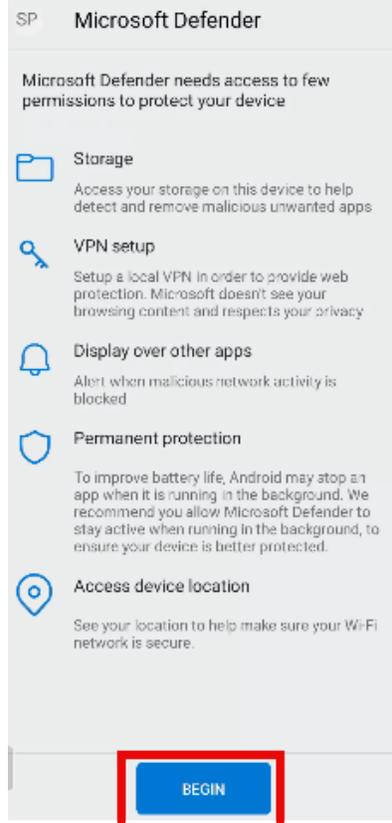
3. Tap in the email field and then select your account.



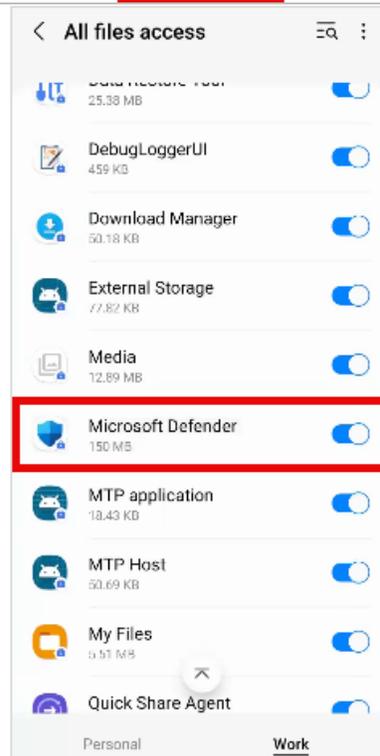
4. Tap **Accept**.

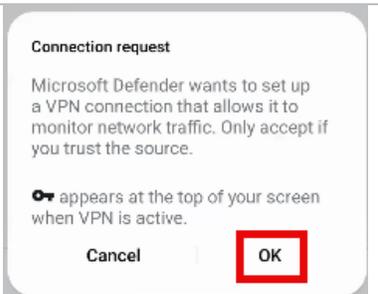
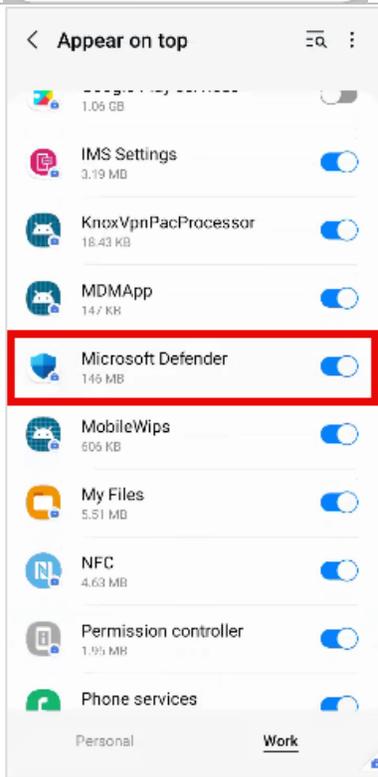
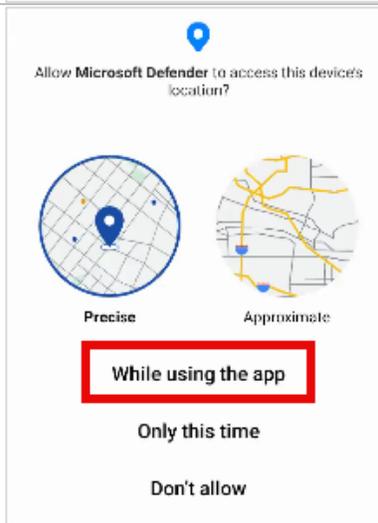


5. Tap **Begin**.



6. Scroll down to Microsoft Defender and Tap the toggle to the **ON** position for *All files access*.



<p>7. Tap <b>OK</b>.</p>		
<p>8. Scroll down to Microsoft Defender and Tap the toggle to the <b>ON</b> position for <i>Appear on top</i>.</p>		
<p>9. Tap <b>While Using the App</b>.</p>		

<p>10. Tap <b>Continue</b>.</p>	<p>To automatically detect if your network is secure, we'll need access to your location.</p> <p>On the following screen, select 'Allow all the time' so we can help protect you, even when Defender is closed.</p> <p><b>CONTINUE</b></p>	
<p>11. Tap <b>Allow all the time</b>.</p>	<p><b>Location permission</b></p> <p> <b>Microsoft Defender</b></p> <p>Location access for this app</p> <p><input checked="" type="radio"/> <b>Allow all the time</b></p> <p><input type="radio"/> Allow only while using the app</p> <p><input type="radio"/> Ask every time</p> <p><input type="radio"/> Don't allow</p> <p><b>Use precise location</b> <input checked="" type="checkbox"/> When precise location is off, apps can access your approximate location</p>	
<p>12. You will see Defender scanning your device and then a confirmation that the device is protected.</p>	<p>1:32 </p> <p>SP <b>Microsoft Defender</b></p> <p> <b>Device is protected</b> No action needed</p> <p>Security Status</p> <p>App Security</p> <p> 9 Apps scanned in the last 24 hours <b>No threats found</b></p> <p>Web Protection</p> <p> 332 Links scanned in the last 24 hours <b>Status - Active</b></p>	

## STEP 4: INSTALL ADDITIONAL APPLICATIONS

Before installing M365 applications, please wait for Microsoft Defender to be added to your work profile. This could take up to 30 minutes. Then you can install any of these Microsoft Mobile apps.



We suggest installing Outlook, Teams, Edge and Zoom for Intune.

### Follow these steps:

1. Go to the **Play Store in your work profile** to search for and install the desired apps.
2. Click **Open** and follow the prompts.
3. If prompted, **enter your M365 credentials**. Enter your UPN address in the format of **username@nb.com** (NOT your full email, for example, jsmith@nb.com).
4. Click **Add Account**
5. You may need to:
  - a. **Read and accept the mobile Terms of Use policy**. You will be prompted to repeat this process every 90 days.
  - b. **Create a pin**. You will only need to create a pin once for all Microsoft applications.
6. Reopen the application. The installation process is complete.
7. Repeat the download and installation process for any additional desired applications.

Visit NB Connect, [keyword BYO](#) for information about other apps available for your personal device.