

Setting up Okta Verify, Intune & Outlook

1. Download **Okta Verify**, **Intune Company Portal**, and **Outlook** from the App Store.
2. **Setup Okta Verify** (if you have already done this on your phone, skip to step 3)
 - a. Open the **Okta Verify** app.
 - b. Tap **Get Started**.
 - c. **How it Works** – Tap **Next**.
 - d. **Ways to verify** – Tap **Add Account**.
 - e. **Choose Account Type** – Tap **Organization**.
 - f. **Add Account from Another Device?** – Tap **Skip**.
 - g. **Do You Have Your QR Code?** – Tap **Yes, Ready to Scan**.
 - h. **Okta Verify Would Like to Access the Camera** – Tap **OK**.
 - i. Go to auth.azblue.com on your laptop.
 - j. **Set up multifactor authentication** – Click **Setup**.
 - k. **Set up Okta Verify** – Select **iPhone**, click **Next**.
 - l. Scan the QR code using the Okta Verify app on your phone.
 - m. **Allow Push Notifications** – Tap **Allow**.
 - n. **Okta Verify Would Like to Send You Notifications** – Tap **Allow**.
 - o. **Account Added** – Tap **Done**.
3. **Setup Intune Company Portal**
 - a. Open the **Comp Portal** app and tap **Sign in**.
 - b. **Microsoft Intune Sign in** – Enter your **full email address** and tap **Next**.
 - c. **Connecting to Office 365** – Enter your **full email address** and tap **Next**.
 - d. **Connecting to Office 365** – Enter your **current network password** and tap **Verify**.
 - e. **Okta Verify** – Tap **Send Push**. Complete the verification by tapping **Yes, It's Me** from the *Okta Verify* app.
 - f. Return to the **Comp Portal** app, the page will automatically refresh and start the setup.
 - g. **Get notified so you don't lose access** – Tap **OK**.
 - h. **"Comp Portal" Would Like to Send You Notifications** – Tap **Allow**.
 - i. **Set up BCBS Arizona access** – Tap **Begin** (will take a minute to configure), then tap **Continue**.
 - j. **Checking device settings** – Tap **Continue** (this may take a few minutes).
 - k. **You're all set!** – Tap **Done**.
 - l. Once your device is compliant, apps will start to download (Edge, OneDrive, SharePoint, etc.).

Note: If any of your device settings (Face ID, Passcode, etc.) are not compliant with the Blue Cross Blue Shield security policy, you will need to change them to become compliant and gain access to secure company resources.

4. **Setup Outlook**
 - a. Open the **Outlook** app and tap **Add Account**.
→ You might see multiple pop-up messages and the app will close. Re-open the app.
 - b. **Your IT administrator is now helping you protect work or school data in this app.** – Tap **OK**.
 - c. **Connecting to Office 365** – Enter your **full email address** in the *Username* field and tap **Next**.
 - d. Enter your **current network password** in the *Password* field – Tap **Verify**, then **Send Push**.
Complete the verification by tapping **Yes, It's Me** from the *Okta Verify* app.
 - e. **Enable Notifications** – Tap **No Thanks** or **Turn On** – this is optional.
 - f. **"Outlook" Would Like to Send You Notifications** – Tap **Don't Allow** or **Allow** – this is optional.
 - g. **"Outlook" Would Like to Access Your Contacts** – Tap **Don't Allow** or **Allow** – this is optional.