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.

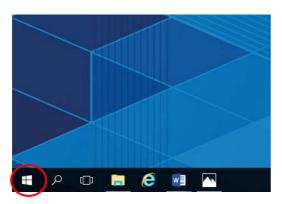
These instructions are for Windows 10.1607 and above. You may find some of the screens look different to the ones provided here if you have an older version of Windows or there are changes made to Intune.

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

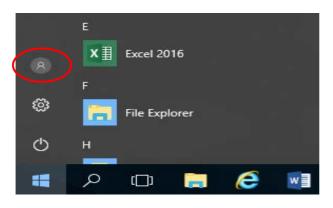
How to install Intune Step 1



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

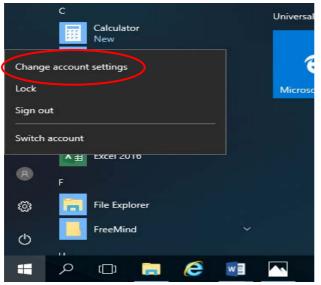






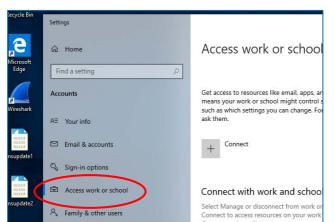
Select the person icon.

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.





Microsoft account
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

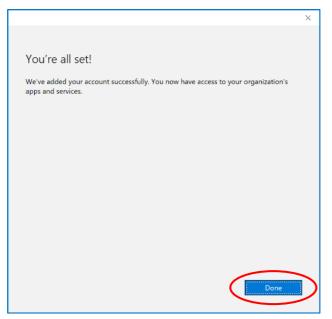
Queenslan	d Government	Department of Educa	tion
Managed	Internet Serv	ice	
Sign in with your us	sername and password		
Username *	flast1		
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Sign in Change my passwe	>	ise and privacy statem	<u>ent</u>

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**.

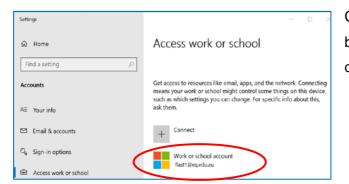






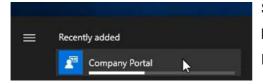
Please select Done.

Step 8



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

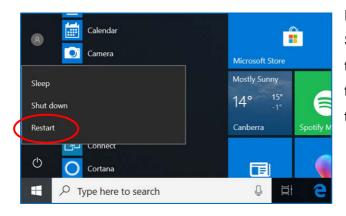
Step 9



Select the Windows icon at the bottom left-hand corner. Wait for the Company Portal app to install.

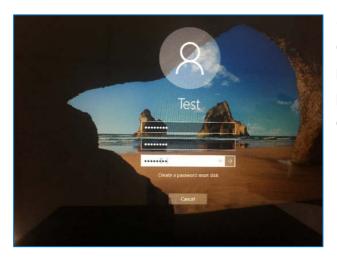






Please restart your device. Select the **Windows icon** at the bottom left-hand corner, then the **power symbol** and then **restart**.

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

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Groove Music	Арр	10.21012.10	0511.0 Modified	yesterday			
Your Phone	App	0.19051.7.0	Modified	yesterday			
Xbox Identity Provider	Арр	12.50.6001.	0 Modified	yesterday			

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

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2 2	BYOx Mapper Queensland	Fresh Paint Microsoft	
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Open the Company Portal App from the Start Menu. Select **Show all** to see the apps your school has made available to you.





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	BYOx Mapper		
	Size	287.00 KB	
	Version	2.0.5.0	
	Date Published	22/11/2021	

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.

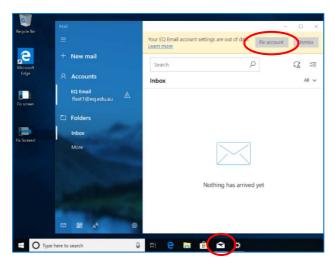
Next, you can set up your school mail account.





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

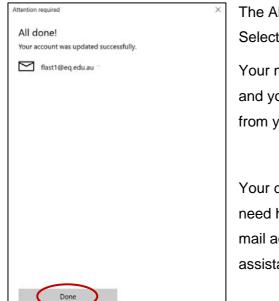
where it has taken up to a day to process. Please select **Fix Account**.

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.



