

BYOxLink – How to guide

# Enrol your BYO Windows 11 device into Intune

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 11 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 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.

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

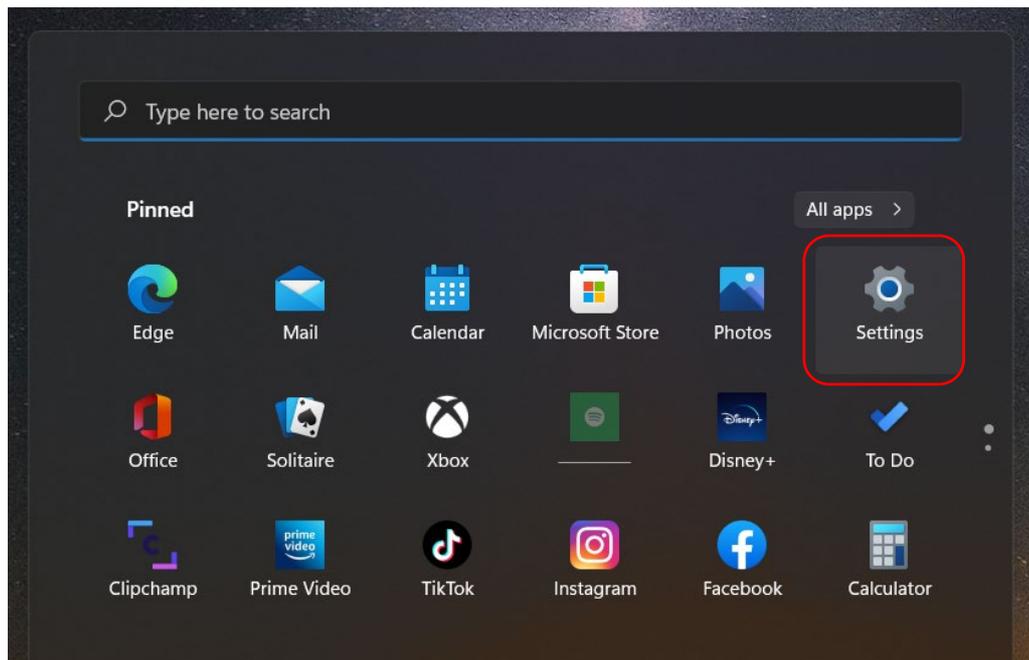
**Your email address is your MISID@eq.edu.au**  
e.g djone123@eq.edu.au

## Step 1. Install Intune

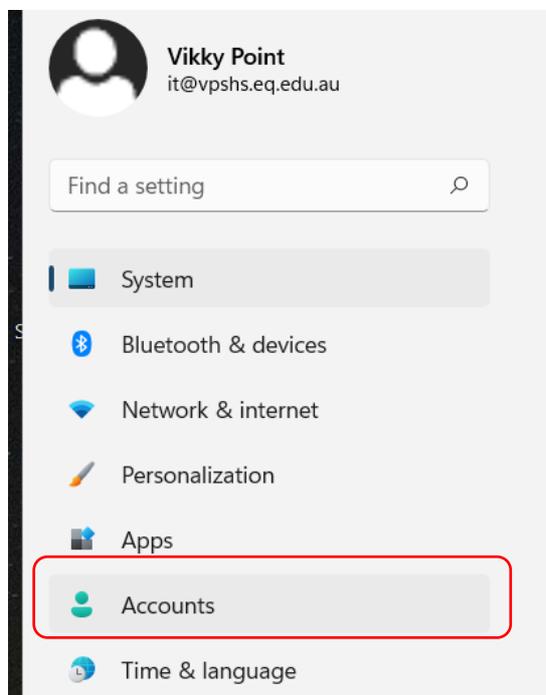
- a. Connect to the internet and select the **Windows icon** at the bottom centre of your screen.



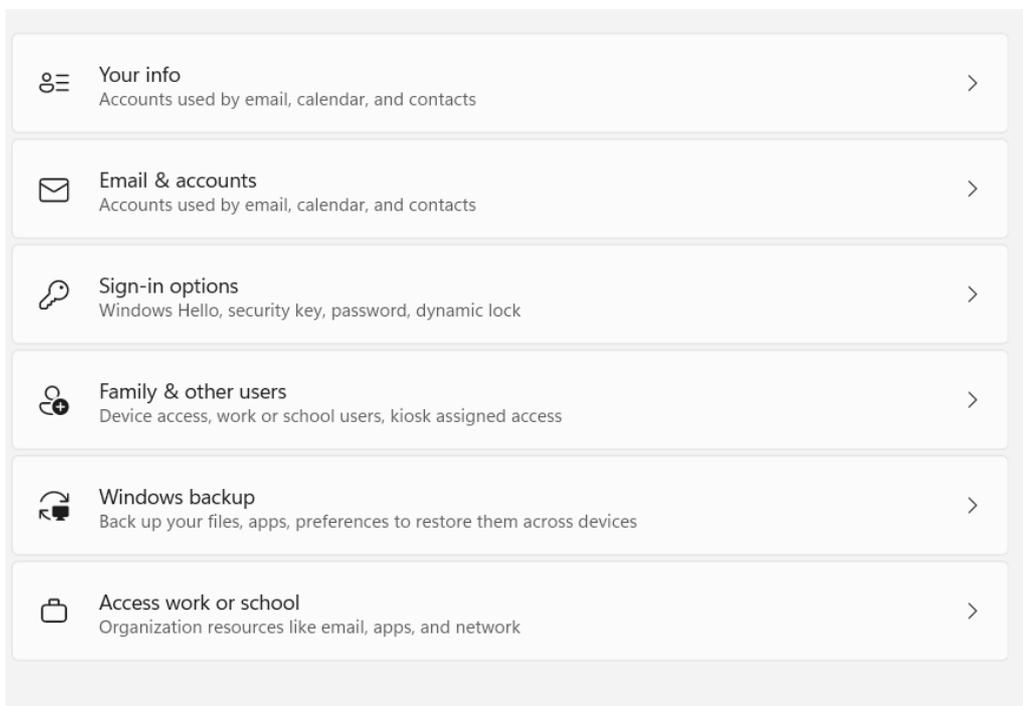
b. Select the **settings** icon.



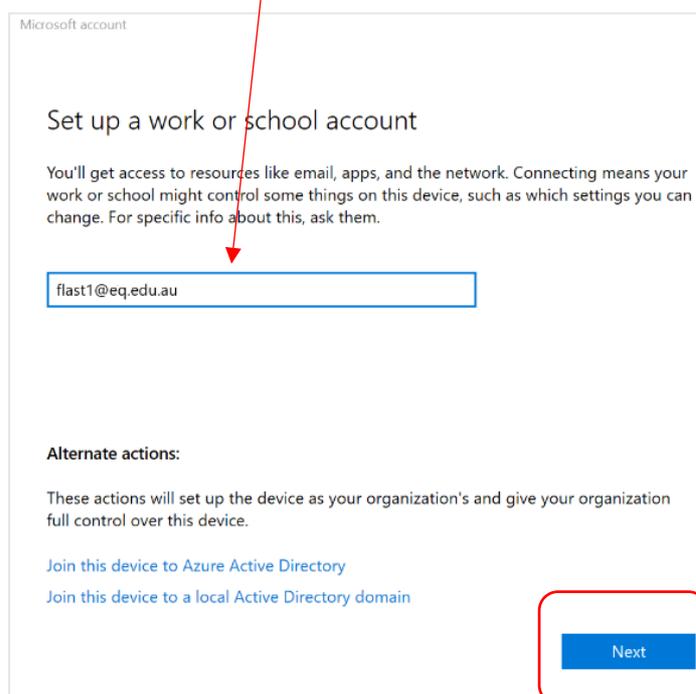
c. Select **Accounts**.



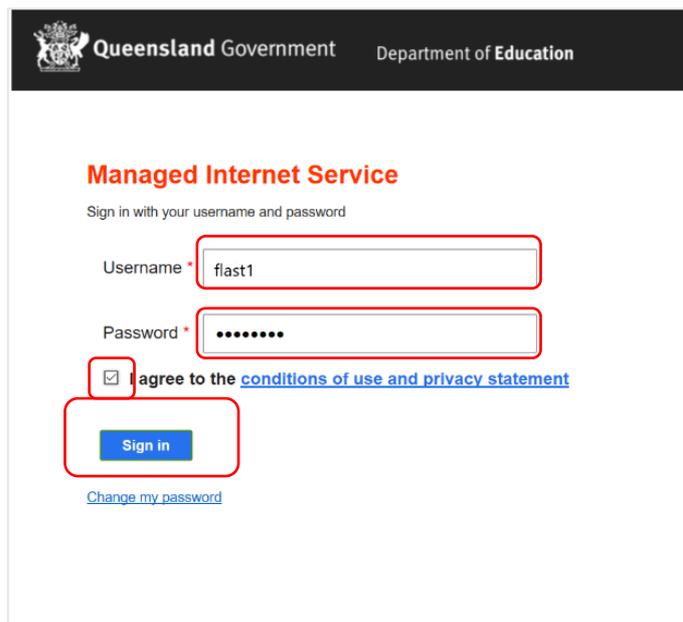
- d. Select **Access work or school**. If your account is already listed, select it and then select **Disconnect**. Then select **Connect**.



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

A screenshot of the Microsoft account setup screen. The title is 'Set up a work or school account'. Below the title, there is a paragraph of text: '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.' Below the text is a text input field containing the email address 'flast1@eq.edu.au'. A red arrow points from the top of the page down to the input field. Below the input field, there is a section titled 'Alternate actions:' with two links: 'Join this device to Azure Active Directory' and 'Join this device to a local Active Directory domain'. At the bottom right of the screen, there is a blue 'Next' button, which is highlighted with a red rounded rectangle.

- f. 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**.



Queensland Government Department of Education

### Managed Internet Service

Sign in with your username and password

Username \* flast1

Password \* .....

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

[Change my password](#)

**Sign in**

Note: Do not use a Microsoft account

- g. Please select **Done**.



×

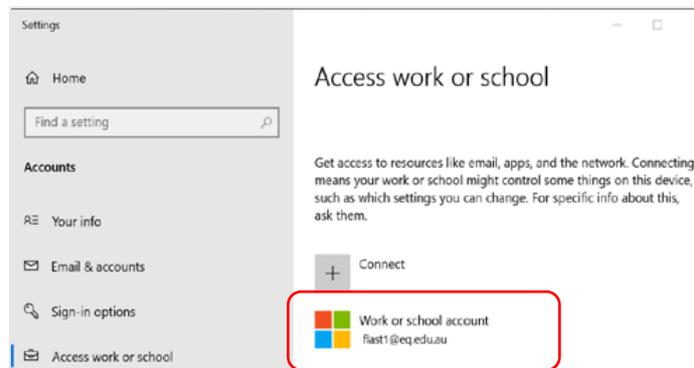
You're all set!

We've added your account successfully. You now have access to your organization's apps and services.

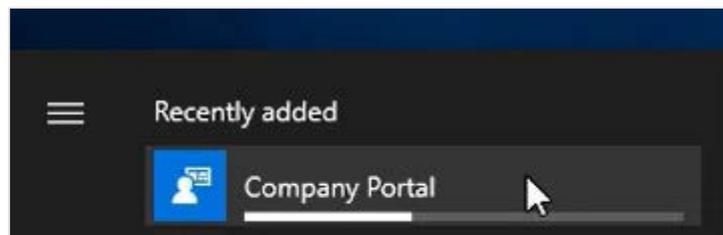
Done



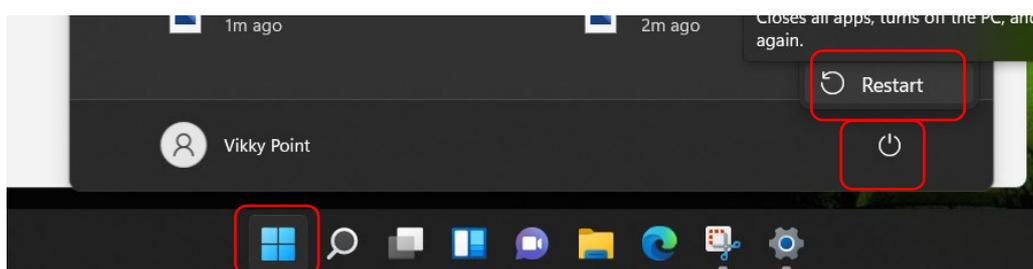
- h. Check your account has been added. Your account details will be displayed.



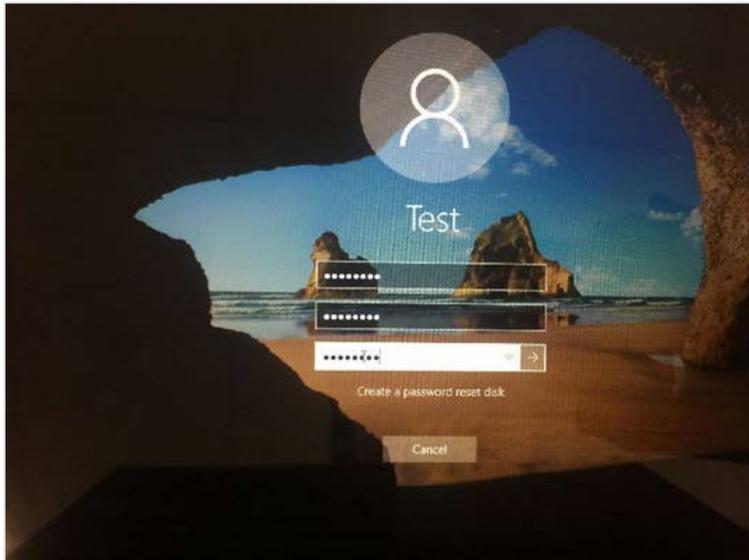
- i. Select the **Windows icon** at the bottom center of the screen. Wait for the Company Portal app to install.



- j. Please restart your device. Select the Windows icon at the bottom center, then the power symbol and then restart.



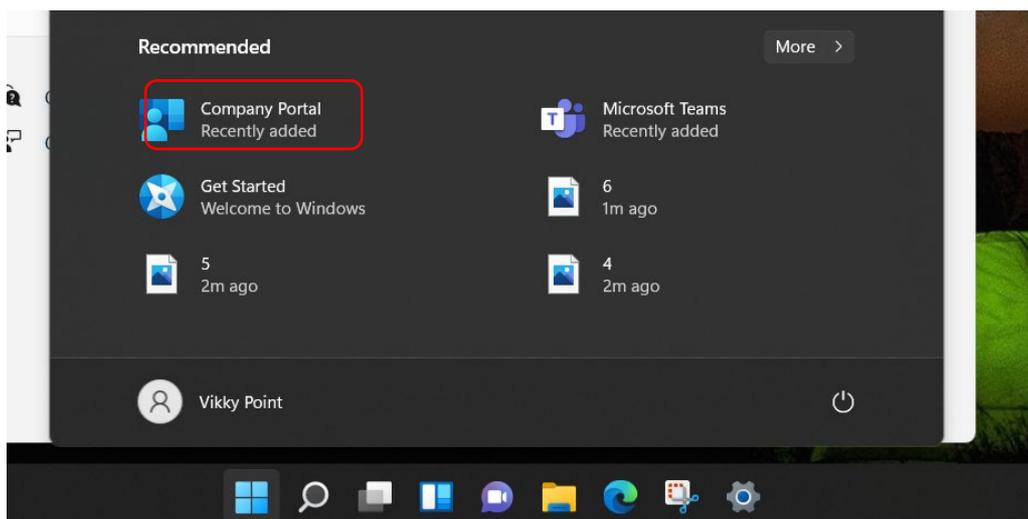
- k. Settings will differ for everyone and you may be prompted to change your password. If you are, please do so.



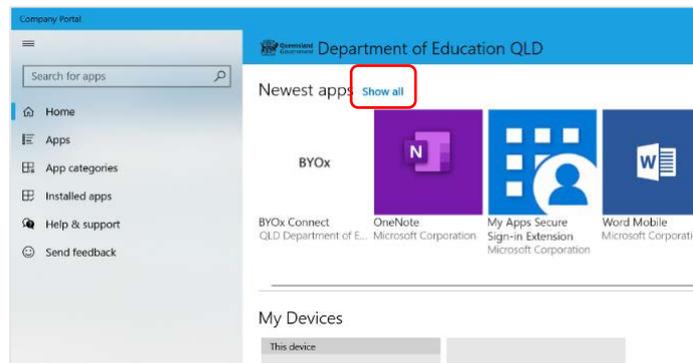
When your device has restarted, the Intune set up is completed. It may take up to 15 minutes to finish installing. You can use your device in the meantime but please keep it connected to the internet.

## Step 2. Install apps

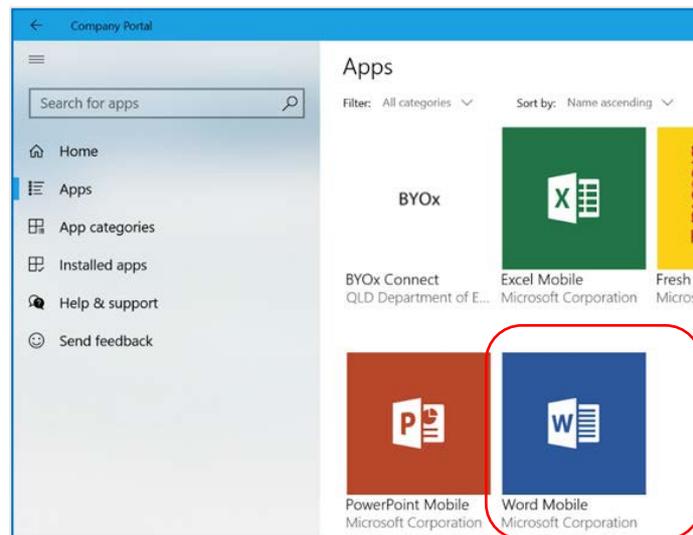
- a. Select the **Windows icon** at the bottom center of the screen, and then open the Company Portal application. If requested, sign in with your school user name and password.



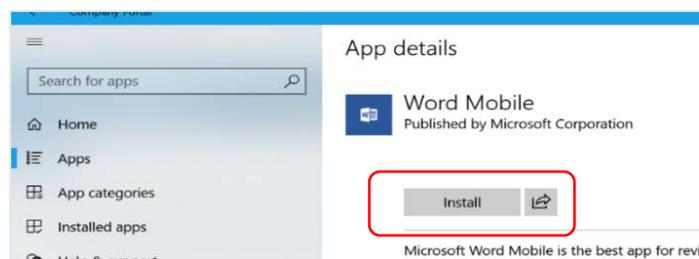
- b. Select **Show all** to see the apps your school has indicated you require.



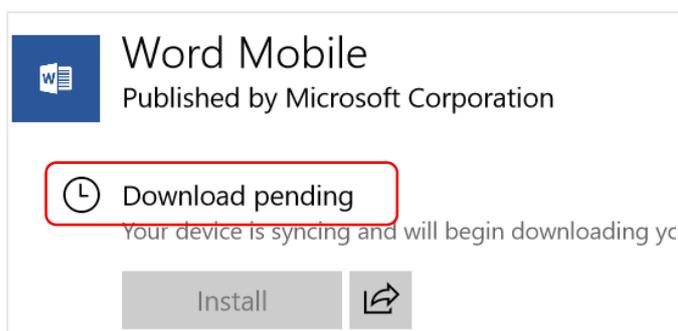
- c. Select an app to install. In this example, we will use Word Mobile.



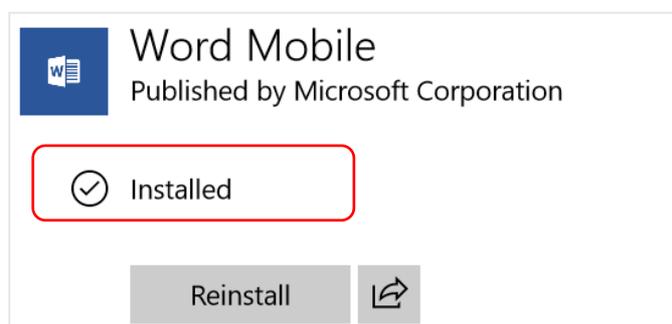
- d. Select the **Install** button.



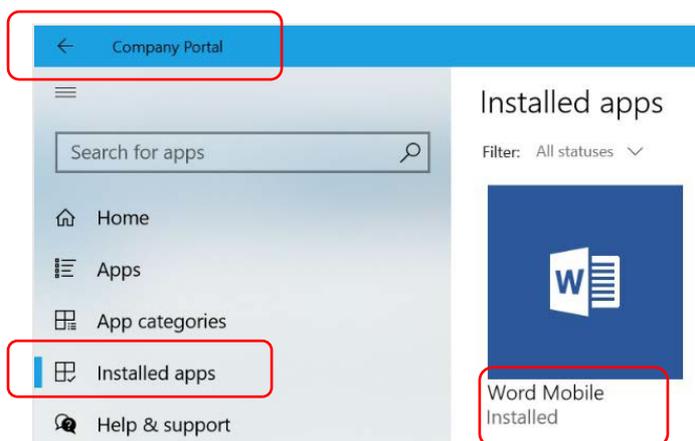
- e. A downloading message will be displayed during installation.



- f. The app has finished installing.

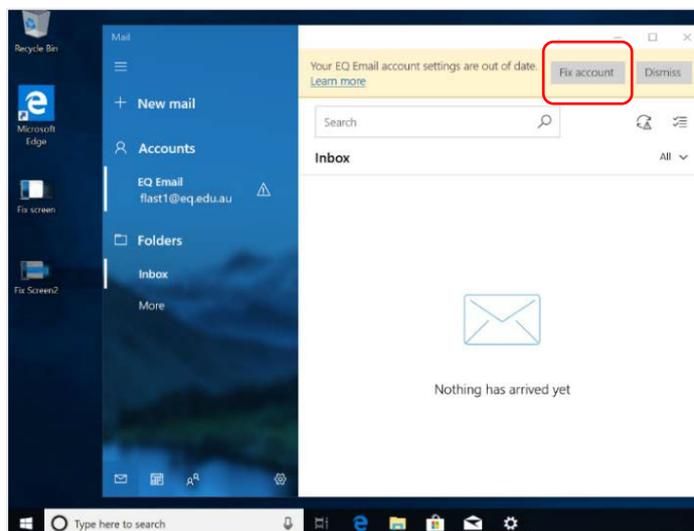


- g. To check your app has installed, select **Installed apps** and see it in the list. Click the back arrow Company Portal to install additional apps, repeating steps b to g.

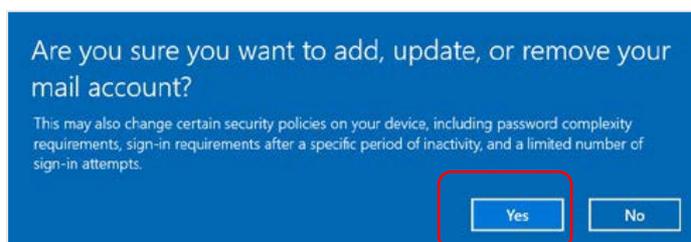


### Step 3. Set up your mail account

- a. 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. Please select **Fix Account**.



- b. A message will then confirm if you want to make changes to your mail account, select **Yes**.



- c. 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.



# EQGUEST - How to guide

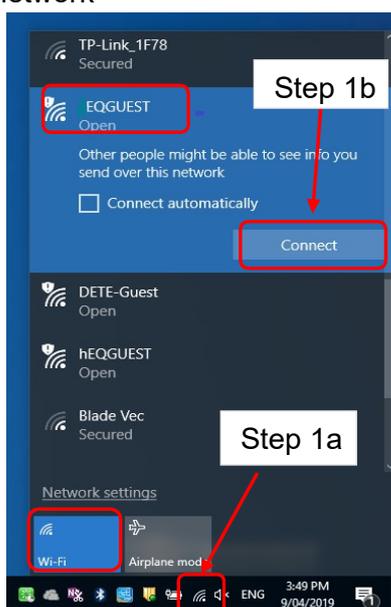
## Use guest Wi-Fi service to connect a visitor's Windows device

This document explains how to connect a visitor's Windows device to the school guest Wi-Fi network (EQGUEST). The connection is limited to the filtered internet service and will be available to use for two (2) hours.

The school will provide you with a guest account logon.

### Step 1. Connect to EQGUEST Wi-Fi network

- Select the Wi-Fi  icon at the bottom right of the screen.
- Scroll the Wi-Fi networks to select EQGUEST. Select Connect. Step 2. Sign in to EQGUEST Wi-Fi network



A sign on page will be displayed.

Enter the guest account logon credentials.

Read and accept the Acceptable Use Policy by ticking the box.

Select Sign On.

You will be prompted to change the password. This must be a four (4) digit numerical pin.

A success screen will be displayed.

Sign on for guest access.

Email:

Password:

The Department of Education's information and communication technology (ICT) network is available for approved purposes only. When using the ICT network you must act at all times lawfully and in line with the rules that apply to you which includes:

- The Code of Conduct
- Department's Standard of Practice
- Public Sector Ethics Act 1994 (Qld)
- Crime and Corruption Act 2001 (Qld)
- Information Privacy Act 2009 (Qld)
- Queensland Government Chief Information Office's (QGCIO) Information security policy, framework and standards
- Departmental ICT policies and procedures.

Unauthorised access and use may result in disciplinary action being taken against you. If the department reasonably suspects you are using the ICT network in a manner that constitutes a crime, the department will refer the matter to the police.

You must not attempt to access systems for which you are not authorised, share or let others use your unique username and passwords, or disclose passwords to anyone (even in periods of absence).

I agree to the terms and conditions

