# 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>	Play Store
<ol> <li>Search for Company Portal.</li> <li>a. Tap Install.</li> </ol>	← company portal Q ↓ Intune Company Portal Microsoft Corporation
b. Tap <b>Open.</b>	Intune Company Portal
3. Tap <b>Allow.</b>	C Allow Company Portal to send you notifications? Allow Don't allow
4. Tap <b>Sign in.</b>	Company Portal Get access to company resources and keep them secure.

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				Microsoft	
5	Enter your LIPN address in the fo	rmat of		Sign in	
5.	username@nb.com (NOT your fi	ull email, for exa	ample,	spillo@nb	
	jsmith@nb.com).			Can't access your account?	
	Tan Novt				
				Back	Next
6.	Contact the Helpdesk to get y	our <b>Temporar</b>	y Access Pass	(TAP)	
	Global Helpdesk Numbers:				
	Americas: +1 646.497.HELP (4357)	Melbourne: +61.3.9649.093	0	Taipei: +886.2.8726.8260	
	Dublin: +35.31.264.2799	Milan: +39 027.641.58	99	The Hague: +31.70777.9575	
	Frankfurt: +49.69.365075992	Paris +33.18.716.429	0	Tokyo: +813.5218.1955	
	Hong Kong: +852.3664.8888	Seoul: +82.2.6040.019	9	Toronto: +647.435.8161	
	London: +44 (0) 20.3.214.9097	Shanghai: +86.21.5203.77	77	Zurich: +41.44.219.77.58	
	Luxembourg: + 35.22786.6459	Singapore: +65.6645.3780			
7.	Enter the <b>Temporary Access Pas</b> provided by the Helpdesk and cli	s (TAP) ck Sign In.	NEUBERGER B ← spillo@nb1290.4 Enter Tempor Temporary Access I Show Temporar Use your password ins	ERMAN com prary Access Pass Pass y Access Pass tead Sign in	
8.	Tap the <b>down arrow</b> to expand a the NB Terms of Use and then ta	nd read p <b>Accept</b> .	NEUBERGER BERM. Neuberge of use In order to access resource(s), you m Terms of Please click Accept and understood the Decline	er Berman terms Neuberger Berman ust read the terms of use. Use to confirm that you have read terms of use.	

	Neuberger Berman :
	Neuberger Berman Access Setup Let's set up your device to access your email, Wi-Fi, and apps for work. You'll also be able to
9. Tap <b>Begin.</b>	manage your devices.  Create work profile  Activate work profile
	Update device settings  POSTPONE BEGIN
10. Tap <b>Continue.</b>	<ul> <li>Neuberger Berman cares about your privacy.</li> <li>While setting up your device, you will see some Android system screens requesting permissions to help your company secure your device.</li> <li>         Neuberger Berman can never see:         <ul> <li>Call and Web history</li> <li>Location</li> <li>Email and text messages</li> <li>Contacts</li> <li>Calendar</li> <li>Camera roll</li> <li>Personal apps</li> </ul> </li> <li>Model</li> <li>Serial number</li> <li>Operating system</li> <li>Work apps</li> <li>Owner</li> <li>Device name</li> <li>Manufacturer</li> </ul>
	Your company can grant permissions to work applications which may include camera,     CONTINUE
11. Tap <b>Agree.</b>	Set up a work profile One device, two different profiles Between your work and personal profiles, every app stays separate. This means that the IT team can never touch anything that you keep personal. Balance your work and life Pause your work apps when you're done for the day. To contirue, agree to the <u>Samsung Knox Privacy</u> Palicy
	Agree

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<ol> <li>Your work profile will be created.</li> <li>You will see Company Portal starting up and signing in.</li> </ol>	Creating work profile Work app icons are marked with a badge so you can tell them apart from your personal apps.
13. Tap <b>Continue.</b>	Neuberger Berman       :         Neuberger Berman Access Setup         Let's set up your device to access your email, Wi-Fi, and apps for work. You'll also be able to manage your devices.         Create work profile         Activate work profile         Update device settings         SIGN OUT
<ul><li>14. You will see your device registering and being added to the Company Portal.</li><li>Tap <b>Done.</b></li></ul>	Neuberger Berman       :         You're all set!         You should have access to your email, Wi-Fi, and apps for work within a couple of minutes.         Create work profile         Activate work profile         Update device settings
15. Tap <b>Got it.</b>	Your new work setup         Image: Separate apps for work         To ensure privacy, your work and separated.         Image: Separate apps for work         Cook for the briefcase         When you need to use an app for work, use the version with a work badge.         Image: Separate apps for work         Separate apps for work apps in the the work version of the Google Play Store.         Learn more about your new work setup         GOT IT



## **STEP 2: INSTALL MICROSOFT AUTHENTICATOR**



4. Tap <b>Sign in.</b>	Add work or school account
5. Select your account.	Pick an account to continue         Image: spillo@nb1290.com         +       Use another account
6. Tap <b>Continue.</b>	<ul> <li>Authenticator</li> <li>Sign in with your phone</li> <li>Image: Continue</li> <li>Stop using your password, and still sign in securely with Microsoft Authenticator. Your organization requires these additional steps below.</li> <li>Set screen lock</li> <li>Register your device</li> <li>Skip</li> <li>Continue</li> </ul>

	← Authenticator	
	Account added	
7. Enter the pin number for your phone.		
	You can now use the following sign-in methods from this device	
Tap <b>Continue.</b>	O Phone sign-in Sign in without a password.	
	Multifactor authentication	
	Two-step verification	
	One time Password codes.	
	Continue	
	App Lock enabled	
2 Click OK	To better protect Authenticator, we've enabled App Lock by default. To turn it	
8. CICK OK	off, go to the app settings.	•
	ок	
	Settings Q	
	Home screen     Layout • App icon badges	
	Lock screen and AOD	
<ol> <li>Open your Settings and tap on Security and privacy.</li> </ol>	Screen lock type • Always On Display	
	Security and privacy Biometrics • Permission manager	
	O Location	
	< Security and privacy Q	
	Updates No recommended actions	
	Additional security settings	
10. Tap More security settings	Biometrics	
	Auto Blocker Keep your phone safe by blocking threats and other suspicious activity.	
	More security settings	
	Secure Folder, Secure Wi-Fi, and more	

	< More security settings
	Secure Folder
11. Tap Work profile security	Secure Wi-Fi
	Enhanced data protection
	Work profile security
	< Work profile security
	Use one lock Use one lock for both your work profile and your phone's Lock screen.
	Work profile lock Same as phone's Lock screen
12. Tap on Fingerprints and Face Recognition	Auto lock work profile Same as phone's Lock screen
	Fingerprints Add your fingerprints for your work profile.
	Face recognition Register your face for your work profile.
	About unlocking with biometrics
	Fingerprints
13. Confirm that biometrics have been added	
	Face recognition Face added

## **STEP 3: INSTALL MICROSOFT DEFENDER**

1.	Go to your Work Profile and select the <b>Play</b> Store.	Play Store
2.	Select Microsoft Defender.	Microsoft Defender: Antivirus Microsoft Corporation In-app purchases
	Tap <b>Open.</b>	Uninstall Open

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<ol> <li>Tap in the email field and then select your account.</li> </ol>	Get started with your work, school, or personal Microsoft account Enter your email address Click this field Sign in Create new account
	Select an account to sign in. spillo@nb1290.com spillo@nb1290.com
4. Tap <b>Accept</b> .	SP       Microsoft Defender license terms         Microsoft Defender license terms       Microsoft Defender Application license terms         • 13 minutes to read       • 13 minutes to read         Microsoft Defender Application license terms       • 19 minutes to read         If YOU LIVE IN (OR ARE A BUSINESS WITH A PRINCIPAL PLACE OF BUSINESS IN) THE UNITED STATES, PLEASE READ THE "BINDING ARBITRATION AND CLASS ACTION WAIVER" SECTION BELOW. IT AFFECTS HOW DISPUTES ARE RESOLVED.         These license terms are an agreement between you and Microsoft Corporation (or one of its affiliates). They apply to the software named above and any Microsoft





10. Tap <b>Continue.</b>	To automatically detect if your network is secure, we'll need access to your location. On the following screen, select 'Allow all the time' so we can help protect you, even when Defender is closed.
11. Tap <b>Allow all the time.</b>	Location permission with the constant of th
	<ul> <li>Allow only while using the app</li> <li>Ask every time</li> <li>Don't allow</li> <li>Use precise location When precise location is off, apps can access your approximate location</li> </ul>
<ol> <li>You will see Defender scanning your device and then a confirmation that the device is protected.</li> </ol>	1:32 Image: Construction of the second

### **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.