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, please have ready the email address (School username@eq.edu.au) 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 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.
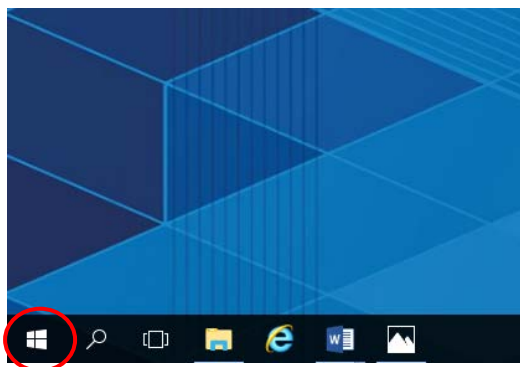
If the installation fails at any time, please re-open the Intune app and try again.

A video is available on the Gympie State high School click on "Facilities", then "Computers and Technology" and lastly "Enrol your BYO device from home" or type this into your browser

https://gympieshs.eq.edu.au/facilities/computers-and-technology/enrol-your-b-y-o-device-from-home
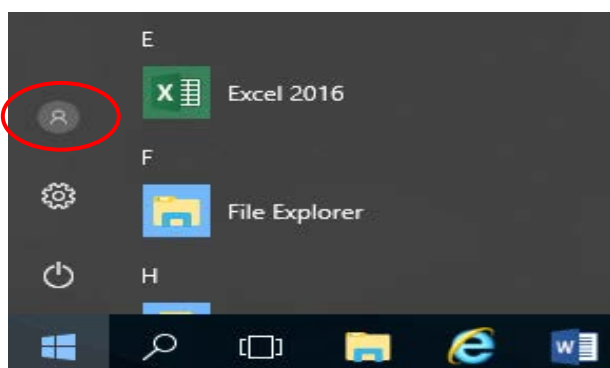
How to install Intune

Step 1

Connect to the internet and select the **Windows icon** at the bottom left hand corner of your screen.
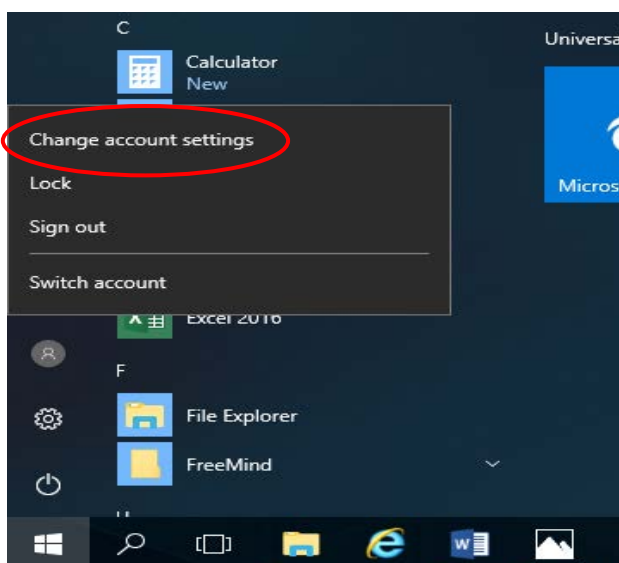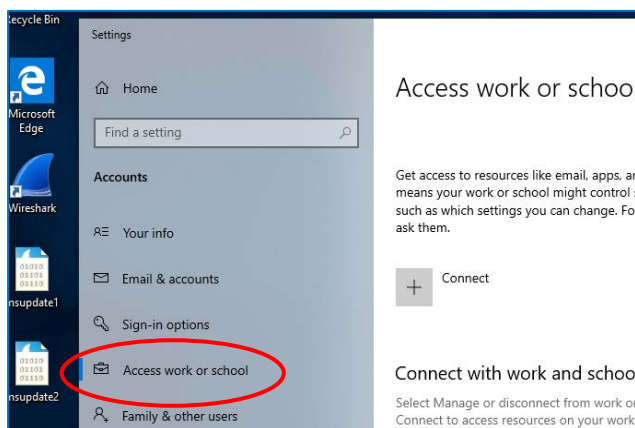
Step 2

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

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

Step 6
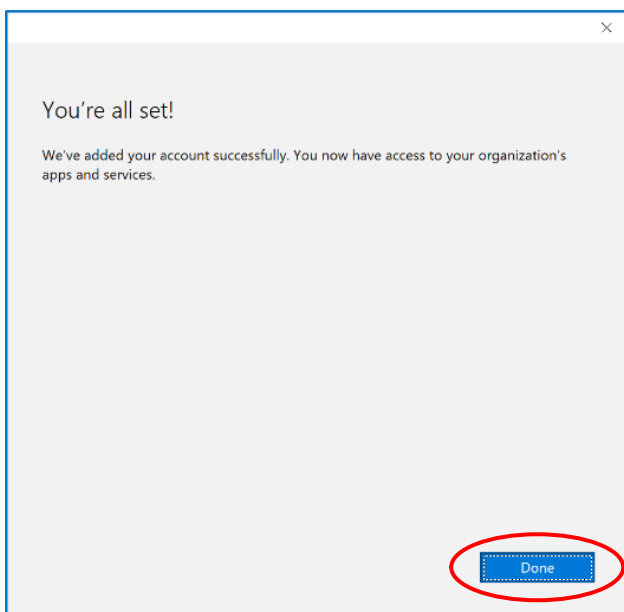

The username may appear in the Username field in the Managed Internet Service screen.

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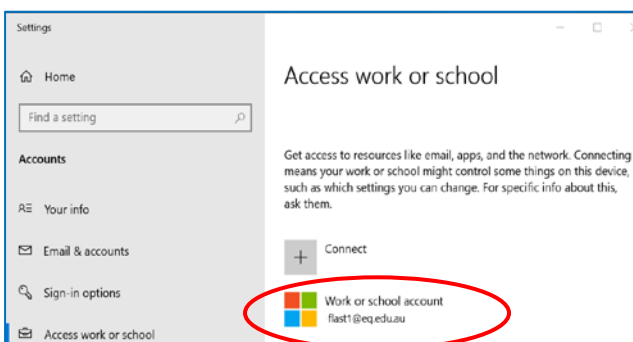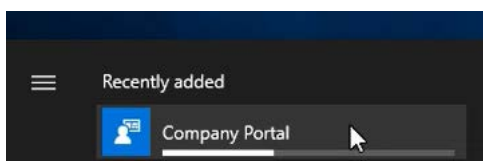
Step 7

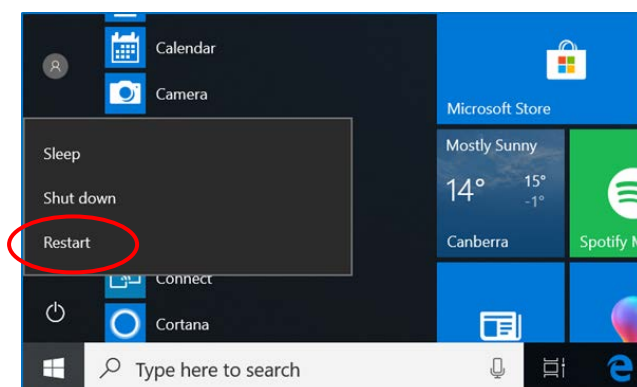Please select **Done**.

Step 8

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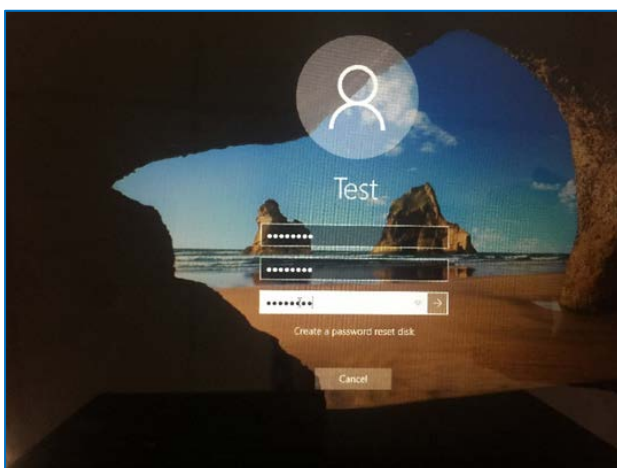
Step 9

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**.
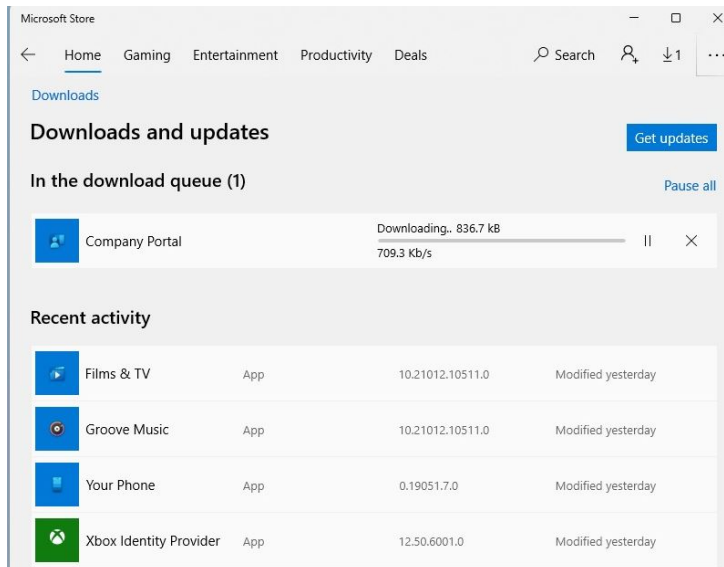
Step 11

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. 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.
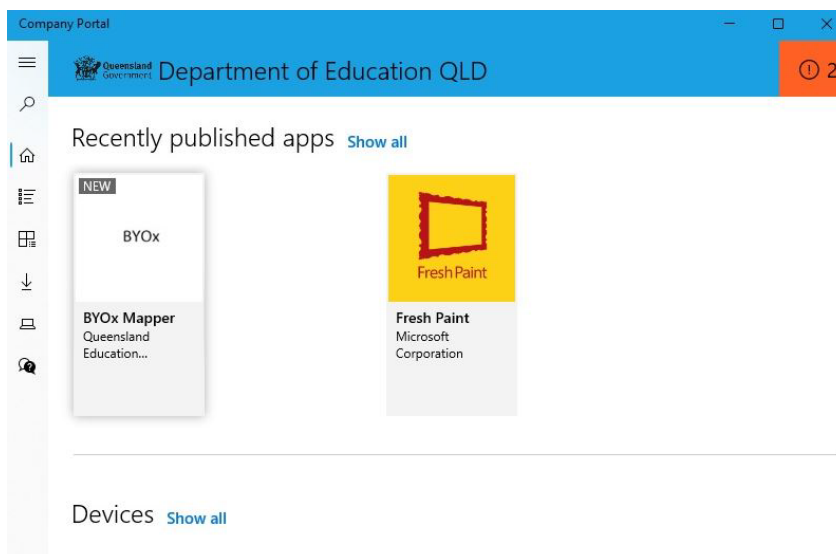
How to install an app

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'.
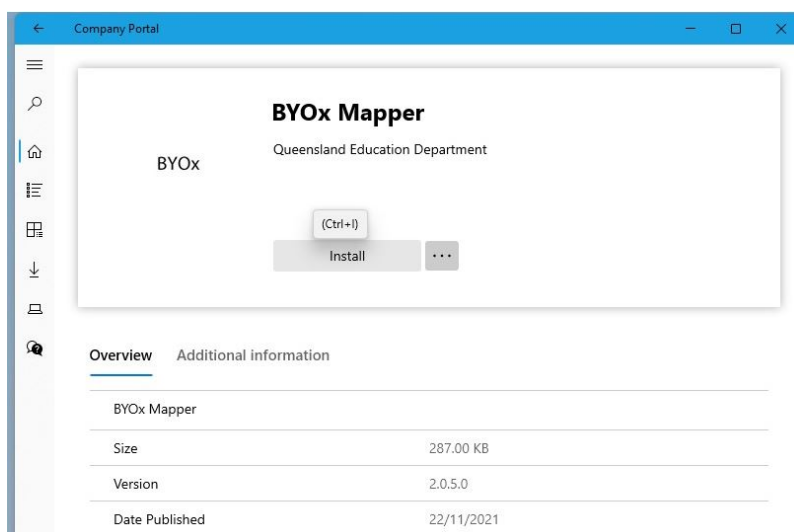
Step 2

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

Step 3

At Gympie State High School we recommend to install **BYOx Mapper** .

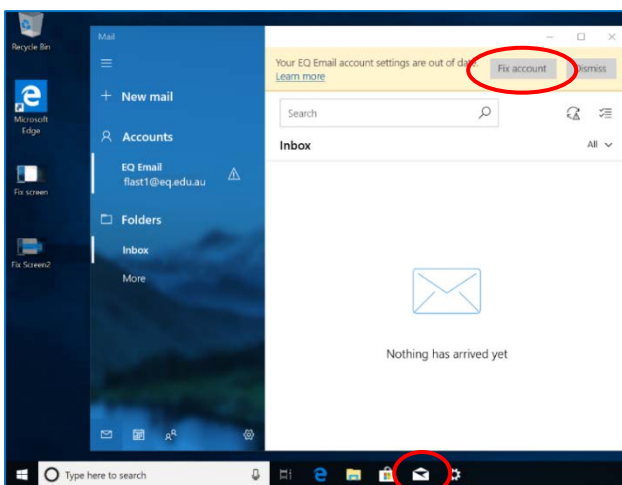Click on the App Icon and then the Install button to download and install the app.

BYOx mapper is need to access G:

and H: drives as well as the schools

printers. It must be run every time

after you restart your laptop at the

school.

Next, you can set up your school mail account.

How to set up mail

Step 1

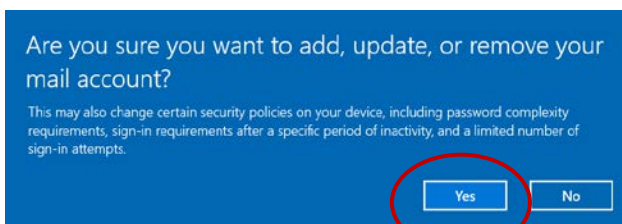Open your mail app by selecting the **mail icon** at the bottom of the screen. You will see your school EQ Email account listed.

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 your school for assistance.