

McAfee Multi Access from O₂

Administrators' set up guide

Welcome to McAfee Multi Access

The security app that protects your devices.
All at once.

McAfee Multi Access protects your PCs, Macs, laptops, tablets and smartphones, except Windows Phones and BlackBerry smartphones, from viruses, spam, malware and identity theft. It's best suited to companies with up to 20 employees.

Once you've installed it, you can track, lock, back up or wipe your devices. All from your online management console. And the package includes McAfee TrueKey, to store all your usernames and passwords securely.

It's all pretty advanced, as you'd expect from the world's largest security company.

But you can relax. It's easy to set up.

This step-by-step guide will take you through how to set up the administrator account and get the McAfee Multi Access licences to your users. There's a guide for them too, explaining how to set up the licence on their devices.

Need help?

If you need a hand, you can call one of our O₂ Gurus on **0800 977 7337**

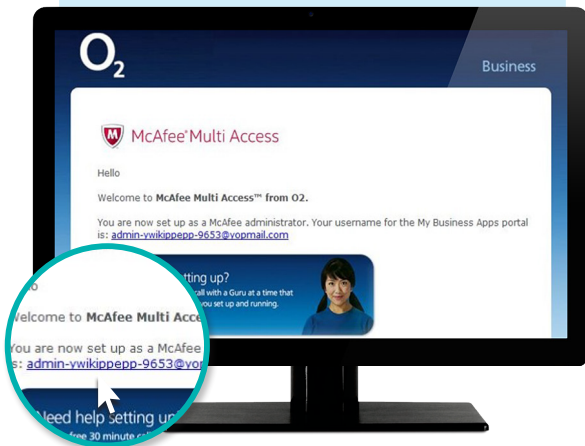
So let's get started setting up the administrator account and giving McAfee Multi Access to everyone who needs it.

Step 1

After buying McAfee Multi Access you'll get a welcome email including:

- A link to My Business Apps and your username
- Instructions on how to create a password and set up the administrator account.

If you can't find the email, check your junk and spam mailboxes.



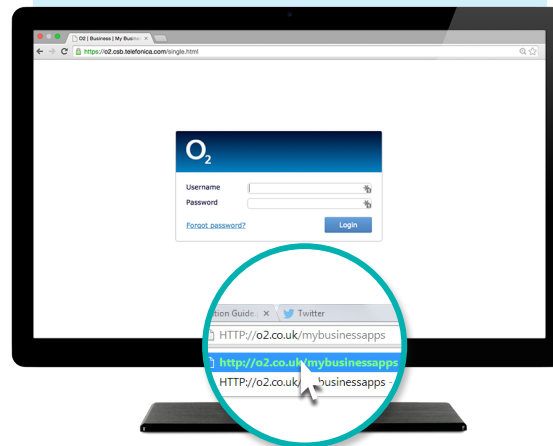
Step 2

Click the link in the email or open your browser and go to

o2.co.uk/mybusinessapps

It'll take you to your O₂ Business Apps login page.

Click **Forgot password?**

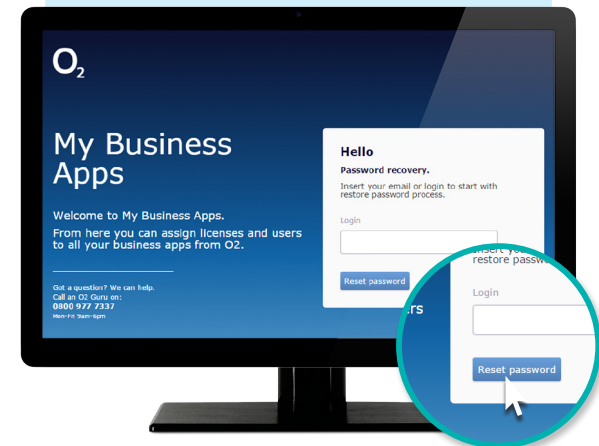


Step 3

You'll be taken to the password recovery page.

Enter your email address and click **Reset password**. A reset link will be sent to your email.

Click the link in the email, create a password and then log in.



Step 4

Once you're in, you'll see your O₂ Business Apps home screen.

From here you can start adding users and assigning licences.

To assign yourself a licence, click on the **McAfee** tab.

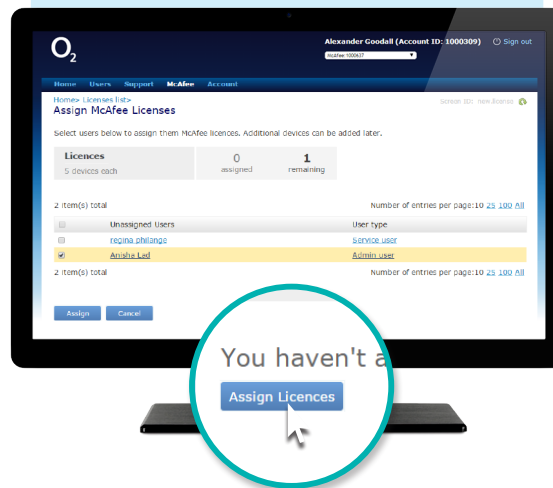


Step 5

Click **Assign Licence**.

Your name should appear and your user type will be Admin User. Select yourself and click **Assign**.

That's it. You've assigned yourself a licence and should receive an email from O₂ with further instructions.

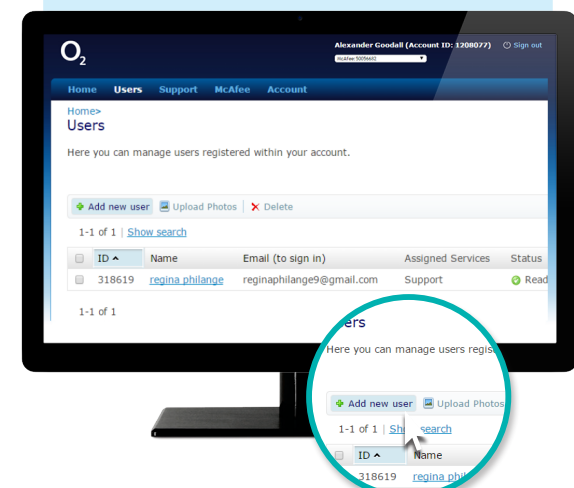


Step 6

To set up your team, go to the **Users** tab.

You can add and delete users as you need to.

Click **Add new user** to get started.



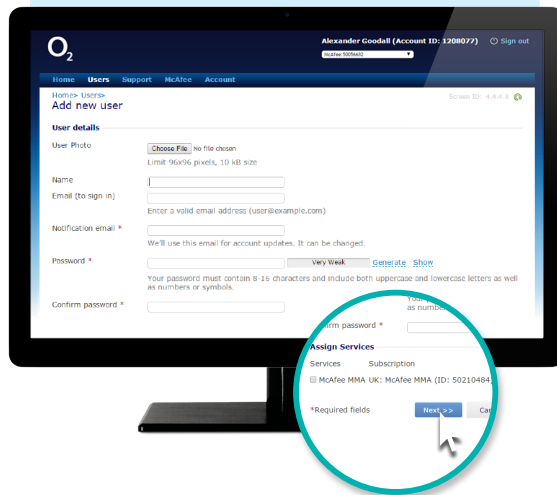
Step 7

To start adding users, add a little info on each of them:

- Their full name
- Email address (also their username)
- Notification email - to let them know of any account changes
- Their password so they can login
- A photo (this is optional).

Choose the Services you want to assign to the user, check **McAfee MMA**.

When you're happy, click **Next**.

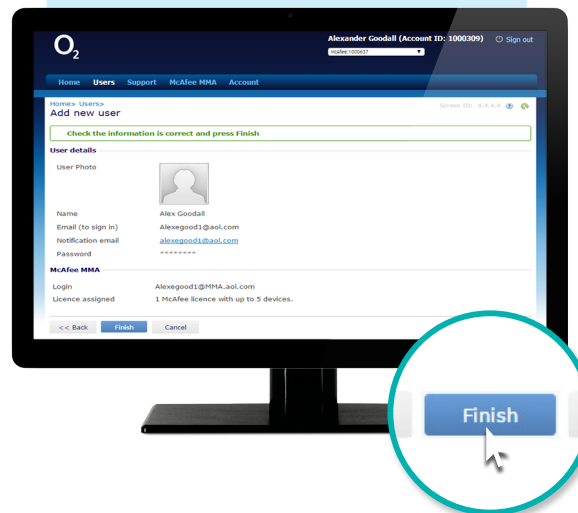


Step 8

Now you'll need to confirm that you're happy to add a McAfee licence to that user by clicking **Next**.

You'll see a summary page for each user.

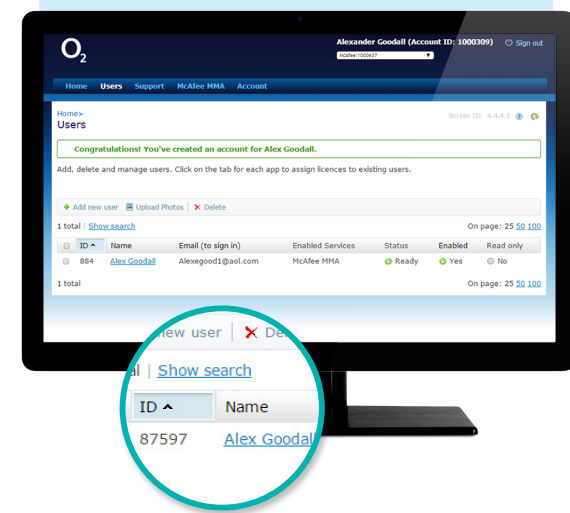
Check the information's correct and click **Finish**.



Step 9

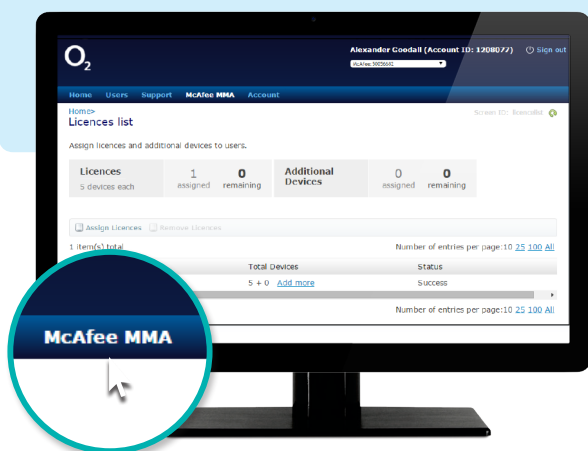
Your new user shows in a database.

- McAfee Multi Access should appear in 'Enabled Services'
- You can change their details by clicking on their name
- You can carry on adding or deleting as you need to
- The number of users should match the number of licences you have.
- Now your team have their licences.



Top tip

Go to the **McAfee MMA** tab on My Business Apps to see how many licences you have and who they've been assigned to.



That's it

You're all set up in your McAfee Multi Access Administration role. Your team will be notified via email and can log in to the McAfee portal to manage their devices. Then your team are set. Fully protected and working securely. All at once.

If you want to know more

Please contact your account manager