

All NNL iPhone and iPad Users:

NNL IT is making the following Microsoft Mobile Apps available to all NNL and BPMI iPhone and iPad users:

- Microsoft Teams
- Microsoft Planner
- Microsoft SharePoint
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft OneDrive
- Microsoft Outlook

These Apps can be installed from the Apple App Store or the App Catalog.

These Mobile Apps will allow NNL and BPMI mobile users to create Word, Excel and PowerPoint documents on their iPhones and iPads, and then directly save these documents in their Office 365 OneDrive account. NNL and BPMI mobile users will also have the capabilities to access and modify their OneDrive documents on their iPhones and iPads.

See below for instructions to install and activate these Mobile Apps:

INITIAL CONFIGURATION AND AUTHENTICATION GUIDANCE FOR MICROSOFT MOBILE APPS

1. Install the **Microsoft Authenticator, Microsoft OneDrive and Microsoft Outlook** Apps.
2. Open the Microsoft Outlook App. Type in your email address at the prompt. Click **'Add Account'** and you will be redirected. Click on **'Open Authenticator'**.
3. You will be redirected to a login page, the same look as logging in from LPS or IAS. Select **'Click to Continue'**. That will toggle to another screen where again, select **'Click to Continue'**. You should be prompted to confirm the certificate, click **'OK'**.
4. The screens may bounce back and forth a time or two and then the App should connect. You may be prompted to restart the Microsoft Outlook app.
5. Start the **Microsoft OneDrive** App. Follow the on-screen prompts; the process should be similar to Steps 3 – 5.
6. Once you are authenticated to the **Microsoft OneDrive** App, the remaining Microsoft mobile Apps (Microsoft Word, Microsoft Excel and Microsoft PowerPoint) should automatically authenticated.
7. Open the **Microsoft OneDrive** App. Click on your initials or picture if you selected one, located on the **top left of the screen**, then go to: **Settings** and ensure **'Preview Office Documents'** is toggle off.
8. Install the additional Microsoft mobile Apps that you would like to use: **Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Teams, Microsoft SharePoint** and/or **Microsoft Planner**.