

## Set up your personal Apple mobile device (BYOD) – User Guide

This guide is designed for staff who currently use DCJ applications on their personal Apple mobile device, for example MS Teams and Outlook.

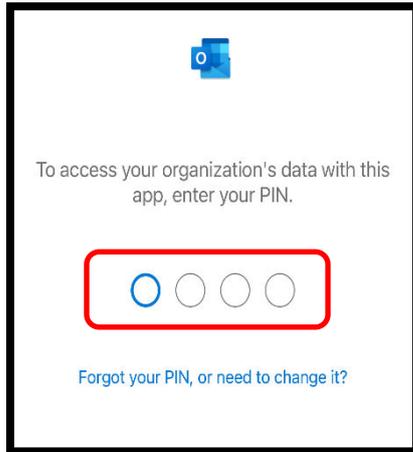
Mobile Application Management policies have now been implemented for BYOD mobile devices who access DCJ applications.

**IMPORTANT:** The new policies that are being implemented will not enable DCJ to manage users' personal mobile devices or personal applications on those devices. The policies will only affect DCJ applications which are accessed, for example, Outlook or MS Teams.

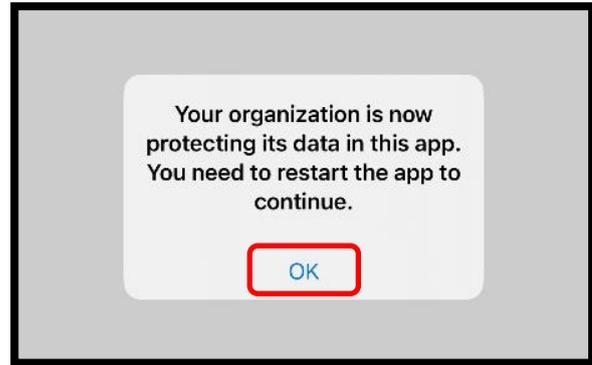
If you would like to continue to access DCJ applications using your personal mobile device (BYOD), you will need to complete the following steps for **each DCJ application**.

Set up Microsoft Outlook	
<p>1. Open <b>Microsoft Outlook</b> from your personal mobile device.</p> 	<p>2. Click <b>OK</b>.</p> 
<p>3. Open <b>Microsoft Outlook</b> from your personal mobile device again.</p> 	<p>You will receive the prompt, "Do you want to allow Outlook to use Face ID?"</p> <p>If you select <b>Allow</b>, you will go to Step 5.</p> <p>If you select <b>Don't Allow</b>, complete the next step.</p> 

4. Enter your **4-digit PIN**.



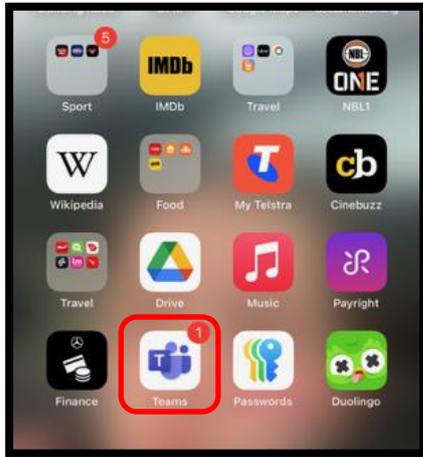
5. Click **OK** to continue.



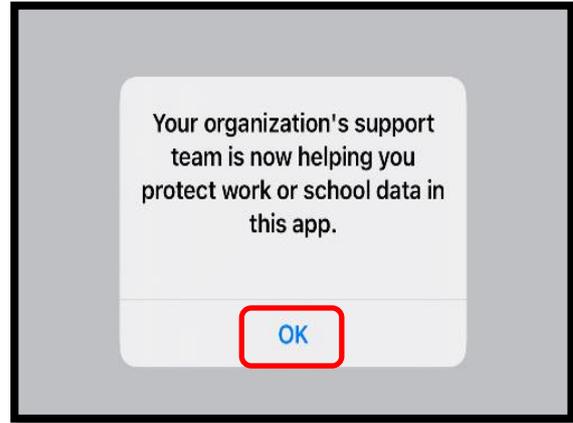
**NOTE:** Outlook will close, and you will need to re-open it again.

## Set up MS Teams

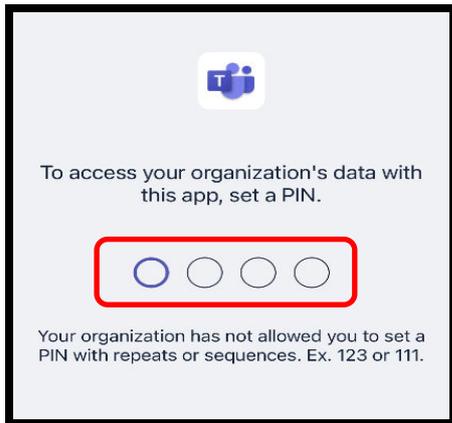
1. Open **MS Teams** on your personal mobile device.



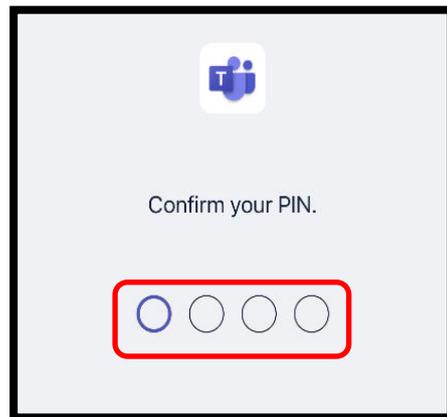
2. Click **OK**.



3. Create a **4-digit PIN**.



4. Confirm your **4-digit PIN**.



## SUPPORT

If you require assistance, please contact IT Service Desk on **02 9765 3999** or **02 8688 1111**.