

Getting your BYO device ready for school: Intune

Windows 11 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.

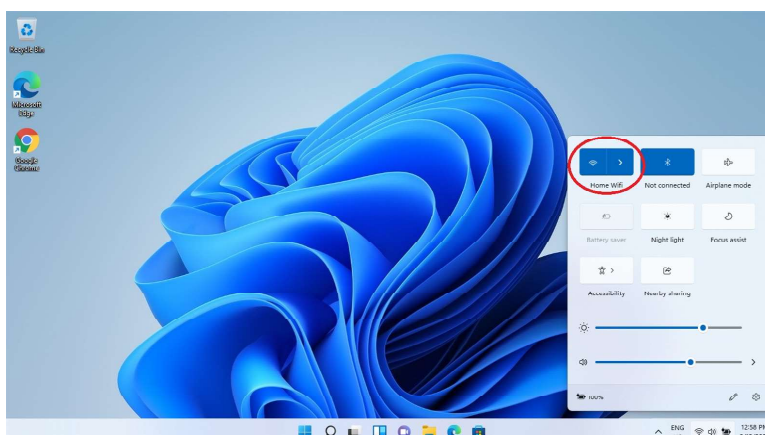
Before you start, please have ready the email address and password that has been supplied to you by the school. If you do not have this information, you will not be able to successfully complete the installation. Please contact your school to obtain these details.

These instructions are for Windows 11. You may find some of the screens look different to the ones provided here if you have an different version of Windows or there are changes made to Intune.

If the installation fails at any time, please restart your device and try again.

How to onboard your device with Intune

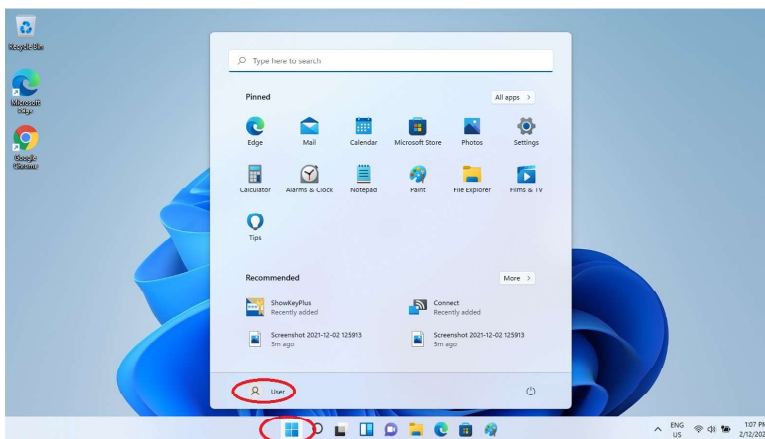
Step 1



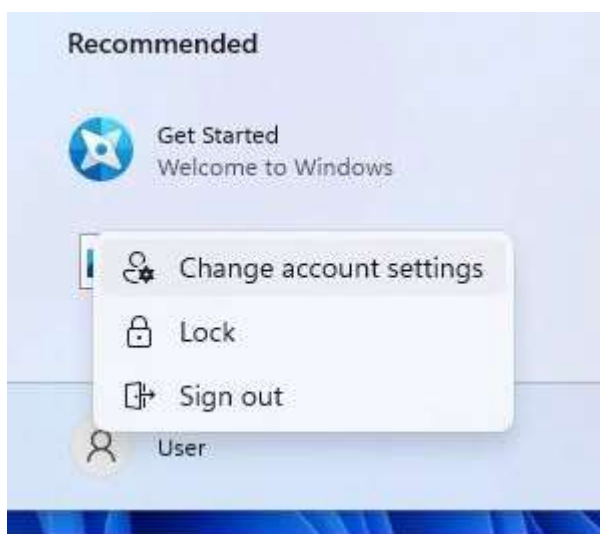
Make sure you are connected to your home wifi network, e.g. Home Wifi



Step 2

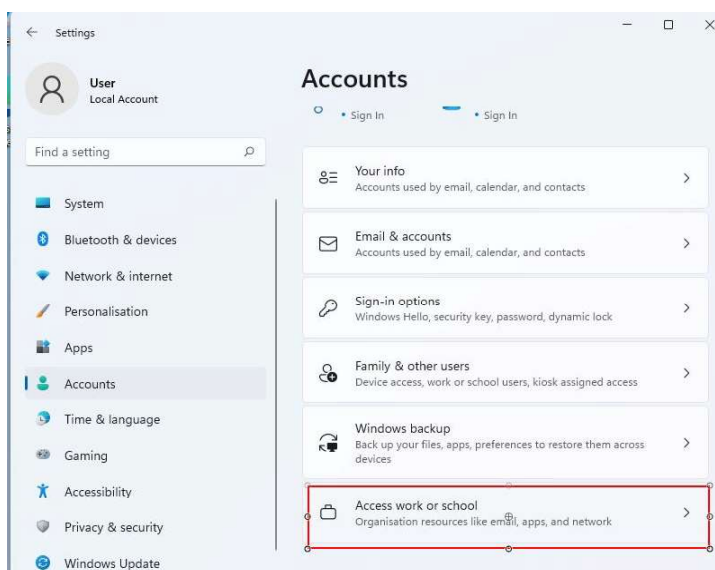


Click Start and click the **person** icon.



Select **Change account settings**.

Step 4



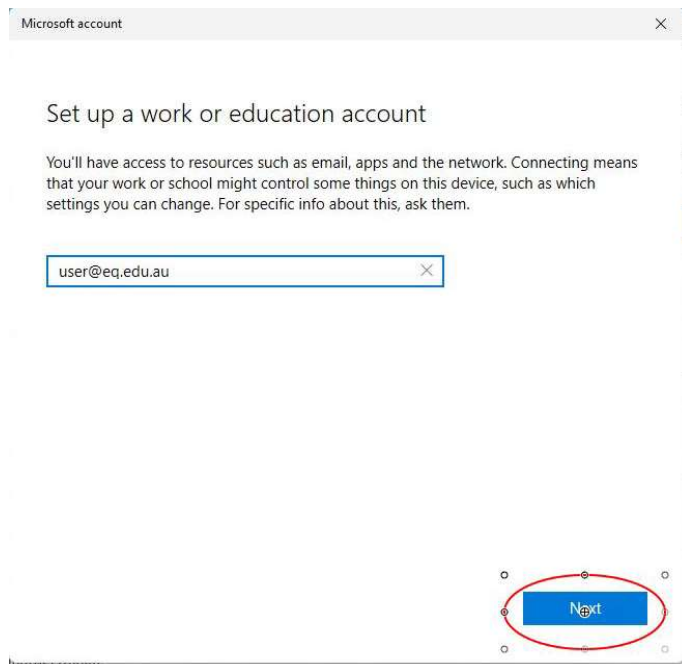
Select **Accounts** then
Select **Access work or school**.

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

Then select **Connect**.



Step 5



Microsoft account

Set up a work or education account

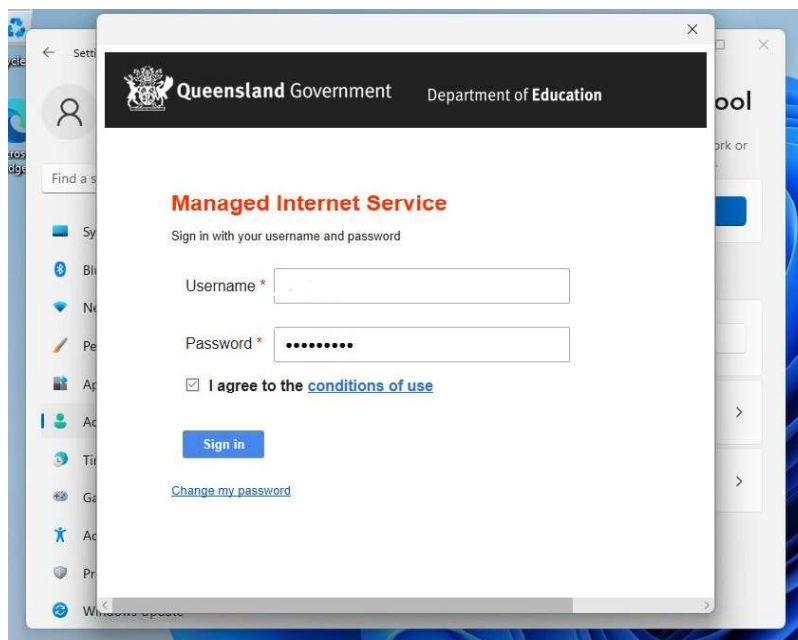
You'll have access to resources such as email, apps and the network. Connecting means that your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.

user@eq.edu.au

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 *

Password *

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

Sign in

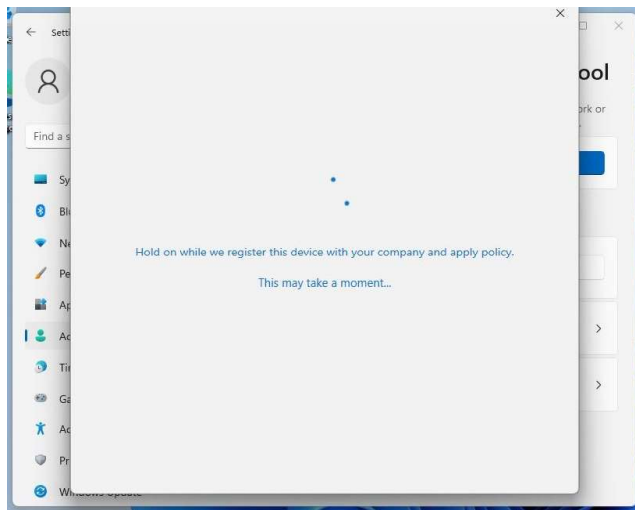
[Change my password](#)

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**.

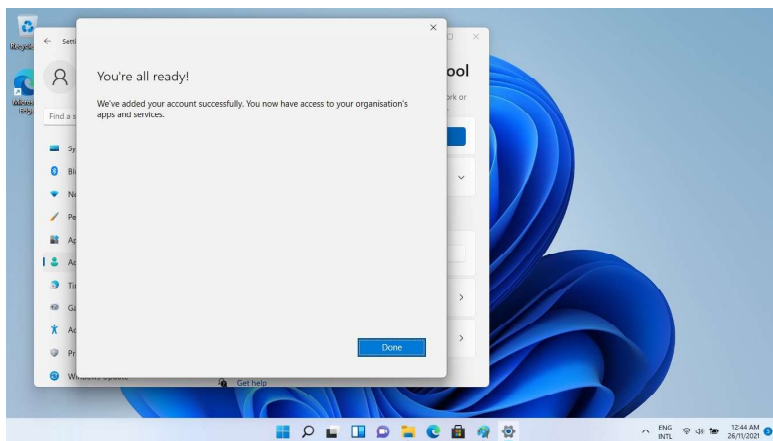


Step 7



Please wait while the system is processing your request. This can take a few minutes. Make sure you stay connected to the network.

Step 8



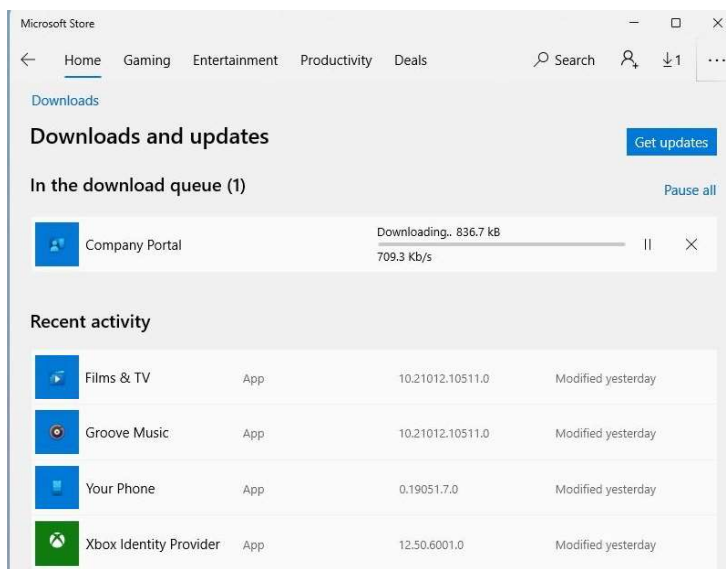
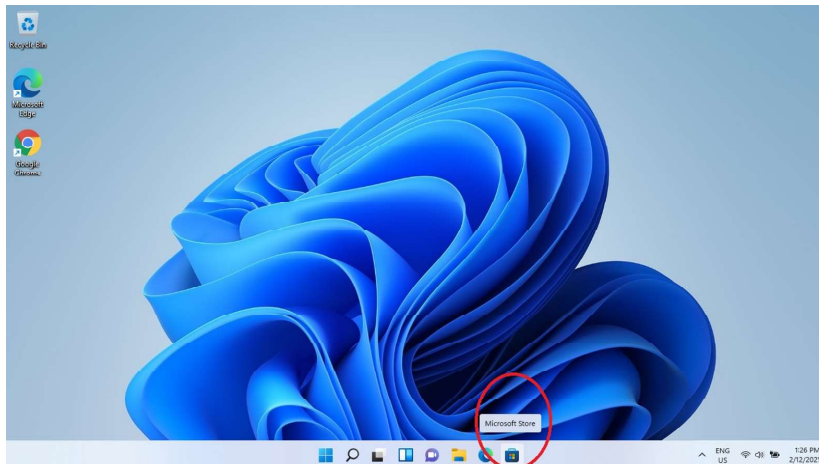
When finished the 'You're all ready' message will be displayed. Select **Done**



Step 9

Wait a few minutes for the Company Portal app to download and install.

If the Company Portal has not been installed, go to the Microsoft Store and Search for 'Company Portal' then select 'Install'.



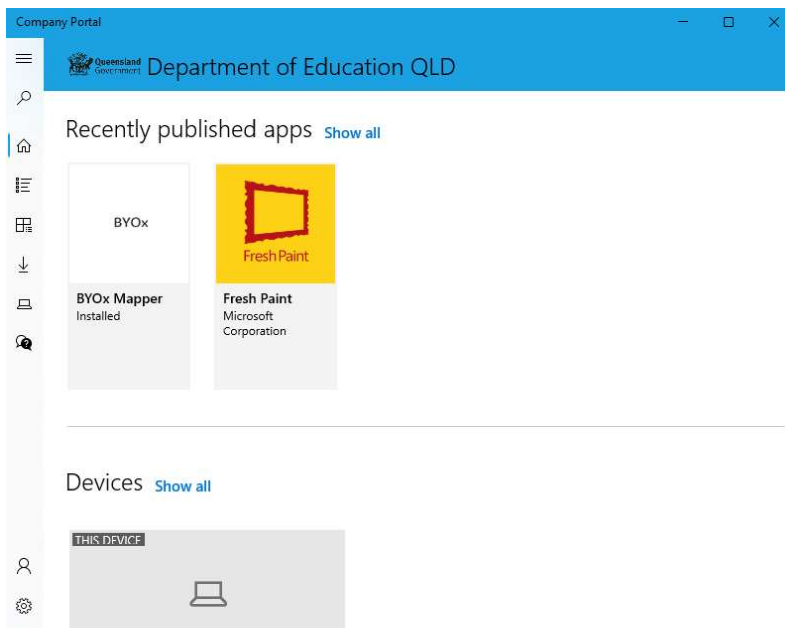
Restart your device. Your device might request a password change upon reboot. When your device has restarted, the Intune set up is completed. It may take up to 15 minutes to finish installing. You can use your device in the meantime but please keep it connected to the internet.

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



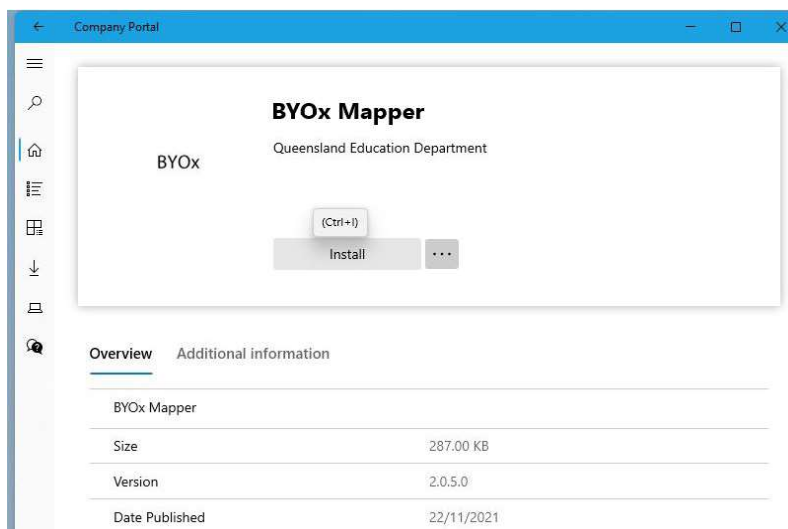
How to install an app

Step 1



Open the Company Portal App from the Start Menu. Select **Show all** to see the apps your school has made available to you.

Step 2



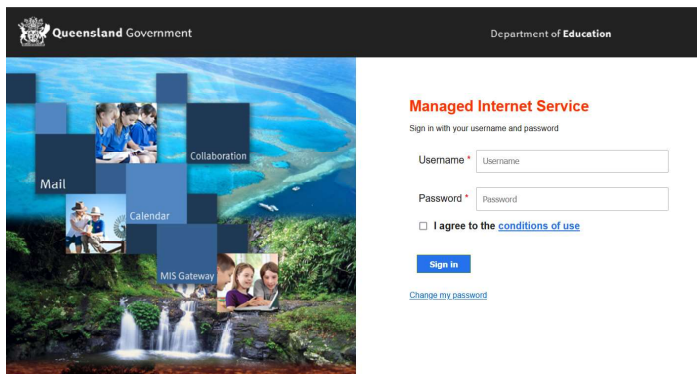
Click on the BYOx Mapper App Icon and then the Install button to download and install the app.

BYOx mapper is needed to access G: and H: drives. It must be run every time after you restart your laptop at the school.



How to install Microsoft Office 365

Open a browser, type in mis.eq.edu.au, then press Enter

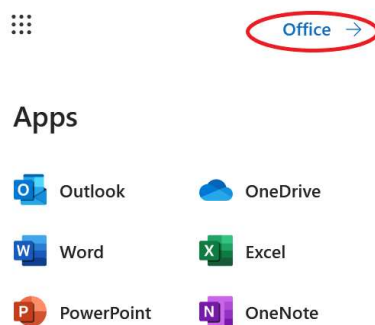


Sign in with school username and password, agree to the conditions of use, Sign in.

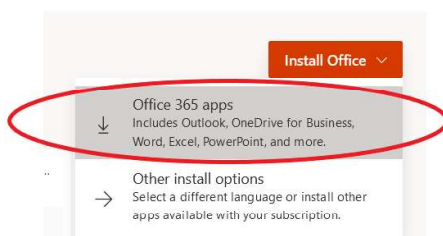
Click Yes to Stay sign in



Click the waffle (9 dots)



Click Office

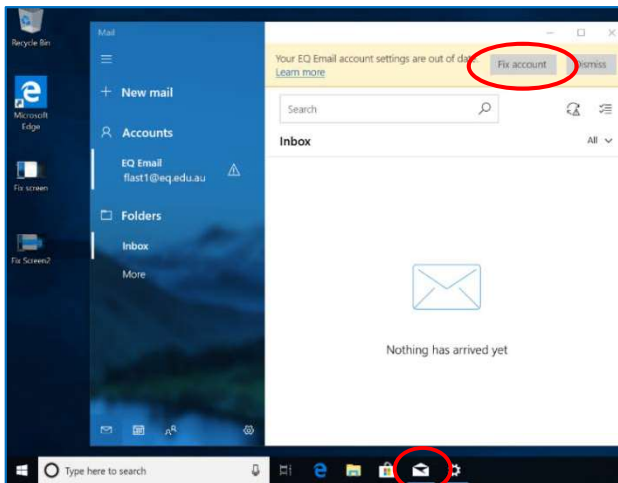


Click to install Office 365



How to set up mail

Step 1

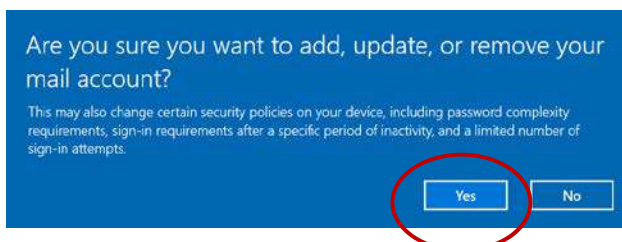


Open your mail app by selecting the **mail icon** at the bottom of the screen. You will see your school EQ Email account listed.

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

There are some cases where it has taken up to a day to process. 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. If you need help with installing Intune, an app or mail account, please see IT support staff for assistance.

