

# Getting your BYO device ready for school

## Windows version

Intune is a secure mobile management system that allows you to use school Wi-Fi, email, learning applications and websites on personal devices.

These instructions will show you how to enroll a BYO Windows device into Intune and install. This process may take up to 15 minutes to complete.

**Prior to setup begin, please make sure you have Education QLD email address (School Account) and UpToDate password is ready.**

Setup is consists of 2 phases

1. Setup School Account
2. Install Company Portal App

**Please note:** If you have any problems with installing Intune or using it afterwards, please contact your school for assistance.

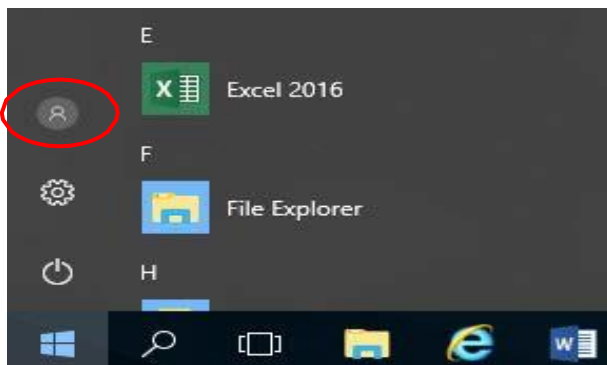
## Setup School Account

### Step 1



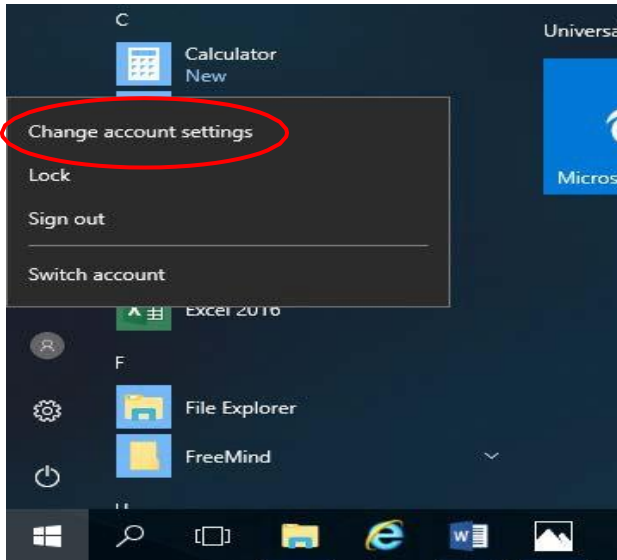
Connect to the internet and select the **Windows icon** at the bottom left hand corner of your screen.

### Step 2



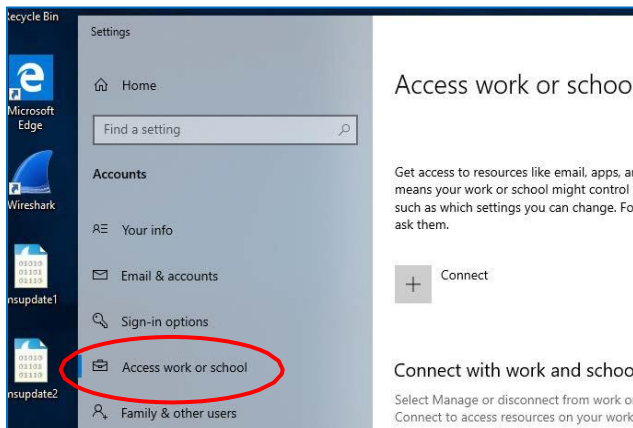
Select the **person icon**.

### Step 3



Select **Change account settings**.

### Step 4

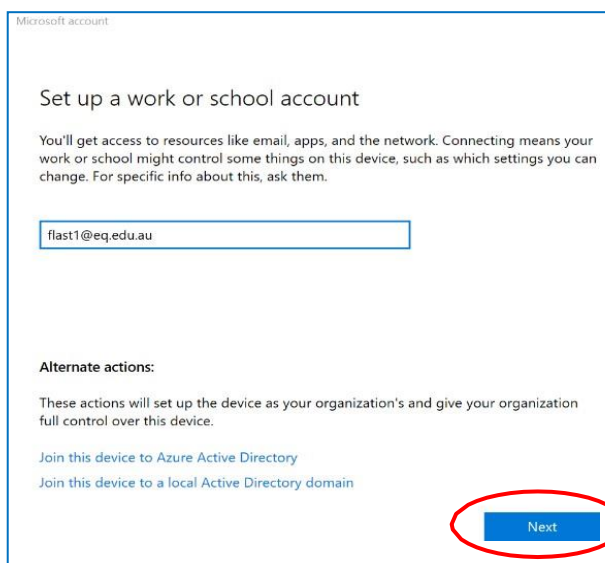


Select **Access work or school**.

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

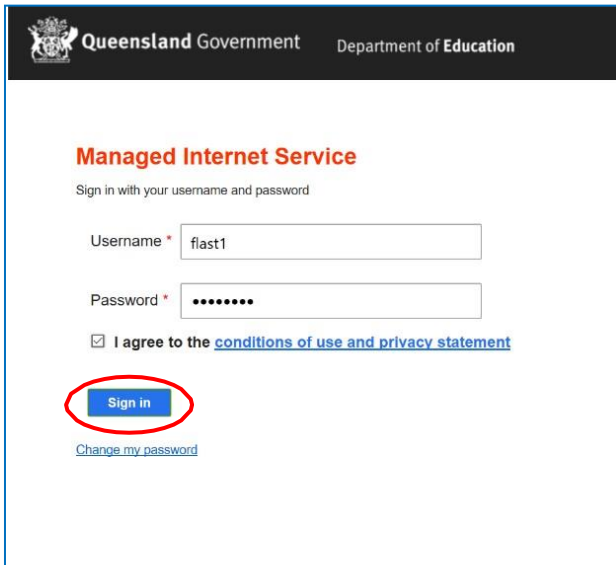
Then select **Connect**.

### Step 5



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

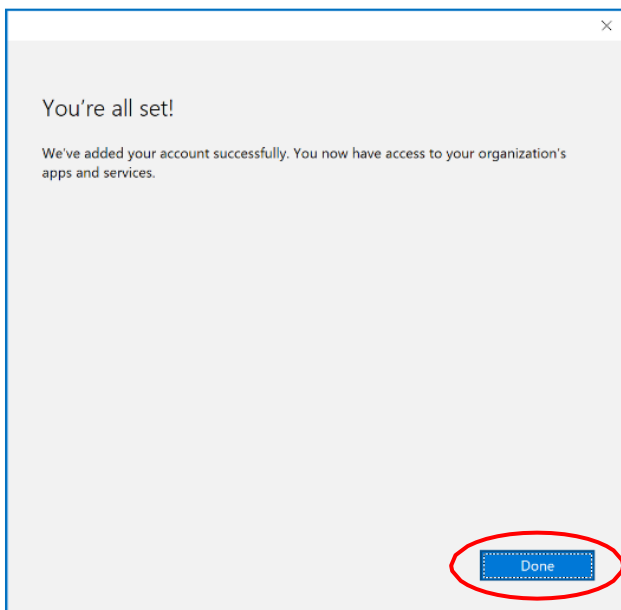
## Step 6



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

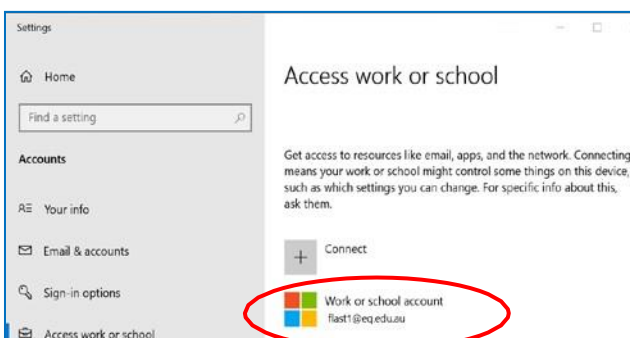
If not, please enter your username, password, accept the terms and conditions, and **Sign in**.

## Step 7



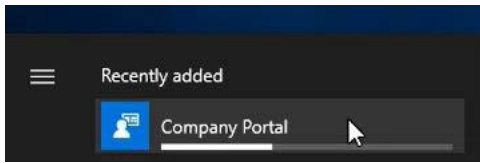
Please select **Done**.

## Step 8



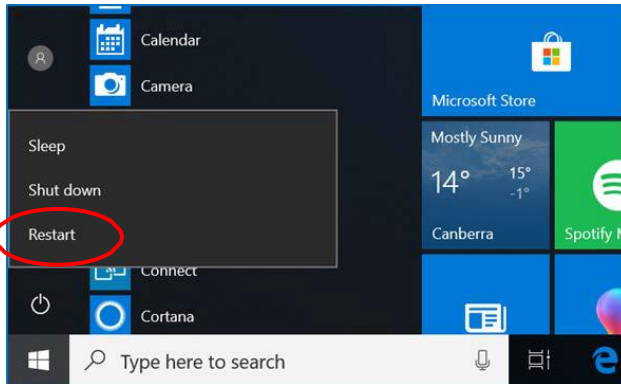
Check your account has been added. Your account details will be displayed.

### Step 9



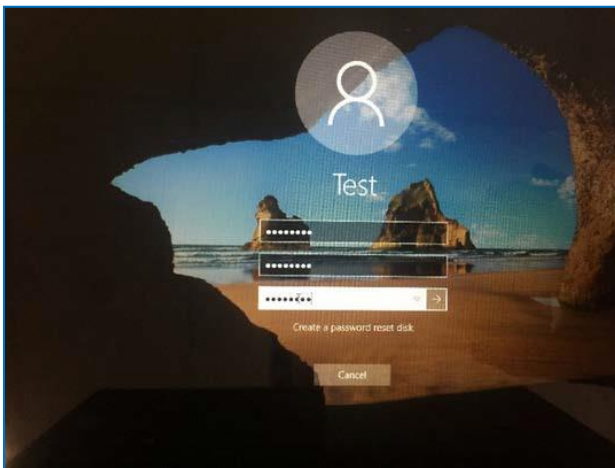
Select the Windows icon at the bottom left-hand corner. Wait for the Company Portal app to install.

### 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.

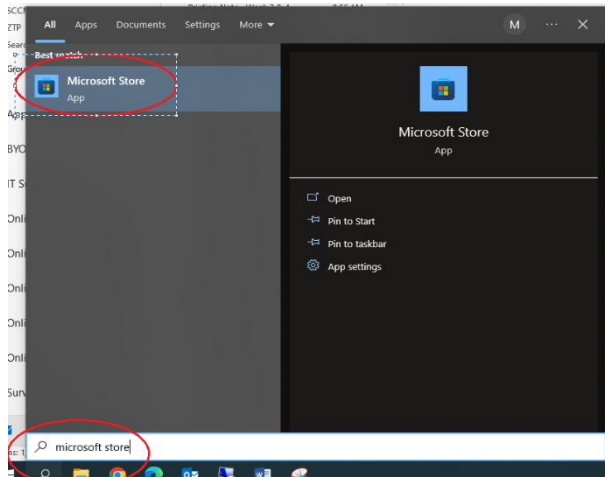
When your device has restarted, the Intune set up is completed. It may take up to 15 minutes to finish installing. You can use your device in the meantime but please keep it connected to the internet.

### Note:

If you're unable to find the **Company Portal App**, please see page 4,5 to manual installation of Company Portal App.

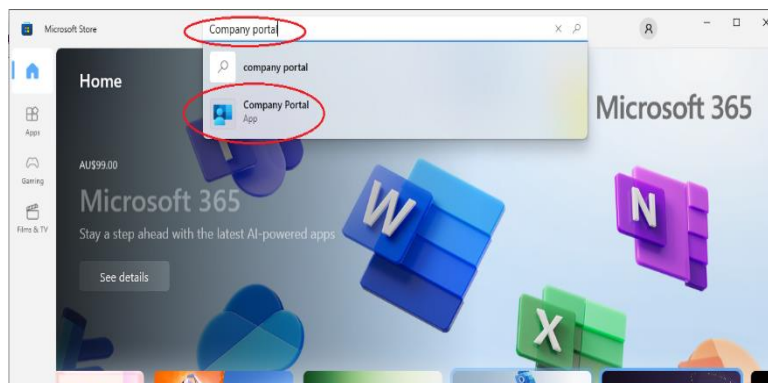
# Install Company Portal App

## Step 1



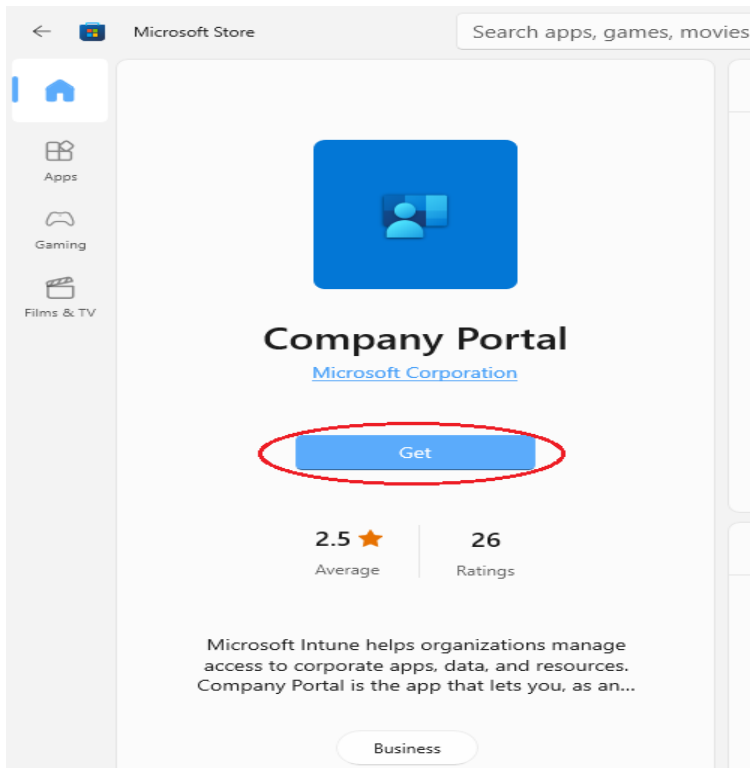
To open the **Microsoft Store** app, please enter **Microsoft Store** on search bar located at bottom left corner of your screen and select **Microsoft Store**

## Step 2



On Microsoft Store app, enter **Company Portal** on search bar. Select **Company Portal**

### Step 3

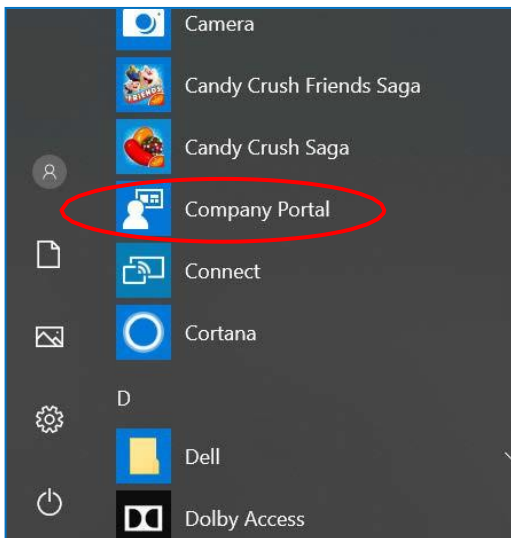


On search result window, Click on **Get**.

**Note:**

Please allow download and install the **Company Portal** App. Time will vary depending on strength of your internet connection.

### Step 4



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

**Note:**

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

END