

android 

# Work profile for IT

A work profile is a secure way to let your employees use their Android device for both work and personal activity. It provides a dedicated space where work apps and data are managed by your organization and are kept separate from your personal apps and data, which stay private. The work profile not only helps employees stay organized and safe with work data, it comes with its own app store and a way to turn it off when they want to disconnect.

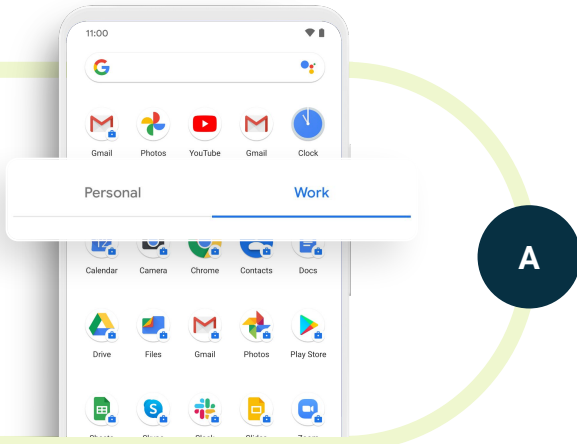
This demo guide will take you on a quick tour of some of the top features of the work profile. If you need help with setting up your demo, visit [android.com/enterprise/employees/#demo](https://android.com/enterprise/employees/#demo). When you're done, you can delete the demo of the work profile.



## How to use this guide

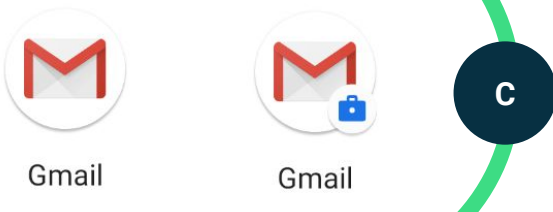
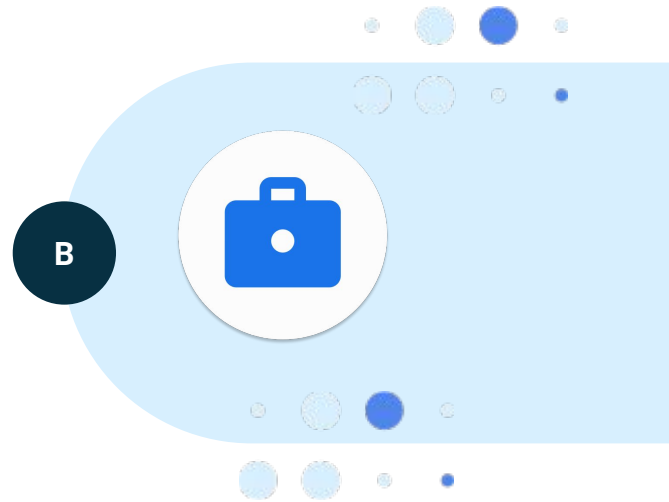
Each section is designed to take you through one aspect of the work profile. We will first help you navigate to and identify a feature. Then we'll explain the value or benefit of the feature to your employees and your organization. And then we'll show you how employees will interact with it to understand how it works in their everyday life. **Let's get started.**

# 1 STEP 1 Find the work profile



**Swipe up from the launcher or select Apps to access the All Apps drawer.** On Android 9+ devices you'll notice that there are two tabs: for Personal (on the left) and Work (on the right). On some devices, the tabs will be at the bottom of the screen. The work profile encompasses this Work tab and all the apps that are badged with the blue briefcase. On some older devices, you may see work apps organized in a work-designated folder.

**The blue briefcase means IT approves, manages and has full control over these work apps.** Employees will use these apps for work-related tasks and the badging helps remind them to be more secure with work data. Personal apps remain private from IT and the data is stored separately from work data. With the work profile, organizations can protect corporate data using strong device security, anti-exploitation and data loss controls while still preserving employee privacy.

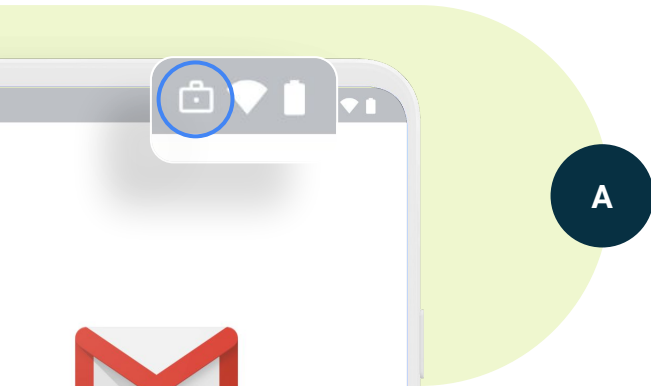


**Switch back and forth between the tabs and notice the difference in apps and badging.** In some cases, you'll notice there are two versions of an app, one for personal and one for work use.

# 2

STEP 2

## Work profile icon in status bar



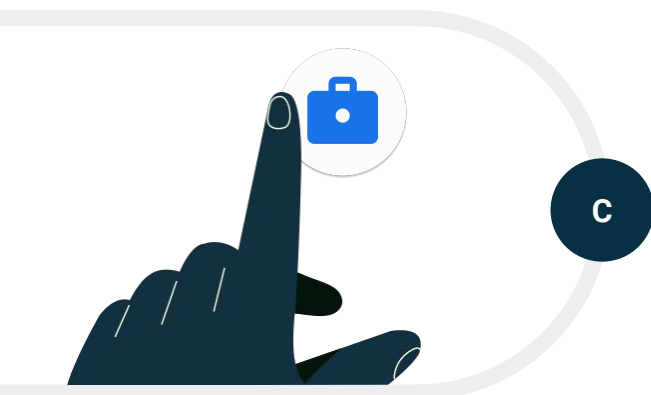
A

Open up a work app. In the status bar, you'll notice a briefcase icon appears whenever you are using a work app.

**This helps remind employees when they're in a work app.** It helps them remember to be careful with work data and can be especially helpful when they have work and personal versions of the same app.



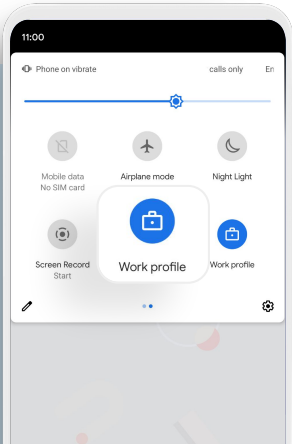
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C

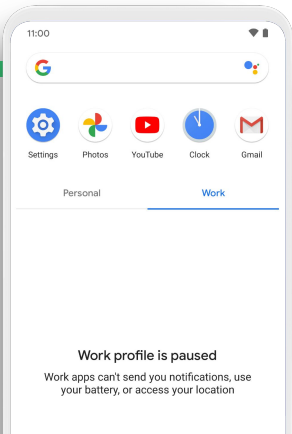
**Select a work app and find the icon in the status bar.** Close the app and notice that the icon disappears in the status bar.

# STEP 3 Pause the work profile



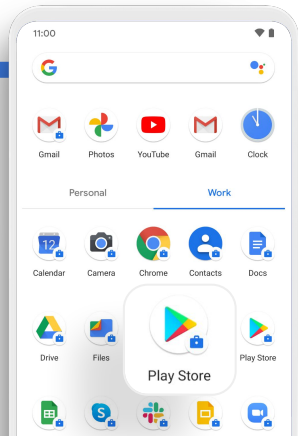
Swipe down from the top of your screen to access the quick settings menu. If you don't see the work profile icon, click on the pencil or edit button and add the work profile to your quick settings menu. On some devices, you'll also see a Work profile toggle in the All Apps tray. In Settings, you'll also be able to find the work profile toggle under Work profile settings in Accounts.

Pausing the work profile is a great way for employees to improve their digital well being and ensure they have the ability to step away at night, on weekends or when you're on vacation. On corporate-owned, personally enabled (COPE) devices, IT can set a limit on how long the work profile remains paused.



Tap on the work profile icon in the quick settings menu to turn off the work profile. You'll notice that work apps are grayed out now or not visible but personal apps behave as normal. When the work profile is paused, work apps no longer send notifications, draw battery or work in the background. Click on a work app and you'll see the option to turn the work profile back on. Turn the work profile back on and notice that the work profile is back to normal.

# STEP 4 Get apps for work

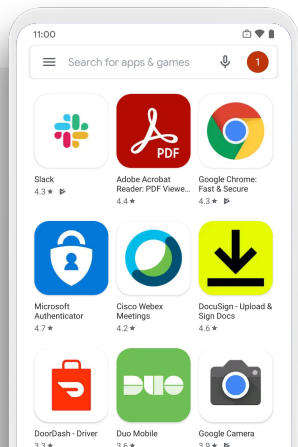


A

In the Work tab, find the badged work app version of the Google Play Store, also known as managed Google Play.

The managed Google Play Store includes all apps that have been curated and approved by your organization for work use. It's a great tool to deploy managed apps to employee devices in bulk, allowing them to download them as needed. Your organization can also silently install apps on work devices. If employees don't see an app in the managed Google Play Store that they would like to use for work, they may reach out to the IT team to request it.

B



C

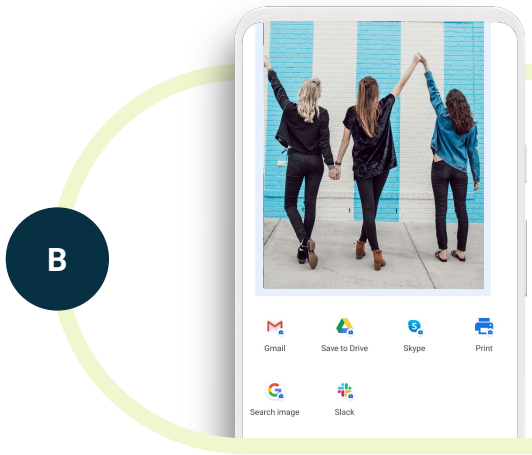
Click on the app to open it and view the apps that are displayed. Notice that this is different than the personal Google App Store, which includes all apps in the store for personal use. Click on a work app to download it to your device. You'll see it added to your Work tab.

# 5 STEP 5 Restriction on cross-profile sharing



In the Work tab, take a picture using the badged work camera app. Then in the badged work Photos or Gallery app find your picture. Tap the Share” button to try and share.

You’ll see that the sharing options are limited to only other apps in the work profile. This ensures that, by default, work content is separated from the personal profile and can’t be shared to personal apps. This is an example of some of the cross profile restrictions in place that IT can configure.



Share the photo to another work app. From the personal profile, open your Photos or Gallery app and try to share a photo. You’ll see that the photo can be shared to any app in the personal profile. And if you use the “Switch to work profile” option, you can share to work profile apps.



# Conclusion

We hope this guide has been helpful in demonstrating what the work profile experience is like on an employee phone. The work profile is there not only to keep work apps and data secure, but helps employees be productive and maintain a healthy work-life balance.

You can keep using the work profile to get more experience with it. Or you can remove it by going to settings and selecting Accounts or Work profile and then select the option for removing or uninstalling the work profile. For more information, visit [android.com/enterprise/employees](https://android.com/enterprise/employees).