Getting your BYO device ready for school: Intune

Windows 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 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 Windows 10.1607 and above.

> ➢ You may find some of the screens look different to the ones provided here if you have an older version of Windows or there are changes made to Intune.

> ➢ If the installation fails at any time, please re-open the Intune app and try again.

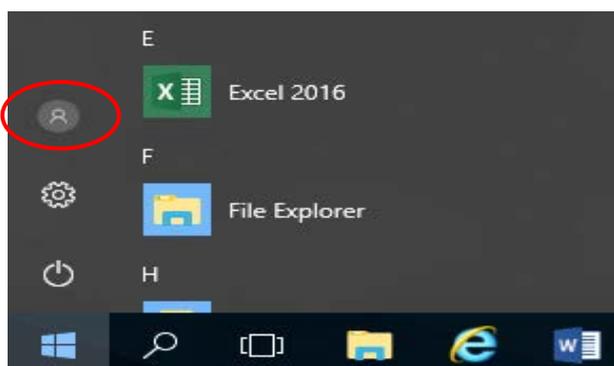How to install Intune - *there are 11 steps below.*

Step 1
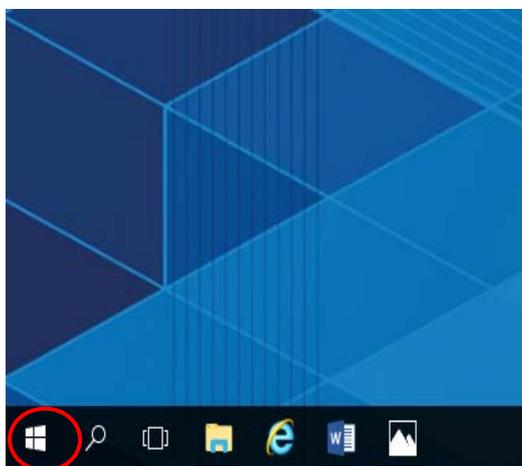
Connect to the internet and select the **Windows icon** at the bottom left hand corner of your screen.
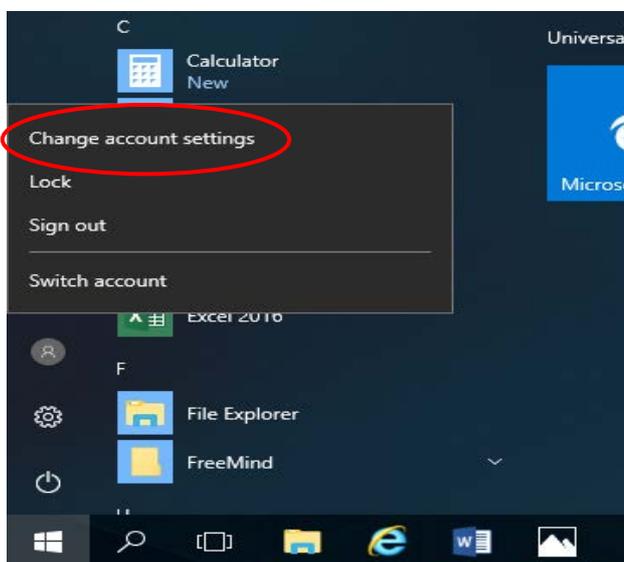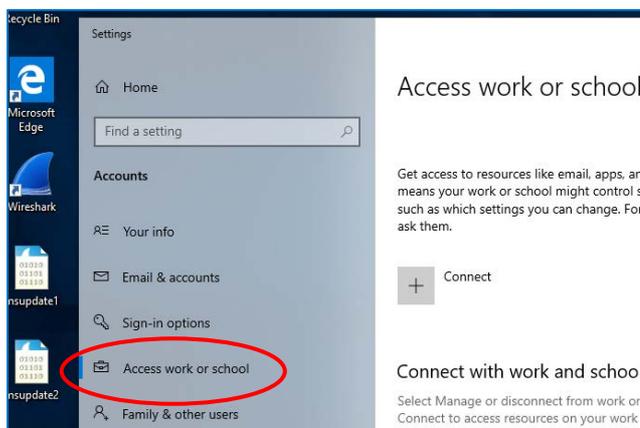

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Step 2

Select the **person** icon.

Step 3

Select **Change account settings**.

Step 4

Select **Access work or school**.

If your account is already listed, select it and then select **Disconnect**.

Then select **Connect**.

Step 5

Set up a work or school account

You'll get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.

flast1@eq.edu.au

Alternate actions:

These actions will set up the device as your organization's and give your organization full control over this device.

Join this device to Azure Active Directory
Join this device to a local Active Directory domain

Next

Enter your school @eq.edu.au email address and select **Next**.

Step 6

Queensland Government   Department of **Education**

Managed Internet Service

Sign in with your username and password
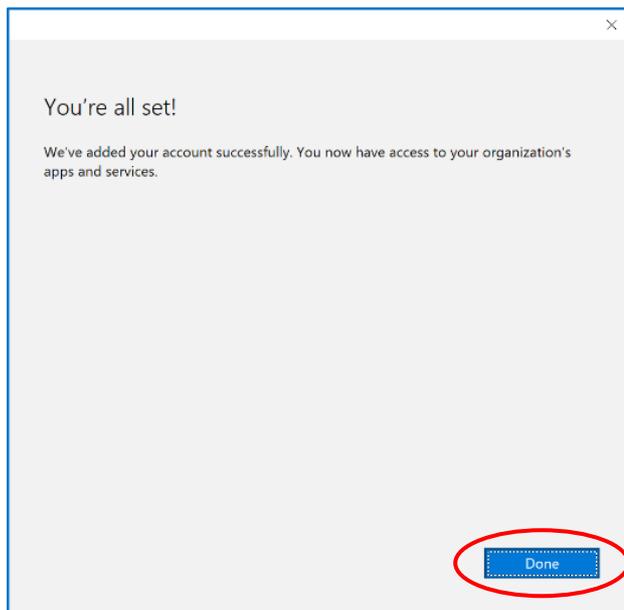
Username * flast1

Password * ••••••••

☑ I agree to the conditions of use and privacy statement
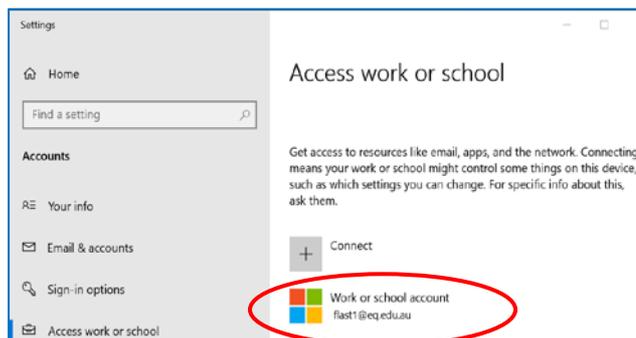
Sign in

Change my password

The username may appear in the Username field in the Managed Internet Service screen.

If not, please enter your username, password, accept the terms and conditions, and **Sign in**.
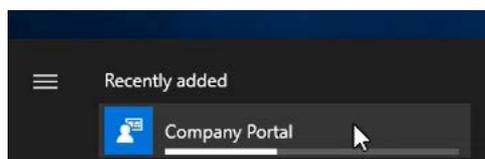
Step 7

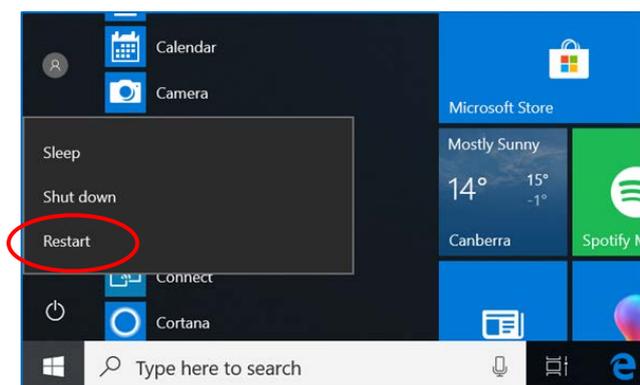Please select **Done**.

Step 8

Check your account has been added. Your account details will be displayed.
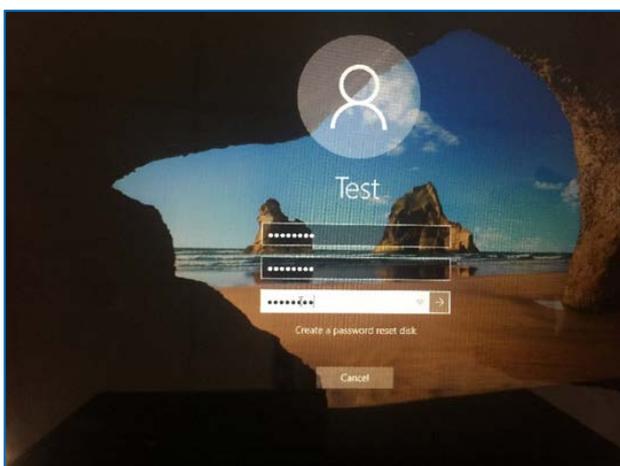
Step 9

This step will take around 10-15 minutes, depending on your Internet connection speed. Select the Windows icon at the bottom left-hand corner. **Wait** for the Company Portal app to install.

Step 10

Please restart your device. Select the **Windows icon** at the bottom left-hand corner, then the **power symbol** and then **restart**.

Step 11

Settings will differ for everyone and you may be prompted to change your password. If you are, please do so.

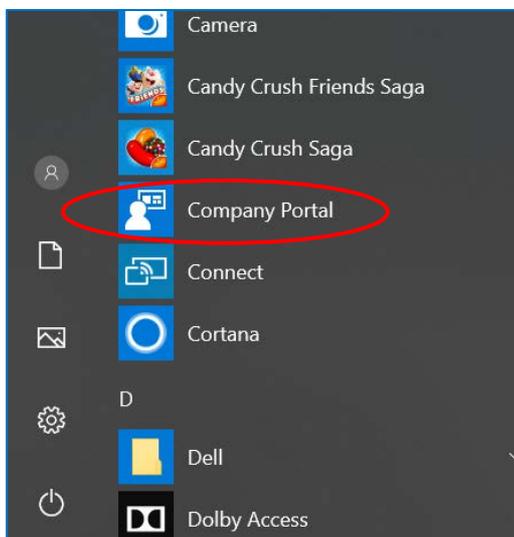When your device has restarted, the Intune set up is completed.

You can use your device in the meantime but please keep it connected to the internet.

You are now ready to install the apps your school has recommended.

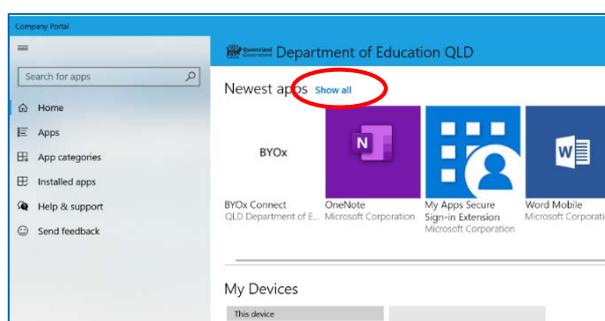How to install an app - there are 6 steps below.

Step 1

To install apps,

please select the **Windows icon** at the bottom left hand corner of the screen,
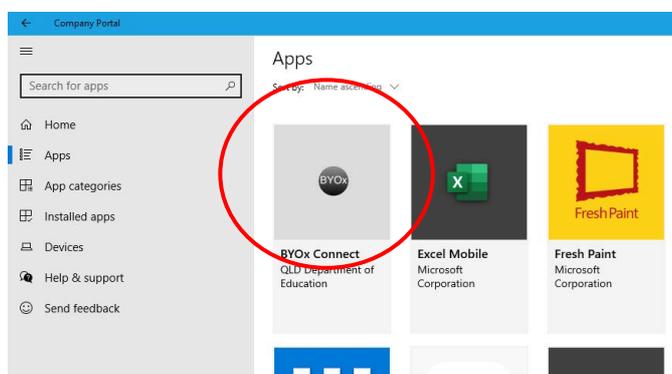
and then open the **Company Portal application**.

If requested, sign in with your school user name and password.

Step 2

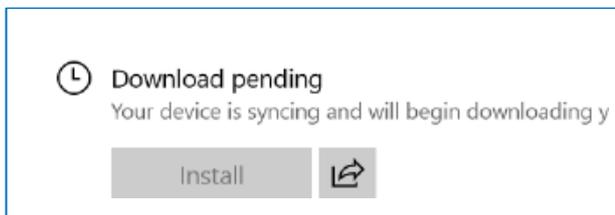Select **Show all** to see the apps your school has indicated you require.

Step 3

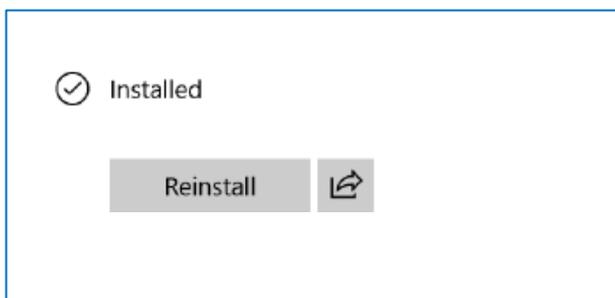Select an app to install. In this example, we will use **BYOx Connect**.

Step 4

Select the Install Button

Step 5

A downloading message will be displayed during installation.
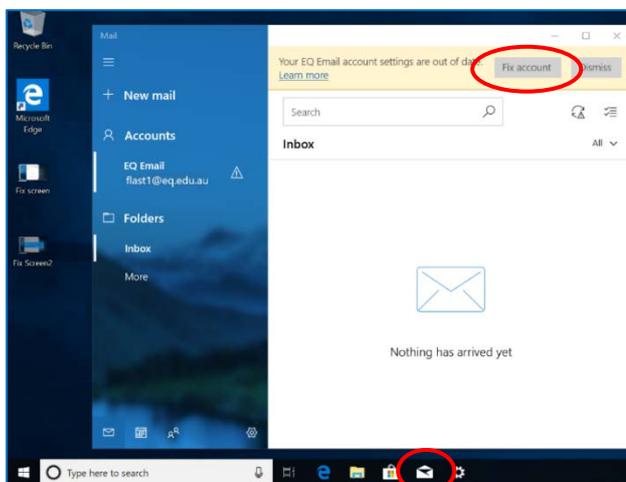
Step 6

The app has finished installing.

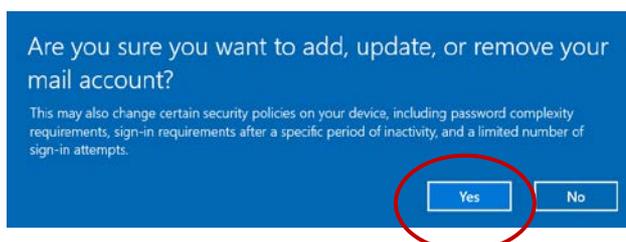# How to set up mail - there are 3 steps below

Step 1

Open your mail app by selecting the **mail icon** at the bottom of the screen.

You will see your school EQ Email account listed.

If you do not, please note it may take up to 20 minutes, depending on your device and internet connection. Please select *Fix Account*

Step 2

A message will then confirm if you want to make changes to your mail account, select **Yes**.

Step 3

The All done! screen will be displayed. Select **Done**.

Your mail account has been set up for use and you can now send and receive emails from your school mail account.

Your device is now ready for school.

To watch a video of this process, click on the link below

https://mediasite.eq.edu.au/mediasite/Play/715e41cecde3404488298ecca633f6ad1d