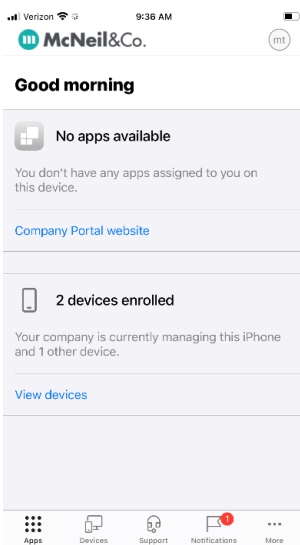


iPhone and iPad Migration Process

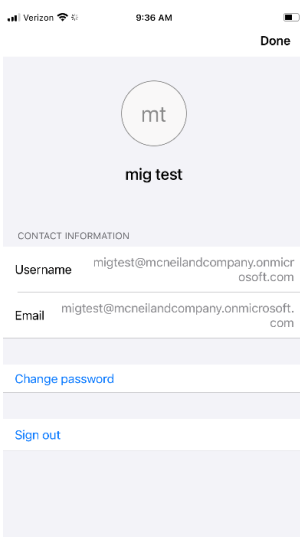
1. Sign out of the Company Portal App.

THIS STEP IS IMPORTANT. IF YOU DON'T SIGN OUT BEFORE REMOVING THE APP IT WILL DISRUPT THE PROCESS

- a. Find and **open the Company Portal App**.
- b. From the main screen, **Tap** on the circle at the top right that has **your initials**

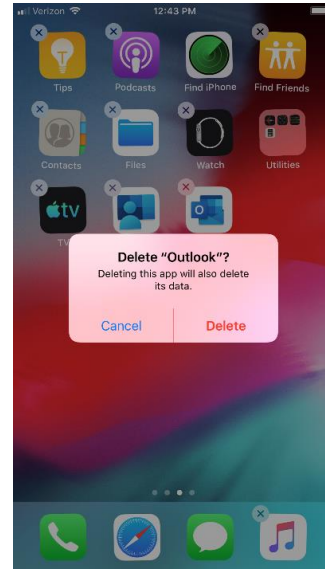


c. Tap Sign Out.

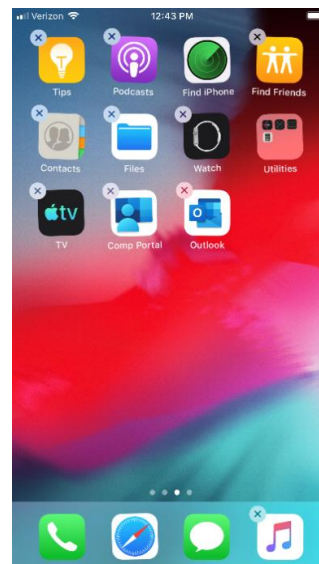


2. Remove Outlook and Company Portal Apps.

- a. **Tap and hold** on the **app** you want to remove.
 - i. If you are on a new version of iOS a menu will pop up with a delete option.



- ii. If you are on an older version of iOS the app icons will begin to shake and will have an x on them.



iPhone and iPad Migration Process

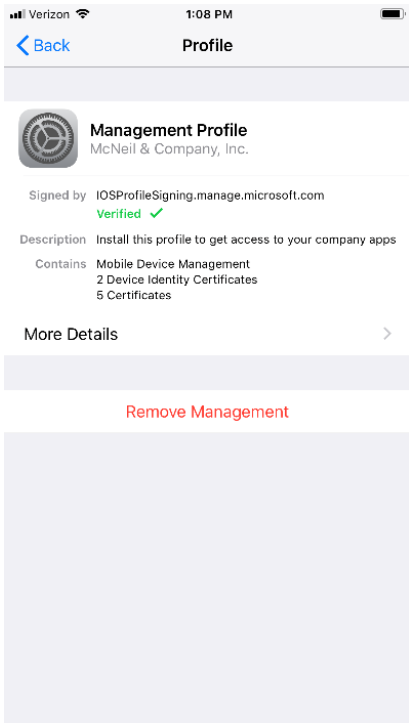


- b. Tap on **Delete**, (or **tap on the X** if you are on an older version) to remove the app.


Repeat until both the Company Portal app and Outlook app have been removed.

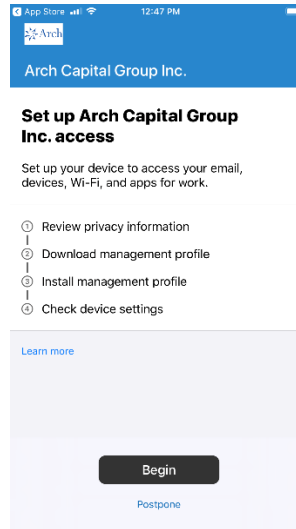
3. Remove the Management Profile for McNeil.

- a. Tap the **Settings** icon, then tap **General**, then tap **Device Management**.
- b. Tap on the **McNeil & Company Management Profile**.
- c. Tap **Remove Management**.



4. Download the Company Portal app.

- a. Open the **App Store** and search for **Company portal**.
- b. **Download and install** the app called **Intune Company Portal** with this icon: 
- c. **Open** the Company Portal app and tap **Sign In**
- d. **Enter your email**, and **password**.
- e. At the setup screen, tap **Begin**

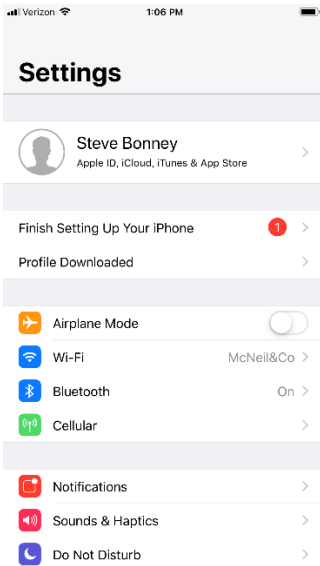


- f. Tap **Continue** to after viewing the privacy information.
- g. Tap **Continue** to download the Management Profile.
- h. Tap the home button to **return to the Home screen**, and **open the Settings app**.

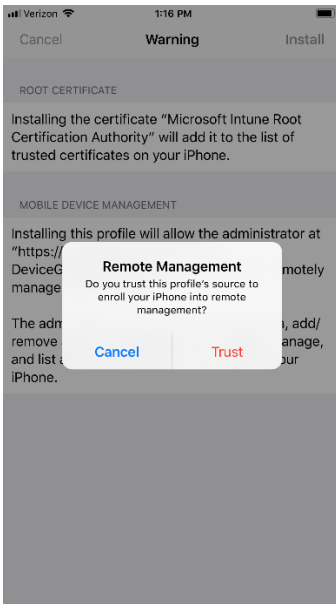
iPhone and iPad Migration Process



5. Tap Profile Downloaded.



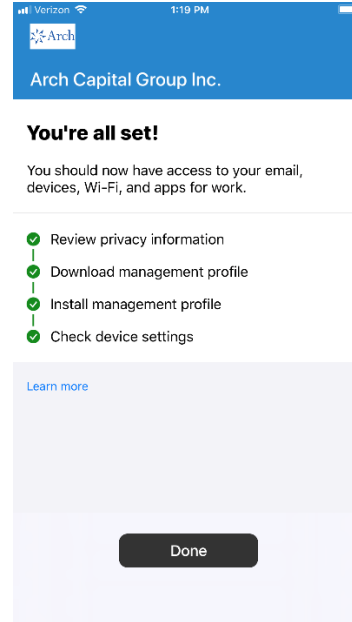
a. Tap Install, then Trust.



b. After the profile is installed, return to your home screen and open the Company Portal app again.

c. Tap Continue to Check Device Settings.

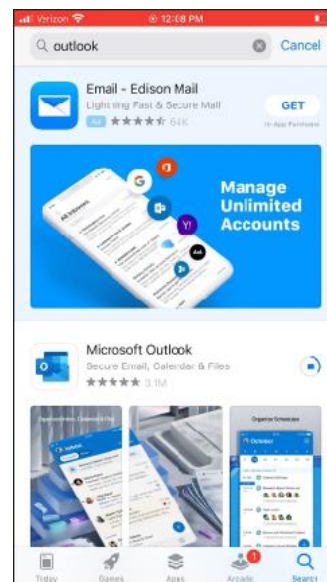
d. When all steps have been completed, tap Done.



6. Download and install the Outlook app.

a. Open the app store and search for "Outlook". Download and install the Microsoft Outlook app.

Tap Open when it finishes installing.



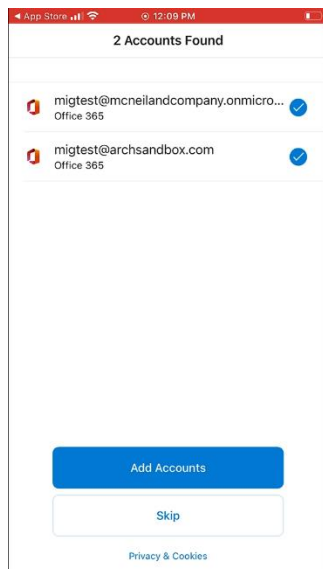
iPhone and iPad Migration Process

- b. **You will see two accounts listed.** One will be @mcneilandcompany.onmicrosoft.com, and the other should be **@mcneilandcompany.com**

(The screenshot shows archsandbox.com which was our test domain).

Make sure to ONLY SELECT the account with @mcneilandcompany.com.

Tap **Add Accounts**.



- c. If asked if you would like to add another account, tap **Maybe Later**.
- d. You will now be logged into the Outlook app.
Your messages will begin downloading.