



StaMail Set Up Guide

By
IS Team

StaMail Guide

- Welcome to StaMail setup for Android devices. Please be aware there are many variations of Android devices and these instructions may not display the exact screens of your specific device.
- Please be aware that your android device needs to be 8.0 or higher to be able to enroll.
- If you are restoring a new device from a back-up of a previous phone, make sure you remove the **MDM** Control before creating back-up. Failure to do so may result in issues with the profile incorrectly being moved from the old device to the new. You need to re-enroll your new device from scratch and not by importing your profile from the old device.
- If you encounter any issues, please stop and contact the helpdesk. We will schedule a support call.
- Move to the next page to enroll your device and set up email.

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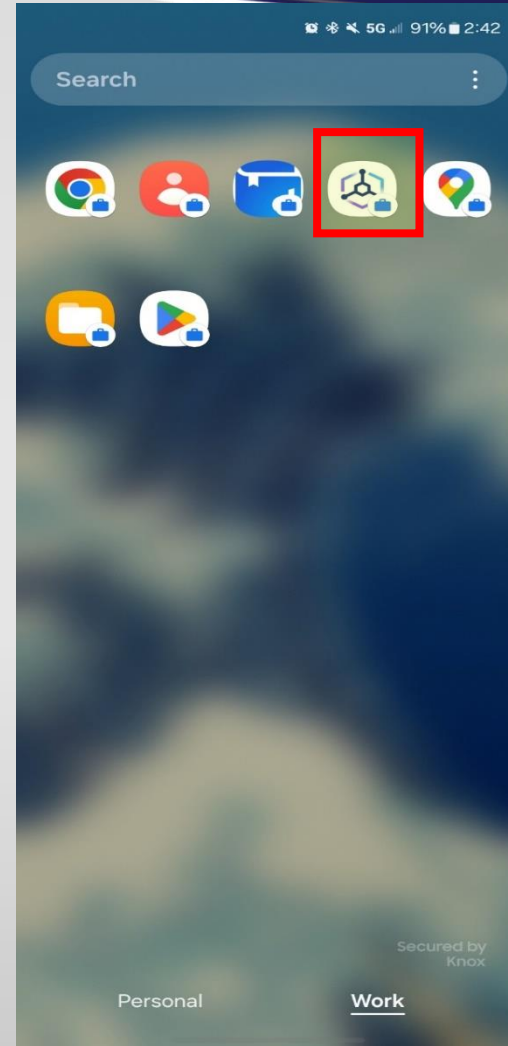
The following steps are for **REMOVING** MaaS360 to re-enroll a device.

If you are setting up your profile for the first time on this device,

Please Skip to Page 8

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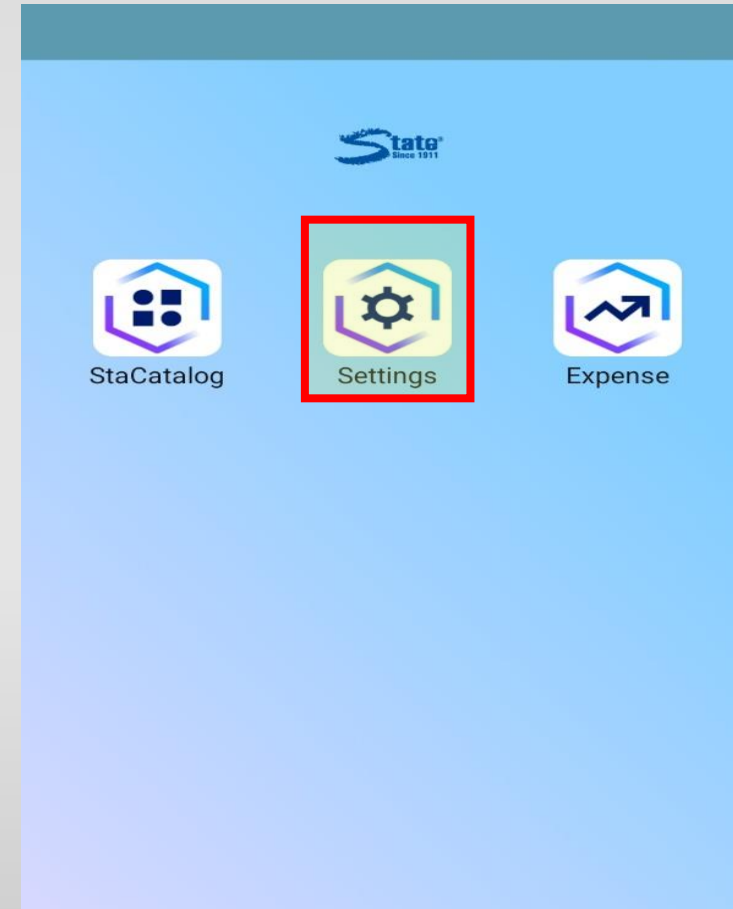
1. Open the MaaS360 App on your device.



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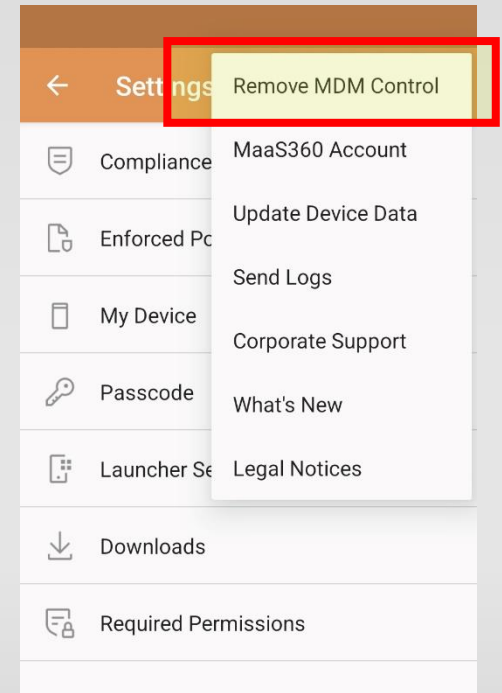
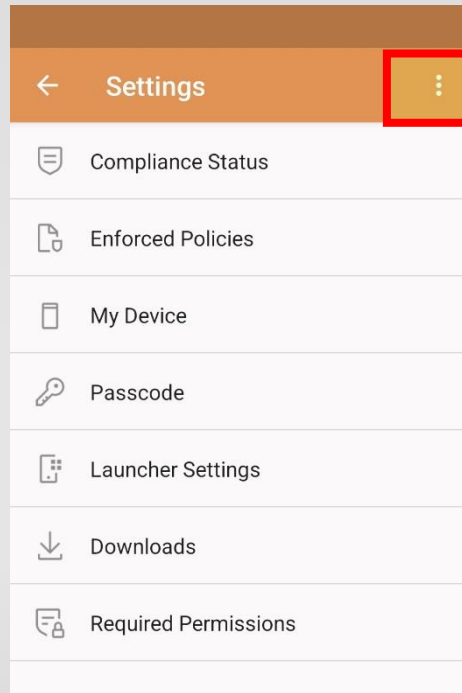
2. In MaaS360, Go to Settings

NOTE: This may be on a different page under MaaS360. You may need to swipe or left to find this icon.



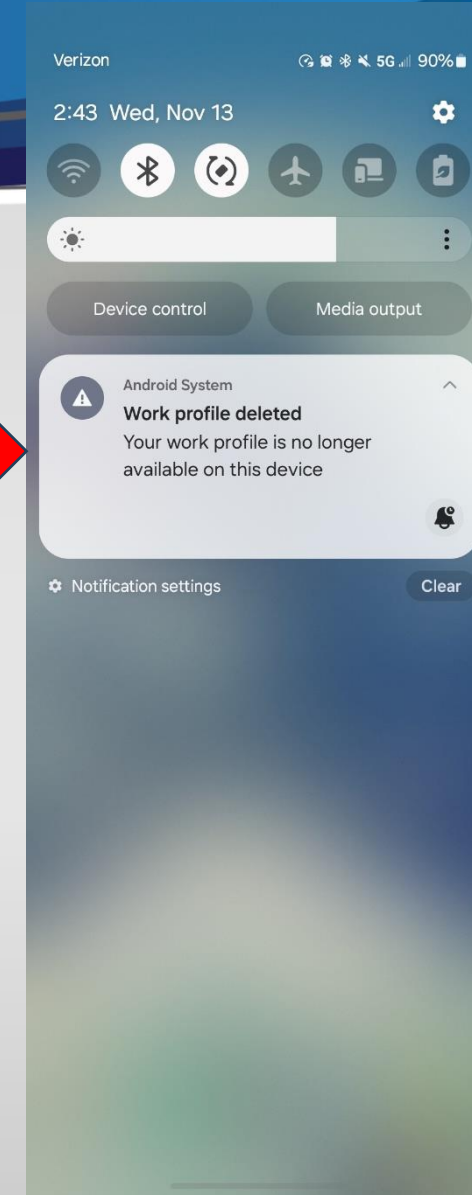
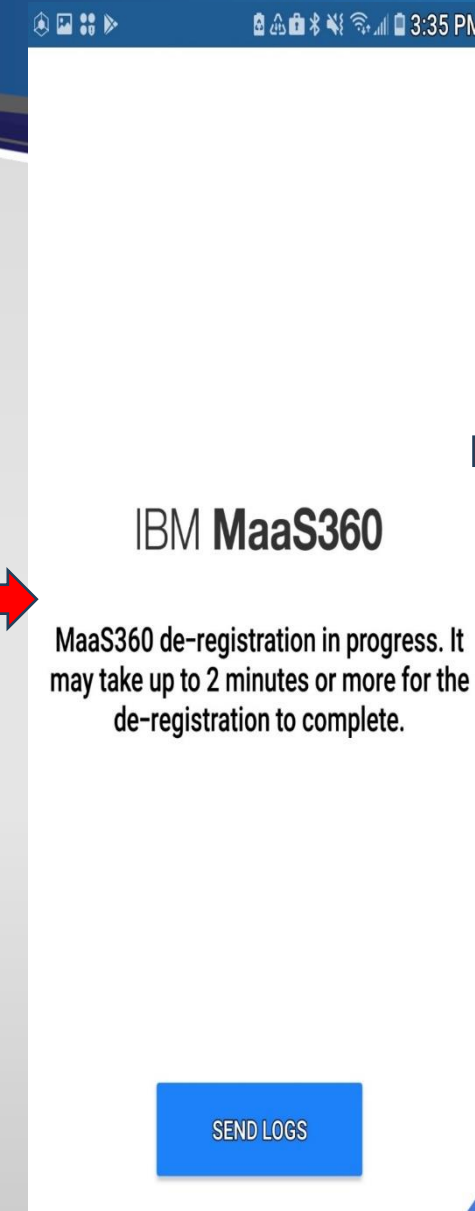
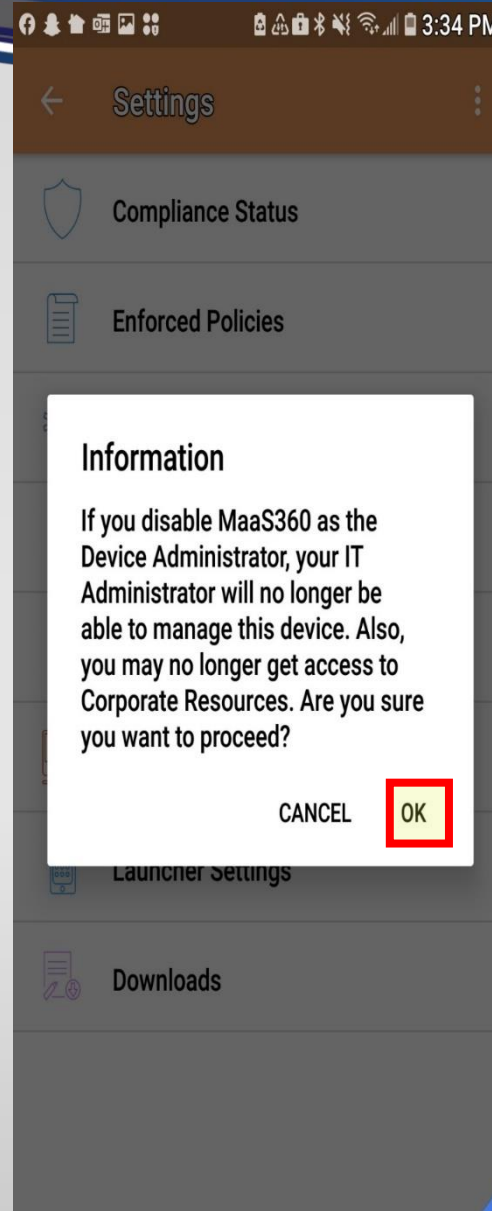
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3. In Settings, Click on the 3 dots stacked in the top right Corner.
4. From that drop-down choose Remove MDM Control.



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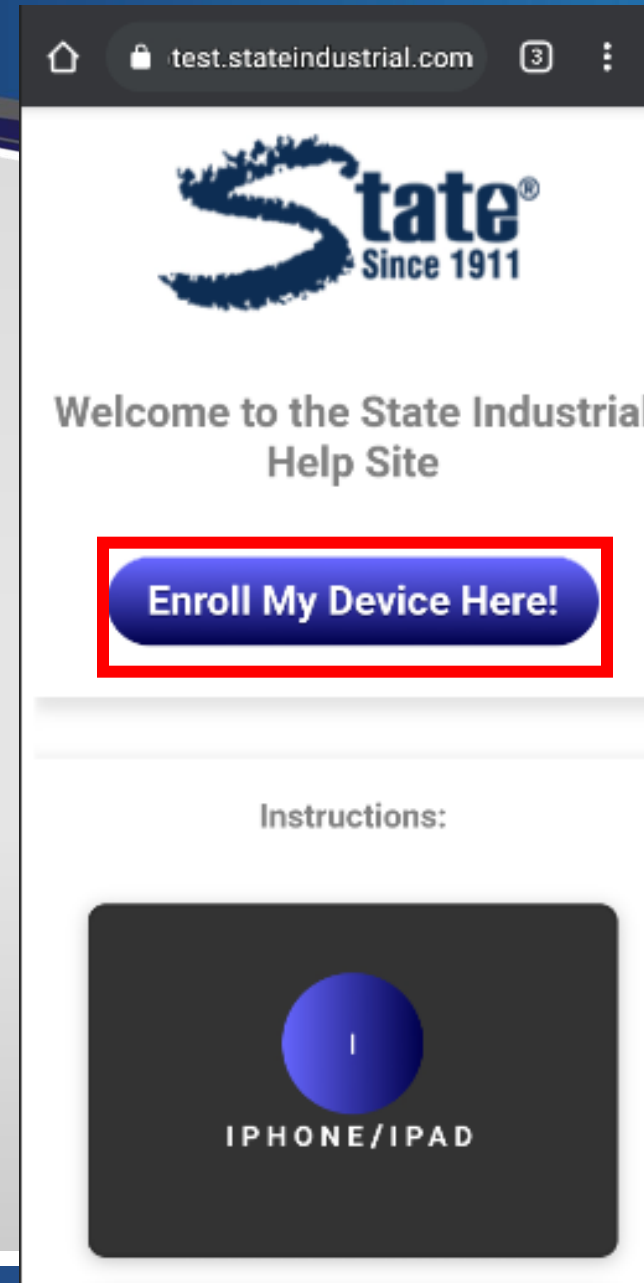
- Once you choose Remove MDM Control, you will get a prompt to confirm removal. Click Yes.
- As a result, you may see this message from MaaS360 as the profile is being removed.
- You may also receive an Android System notification letting you know it has completed successfully.



The following steps are for enrolling your device in
MaaS360.

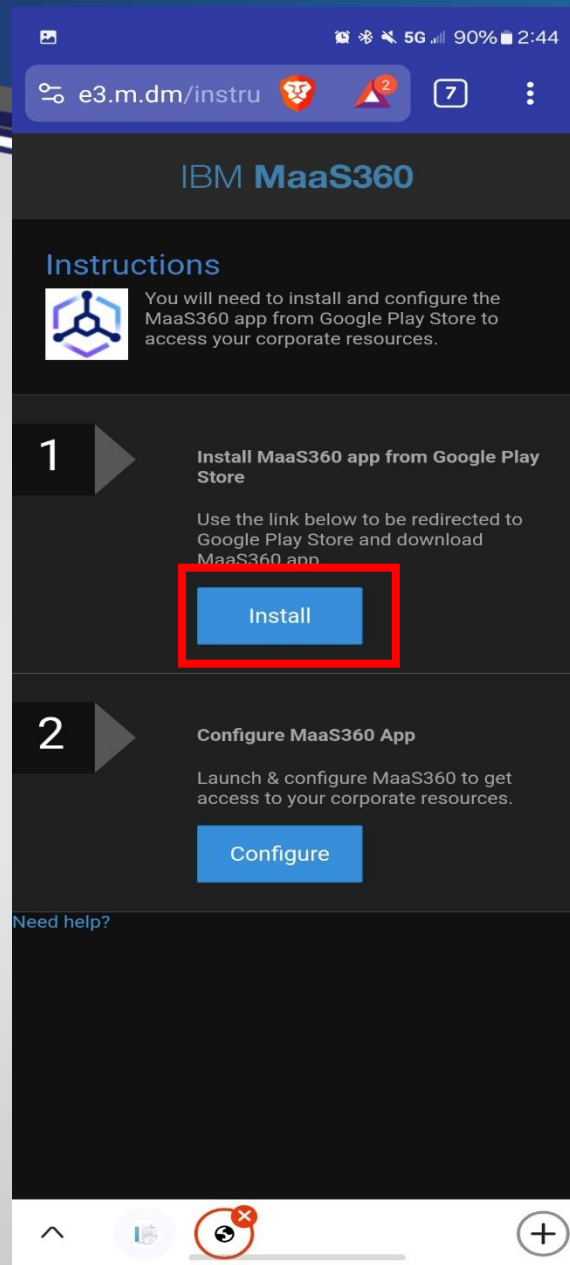
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1. Open your internet browser on device
2. In the address bar type:
<http://help.stateindustrial.com>
3. You will see the mobile help.stateindustrial.com website. Tap on **Enroll my Device Here** to continue.



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1. You are now at the enrollment page.
2. Please tap on **Install** to continue.

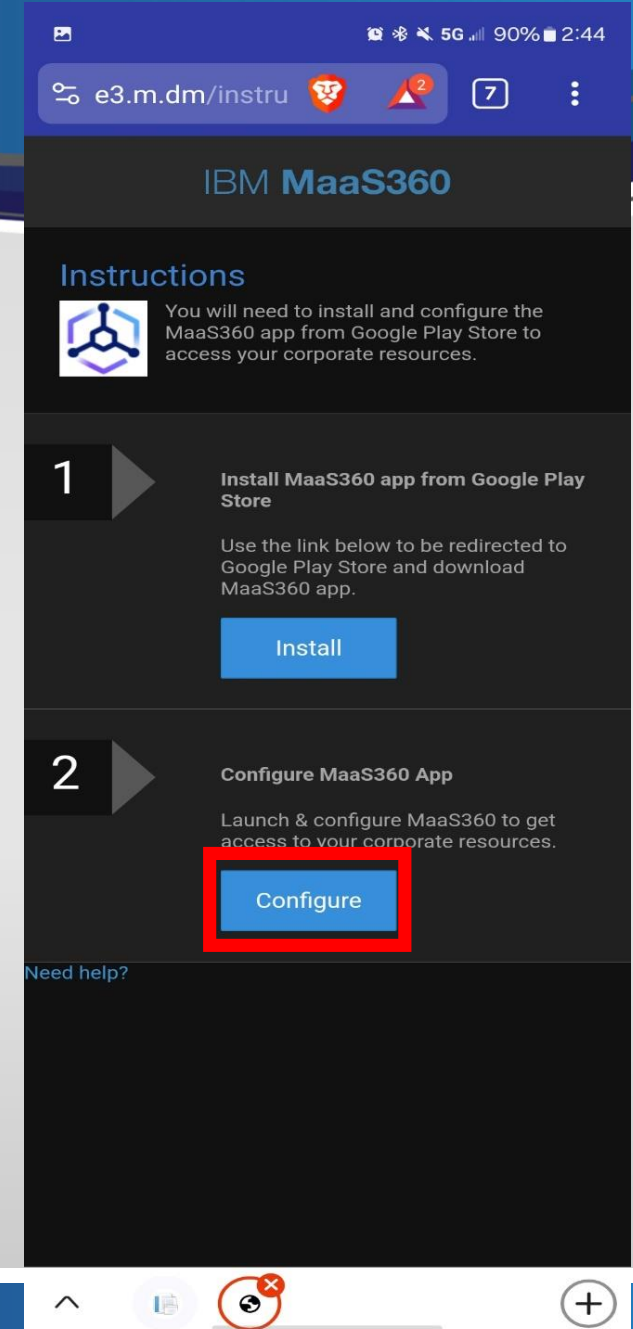


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1. You will be re-directed to install MAAS360 from the Google store.

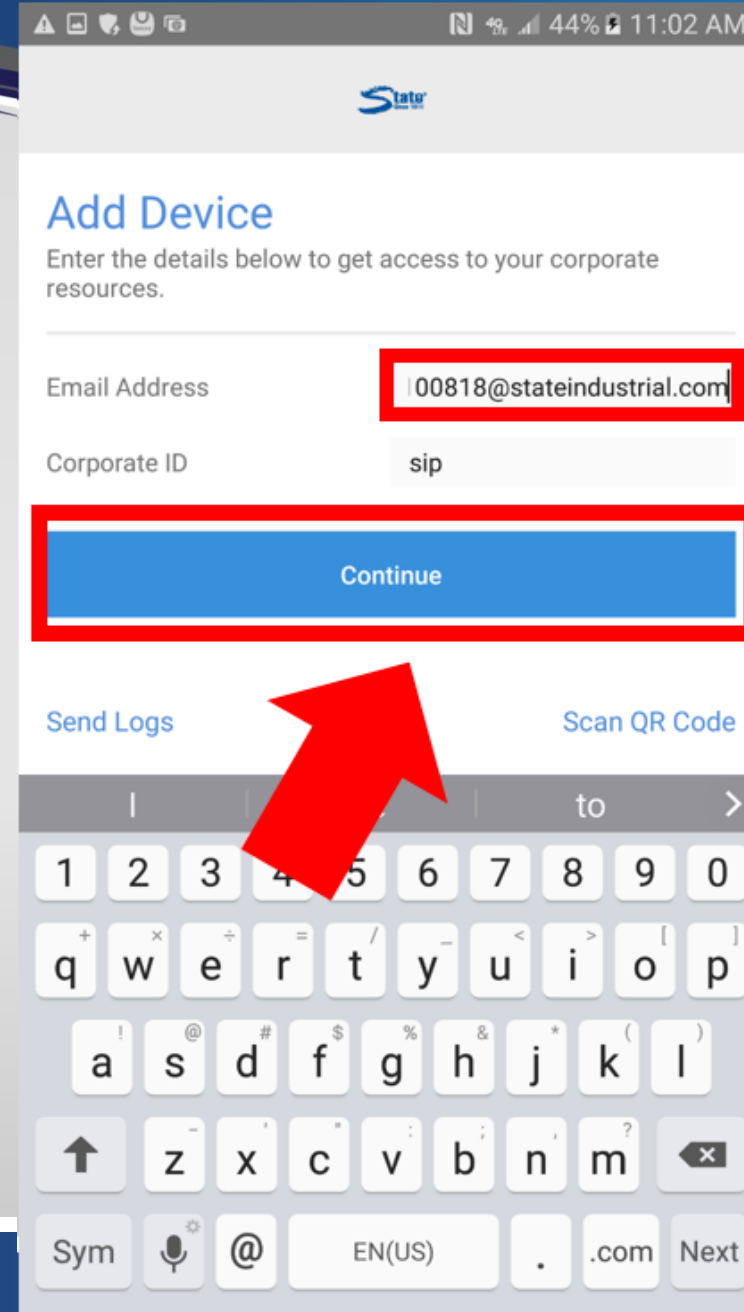
Tap on **Install**.

2. Once install is complete, return to the browser and select **Configure**.



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1. Enter your work email:
(salescode@stateindustrial.com OR
jdoe@stateindustrial.com)
2. Please be aware your username is not your email. It is the same credentials you use in StaHub: sales code for externals, short name for internals.
3. Tap on **Continue**.



StaMail

Add Device

Enter the details below to get access to your corporate resources.

Email Address

Corporate ID

Continue

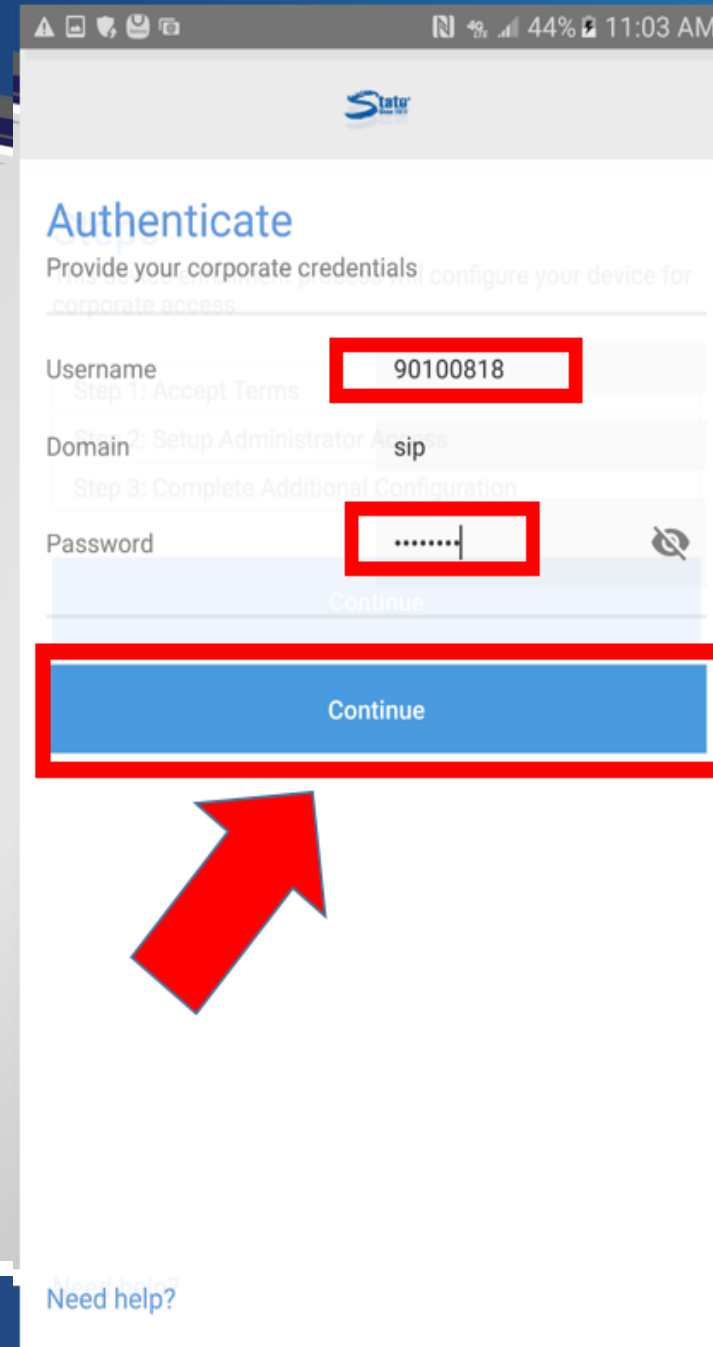
[Send Logs](#) [Scan QR Code](#)

to >

1 2 3 4 5 6 7 8 9 0
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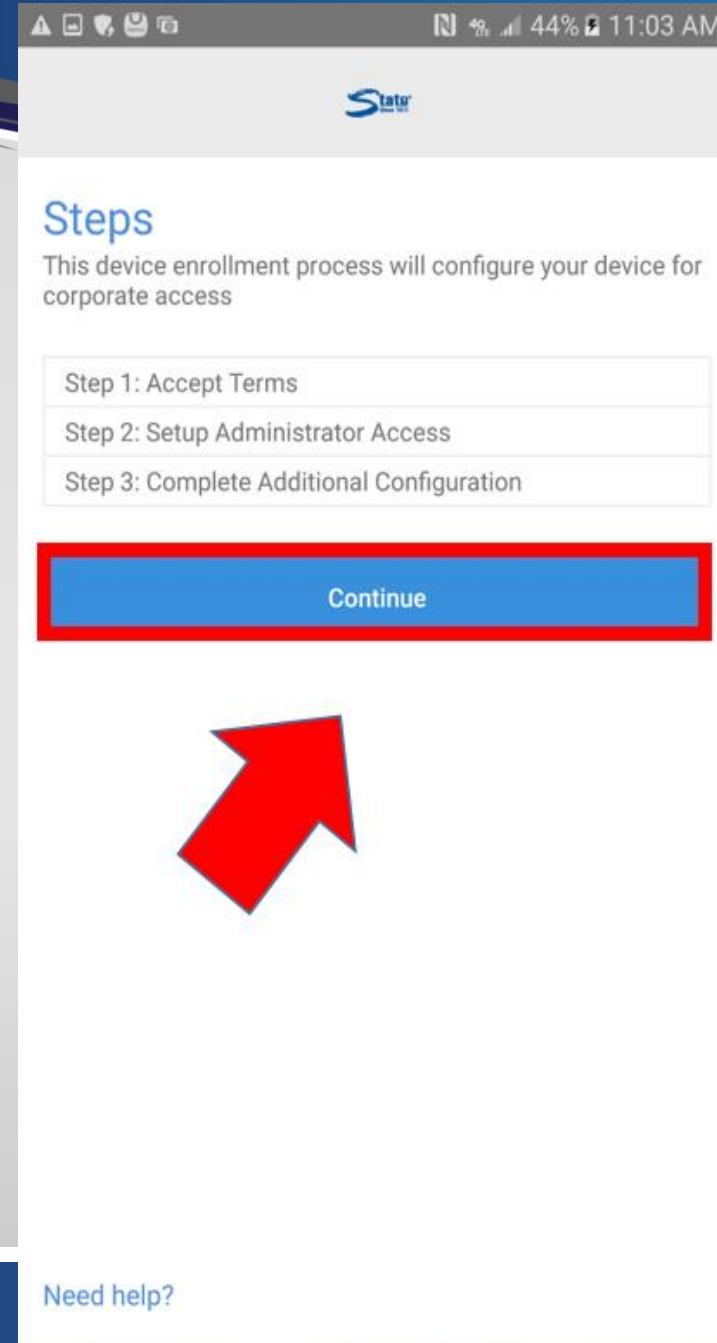
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1. Enter your StaHub credentials and password, then tap on **Continue**.
(Domain should be “sip”)



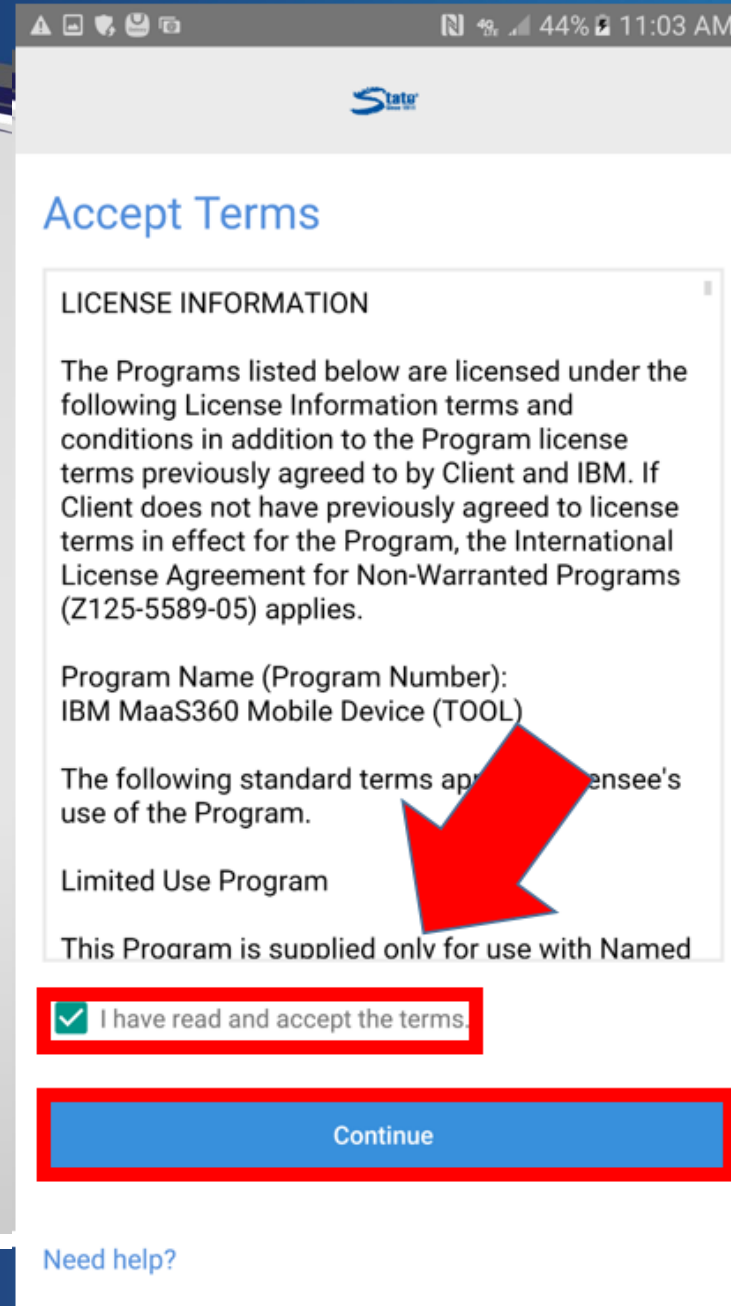
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1. Tap on **Continue**.



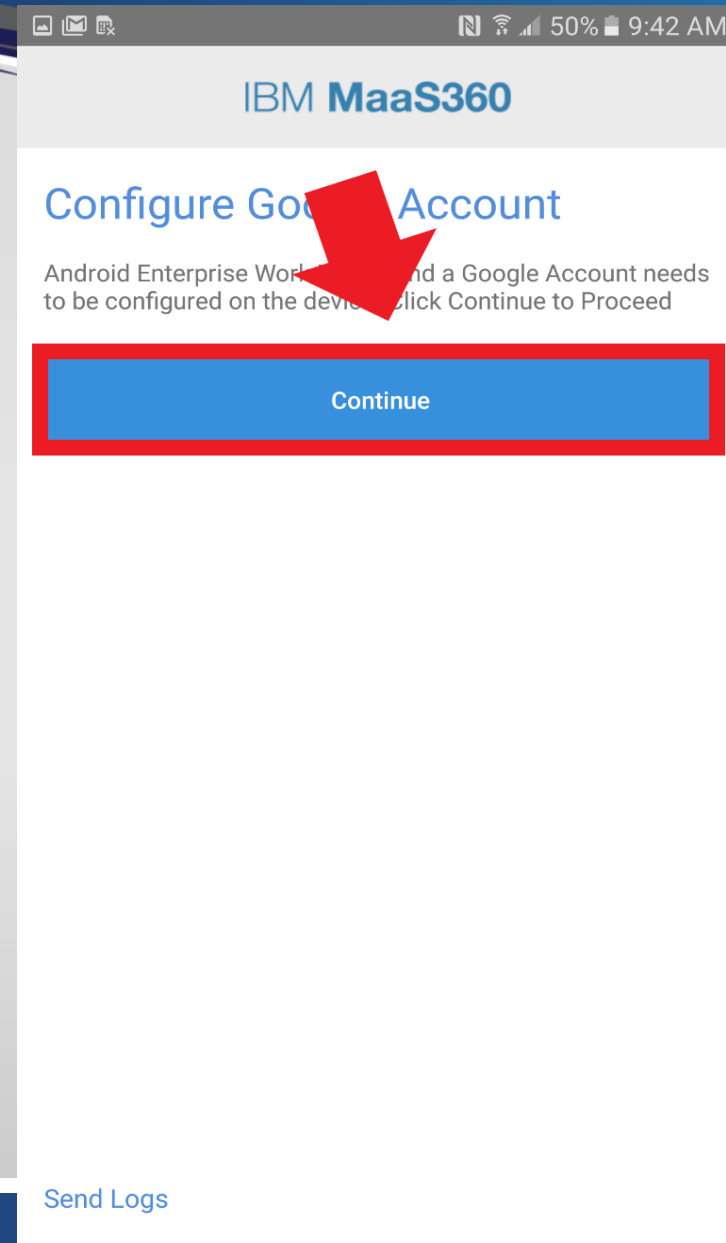
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1. Check the I Have Read and Accept the Terms, and tap on Continue.



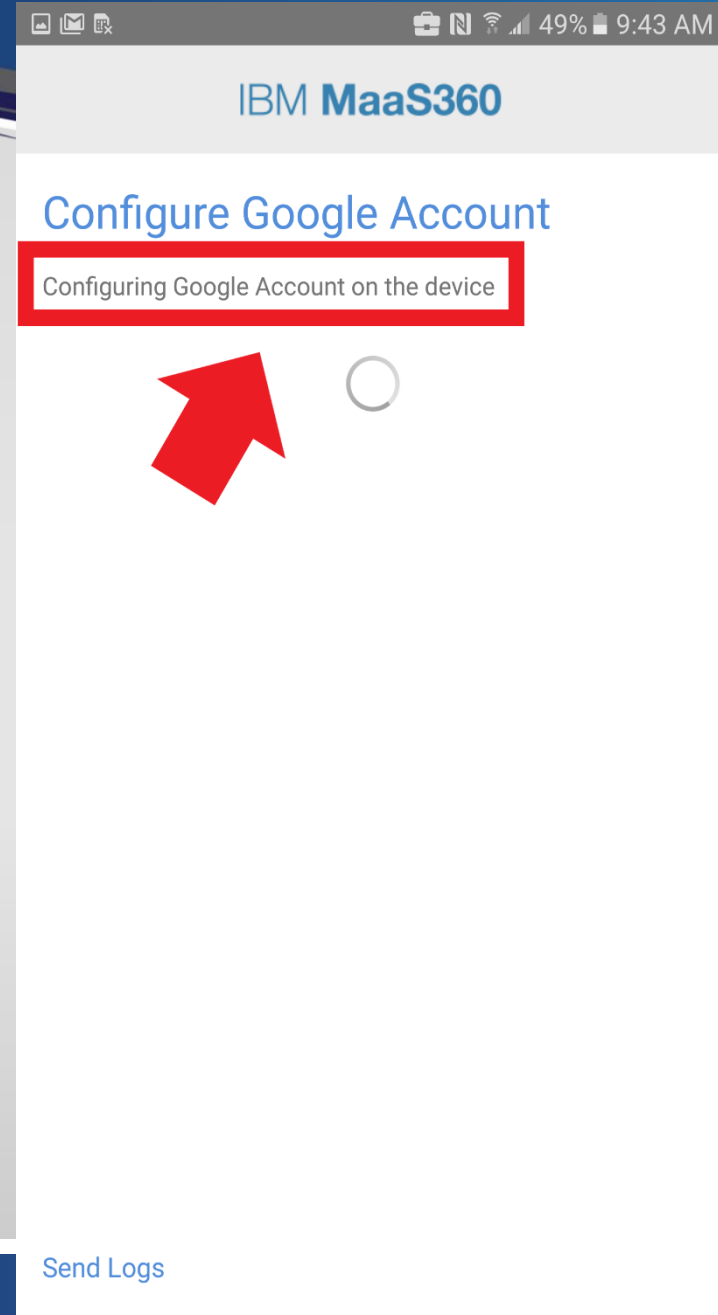
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1. Tap on **Continue**, to continue enrollment.



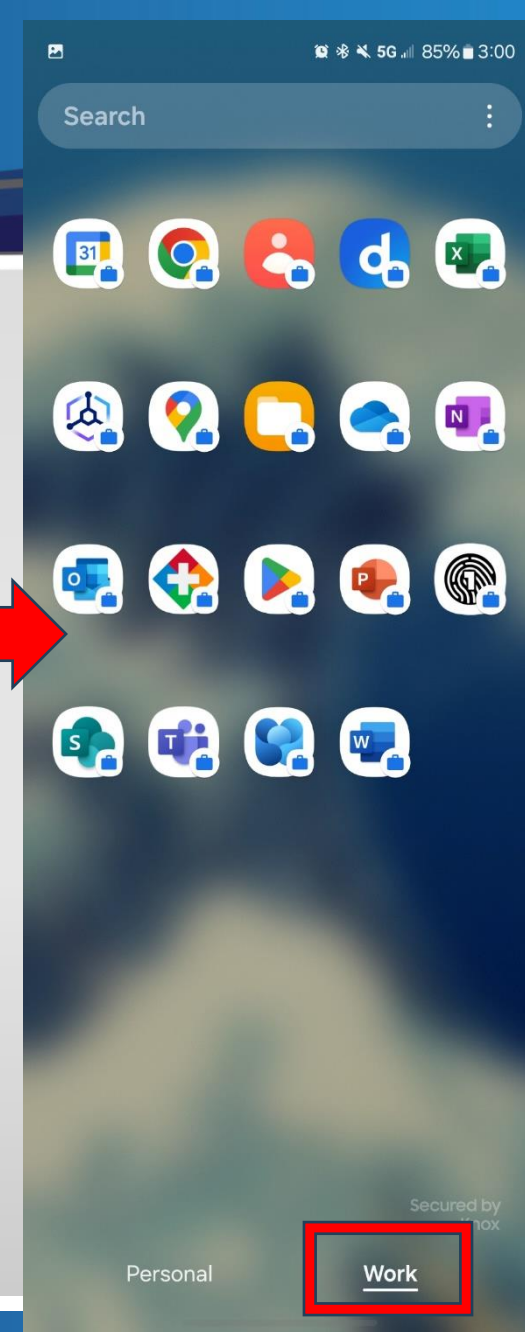
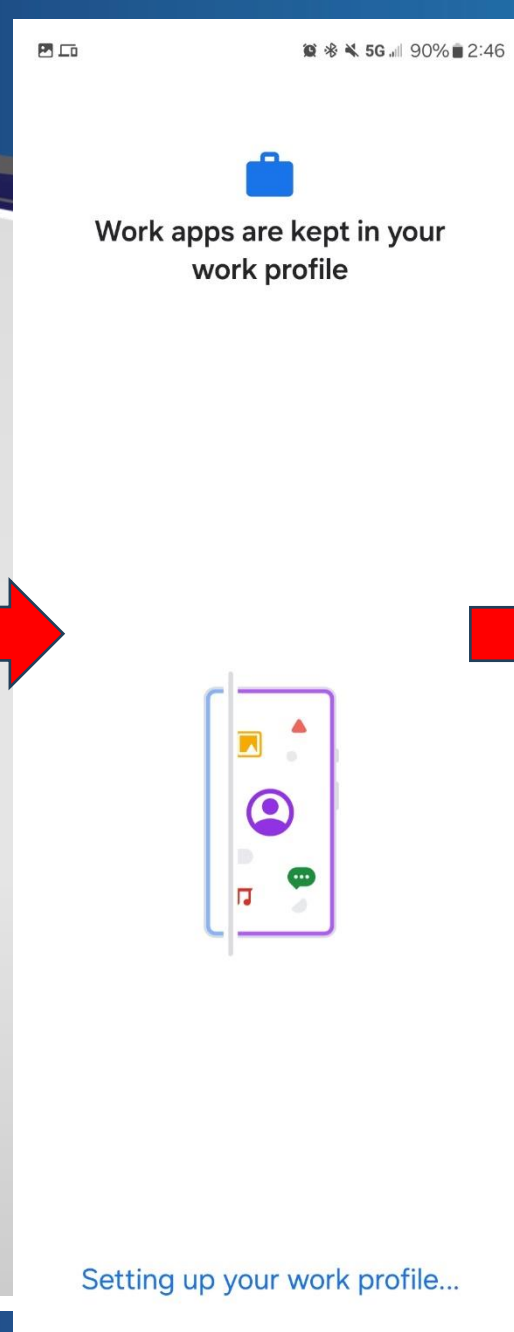
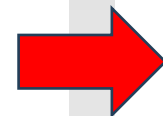
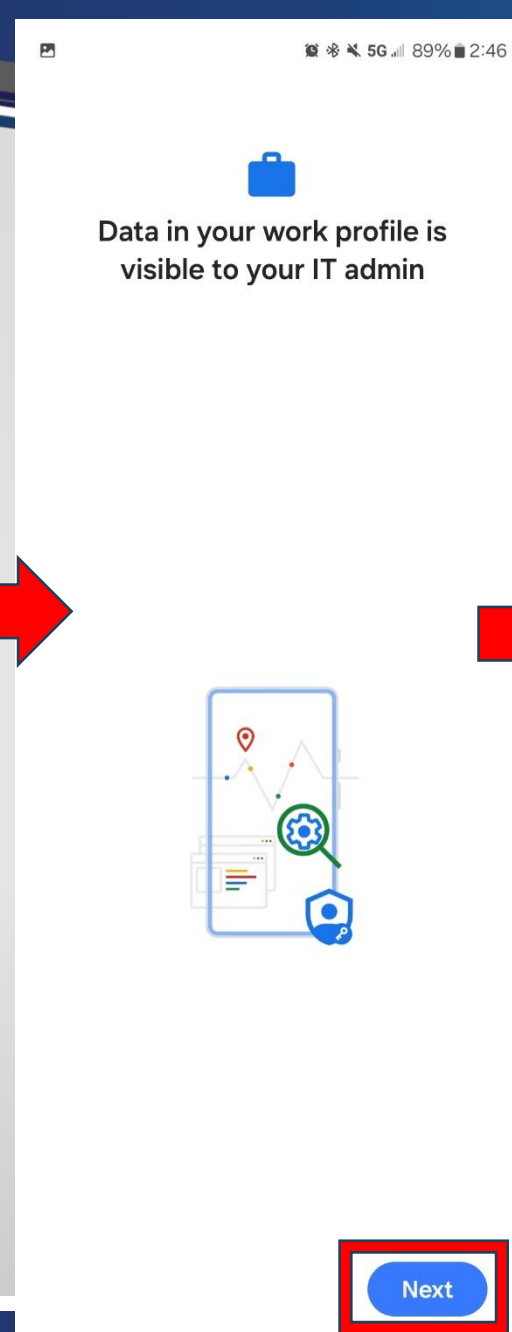
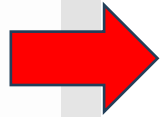
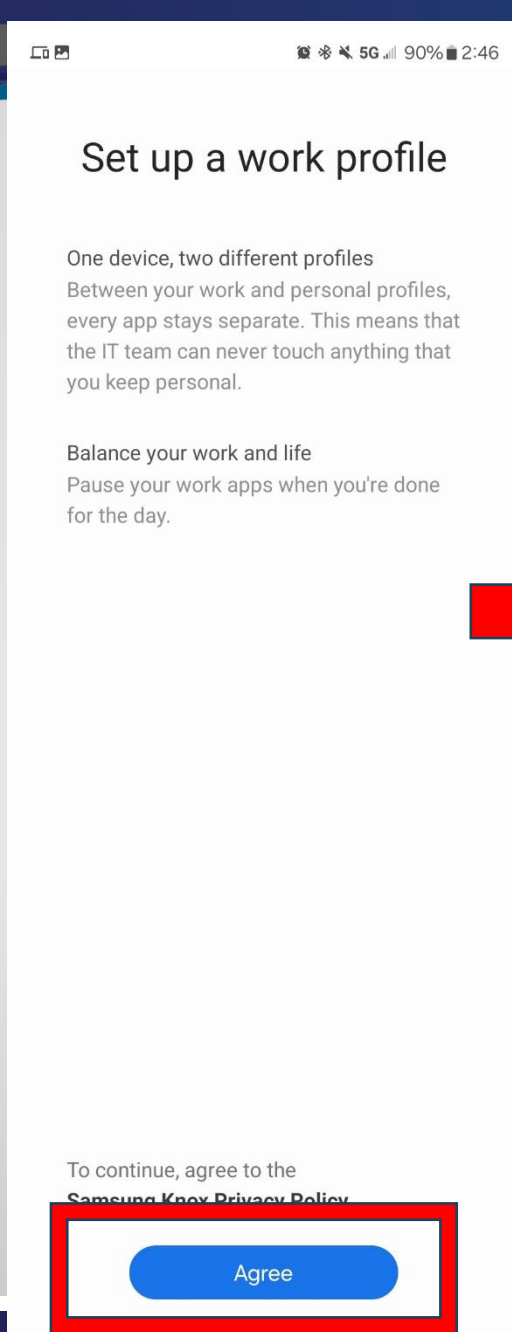
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1. New screen shows the enrollment is almost completed. You will be moved to the MAAS360 app to continue.
2. This may take a few seconds to minutes to show up, please just wait.



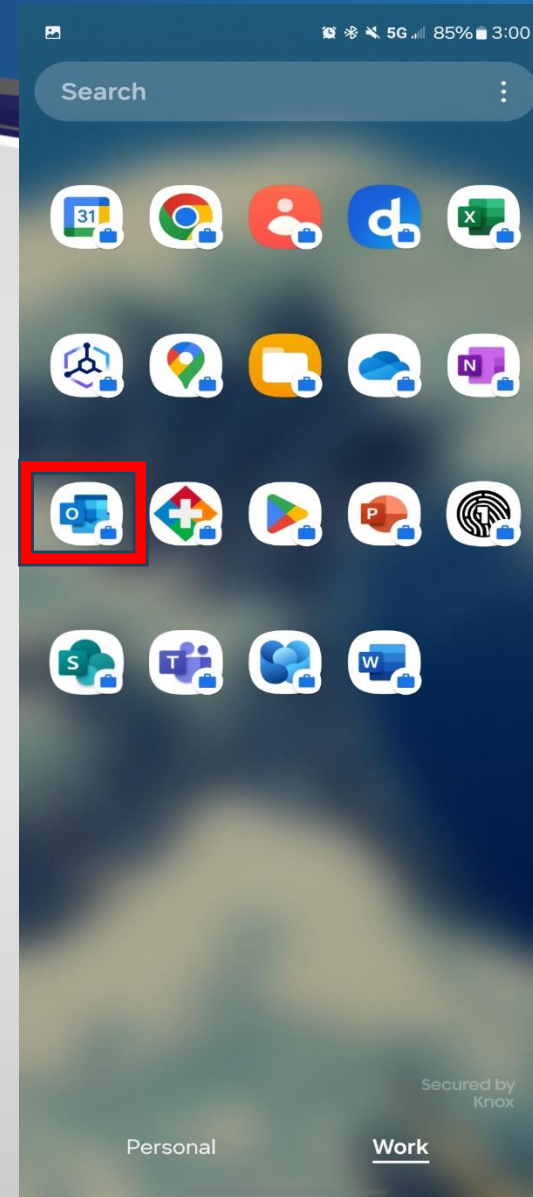
Creating Work Profile

1. Newer Android Devices will have a secondary screen to set up the work profile as shown
2. Hit "Agree"
3. Hit "Next"
4. This will create a second tab in your App Drawer for your work-related Apps



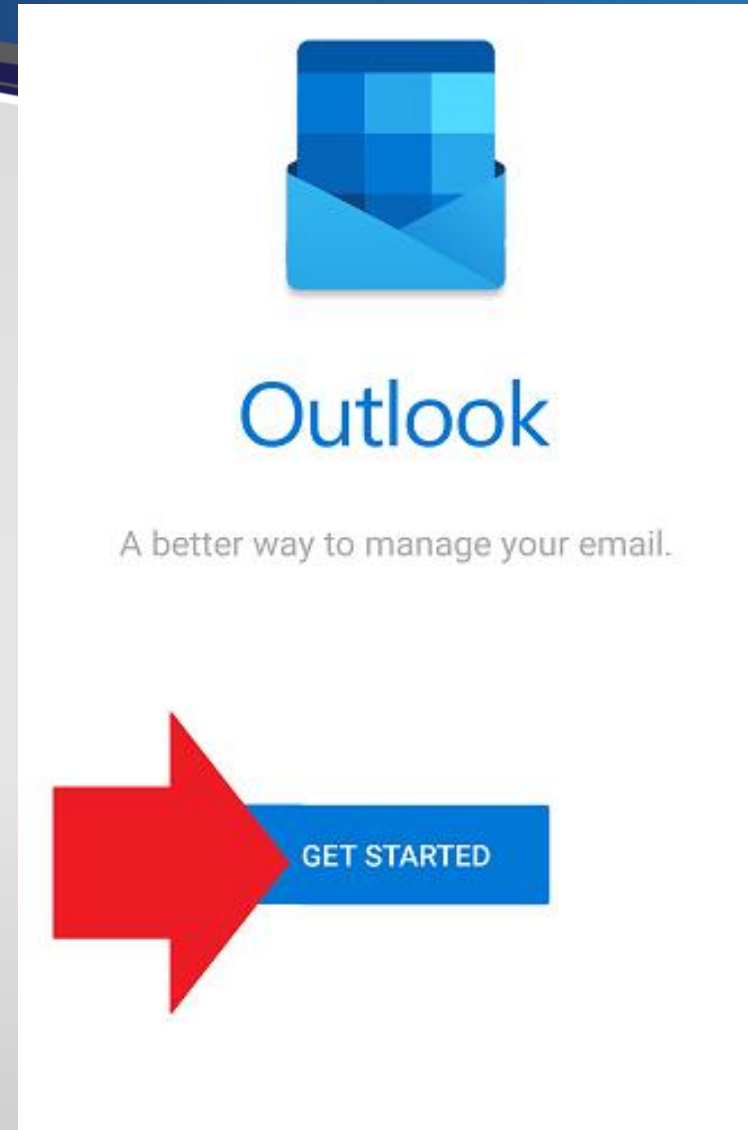
StaMail Guide: Outlook

1. To receive corporate email on your Android device, you must complete the instructions below
 1. The new Outlook App will be automatically installed on your device.
 2. Please be aware you need to be successfully enrolled in Stalogin to use this app
2. Open Outlook App



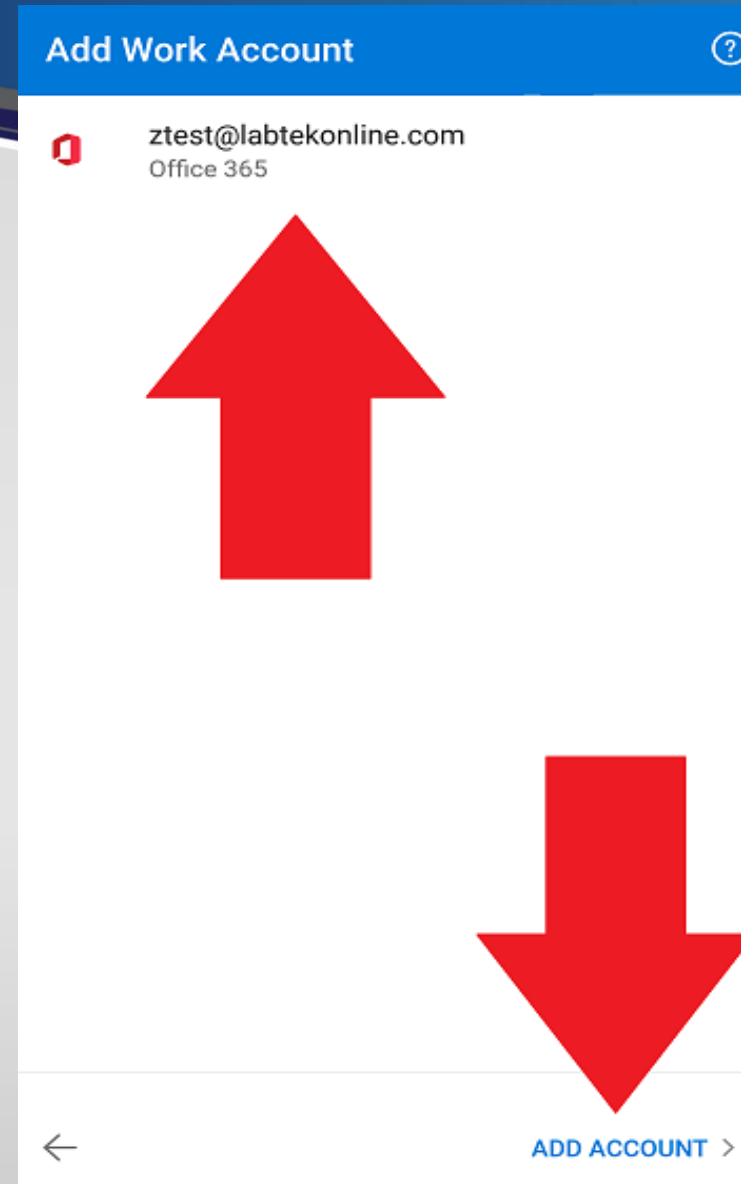
StaMail Guide: Outlook

1. Click on get started.



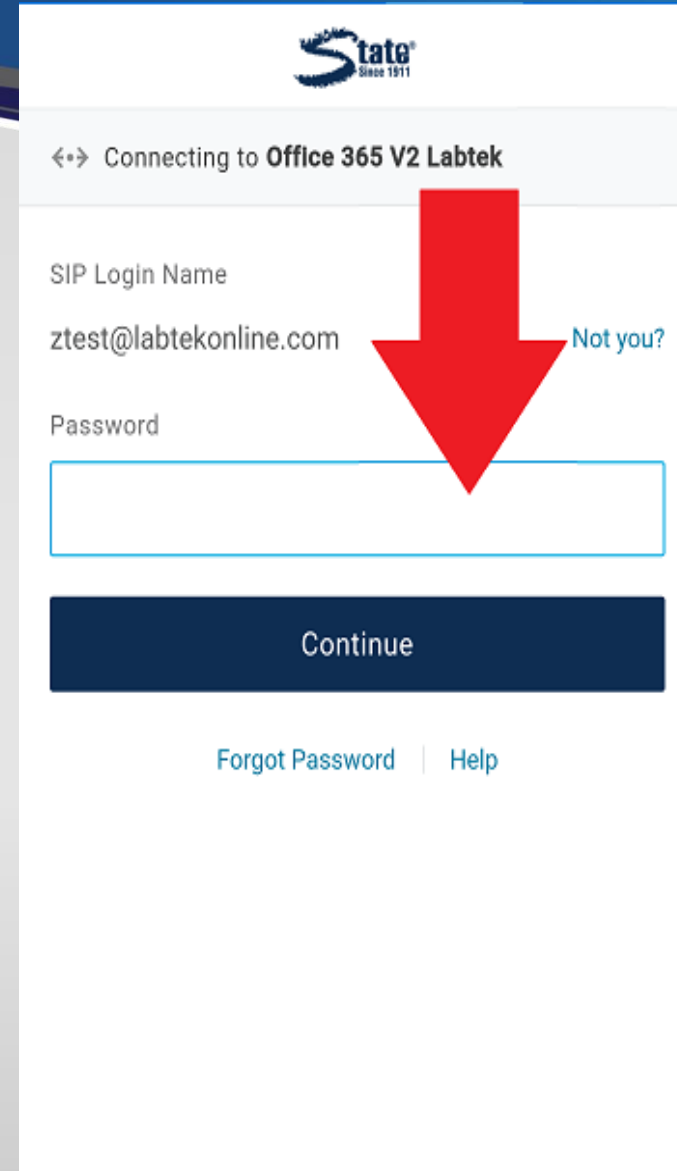
StaMail Guide: Outlook

1. Your email will be listed on top and then click add account in the bottom.



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1. Enter your email password.



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SIP Login Name
ztest@labtekonline.com [Not you?](#)

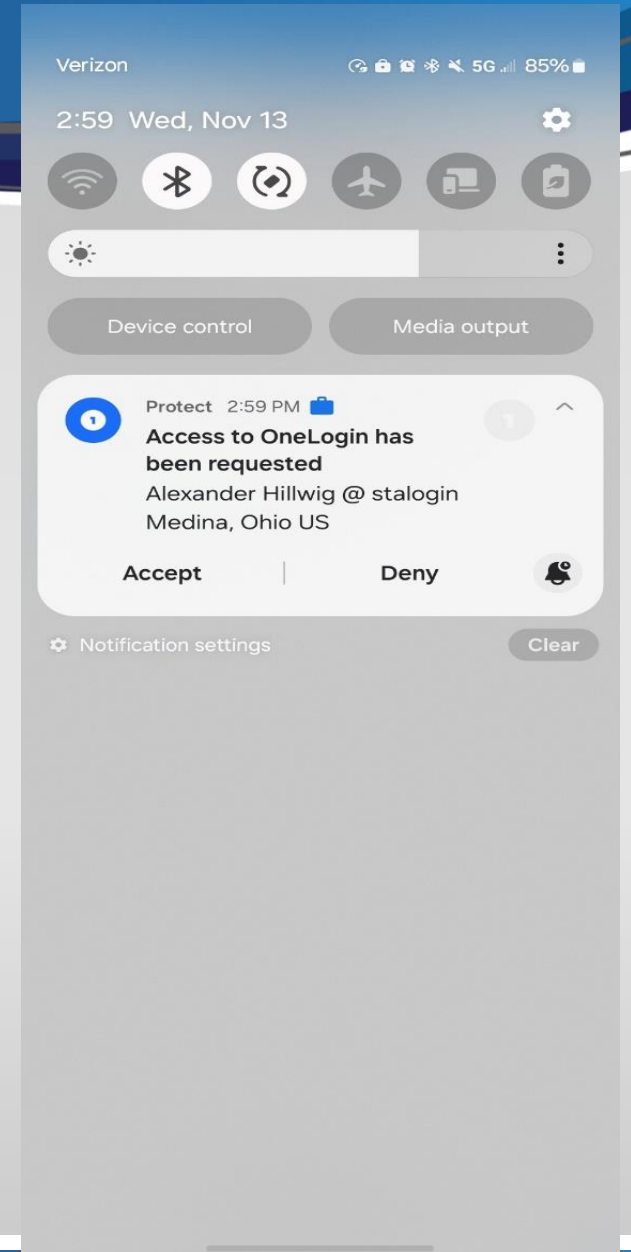
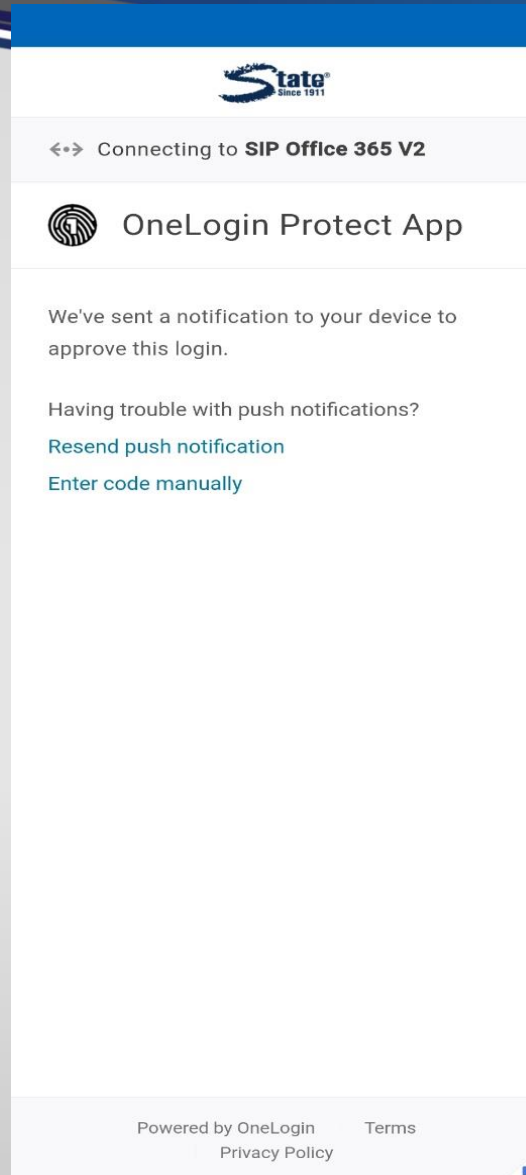
Password

Continue

[Forgot Password](#) | [Help](#)

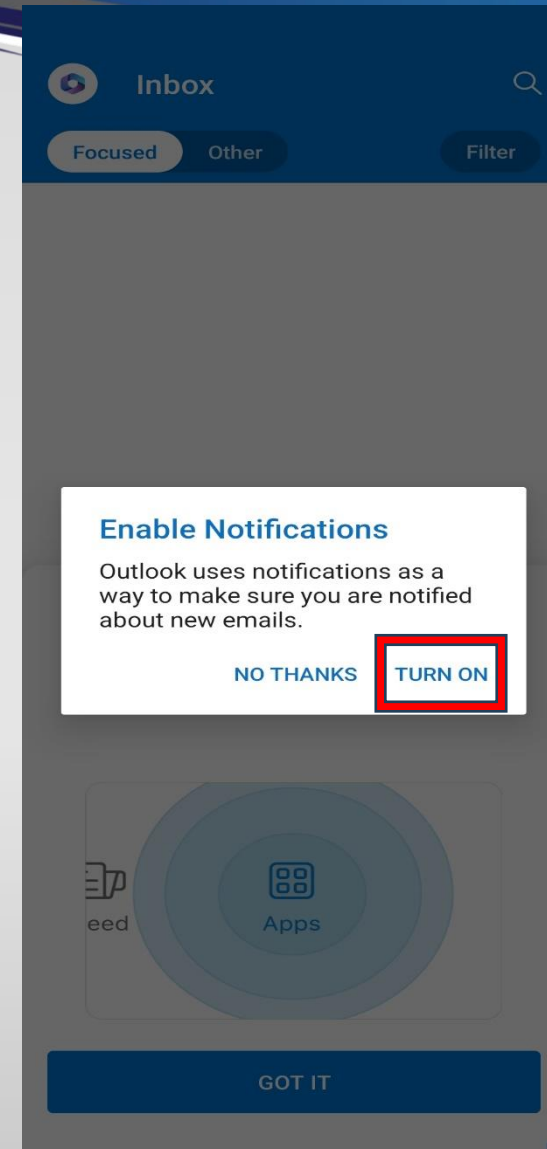
StaMail Guide: Outlook

1. You will get a prompt to accept “log in” on your OneLogin app (Stalogin). Click “accept/allow”.



Outlook Notifications

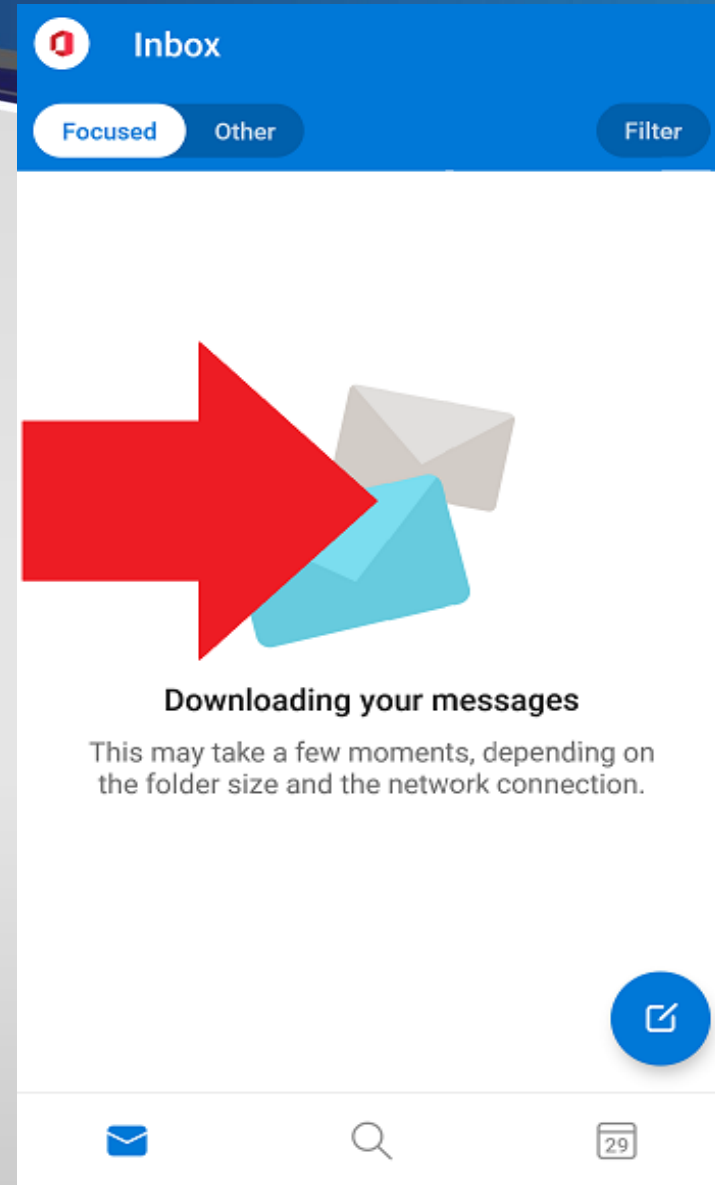
1. You will be prompted to enable notifications, select “TURN ON” if you would like to receive notifications with incoming emails.



StaMail Guide: Outlook

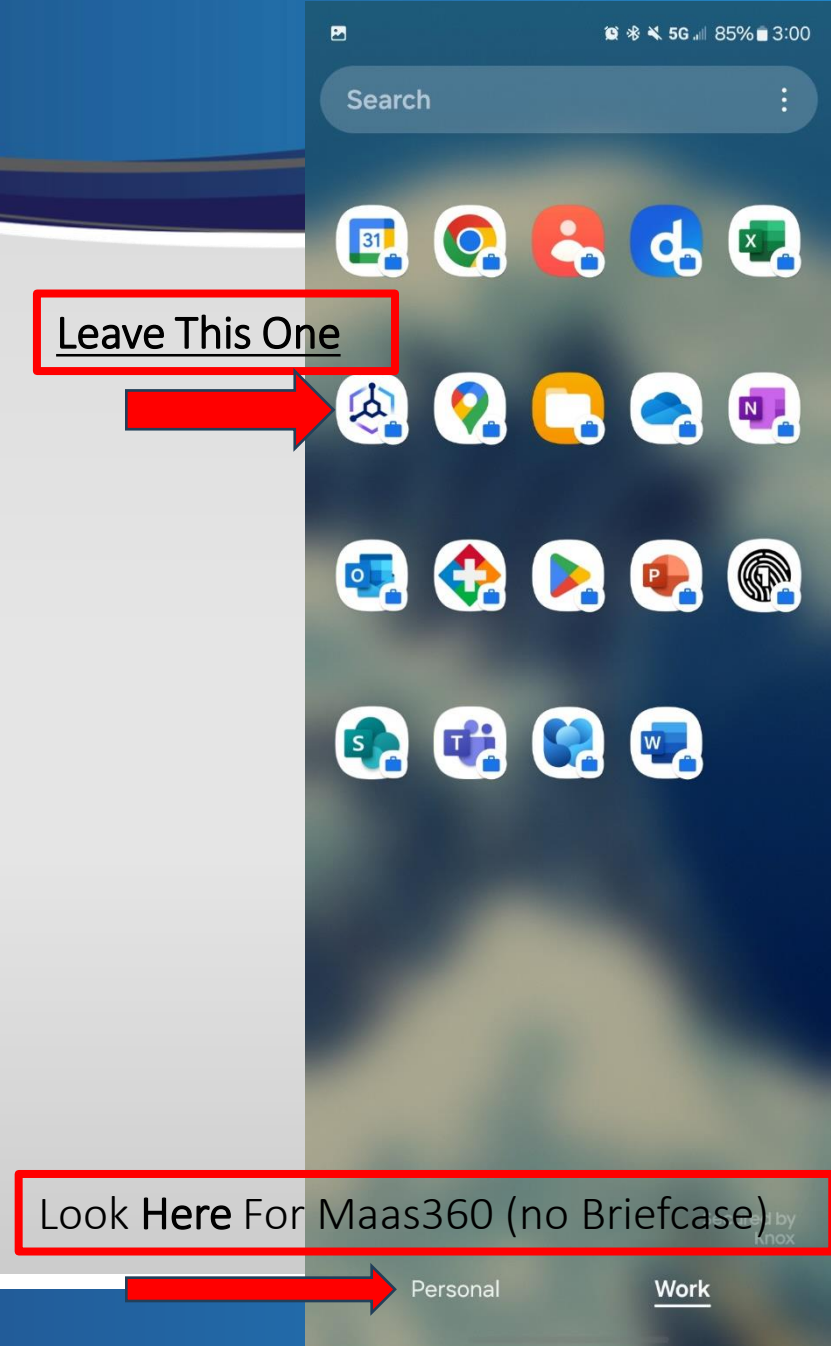
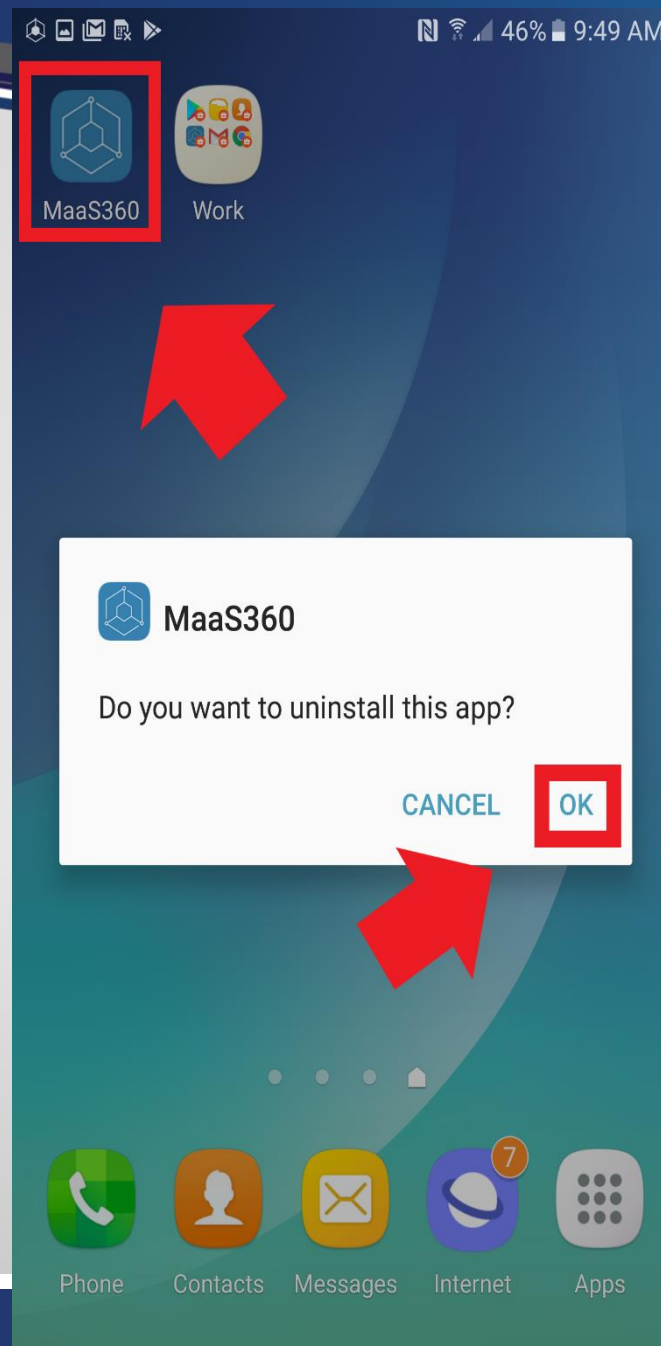
1. Email will start showing up, you are now set up with corporate email using Outlook App.

1. Please be aware it can take up to 60 minutes for email to show up. If you receive a “Quarantine Message”, please be patient as the system is still processing this request. This can take up to 24 hours.



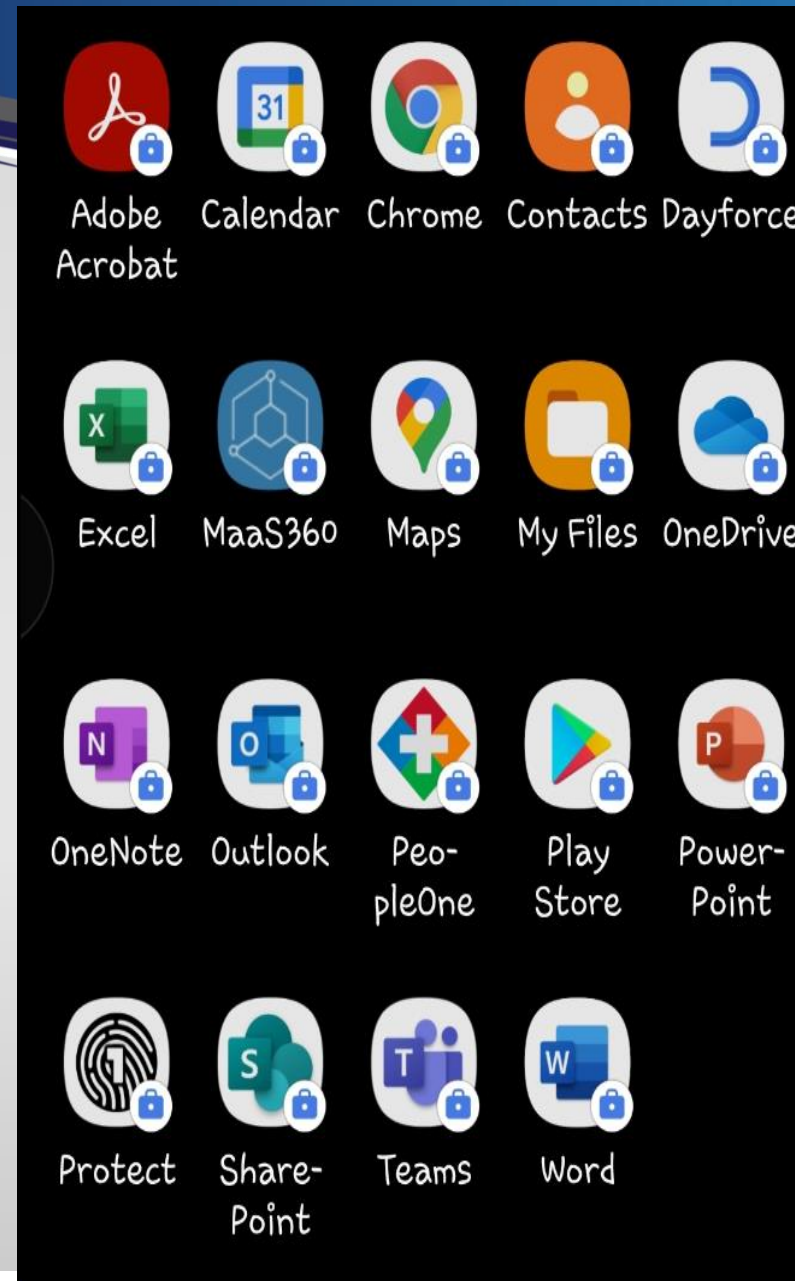
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1. The MAAS360 Enrollment app is no longer necessary, remove if you wish. **This will be the maas360 app WITHOUT the blue briefcase.** (In most devices this will happen automatically, and this step can be ignored)
2. More than likely this app will be stored in the app drawer on the “Personal” apps side and can be deleted from there.



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1. Please be aware that all corporate apps will have a distinguishable blue briefcase.



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1. To access SIP StaCatalog for additional apps to install, please open MaaS360 app with blue briefcase and then select StaCatalog.

