**Registering your device**

To ensure the forthcoming Office 365 upgrade is successfully installed, it is vital that you register your device. **This is in addition to registering for the Company Portal.**

The need to register here as well as the Company Portal specifies where your software is installed and some applications, such as Office 365, will fail to install unless this step is completed.

1)  **Log into**[**Microsoft Intune Web Company Portal**](https://portal.manage.microsoft.com/devices)(https://portal.manage.microsoft.com) and using the 3 lines, **select Devices**.

Picture showing where to click

Once logged into the Microsoft Intune Web Company Portal, this window has the 3 lines for the menu highlighted with a red border and Devices from the menu also highlighted with a red border

2)  **Click on the grey banner** and a new window will open.

**Image
Shows the grey Banner which reads

Apps will be installed onto: [insert device name]
Tap here to install on a different device**

3)  **Click on the grey banner** and a further window will open. **Select your device.**

A picture of a window demonstrating different devices listed

In this picture, there are two devices listed.  it shows a radio button selected next to the appropriate device and a red button called Select that should be clicked

4) Once completed, you will see confirmation that your device has been registered. **Please Note:** Depending on how many devices you have registered will determine how many boxes you will see.

Image
Shows the confirmation screen when a  device has been registered.  It is a red banner with an image of a latop and shows the device name and beneath that reads Can access company resources.

Congratulations, you have completed your device registration. Don’t forget to register in the Company Portal if you haven’t already done so.