

Getting your BYO device ready for school: Intune

MAC version

Intune is a secure mobile management system that allows you to use school Wi-Fi, emails, learning applications and websites on personal devices.

These instructions will show you how to enrol a BYO Windows device into Intune and install an application. This is a 32-step process and this guide will show you in detail.

This process may take **up to 15 minutes to complete**.

Before you start, you must **leave the computer connected to the internet** and you must know your **school email address and password**.

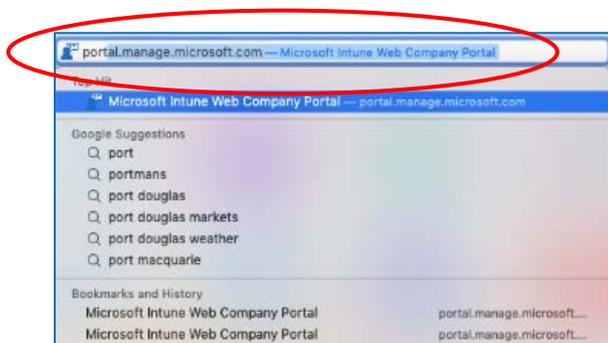
- If you do not have this information, you will not be able to successfully complete the installation. Please contact ITSUPPORT to obtain these details.

These instructions are for High Sierra or later versions of MacOS.

- You may find some of the screens look different to the ones provided here if you have an older version of MacOS or there are changes made to Intune.
- If the installation fails at any time, please re-open the Intune app and try again.

How to install Intune

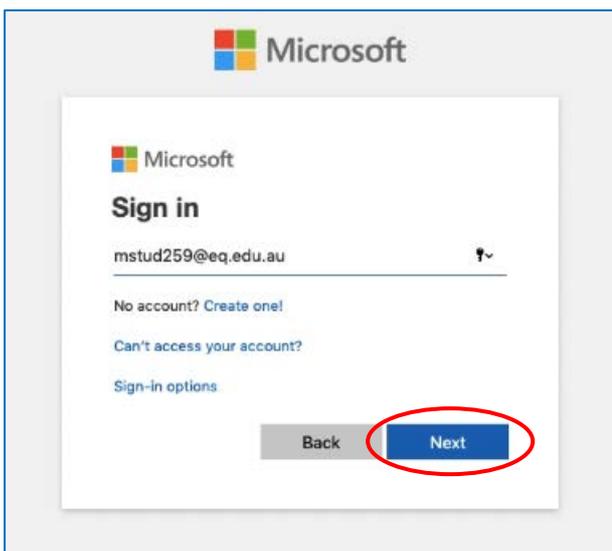
Step 1



To start, connect to the internet, open **Safari or CHROME** and type in

portal.manage.microsoft.com



Step 2


Microsoft

Microsoft

Sign in

mstud259@eq.edu.au

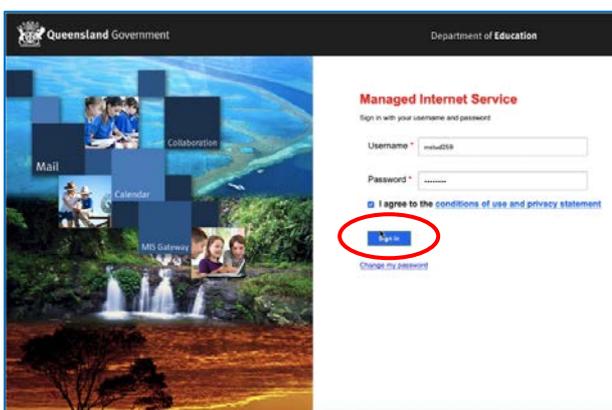
No account? [Create one!](#)

[Can't access your account?](#)

Sign-in options

Back Next

Enter the **@eq.edu.au** email address you were provided by your school and select **Next**.

Step 3


Queensland Government Department of Education

Managed Internet Service

Sign in with your username and password

Username * mstud259

Password *

I agree to the [conditions of use and privacy statement](#)

Sign in

[Change my password](#)

Your username may auto fill or you will need to enter the school username and password you were provided.

Then accept the terms and conditions and select **Sign in**.

Step 4


Microsoft

mstud259@eq.edu.au

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

A prompt will pop up asking if you want to stay signed in, select **Yes**.

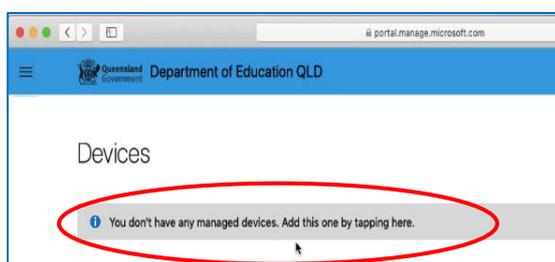


Step 5



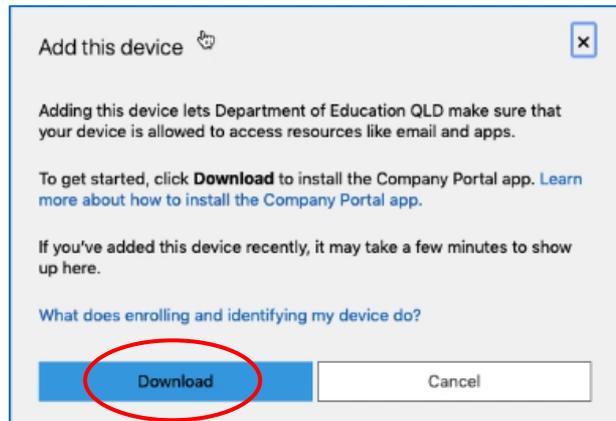
The Intune company portal will open, select **Devices**.

Step 6



Then, select the option that appears. This will either be **You don't have any managed devices** or **Tap now to tell us which device you are using** or **add a new device**.

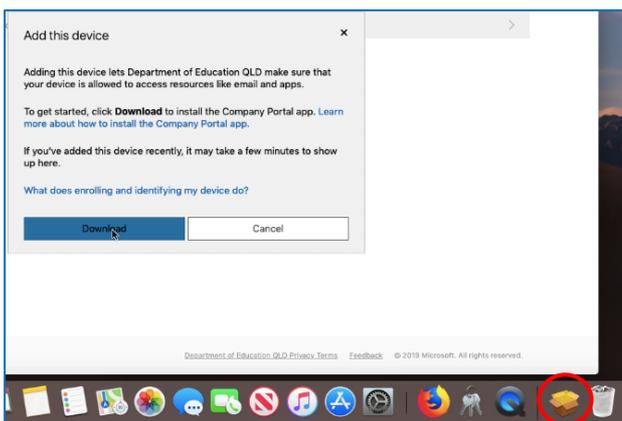
Step 7



Please select **Download**. It may take a few seconds to complete.

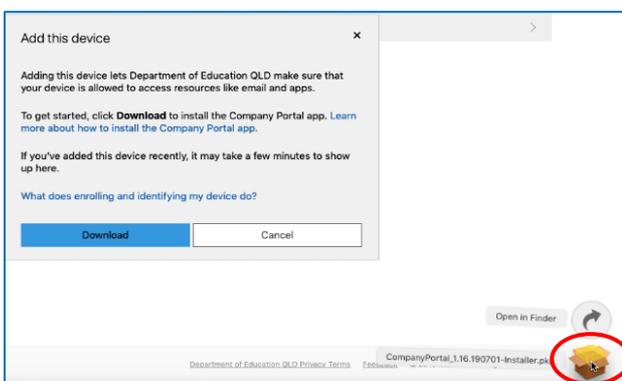


Step 8



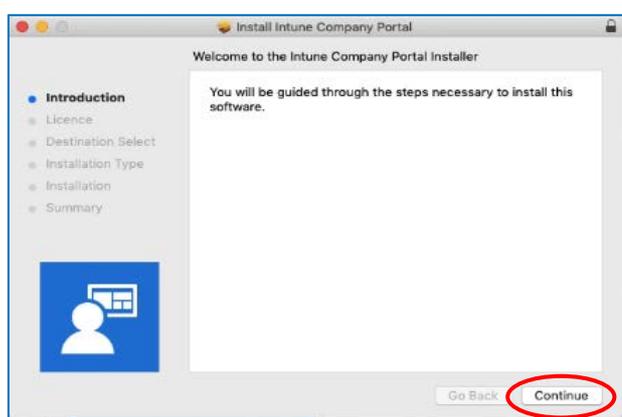
Select the **Open box icon** at the bottom of your screen.

Step 9



Then select the **Open box icon** next to the Company Portal Installer pkg file.

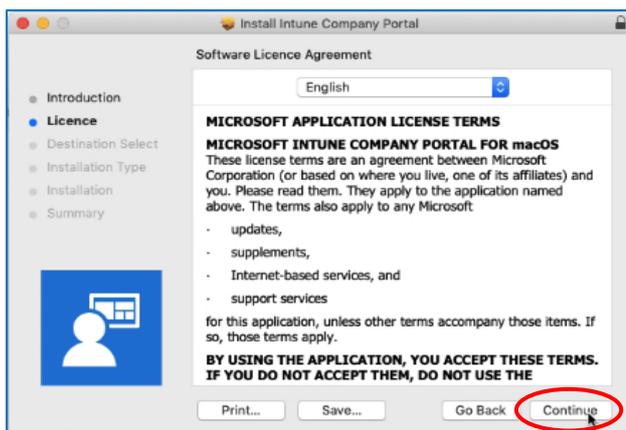
Step 10



Please select **Continue**.

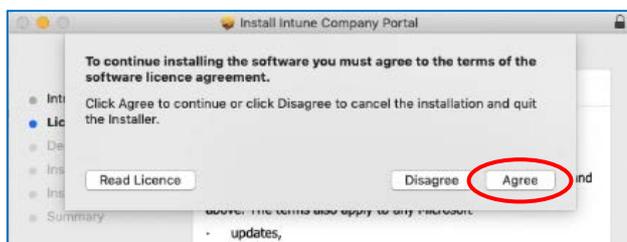


Step 11



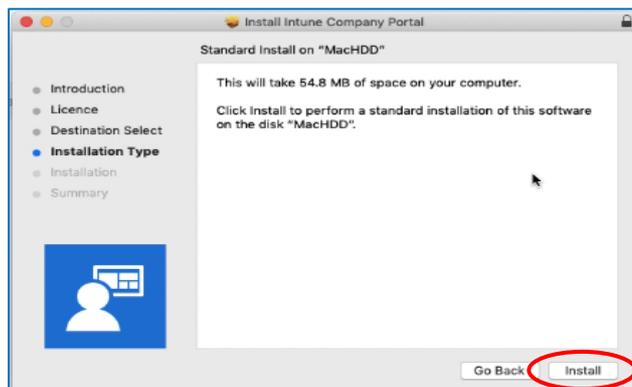
Please read the license terms and then select **Continue**.

Step 12



Select **Agree** to accept the license terms in the pop-up window.

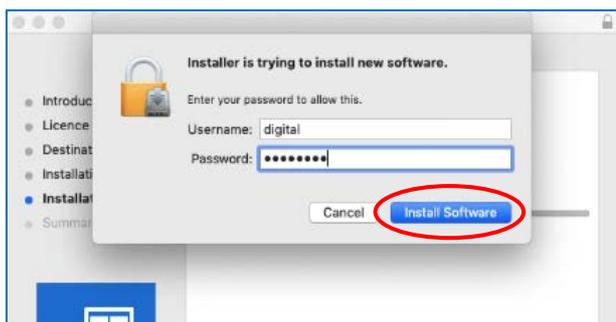
Step 13



Next, select **Install**.

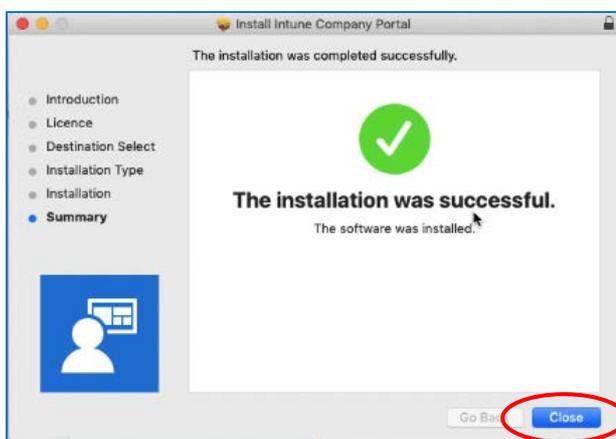


Step 14



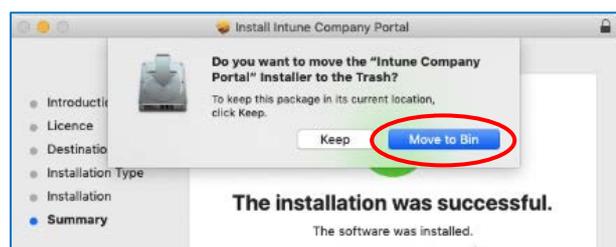
Please enter your username, password *of your MAC laptop* and select **Install Software**.

Step 15



When the installation has finished, select **Close**.

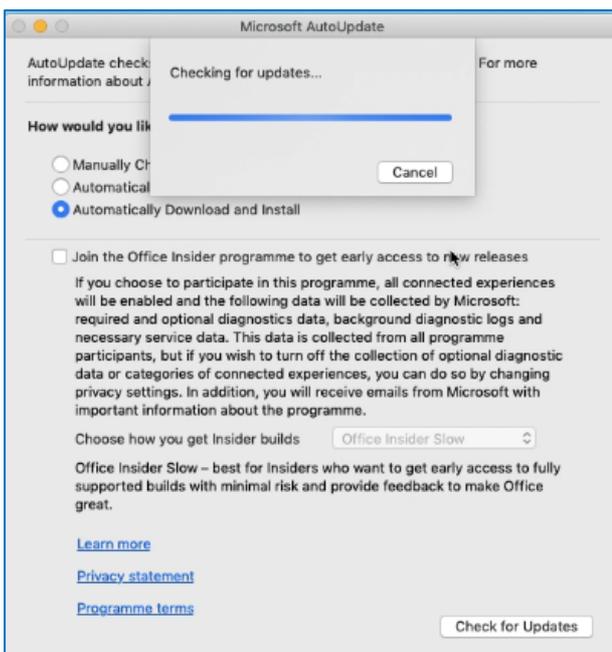
Step 16



Once the program has completed installing, please select **Move to Trash** or **Bin** option.



Step 17



The Microsoft auto update will appear. Select **Install** if there are updates waiting. Otherwise, select **OK**.

You may need to repeat this step a few times.

Once there are no more updates, you can close the Microsoft Auto Update program.

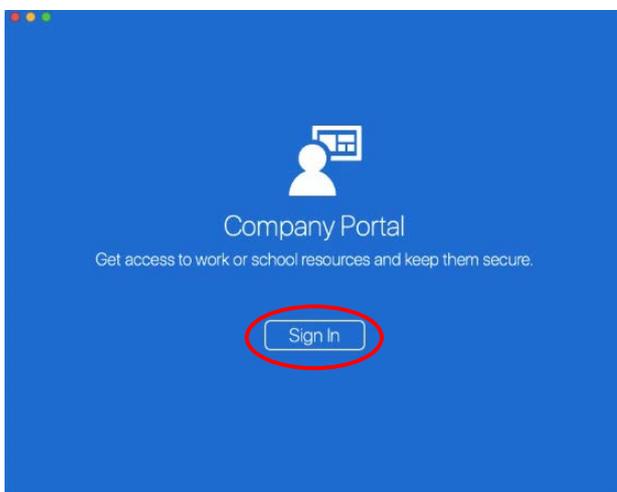
Step 18



Next, you need to enrol into Intune.

Select **Launchpad** and then select the **Company Portal** app.

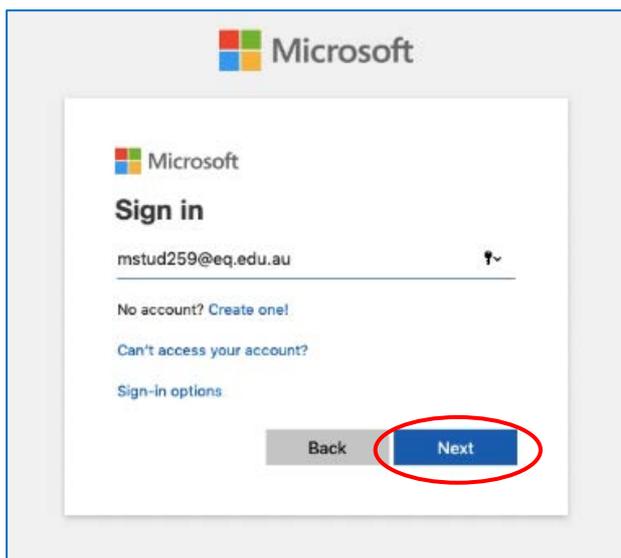
Step 19



Then, select **Sign In**.



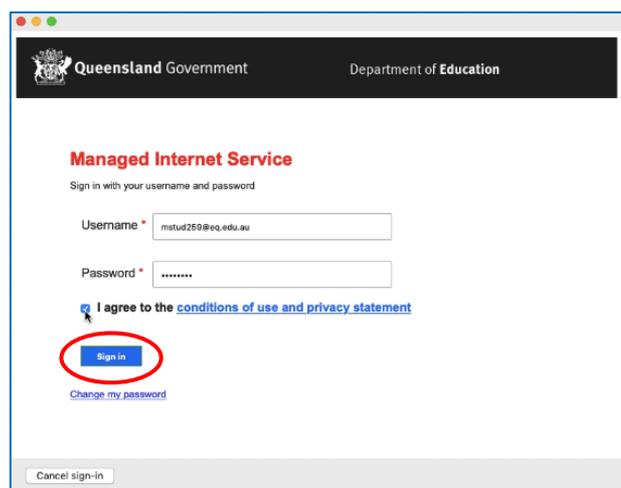
Step 20

A screenshot of the Microsoft Sign in page. At the top is the Microsoft logo. Below it, the text "Microsoft" and "Sign in" are displayed. The email address "mstud259@eq.edu.au" is entered in the text box. Below the text box are links for "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom are two buttons: "Back" and "Next". The "Next" button is circled in red.

If presented with the Microsoft Sign in screen, enter your supplied EQ email address.

Then, select **Next**.

Step 21

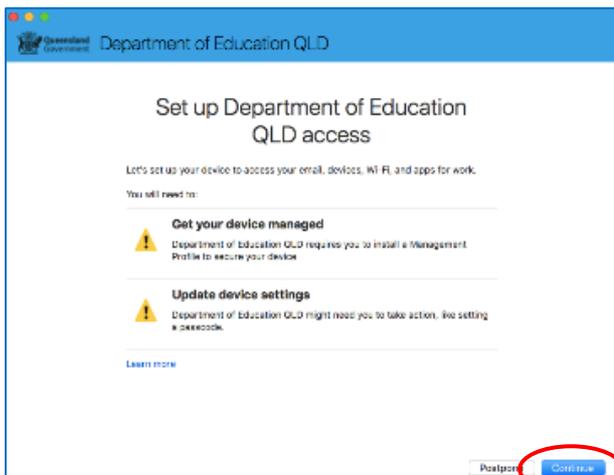
A screenshot of the Queensland Government Managed Internet Service sign-in page. The header shows the Queensland Government logo and "Department of Education". The main heading is "Managed Internet Service" in red. Below it, the instruction "Sign in with your username and password" is shown. There are two input fields: "Username" with "mstud259@eq.edu.au" and "Password" with ".....". Below the password field is a checkbox labeled "I agree to the conditions of use and privacy statement" which is checked. A "Sign in" button is circled in red. At the bottom left is a "Cancel sign-in" button.

Enter the username, password and accept the terms and conditions.

Then select **Sign In**.

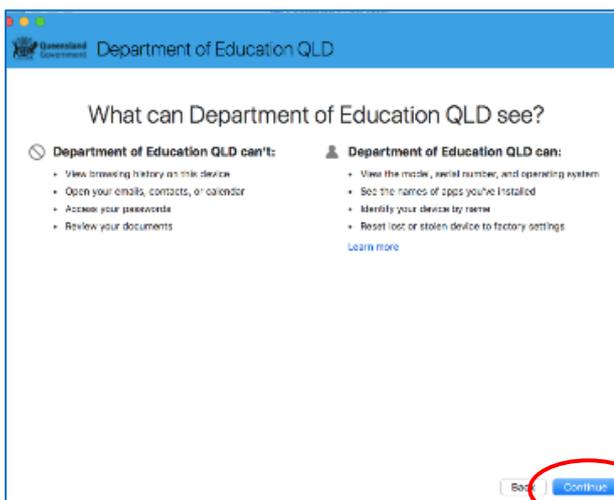


Step 22



Then, select **Continue**.

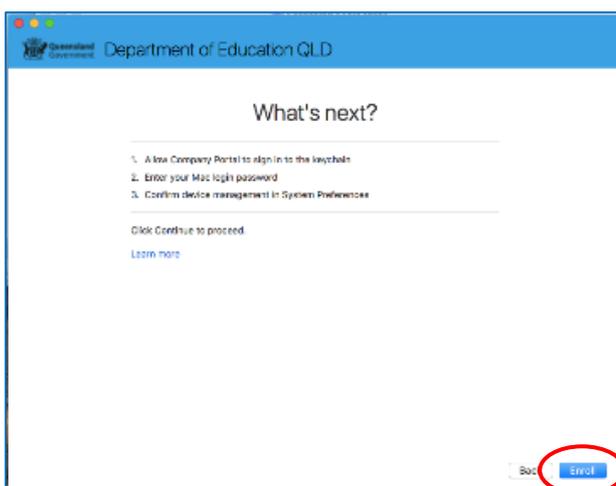
Step 23



This explains what your school IT administrator can and cannot see on your Mac device.

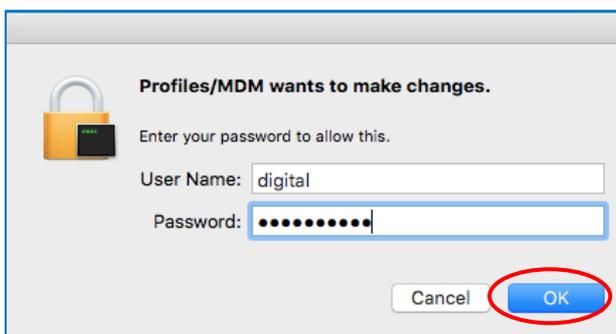
Select **Continue**.



Step 24

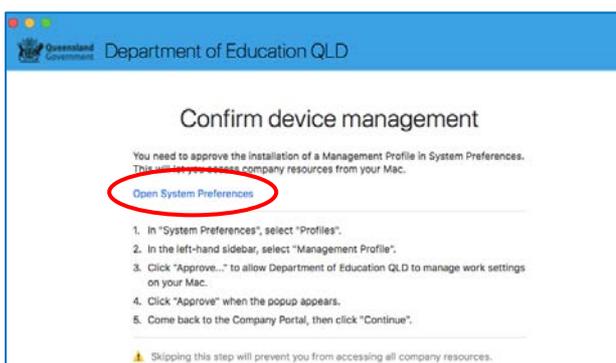
This screen outlines the next steps. When **What's next?** appears, select **Enroll** to finish the installation.

This may take a few minutes to complete.

Step 25

Please enter the username and password for your device and select **OK**.

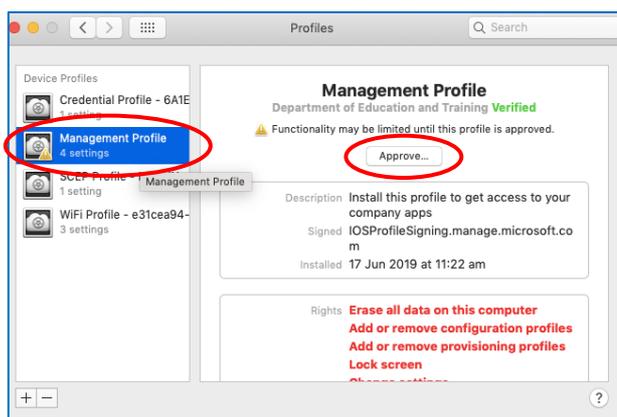
It may take a few minutes for the management profile to be installed.

Step 26

Then, select **Open System Preferences**.

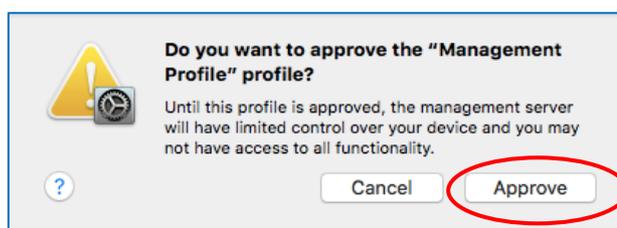


Step 27



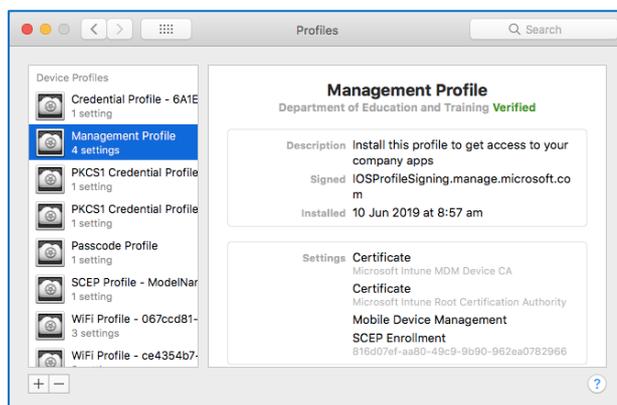
Select Management Profile and then **Approve**.

Step 28



Confirm you want to approve the Management Profile and select **Approve**.

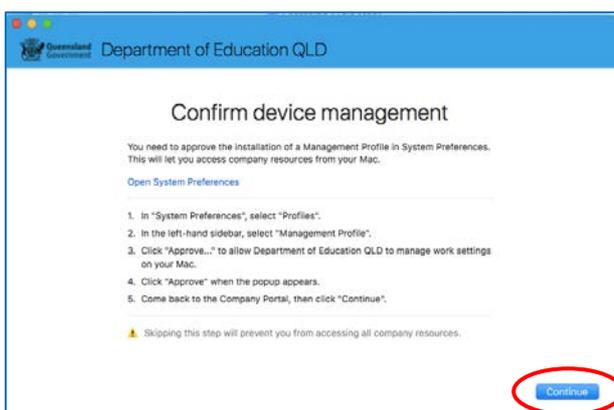
Step 29



The system preference screen will be displayed and you can close this window.

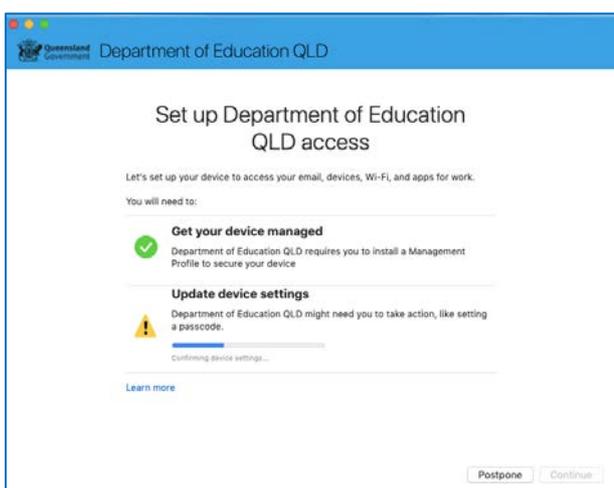


Step 30



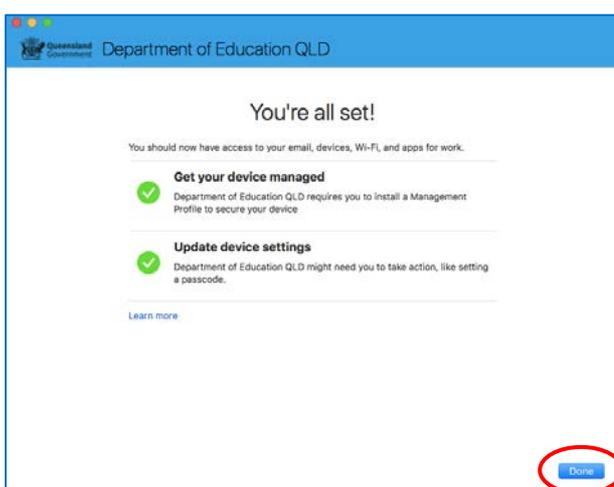
The Intune company portal app window will still be open.
Select **Continue**.

Step 31



Wait as the Company Portal updates the device settings.
When the tick appears against Update device settings, your device has finished enrolling into Intune.
Select **Done**.

Step 32



It may take up to 15 minutes to finish installing.

You can use the device in the meantime but please keep it connected to the internet.
Close the Company Portal.
You have now finished installing Intune.

To watch the video, please click on the link below:

<https://mediasite.eq.edu.au/mediasite/Play/a7d74c4e9d394f31b73f727a0c1e90fb1d>

