

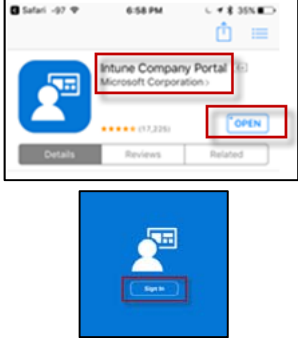
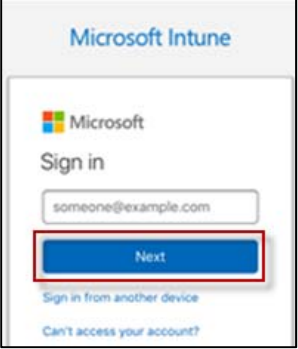
Setup Outlook on Apple iPhone or iPad

Description	<p>Follow the steps in order to install Discount Tire Outlook on Apple:</p> <ul style="list-style-type: none">• Setup the Multi Factor Authentication (MFA), which is additional login security to verify your identity• Install Company Portal, Set Up Discount Tire Access, Install Profile• Setup Outlook using Outlook Client
Guidelines	<p>Make sure your Apple device has been updated to the latest version possible. Users will be prompted to set up the Multi Factor Authentication upon first login.</p>
Disclaimer	<p>In order to protect Discount Tire information if an employee is terminated, leaves the company or loses their personal device with Discount Tire Outlook installed Discount Tire has the right to wipe the device clean.</p>

Step	Action
Setup MFA (Multi Factor Authentication)	<div><div>1</div><div><p>User will be automatically prompted to setup Multi Factor Authentication, a second form of security, upon their first login.</p><p>Users may choose a text message or call to verify identity. This is required to have email on a Discount Tire phone.</p><div><div>a. Open browser</div><div>b. Go to: https://outlook.office.com</div><div>c. Enter Username: Discount Tire email (first.last@discounttire.com)</div><div>d. Enter Password: Windows login password</div><div>e. Select method of verification option; text or phone call</div><div>f. Select Authentication phone</div><div>g. Enter phone number</div><div>h. Select Save</div></div></div><div><div><div><div>Outlook</div><div><div>DISCOUNT TIRE</div><div>Sign in</div><div>To continue to Outlook</div><div><input type="text" value="someone@example.com"/></div><div>Can't access your account?</div><div><div>Back</div><div>Next</div></div></div><div>Welcome to Discount Tire</div></div><div><div>Outlook</div><div><div>DISCOUNT TIRE</div><div>Sign in</div><div>To continue to Outlook</div><div><div>seana.test@discounttire.com</div><div>Enter password</div><div><input type="password"/></div><div>Forgot my password</div><div>Sign in</div></div></div><div>Welcome to Discount Tire</div></div><div><div>Additional security verification App Passwords</div><div><div>When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. View video to know how to secure your account.</div><div>what's your preferred option?</div><div>Let's use this verification option by default</div><div><div>Text code to my authentication y</div><div><div>Test code to my authentication y</div></div></div><div>how would you like to respond?</div><div>Set up one or more of these options. Learn more</div><div><div><div><div><div><input checked="" type="checkbox"/></div><div>Authentication phone</div></div><div><div>United States (+1)</div><div><div>Country code</div><div>Area code</div><div>Phone number</div></div><div><div>Get verification code</div></div></div><div><div>Office phone</div><div>Get verification code</div></div></div><div><div><div><input type="checkbox"/></div><div>Alternate authentication phone</div></div><div><div>Country code</div><div>Area code</div><div>Phone number</div></div><div><div>Get verification code</div></div></div><div><div><div><input type="checkbox"/></div><div>Authentication app on Tablet</div></div><div><div>Get up Authentication app</div></div></div><div><div><div><input type="checkbox"/></div><div>Authentication app - Download phone</div></div><div><div>Get up Authentication app</div></div></div></div><div>Restore multi-factor authentication on previously trusted devices</div><div><div>Restore</div><div>Cancel</div></div></div></div></div></div></div></div>

Continued on next page

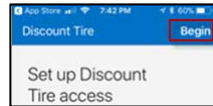
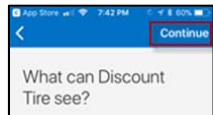
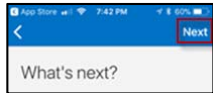
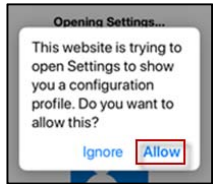

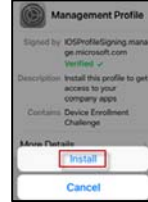
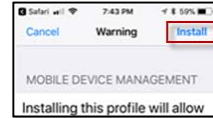
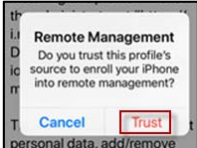
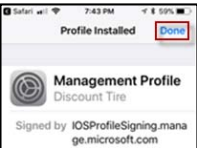
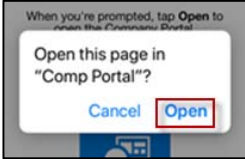
Continued from previous page

Step	Action	
Install Company Portal	1	a. Open App Store b. Search and install Intune Company Portal c. Select Open d. Select Sign In in the Company Portal
		
Sign in to Authentication	2	a. Enter Discount Tire email (first.last@discounttire.com) b. Click Next c. Enter Windows password d. Select Sign in e. Retrieve second authentication code from text message, if prompted f. Enter in code field g. Select Verify (or Approve , if push verification is enabled) h. Select I accept i. Select Register me
		

Continued on next page

Continued from previous page

Setup Discount Tire Access

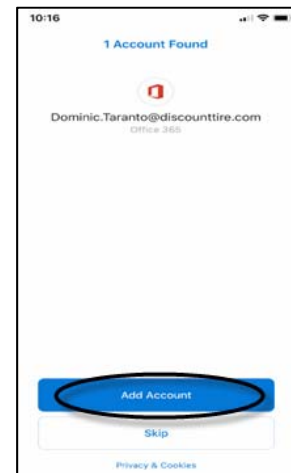
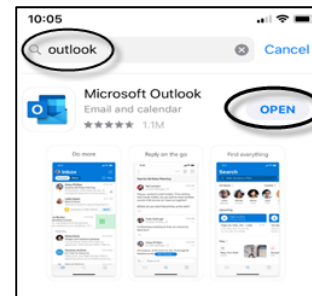
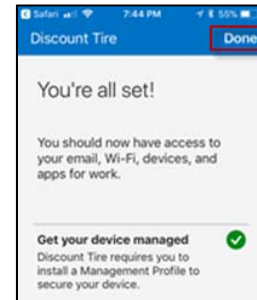
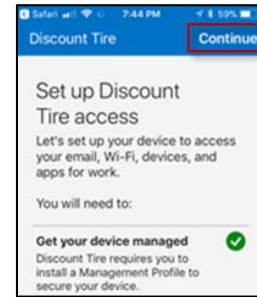
Step	Action	
3	a. Select Begin b. Select Continue in the What can Discount Tire see screen c. Select Next on the What's next screen d. Select Allow if prompted to allow website to Open Settings page	   
4	a. Select Install on the Install Profile screen b. If prompted enter device passcode, select Install c. Select Install on the Warning screen d. Select Trust on the Remote Management screen e. Select Done on the Profile Installed screen f. Select Open in the Opening Company Portal screen	     

Continued on next page

Continued from previous page

**Confirm
Discount Tire
Access**

Step	Action
5	<p>a. Select Continue from the 'Set up Discount Tire access' screen</p> <p>b. Select Done on the 'You're all set!' screen</p> <p>Note: If you do not have a passcode, you'll be asked to create one after selecting continue.</p>
1	<p>Outlook Client App can be installed from the App store. If company portal Intune is already set up, it will automatically pull your account down.</p> <p>a. Open App Store and search for Outlook</p> <p>b. Select Open</p> <p>c. The profile will be pulled down. Select Add account.</p> <p>d. Once Add Account is selected a prompt will ask to add another account select Maybe Later</p> <p>e. The walk thorough of the startup process will begin select Skip or Read Through and the installation will be completed</p>

**Contact**For help, please contact support@discounttire.com.