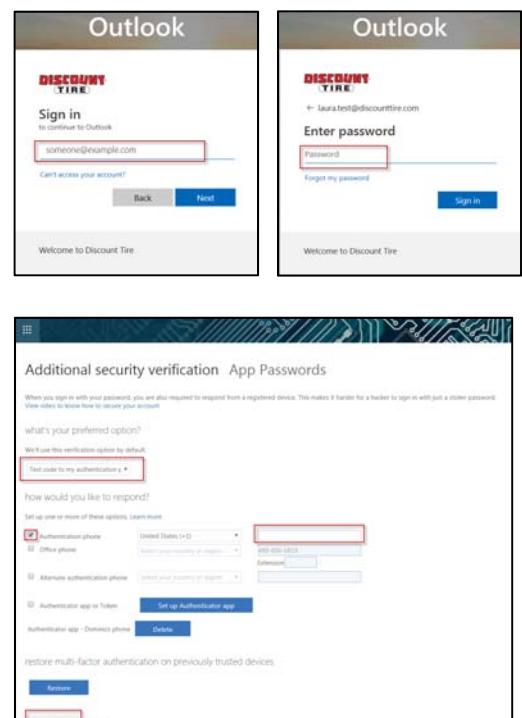


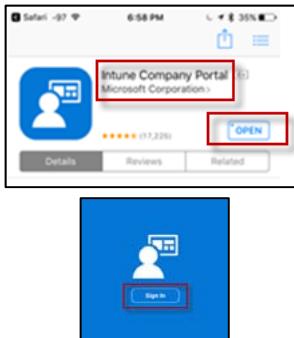
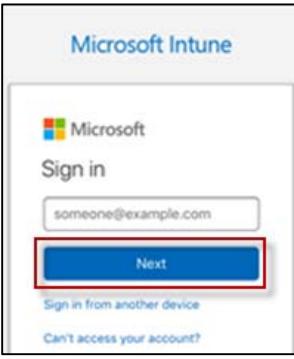
Setup Outlook on Apple iPhone or iPad

Description	Follow the steps in order to install Discount Tire Outlook on Apple: <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	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.
Disclaimer	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.

Step	Action
Setup MFA (Multi Factor Authentication)	<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> <ol style="list-style-type: none"> Open browser Go to: https://outlook.office.com Enter Username: Discount Tire email (first.last@discounttire.com) Enter Password: Windows login password Select method of verification option; text or phone call Select Authentication phone Enter phone number Select Save 

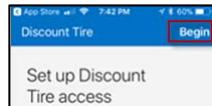
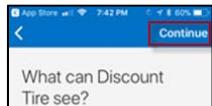
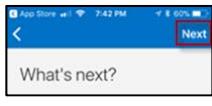
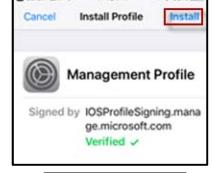
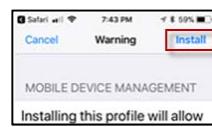
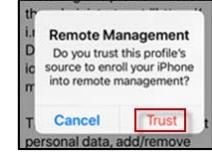
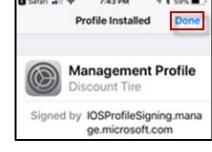
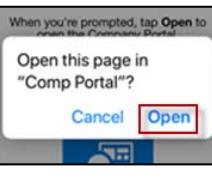
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	Step	Action
Install Company Portal	1	<p>a. Open App Store</p> <p>b. Search and install Intune Company Portal</p> <p>c. Select Open</p> <p>d. Select Sign In in the Company Portal</p> 
Sign in to Authentication	2	<p>a. Enter Discount Tire email (first.last@discounttire.com)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

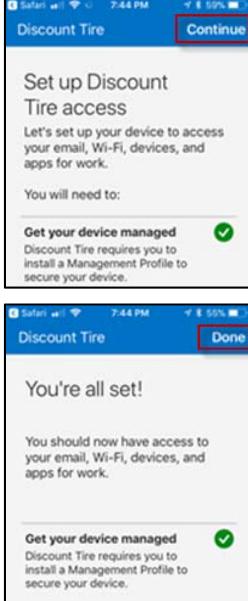
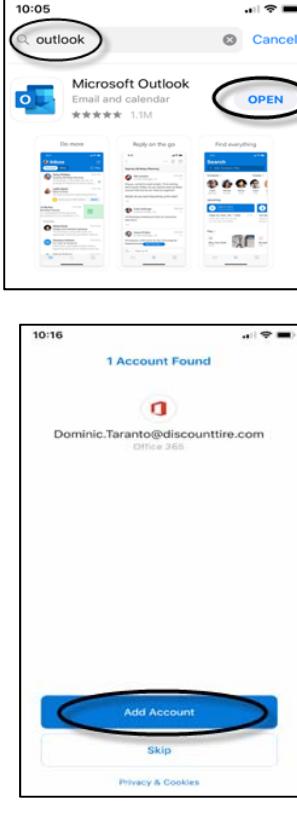
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Step	Action	
Setup Discount Tire Access	<p>a. Select Begin</p> <p>b. Select Continue in the What can Discount Tire see screen</p> <p>c. Select Next on the What's next screen</p> <p>d. Select Allow if prompted to allow website to Open Settings page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

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Step	Action	
Confirm Discount Tire Access	<p>5</p> <ol style="list-style-type: none"> Select Continue from the 'Set up Discount Tire access' screen Select Done on the 'You're all set!' screen <p>Note: If you do not have a passcode, you'll be asked to create one after selecting continue.</p>	
Setup Outlook Client on iPhone	<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> <ol style="list-style-type: none"> Open App Store and search for Outlook Select Open The profile will be pulled down. Select Add account. Once Add Account is selected a prompt will ask to add another account select Maybe Later The walk thorough of the startup process will begin select Skip or Read Through and the installation will be completed 	

Contact

For help, please contact support@discounttire.com.