MaaS360 MOBILE EMAIL SETUP (iOS DEVICES)

ABOUT

This document describes the process for connecting your iOS mobile device (i.e. iPhone or iPad) to the VCU Health email system. You may need to know your Apple ID in order to install the MaaS360 app from the Apple App Store. You will also need to know your VCU Health Windows username and password. The password is the same as your email password. If you are unsure of your username or run into problems setting up MaaS360, please contact the VCU Health Service Desk at (804) 828-6447.

As part of the setup, you will be required to setup a 6-character-minimum passcode for your device if you do not already have one.

This document has been created by SOMTech from information obtained from the following VCU Health SharePoint page: http://portal.vcuhs.mcvh-vcu.edu/mobilityservices/SitePages/iOS%20Enrollment%20Instructions.aspx

Questions for SOMTech should be sent to SOMSecurity@vcuhealth.org. More information about MaaS360 can be found here: http://go.vcu.edu/SOMMobileEmail

INSTRUCTIONS

Open up Safari and navigate to the following website: http://m.dm/vcuhealth

Enter your VCU Health Windows username (not email address) and password. For Domain, enter vcuhs.mcvh-vcu.edu. Select the correct Device Ownership option and then click Continue.

Read through the terms. Then check I have read and accept the terms and click Continue.
Click **Continue** to initiate installing of the MaaS360 security profile.

Click **Install**.

Click **Install**.

If you already have a device passcode, you will be prompted for it now. This is not a VCU or VCU Health password.

Click **Install**.

Click **Install**.

Click **Trust**.
If you do not have a passcode or your passcode is not secure enough, you will be prompted to create a new passcode at this time.

Click Done. MaaS360 apps will attempt to be installed at this point. This page can be closed.

You may be prompted for your Apple ID. This is to install the free MaaS360 apps that are required in order to access email.

Once the new MaaS360 apps appear, open the main Maas360 app. It may take up to a minute or two for the MaaS360 app to appear.

You may see this screen while the app is being configured.
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If prompted, select **Allow** in order to be able to receive notifications of new emails. This can be changed later.

If prompted, select **Don't Allow** as VCU Health will not be using location data. If this doesn't appear, it is not allowed. This can be changed later.

Enter your VCU Health email password. Uncheck the **Sync Contacts to Device** option to prevent VCU Health contacts from being added to your personal contacts on the device.

You may see this screen while the app is being configured.

You may swipe left to view the quick tour or click **Skip** to exit to your mailbox.

SOMSecurity@vcuhealth.org