

Getting your BYO device ready for school: Intune

Windows 11

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 a 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.

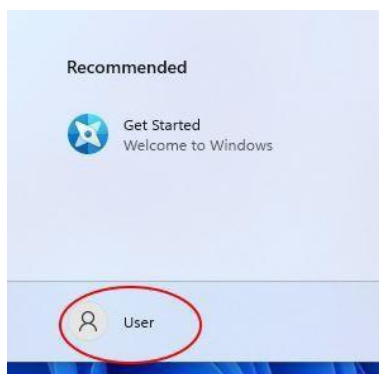
How to onboard your device with Intune

Step 1



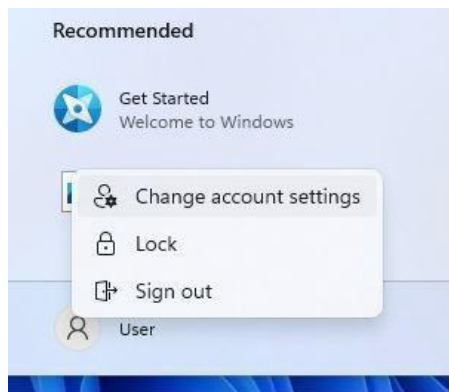
Make sure you are connected to Wi-Fi or if at school ensure that you have connected to the **EQQUEST** network

Step 2



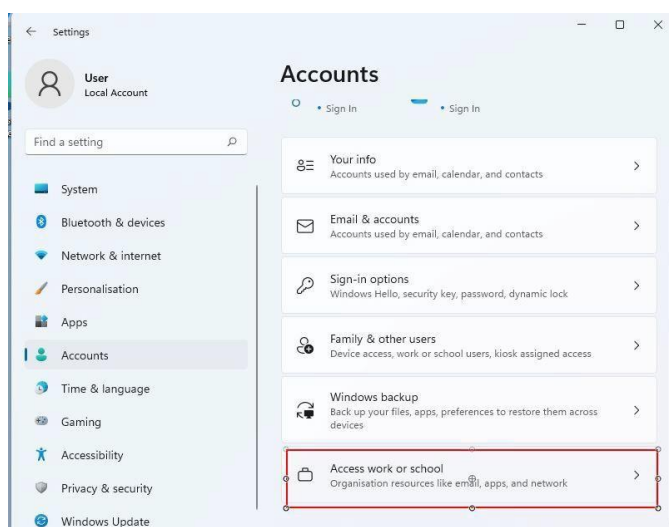
Select the **person** icon from the start menu.

Step 3



Select **Change account settings**.

Step 4



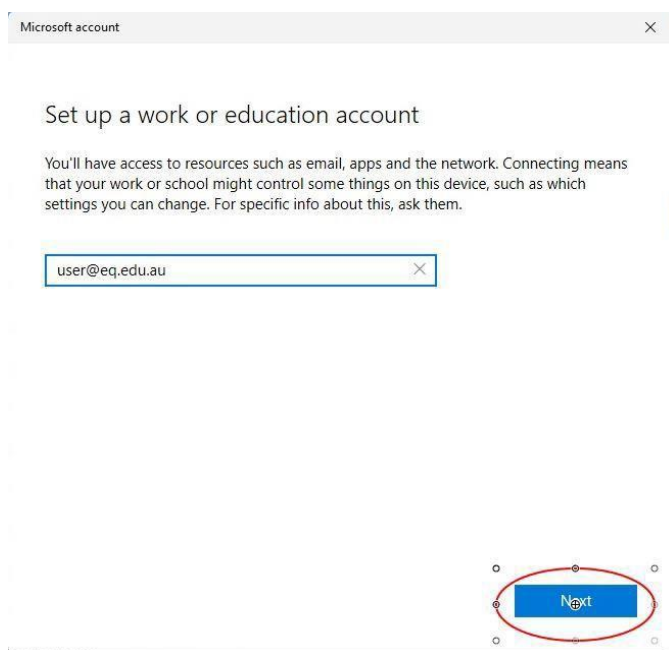
Select **Accounts** then

Select **Access work or school**.

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

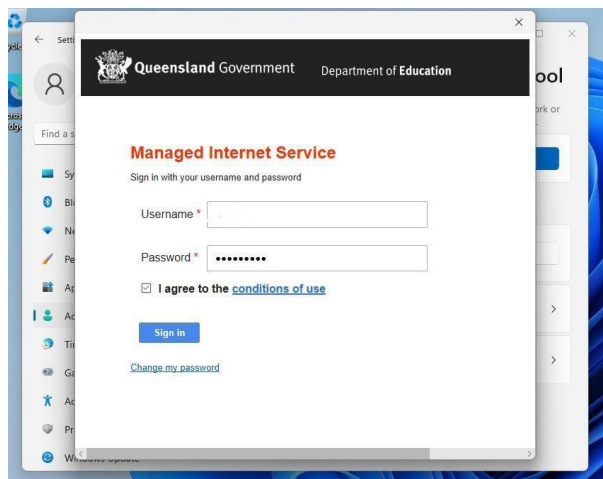
Then select **Connect**.

Step 5



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

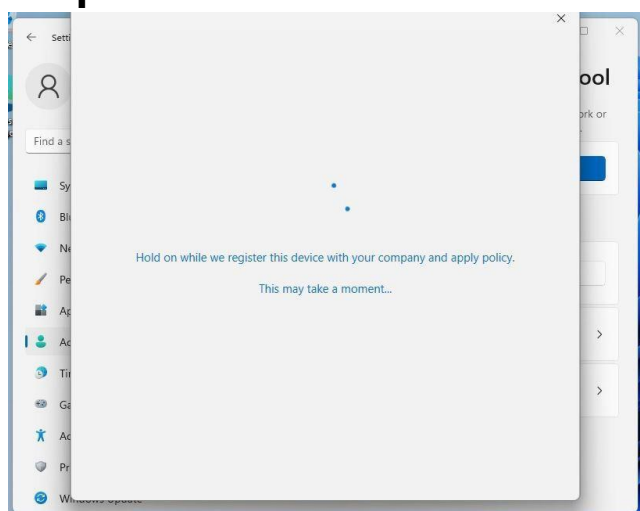
Step 6



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

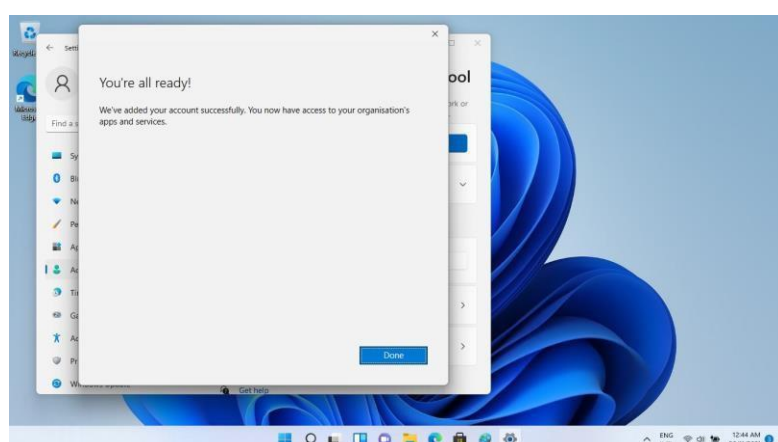
If not, please enter your username, password, accept the terms and conditions, and **Sign in**.

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.

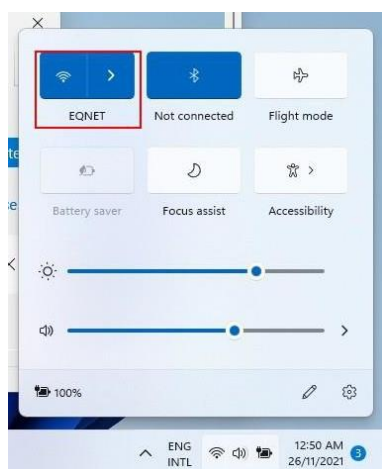
Step 8



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, then restart your device. Your device might request a password change upon reboot.



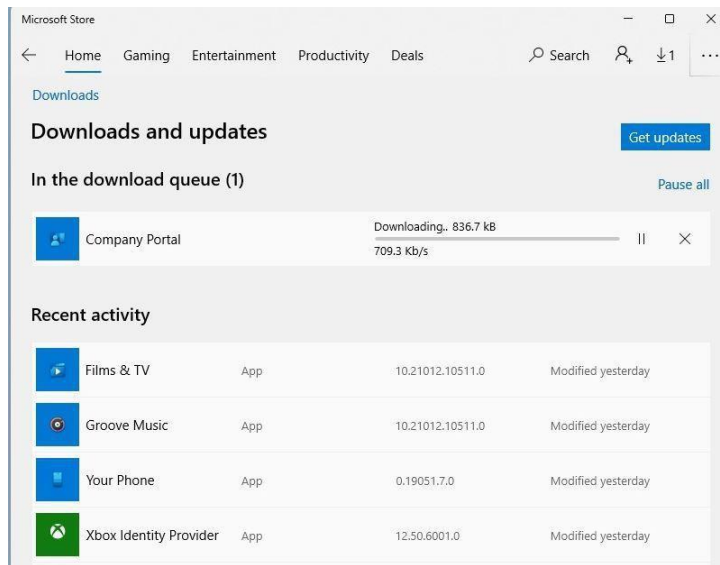
After reboot, make sure your device is connected to the **EQNET** WiFi network. This will happen automatically, and no username / password is required.

After 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 any apps the school has recommended.

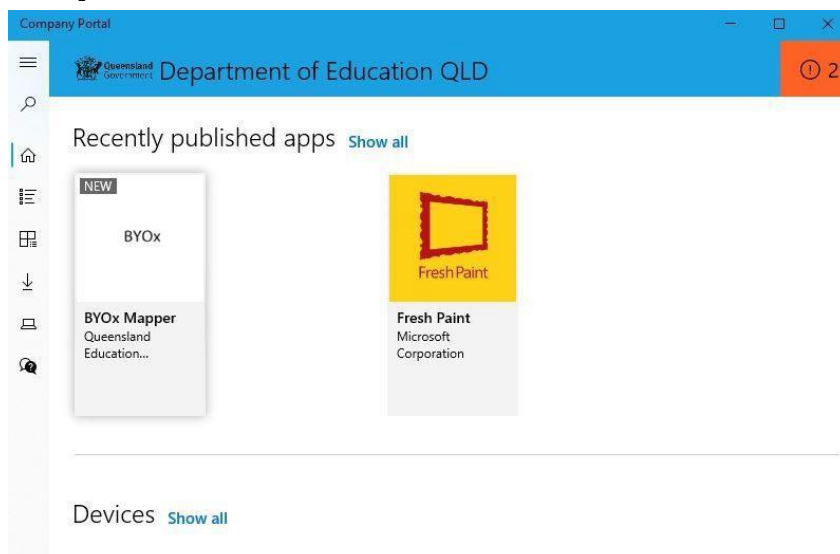
How to install an app

Step 1



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

Step 2



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

Click on the **icon** of the required application and then press the **install** button to download and install the required app.

How to set up printing

To configure printing, please follow the guide that is available on the [student intranet site](#). The process for installing the school's network printer queue can only be completed while at school.

Important Links

It is suggested that you save the below link to your favourites to allow for easy access to school resources

Student Intranet - <https://qedu.sharepoint.com/sites/2040/student/>

How to install Microsoft Office 365 Apps

Step 1

Navigate to <https://portal.office.com/account>

Step 2

Sign in using your DoE email account:

username@eq.edu.au

Step 3

You will be prompted for your username and password on the online authentication page. **Type** your username and password, **tick** the box to agree to the conditions of use, and **click** "sign in"



Queensland Government

Department of Education

Sign in

Username

username

Password

.....

☒ I accept the conditions of use

Sign in

[Forgot password?](#)

[Change password](#)

Conditions of use

The Department of Education network (the network) is provided only to authorised users and only for official schooling and work purposes.

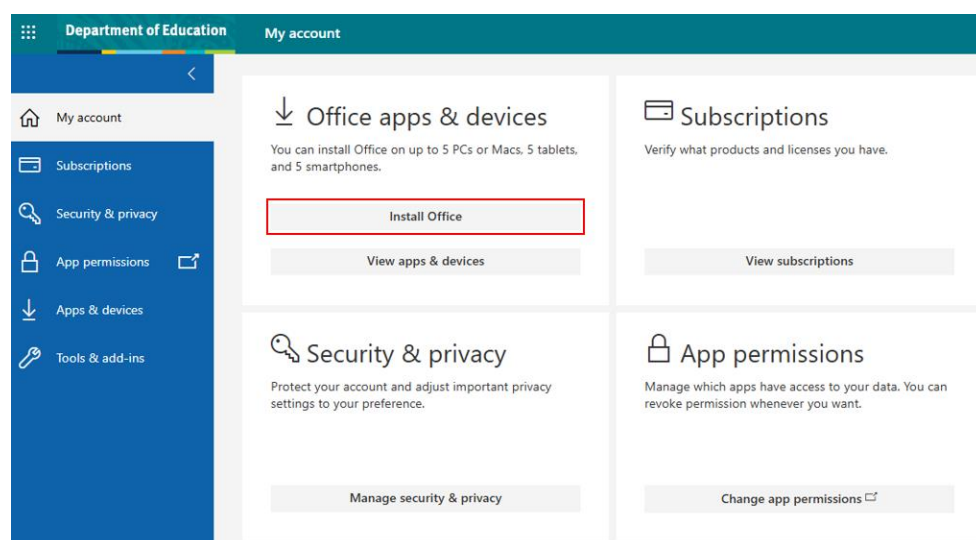
Your use of the network (including internet and email) is logged, may be monitored, and where potentially unlawful conduct is detected, referred to law enforcement agencies.

Students - please refer to the Student Code of Conduct for your obligations and the consequences of non-compliance, or ask your teacher for more information.

Staff - you must comply with the Code of Conduct, Standard of Practice and department policies and procedures. You must not access systems or use information if you are not authorised to do so. You must not access records for personal interest. Unauthorised access and misuse of information may result in you being charged with an offence, e.g. under section 408E of the Criminal Code (Qld), and disciplinary and professional consequences (such as loss of employment and cancellation of registration).

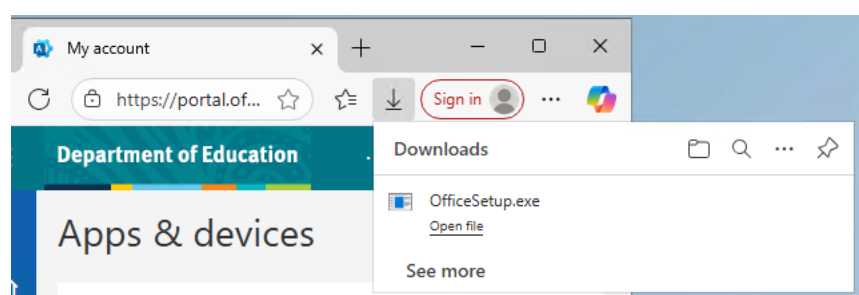
Step 4

Under "Office apps & devices" **click** "Install Office"



Step 5

A file will download titled "OfficeSetup.exe"

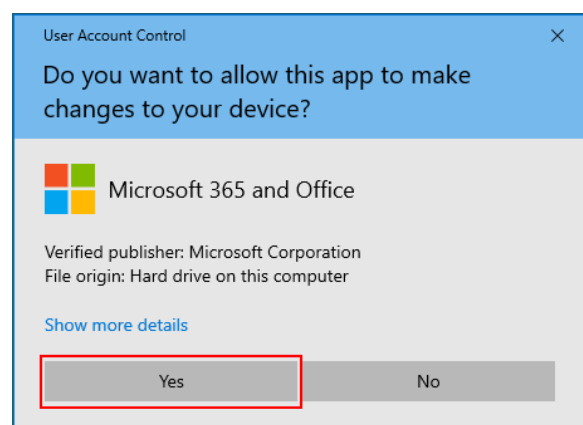


Step 6

After the download has completed, **open/run** the file

Step 7

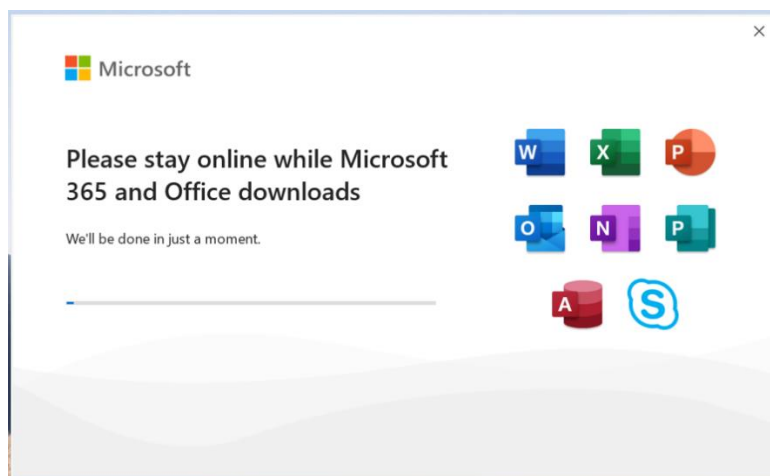
You will be prompted with a message to make changes to you computer. **Select** 'Yes'



Step 8

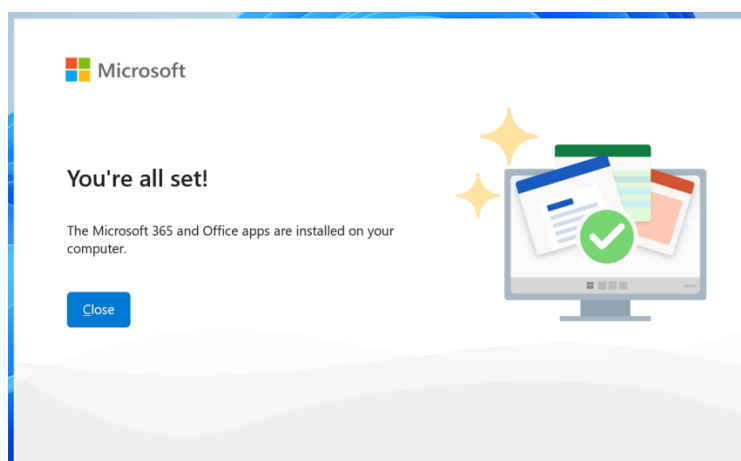
Office 365 will now start to download and install on your computer, wait for this to finish

Please note: The Microsoft Office 365 apps are approx. 4-6GB and may take a while to download depending on your network speeds



Step 9

Once finished, click 'Close' and restart your computer to ensure all changes have applied successfully



Your Microsoft Office 365 apps are now ready for you to use. Please note that this software will only remain active while you have a valid enrolment with the Queensland Department of Education.