android

Work profile for employees

A work profile is a secure way to use your 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 remain private from IT. The work profile not only helps you keep work data organized and safe, it comes with its own app store and a way to turn it off when you 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/work-profile/#demo. When you're done, you can delete the demo of the work profile.
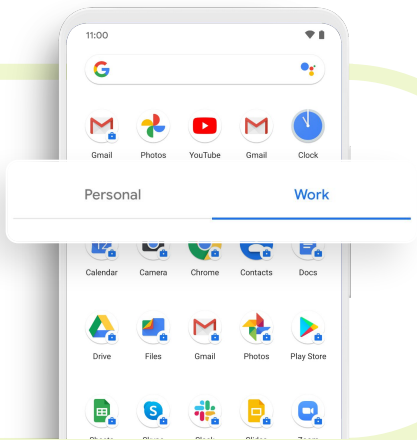
How to use this guide

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 its value or benefit. Finally, we'll show you how it works in your everyday life. **Let's get started.**
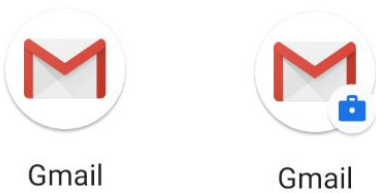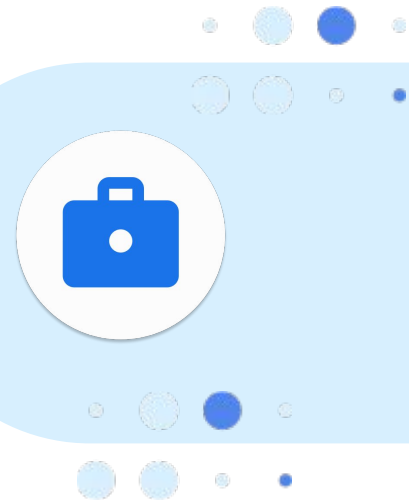
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STEP 1

Find your work profile

Swipe up from your launcher or select Apps to access your All Apps drawer. On Android 9+ devices you'll notice that there are two tabs: 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 on the home screen.

A

The blue briefcase means IT has approved and manages these work apps. Use these apps for work-related tasks. When you use your personal apps, those are private to you and the data is stored separately from work data.
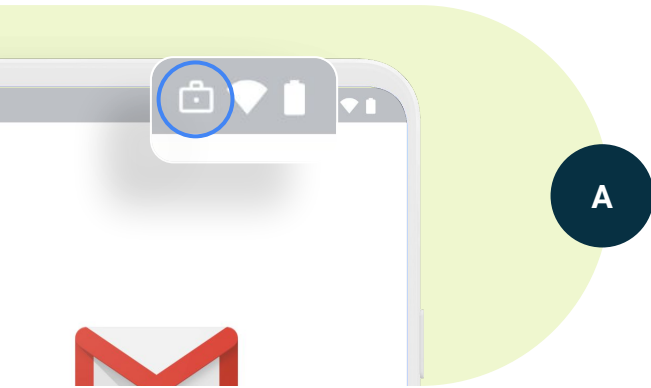
B

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.
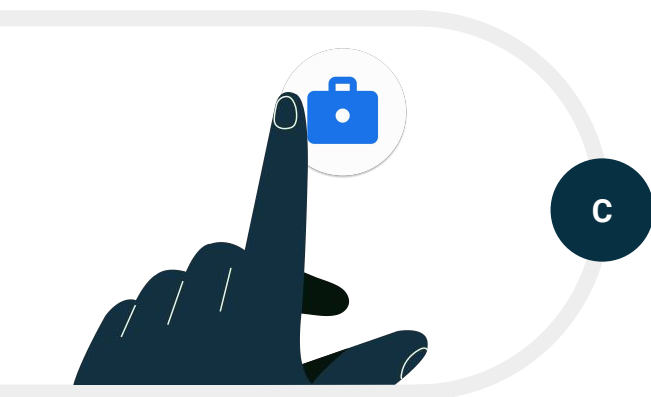
C

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2 STEP 2
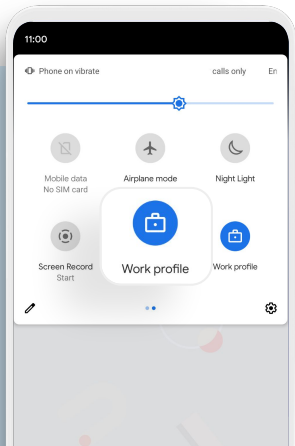# Work profile icon in status bar

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

B **This helps remind you when you're in a work app.** It helps you remember to be careful with work data and can be especially helpful if you have work and personal versions of the same app.
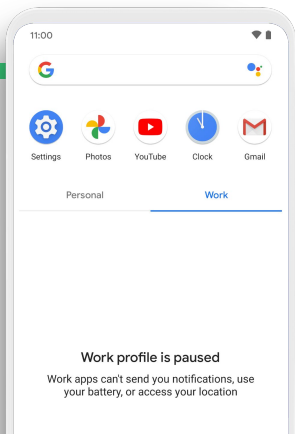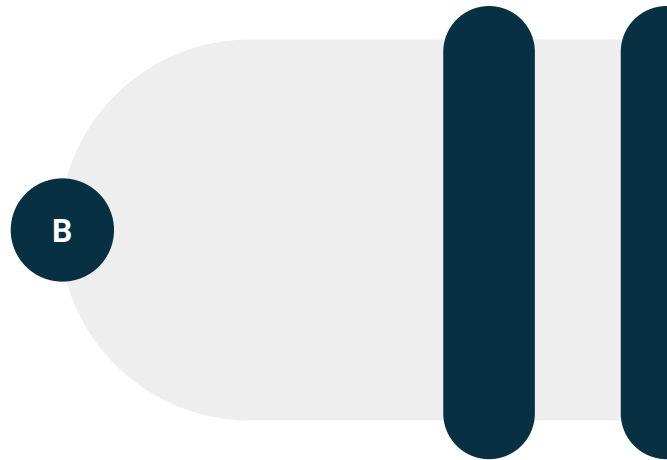
C **Select a work app and find the icon in the status bar.** Close the app and notice that the icon disappears from the status bar.

![android](android logo)
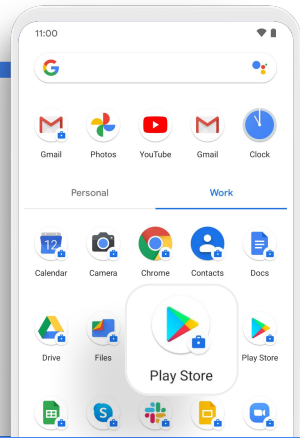
3
Pause the work profile

A

Swipe down from the top of your screen to see the work profile icon in 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 your All Apps drawer. You'll also be able to find the toggle under work profile settings in Accounts.

Pausing the work profile is a great way to take control of your work and ensure you have the ability to step away at night, on weekends or when you're on vacation.

B

C

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 are not visible but your personal apps behave as normal. When the work profile is paused, work apps no longer send notifications, use the 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 you're back to normal.

![android logo with robot head]
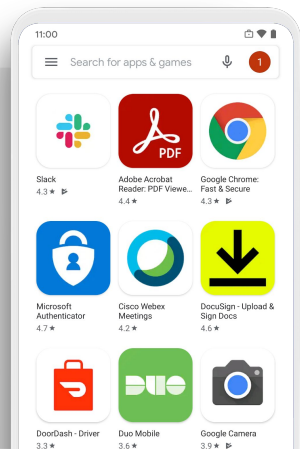
4
Get apps for work

A

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

B

The managed Google Play Store includes all apps that have been curated and approved by your organization for work use. If you don't see an app that you would like to use for work, you can contact your IT team to request it.

C

Click on the app to open it and view the apps that are displayed. Notice that this is different than your 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.

![android](android logo)

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STEP 5
Restriction on cross-profile sharing

A

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 policy, set by your IT admin, ensures that, by default, work content is separated from the personal profile and can't be shared to personal apps.

B

C

Share a photo from the personal profile 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 your phone. The work profile is there not only to keep your work apps and data secure, but to help you be productive and maintain a healthy work-life balance – with the peace of mind knowing all of your personal data remains private and in your control.

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/work-profile/.

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