


## Microsoft Intune

Users can install software, needed for their course(s), using the Microsoft Intune platform.

1. Select Microsoft Edge icon from your desktop. Users must be in this web browser for this process. See Figure 1



Figure 1 – Two Icons of Microsoft Edge Browser

1. Enter URL: [portal.manage.microsoft.com](https://portal.manage.microsoft.com) – Microsoft Intune Web Company Portal.
2. Users should sign-in using their BCPS Credentials – Username and Password.
3. Users should select the  button in the top left corner.
4. Users should then select **Apps**. See Figure 2.

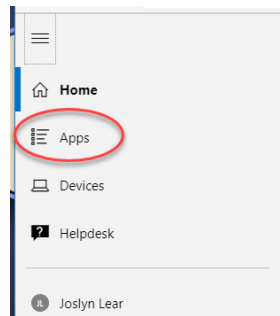


Figure 2 – Microsoft Intune Web Company Portal Menu

5. Users should select the Apps needed. The number of Apps will vary based on courses enrolled or job duties. See Figure 3.

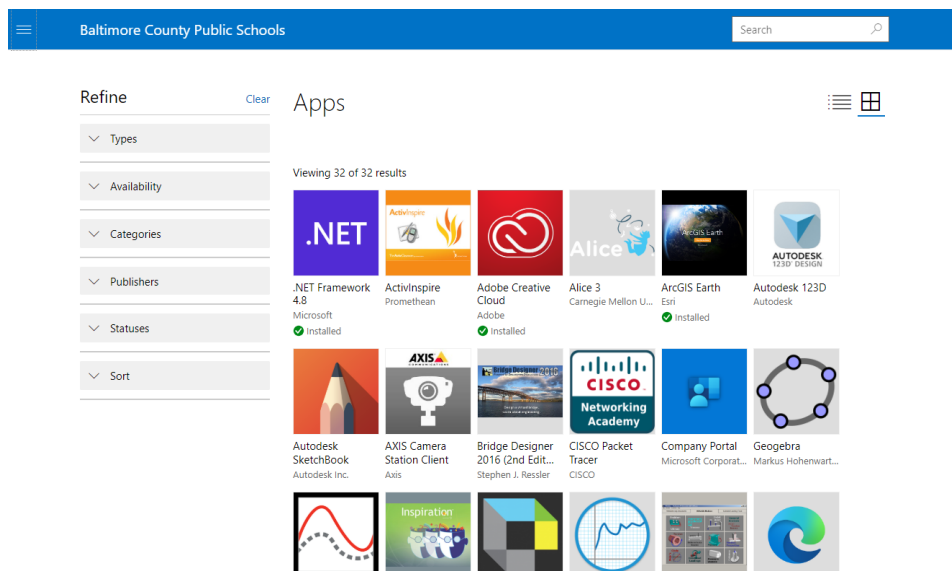


Figure 3– Application Choices

6. Users will then be presented with the application and should click **Install** to install the application. See Figure 4.

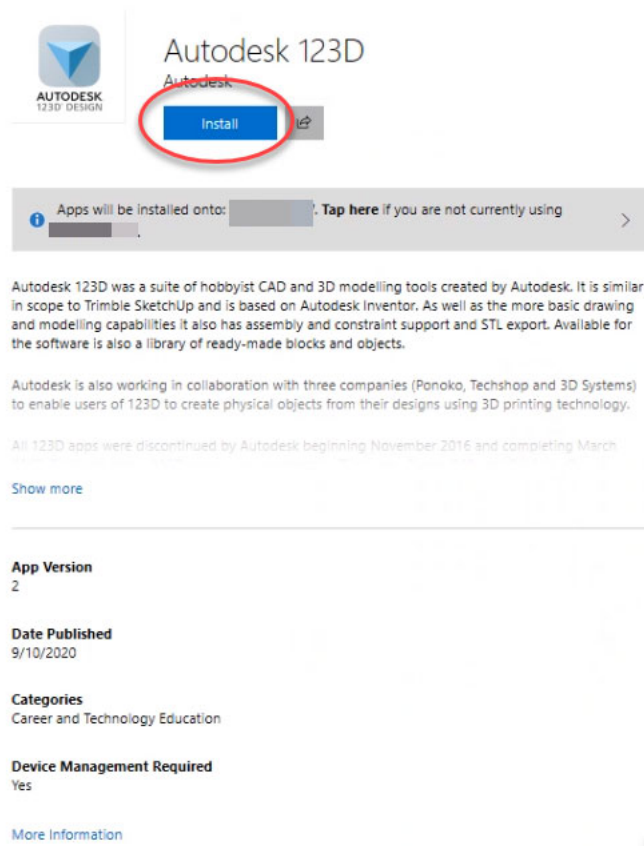


Figure 4 – Application Install Page

Note: For users who have not yet added their device, select **Tap here** from the grey bar under the Install. See Figure 5.

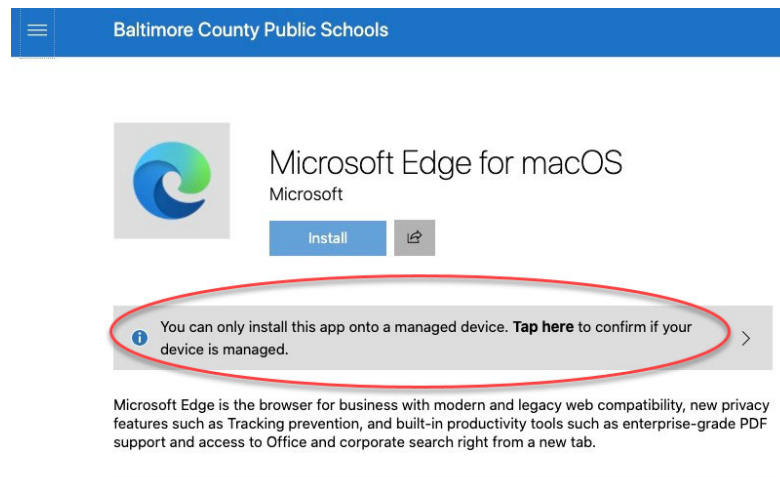


Figure 5 – Connecting Device to Company Portal

Next, users should select their device and click **Select**. See Figure 6.

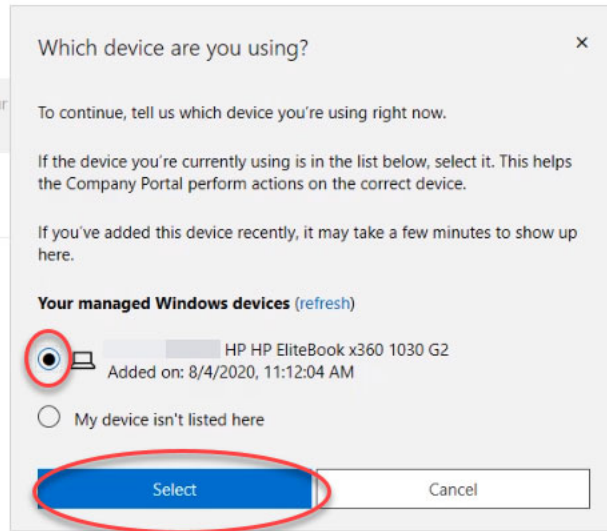


Figure 6 – Adding Device to Company Portal

7. Users should select **Yes** when prompted to switch apps. See Figure 7.

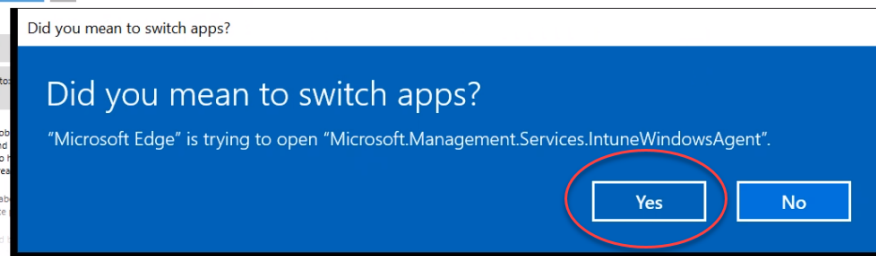


Figure 7 - Prompt

8. Users will see a flag appear on the top right which provides the status of the software being installed as well as the message in the status bar. See Figure 8.

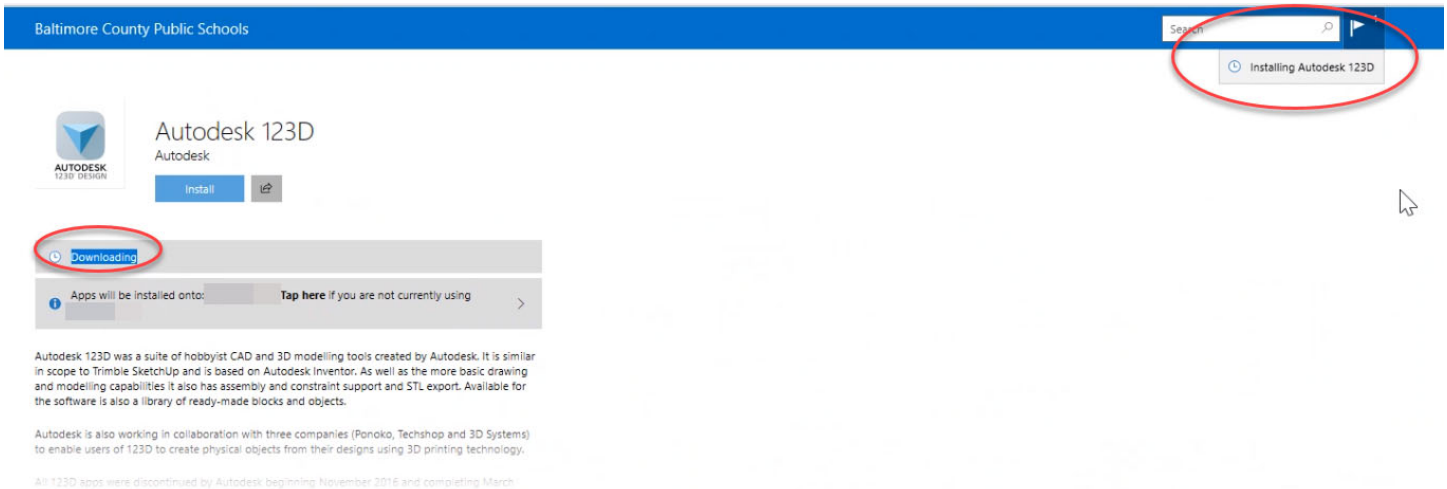


Figure 8 – Flag Indicating Installation Status

9. Once the software is installed, the icons will be on the desktop.

**\*\*Please installed 1-2 applications at a time. If multiple applications are requested simultaneously, the install may fail.**