



MOBILE DEVICE MIGRATION GUIDE

INTRODUCTION

This guide explains how to deinstall your SurvitecGroup E-mail and Teams account from your mobile device and configure your Beaufort.Group E-mail and Teams account onto your device. This is achieved in 2 steps: -

1. Remove your SurvitecGroup account and all associated configuration and software from your device.
2. Enrol your Beaufort.Group E-mail and Teams configuration onto your device.

BEFORE YOU BEGIN, PLEASE ENSURE:

1. Your Mobile device has sufficient charge OR is connected to a charge point.
2. You are connected to a stable internet connection (Wireless or mobile)
3. You have your Microsoft Authenticator setup as per your Desktop configuration
4. You know your current Survitec password (this will remain the same)

REMOVING YOUR SURVITECGROUP CONFIGURATION

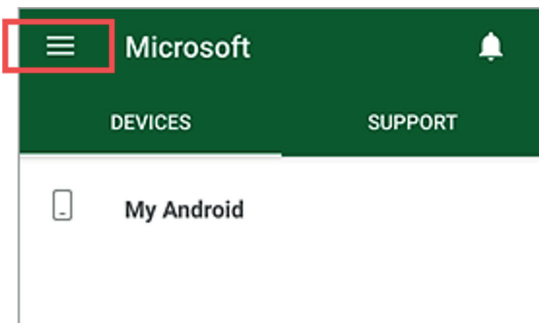
For Android Devices (Apple and Microsoft devices on Page 4)

Intune MDM removal instructions from "Company Portal" App

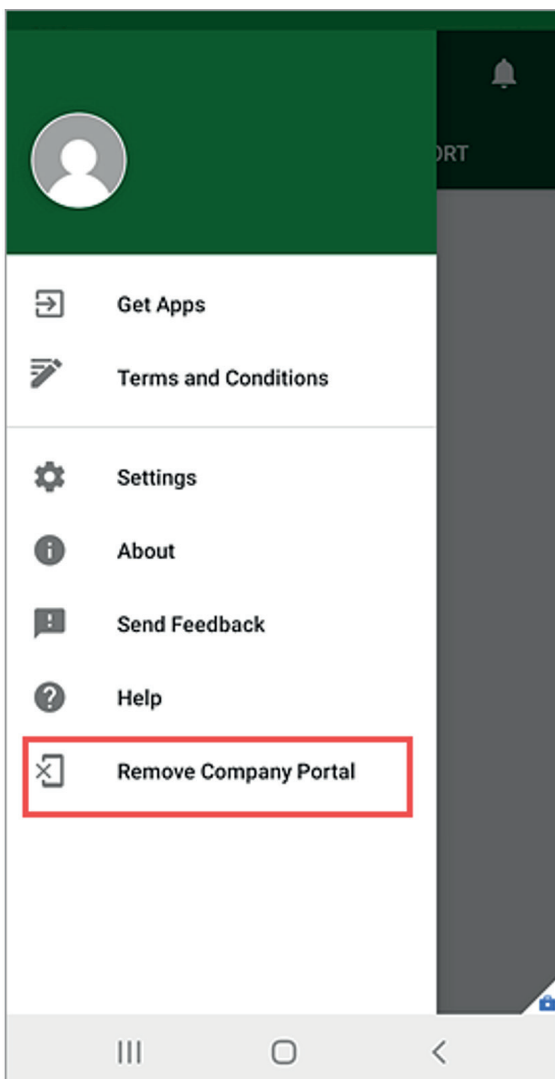
Disable Company Portal

To to remove your device from management you can disable the Company Portal app. Then you can uninstall the app from your device.

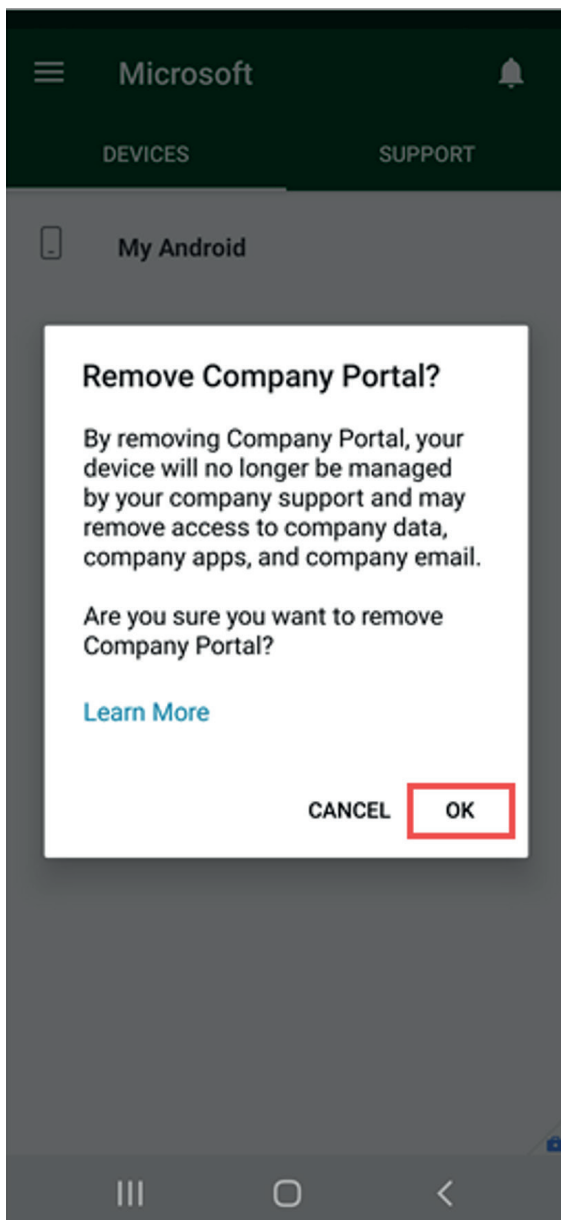
1. Sign in to Company Portal.
2. Tap the main menu.



3. Tap **Remove Company Portal**.



4. Tap **OK** to remove Company Portal and unenroll the device you're on.



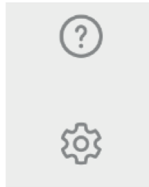
Uninstall the Company Portal app

Company Portal is a device management app and can't be uninstalled until you remove your device from it. After you remove the device, tap and hold the Company Portal app icon until the app menu appears. Then tap **Uninstall** to remove the app.

Alternatively, go to your device **Settings > Apps** and select **Company Portal > Uninstall**.

For Apple and Microsoft devices

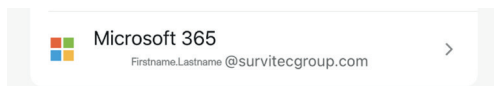
1. Open your Microsoft Outlook application on your device.
2. Select the round Survitec/Microsoft logo in the top left-hand corner of your screen.
3. Select the settings “cog wheel” in the bottom left of the screen.



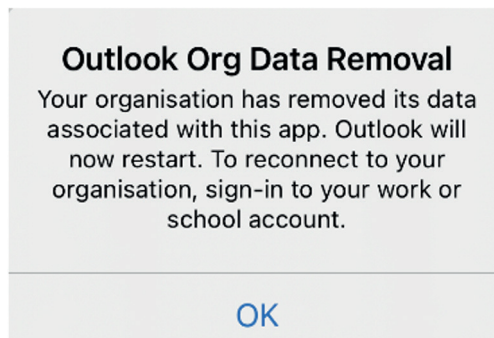
4. Select “Accounts” under the General section on the left-hand side of the screen.



5. Select “Microsoft 365” with your survitecgroup account name, shown below.



6. Scroll to the bottom of the screen and select “remove account”.
7. Confirm “Remove” on the pop-up that appears.
8. You may receive a pop-up titled “Outlook Org Data Removal” – Select “Ok”



Continue to next page for configuring you Beaufort.group access...

WELCOME TO BEAUFORT.GROUP

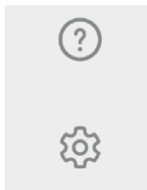
Your email will change from @survitecgroup.com to @beaufort.group. Your password will remain the same.

Adding your Beaufort.Group Account

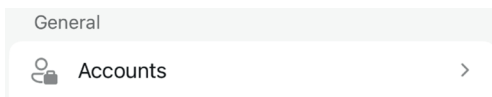
1. In your Microsoft Outlook app, please navigate to the top left-hand corner of the screen (May show as a home icon).



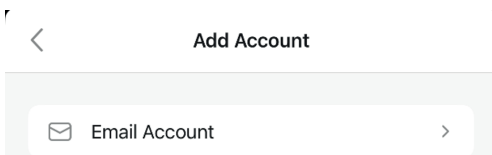
2. Select the settings "cog wheel" in the bottom left of the screen.



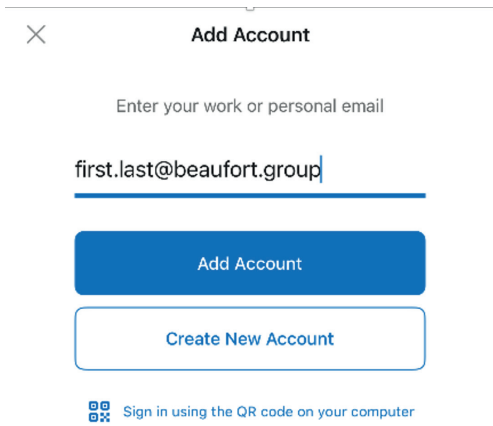
3. Select "Accounts" under the General section on the left-hand side of the screen.



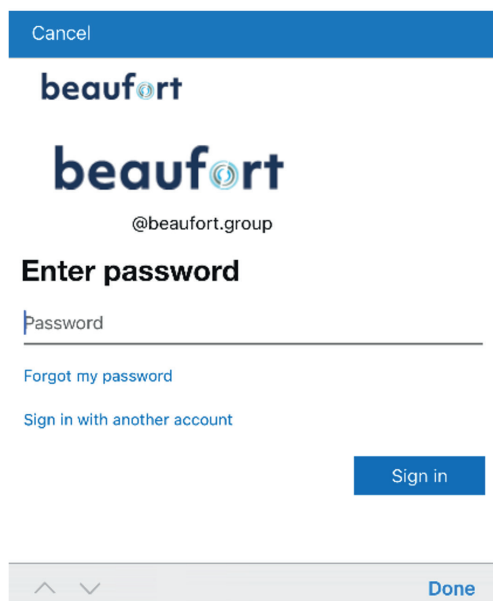
4. Select "Add Account" followed by "E-mail account".



5. Enter your new e-mail address. `firstname.Lastname@beaufort.group` and select add account



6. Enter your password (This will be the same password as used with your Survitec account) and select "sign in"



Note \ Remove Account:- You may be prompted to Remove an existing M365 account from your device. If so, please select your "Survitec group" account from the displayed accounts. You will additionally be prompted with "Are you sure?". Please select "Yes"

7. You will receive a notification advising you that the organisation is now protecting its data in the app. Restart the app. Please select "ok" to this message.
8. The application will now exit

Note \ Delay: - There may be a brief delay whilst your device removes your Survitec Group details and adds your Beaufort.Group details. This is a background process so may not be visible. Please allow a few minutes for this process to run before using your Outlook and / or teams applications.

In some instance, you may need to login to Teams to add your Beaufort account separately.

This can be performed by following the steps below:-

1. In Teams app, Select the round icon in the top left hand corner of the screen
2. Select "add account" at the bottom left of the screen.
3. Enter your new e-mail address. firstname.Lastname@beaufort.group and select add account
4. Confirm your password.
5. You will receive a notification advising you that the organisation is now protecting its data in the app. Restart the app. Please select "ok" to this message.
6. The application will now exit

Once back at your phones home screen, you should be able to open Team and Outlook as normal with your new Beaufort.group account.

NEED HELP?

If you experience any issues during the migration process, please contact the Beaufort IT Service Desk for assistance.