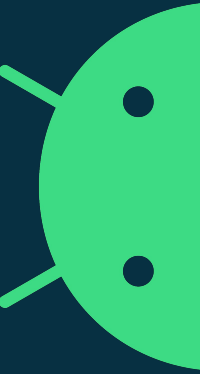


# Work Profile on Company Owned Devices



# Overview

## In this document, we'll cover:

- What is work profile on a company owned device?
- Add your personal apps.
- Finding work apps.
- Striking work-life balance.
- Identifying work apps.
- What IT can do on your device.
- Other considerations.

# What is work profile on a company owned device?

01

An Android based mobile device that your company owns and has issued to you that is enabled for both work and personal use.

02

The device includes a management app to control its security, policies and capabilities, while also providing you with platform-backed privacy for personal use.

03

The work profile acts like a barrier that stops your work apps, personal apps, and data, from mixing. This allows you to use the device for both work and personal use, independently.

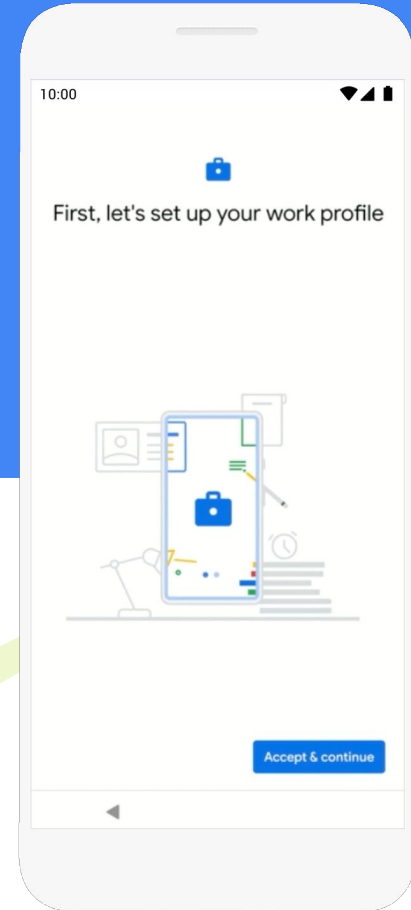
04

By keeping things separate, the work profile gives you easy access to your work apps, all while ensuring your personal content remains private and protected.

# Getting started

Your new company phone might be set up already. Otherwise, your IT team might ask you to follow some simple steps:

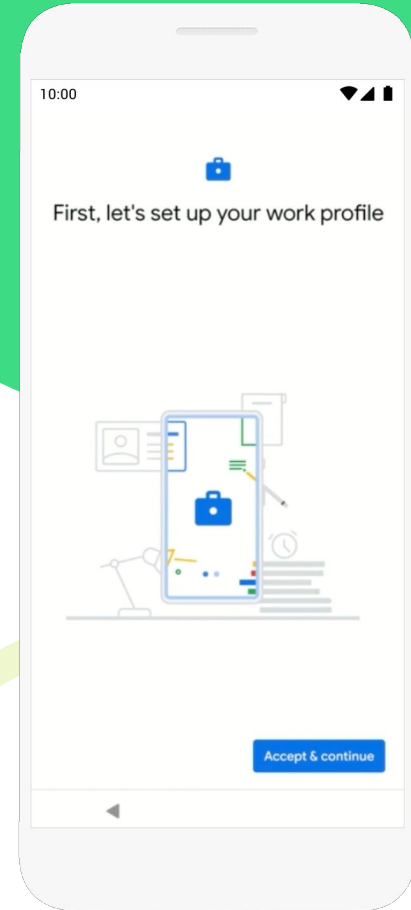
- If it's not a new device, do a factory reset first.
- Make sure the device is charged and you have internet access.
- Use one of these methods to set it up:
  - Zero-touch enrollment (automated based on a serial number).
  - Scan a QR code (supplied by IT).
  - Manually enter an activation code (supplied by IT).
- Once you have set up your device for work, you can add your personal Gmail account and apps.



# Add your personal apps

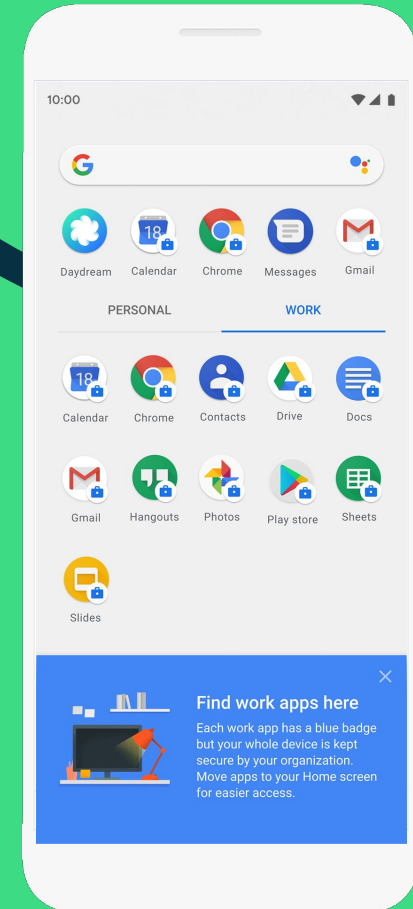
After your device has been set up for work, you can add your personal Gmail account. Once that's done, you can access a personal version of the Google Play store to add other apps.

- Download and install personal apps from the Google Play store.
- These apps install in your personal space.
- No special steps are required to use your personal apps.



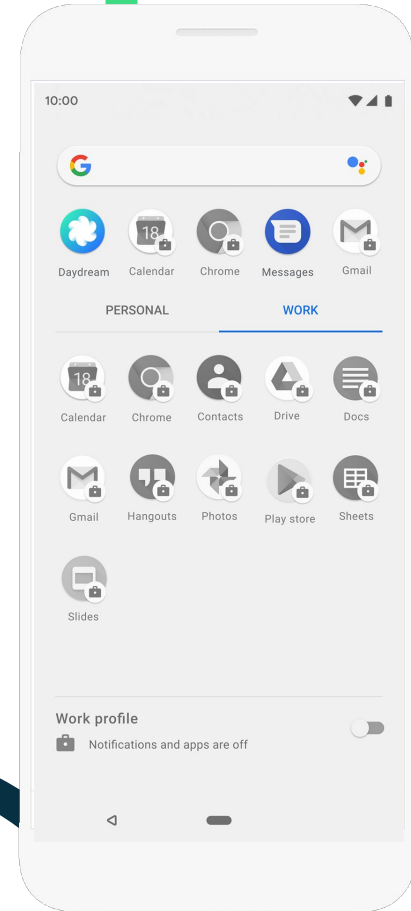
# Finding your work apps

- Personal and work apps are kept separate in your app tray (access your app tray by swiping up from the bottom of your device).
- Select the personal tab to see all of your personal apps, or the work tab to see work-related apps.
- You can add work apps to your home screen. Simply drag and drop them wherever you like.
- Some work apps have widgets, too. You can put these on your home screen for easy access to work information.



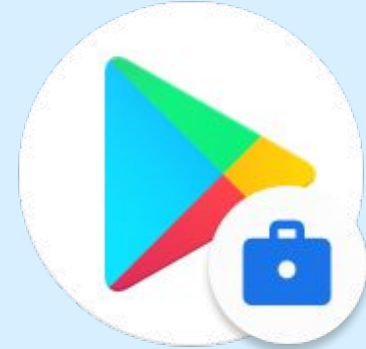
# Striking your work-life balance

- You can switch off your work profile when you're not working (note: some companies may not enable this feature).
- When you turn your work profile off, work apps go grey. You won't get work notifications and work apps won't sync in the background.
- Your personal apps will stay on and behave as normal.
- To turn your work profile on again, toggle the setting or open a work app.



# Identifying work apps

- Work apps are easy to spot. They have a briefcase icon.
- Your IT team will select which apps are available to you for work use.
- Some work apps appear automatically when you create a work profile. Others can be downloaded from the Work-badged Play Store.
- You might have two versions of an app: one work, one personal. That's OK – it's how your personal data remains private.





# What can IT do on your device?

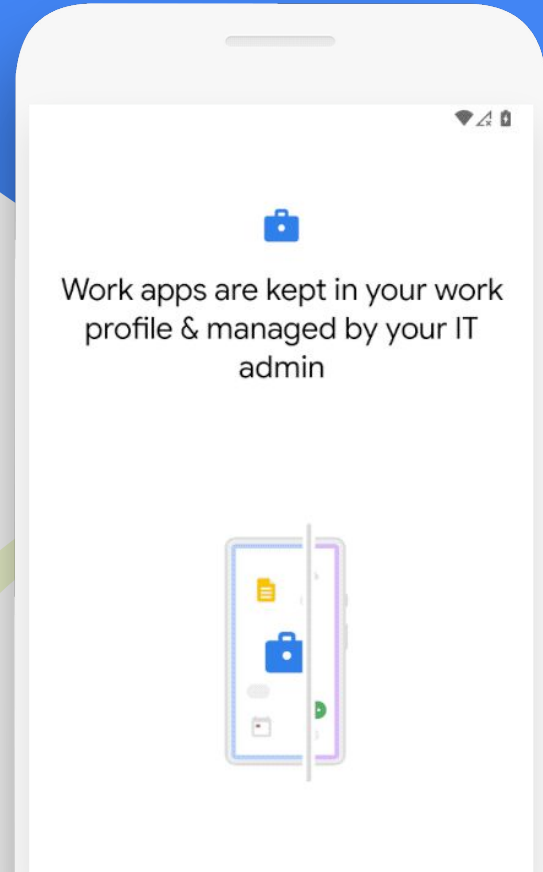
- Remotely wipe your device, including all personal data.
- Block the ability to install specific apps in your personal profile.
- Add/remove apps and data in your **work profile**.
- Prevent screenshots by apps in the **work profile**.
- Enforce a device password.
- Prevent installation of apps from sources other than Google Play.
- Manage or turn off other settings like Bluetooth, camera and WiFi.

# What can't IT do on your device?

- Reset your device password.
- Prevent you from factory resetting your device.
- View or install apps on your **personal profile**.
- Set default app behaviour or configure personal apps.

# Other considerations

- Your company owns and manages your smartphone.
- Your work apps are kept separate in your work profile.
- Your company cannot view, install, or configure apps on the personal side.
- Your company cannot reset your password, or prevent you from removing your personal data via a factory reset of your device.



**Set up work profile  
today for powerful  
personal privacy on  
your Company  
Owned Device**