

# Intune Windows User Guide for Students

For Pilot Schools

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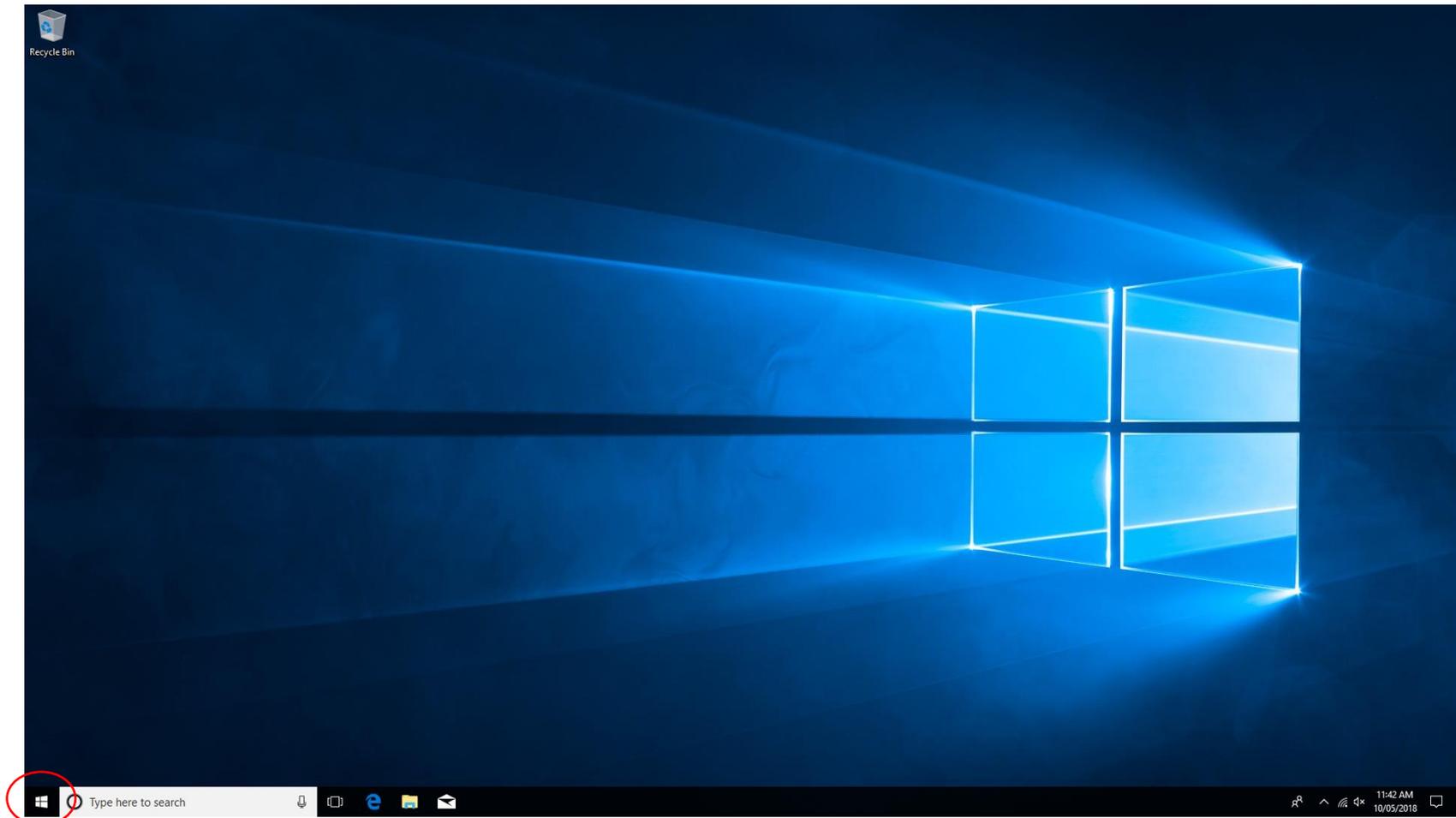
## Notes

- *Company Portal* refers to the Microsoft Intune *application*
- Ensure the student account is an administrator of the computer before performing the enrolment otherwise it will not successfully enrol. (Microsoft Family can still be enabled and is compatible with Intune)
- Enrolling a device with multiple Mobile Device Management (MDM) solutions will cause compatibility issues. If your device is enrolled with Intune, it must **not** be enrolled with any other MDM solution.
- Do not enrol a shared device as personal information (email) will be visible to other users.

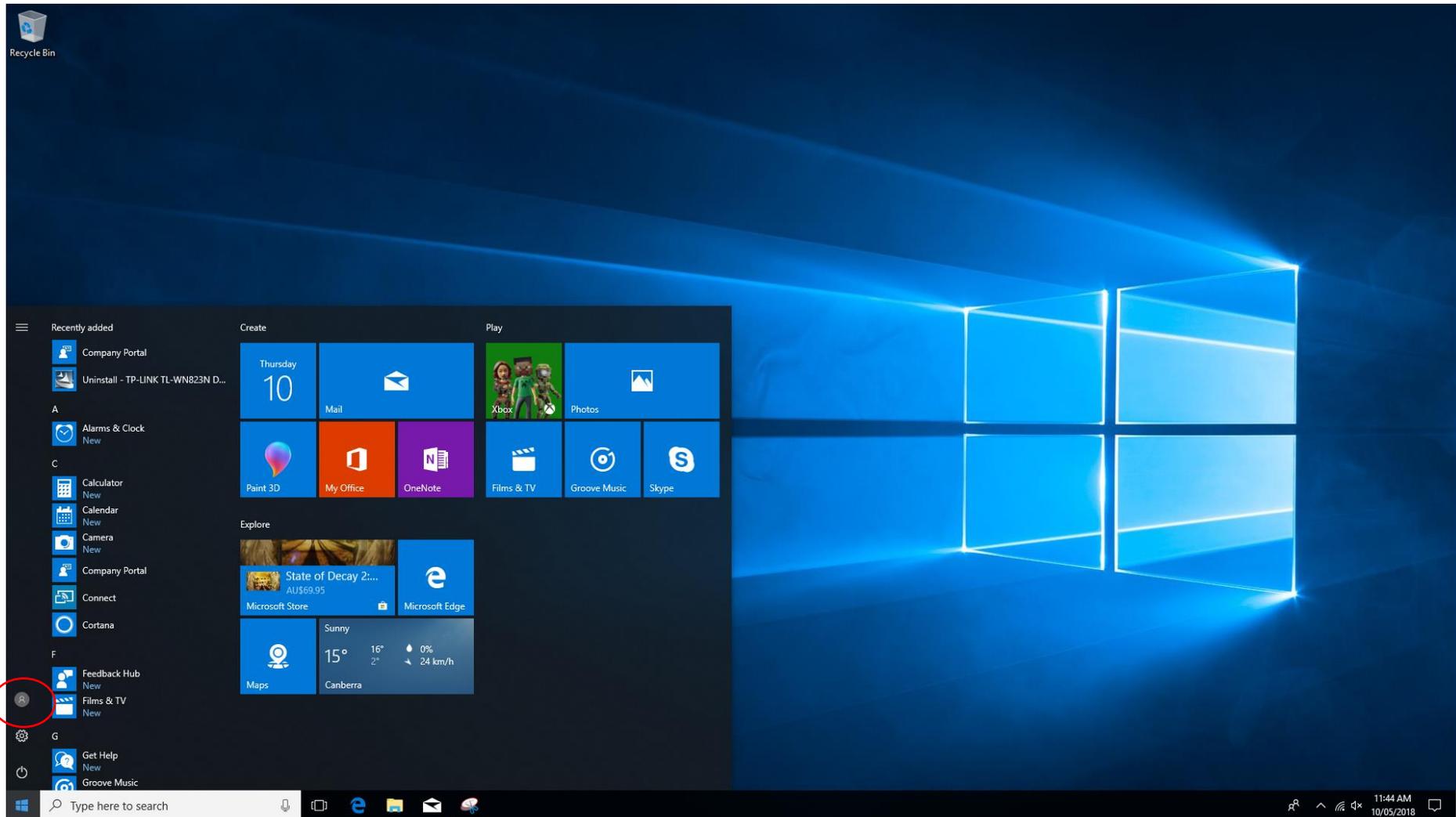


## Enrolling a Windows device

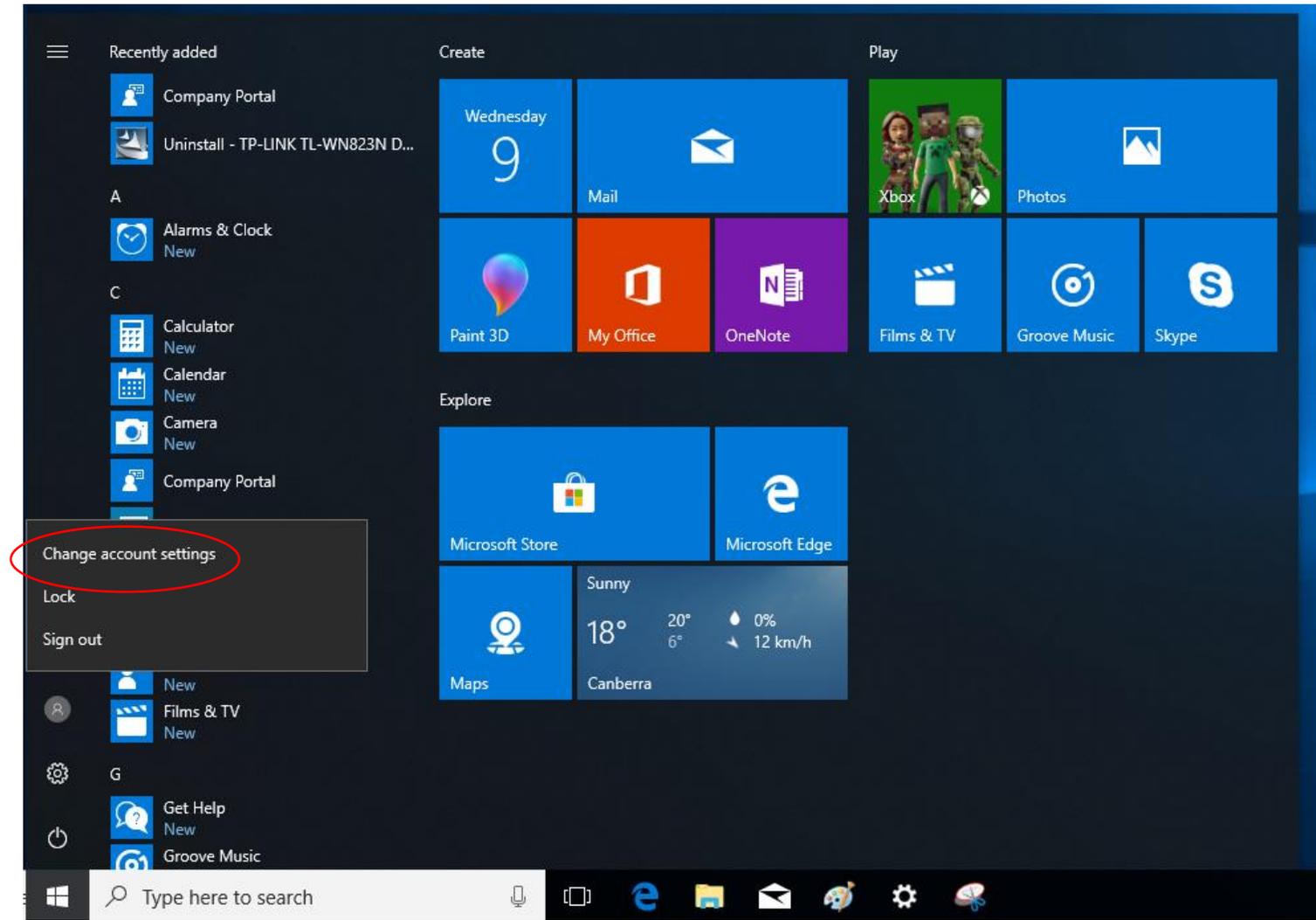
1. Select the windows icon (  ) at the bottom of the screen.



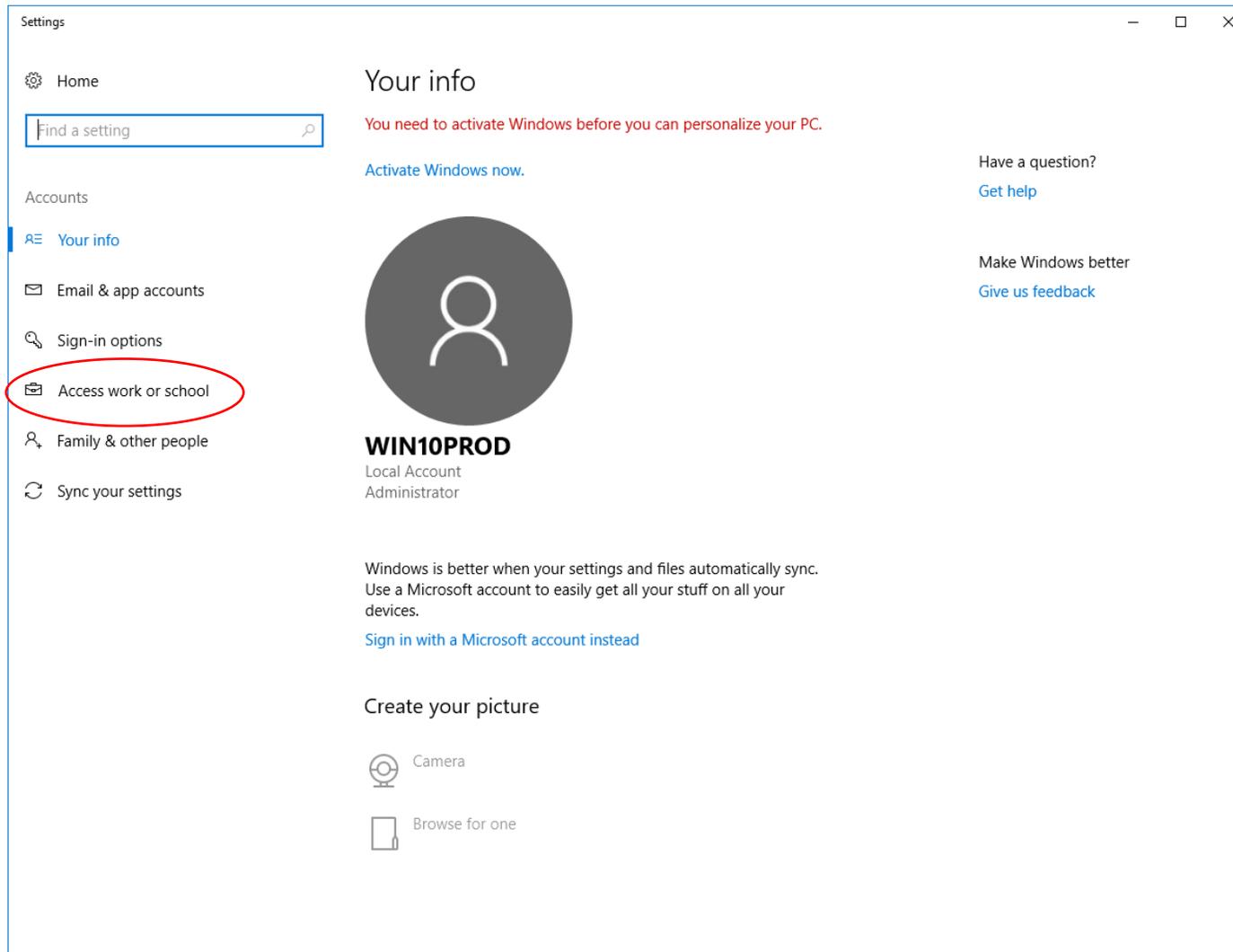
2. Select the person  icon



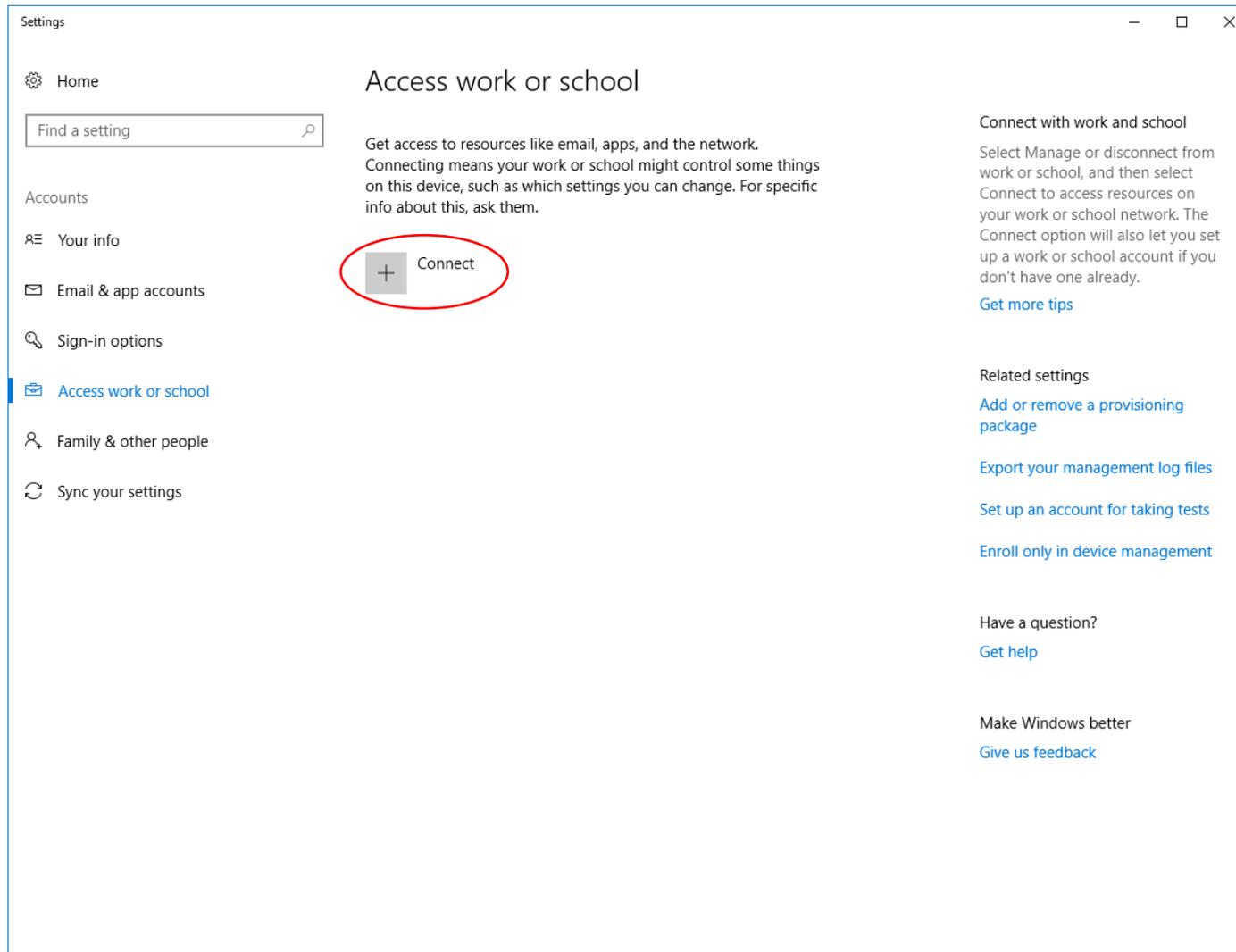
3. The list of options will be displayed. Select **Change account settings**.



4. The Account Settings page is displayed, then select **Access work or school**.



## 5. Select **Connect**.



Enter your Education Queensland @eq.edu.au email address as your work or school account, then select **Next**.

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.

 ×

**Note: Do not use a Microsoft account**

**Alternate actions:**

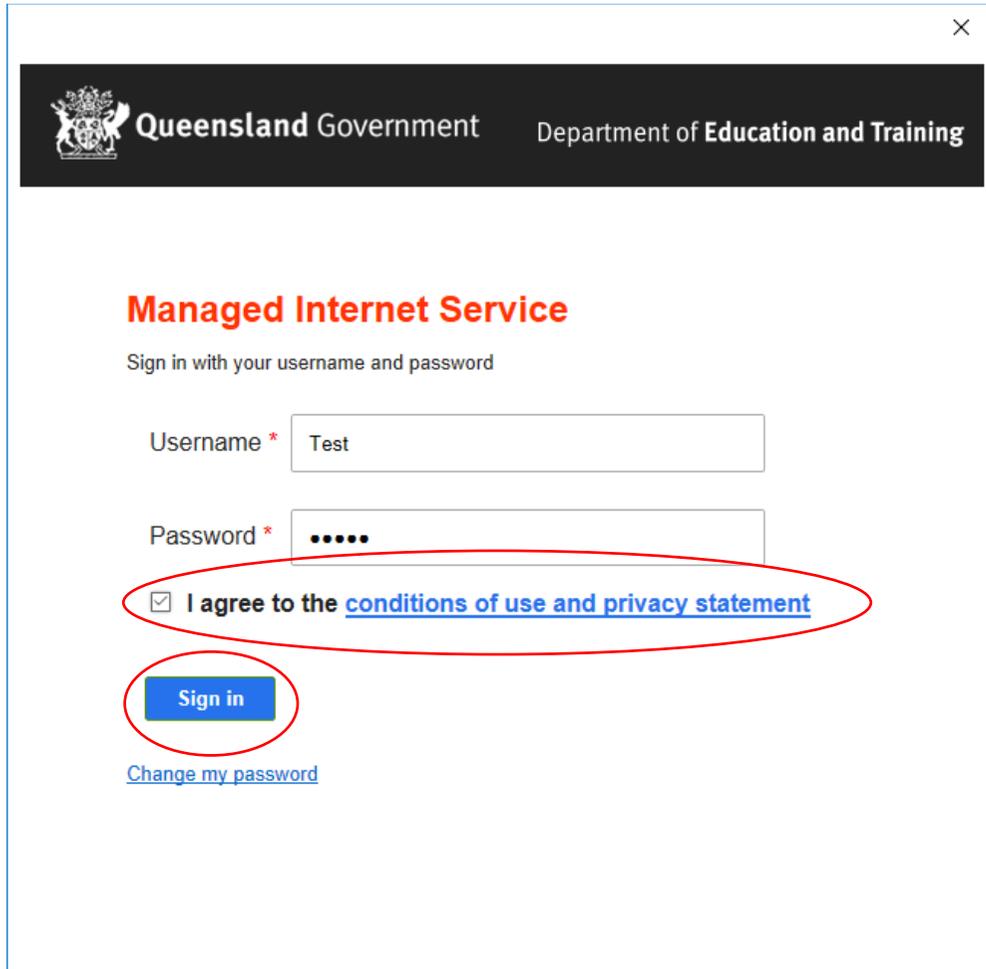
These actions will set up the device as your organization's and give your organization full control over this device.

[Join this device to Azure Active Directory](#)

[Join this device to a local Active Directory domain](#)

Next

6. Enter your username and password for the Managed Internet Service.
7. Accept the terms and conditions and select **Sign in**.



Queensland Government Department of Education and Training

## Managed Internet Service

Sign in with your username and password

Username \* Test

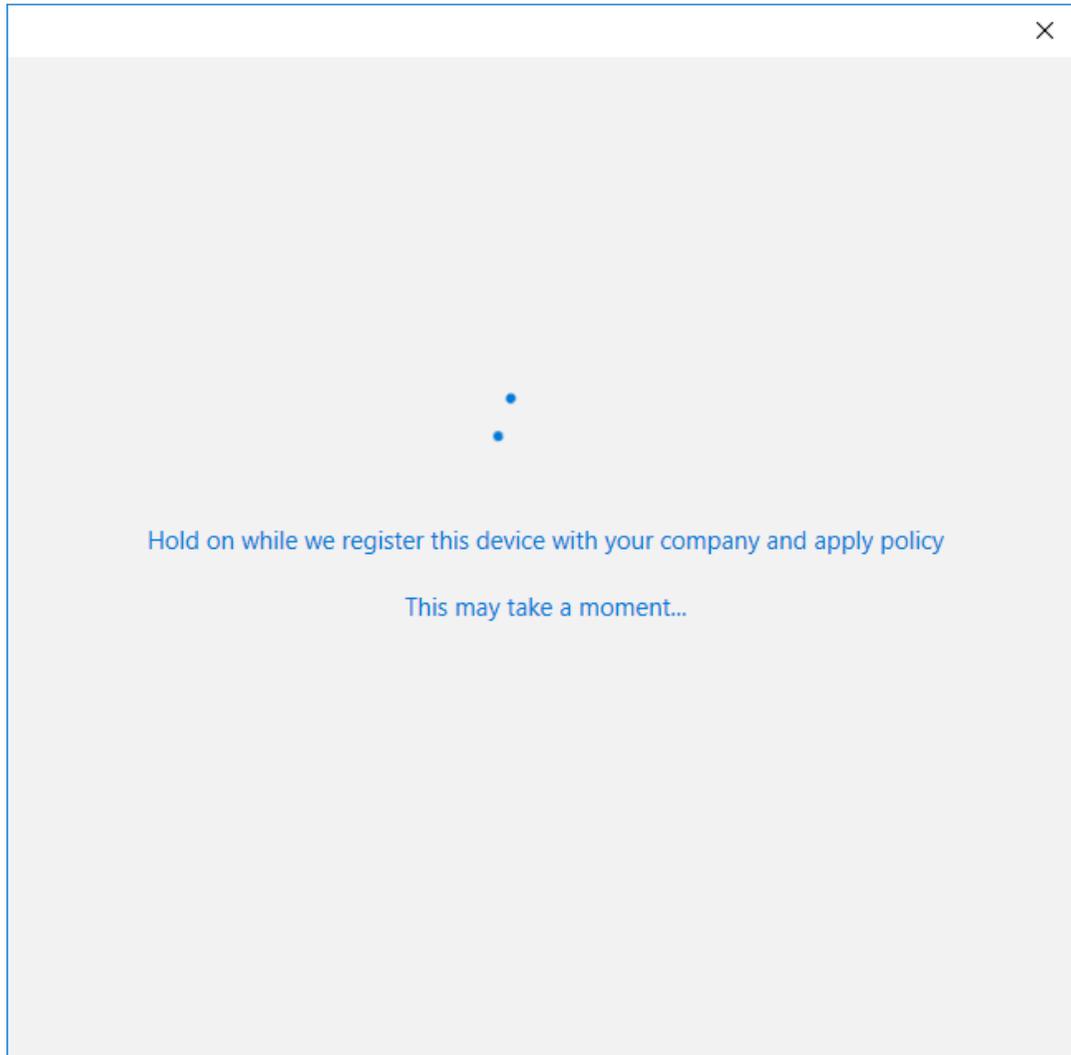
Password \* .....

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

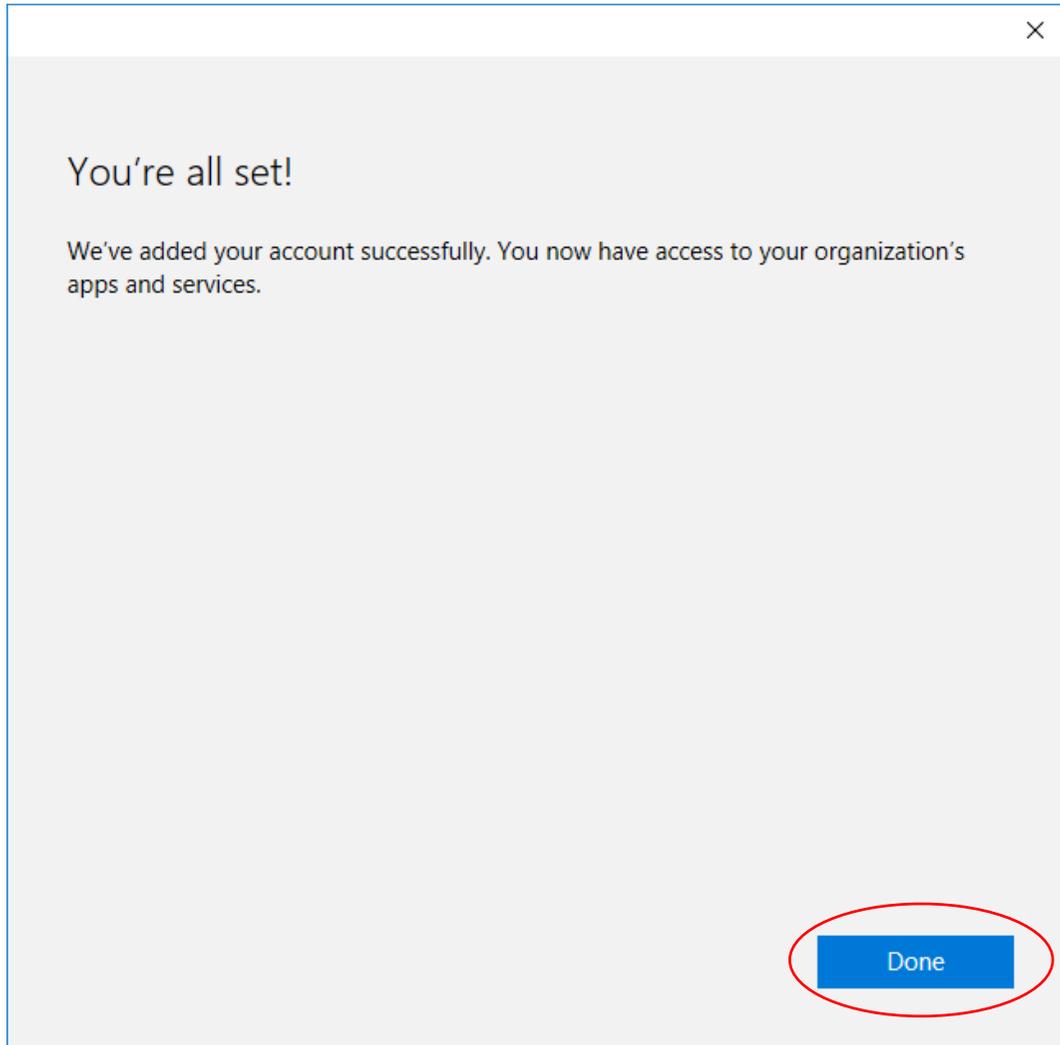
[Sign in](#)

[Change my password](#)

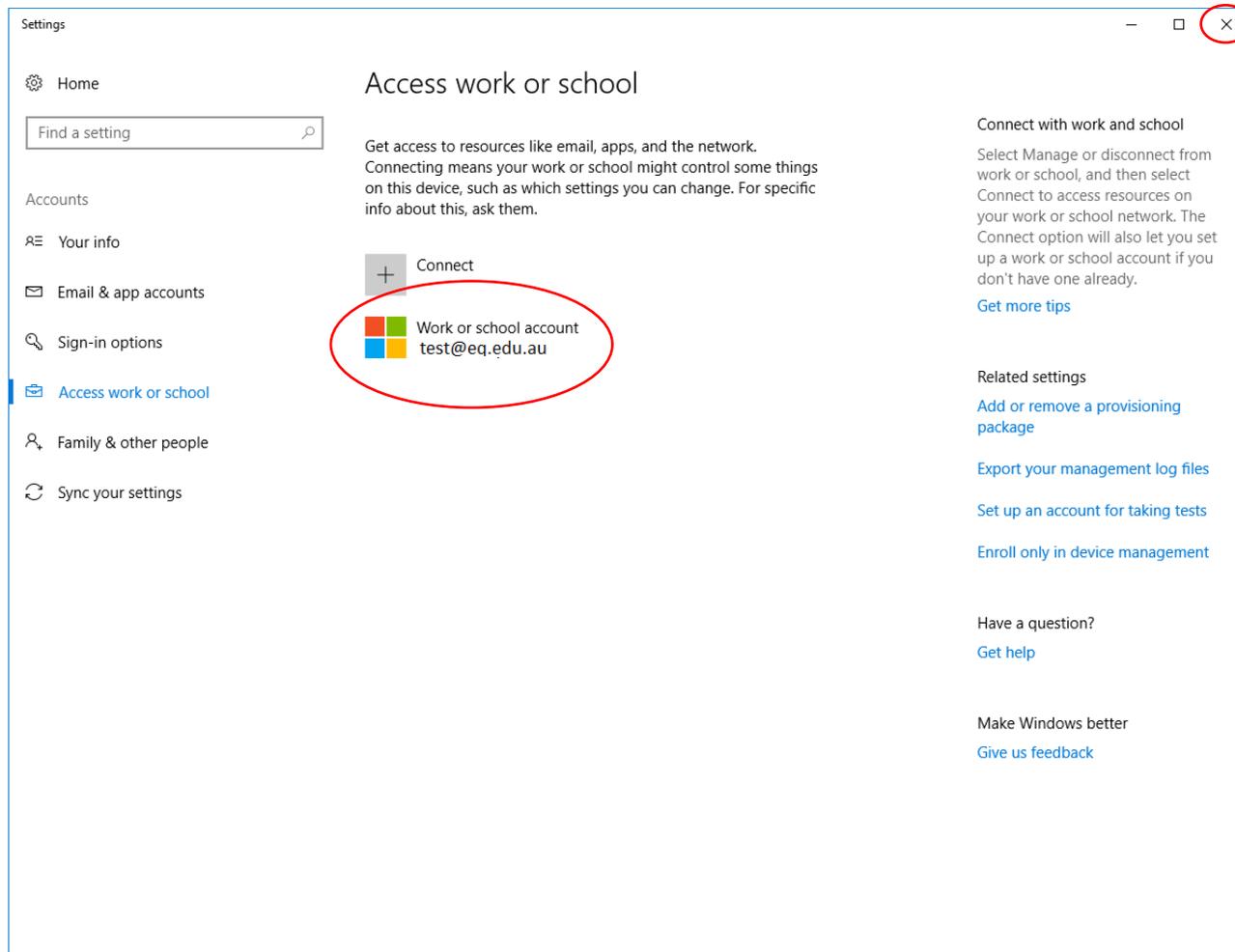
8. Wait while the device is registered.



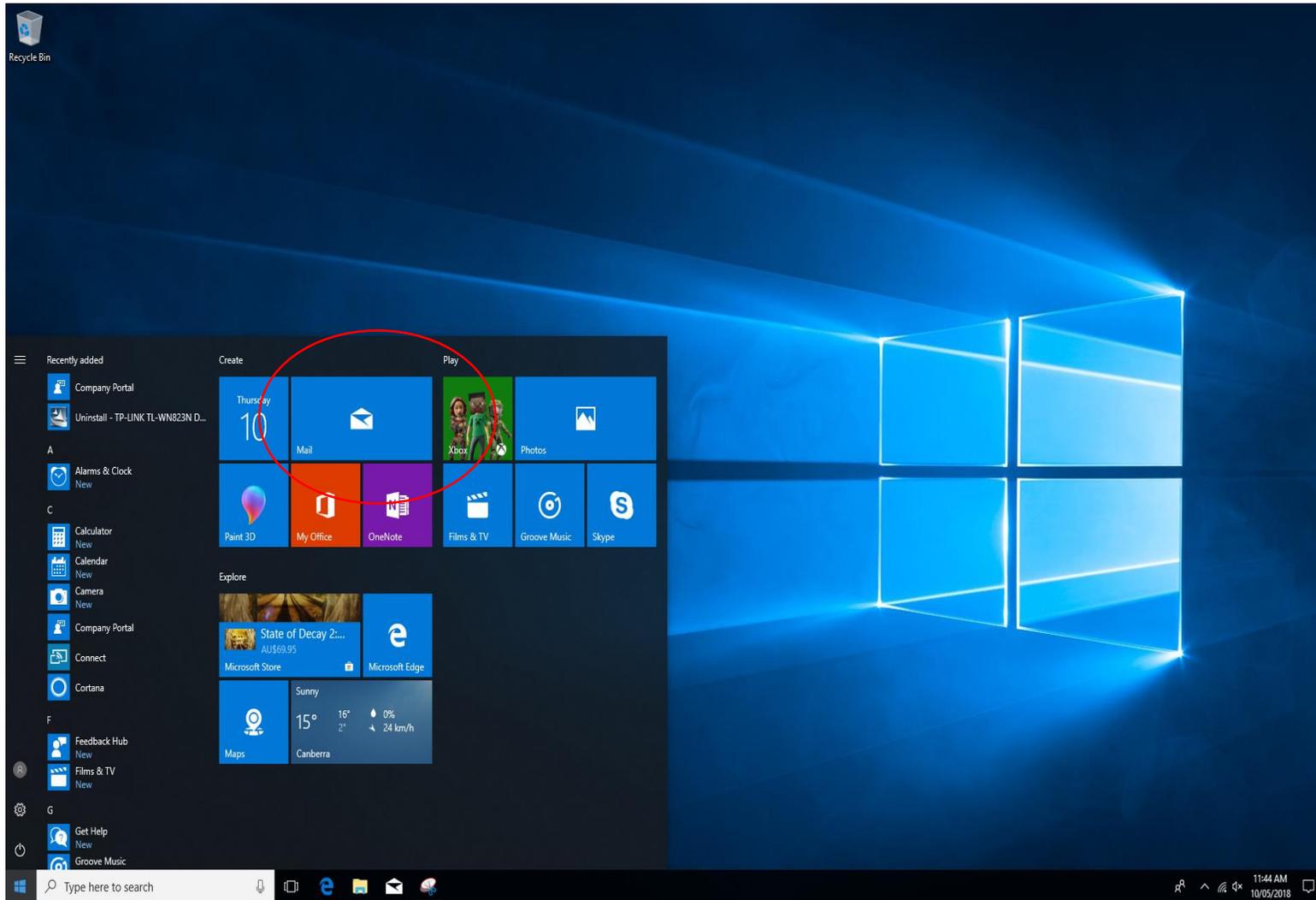
9. Select **Done**.



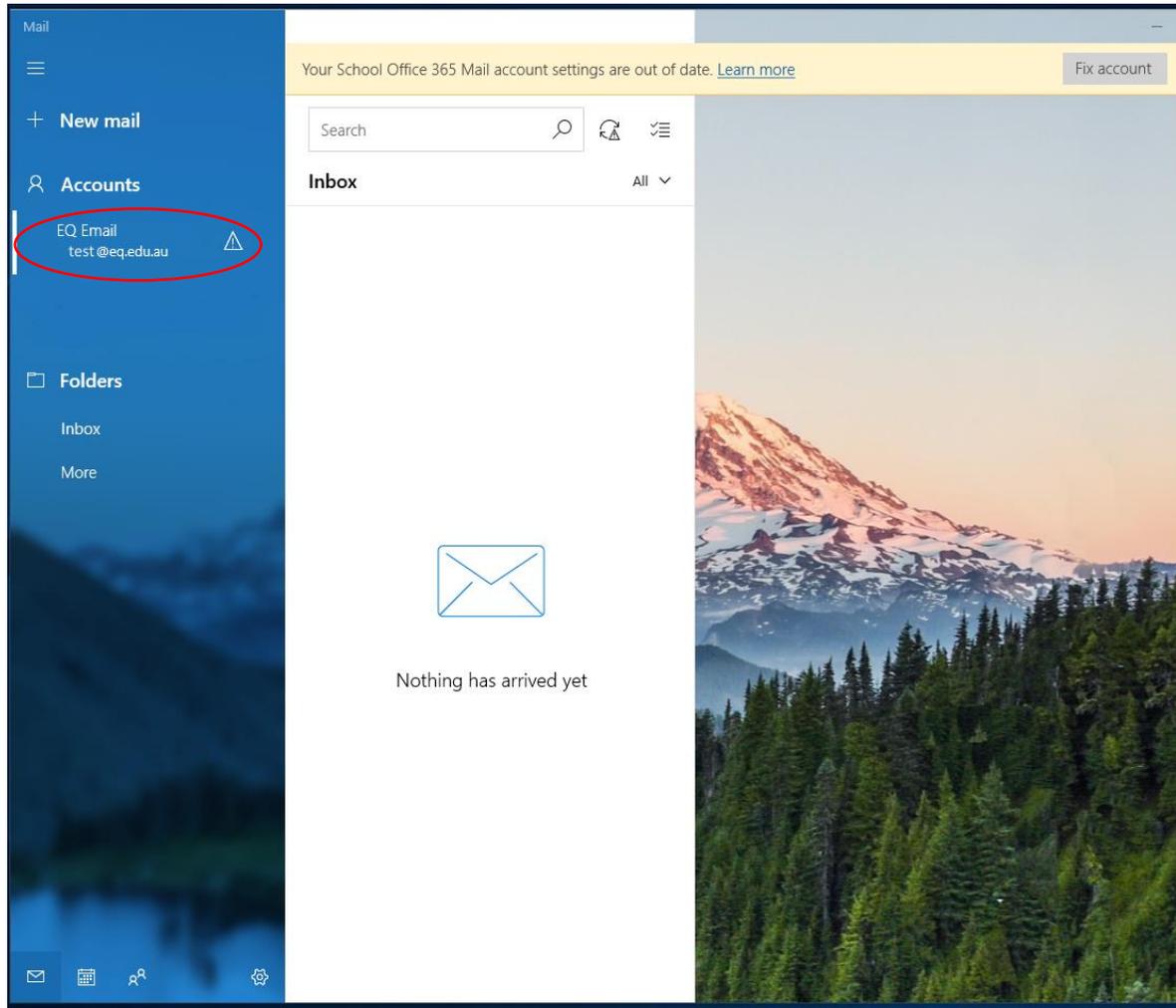
10. The account details are displayed. Close the page to exit.
11. If the student account is not a Microsoft account then they will be prompted to reset the password at the next login. The password must be at least 6 characters long and contain at least 1 uppercase, 1 lowercase and 1 numeric character.



## 12. Open up the email app.



13. The new account has been added, but the password needs to be entered. Right click on the email account.



14. Enter your password and select **Save**.

Account settings

EQ Email account settings

✉ pstsc0@eq.edu.au

User name

test @eq.edu.au

Password

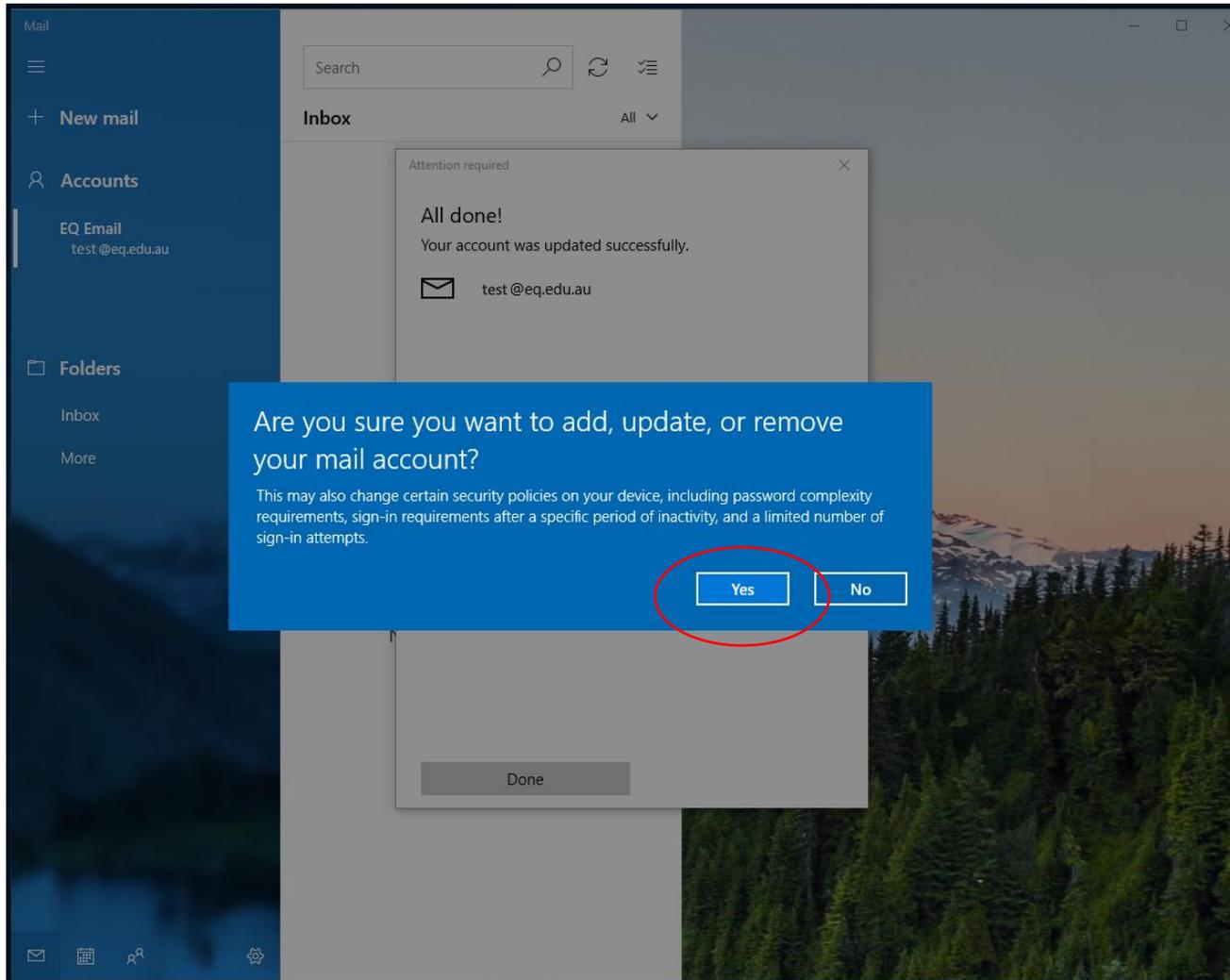
Account name

EQ Email

**Change mailbox sync settings**  
[Options for syncing your content.](#)

**Delete account**  
[Remove this account from your device.](#)

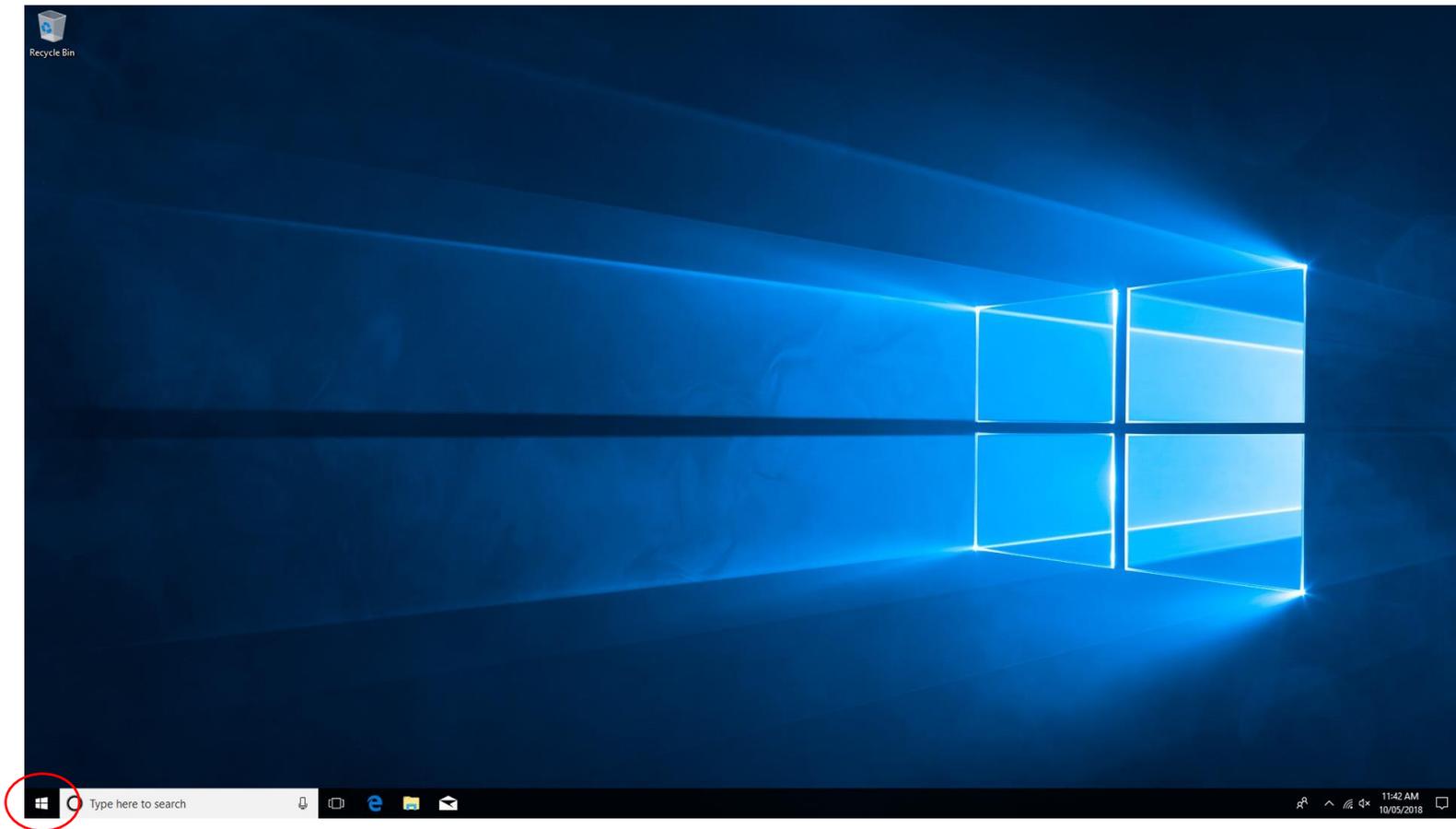
Save Cancel

15. Select **Yes**.

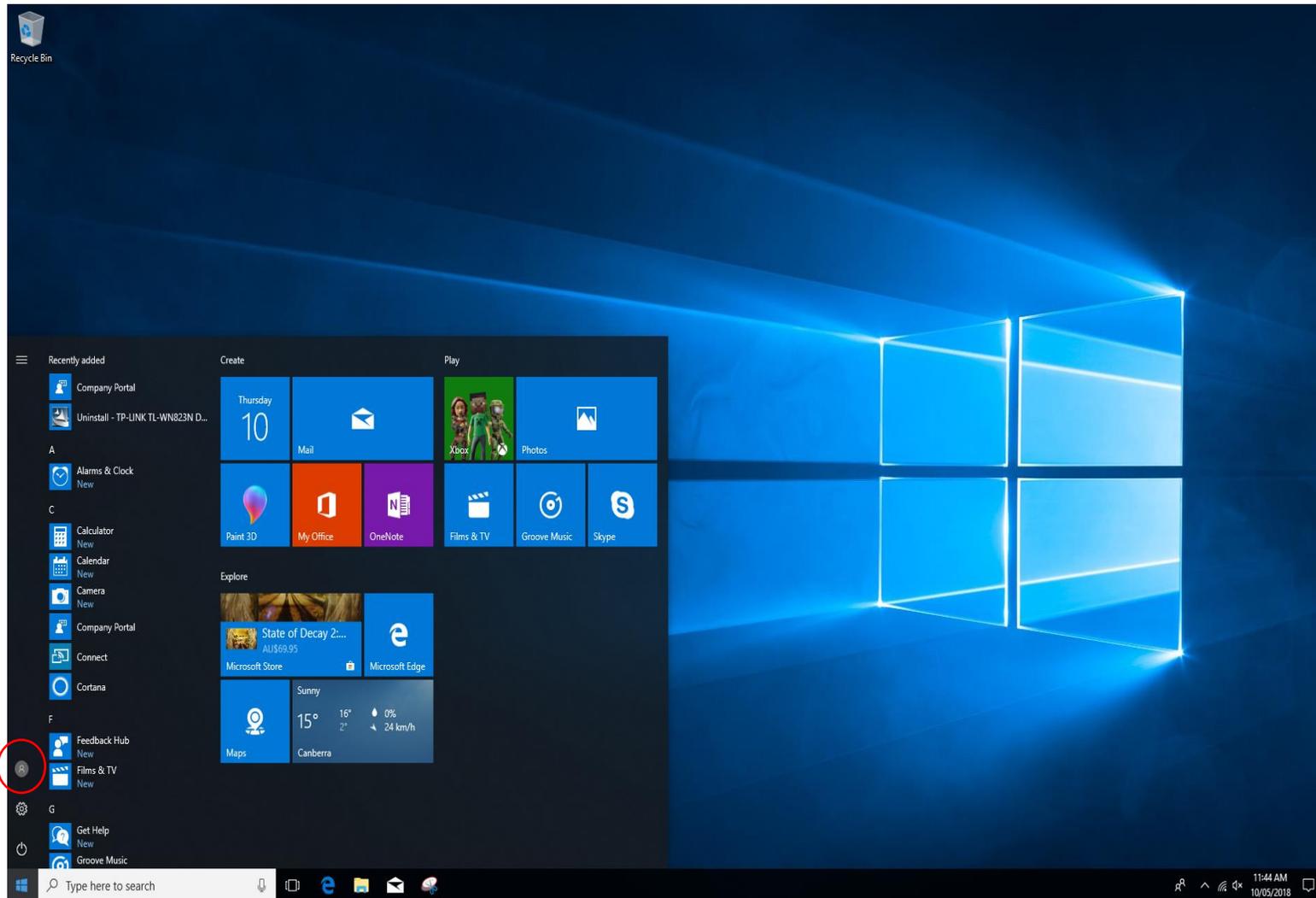
## Un-Enrolling a Windows device

**\*\*Only perform the following actions if you no longer want your device enrolled in Intune.**

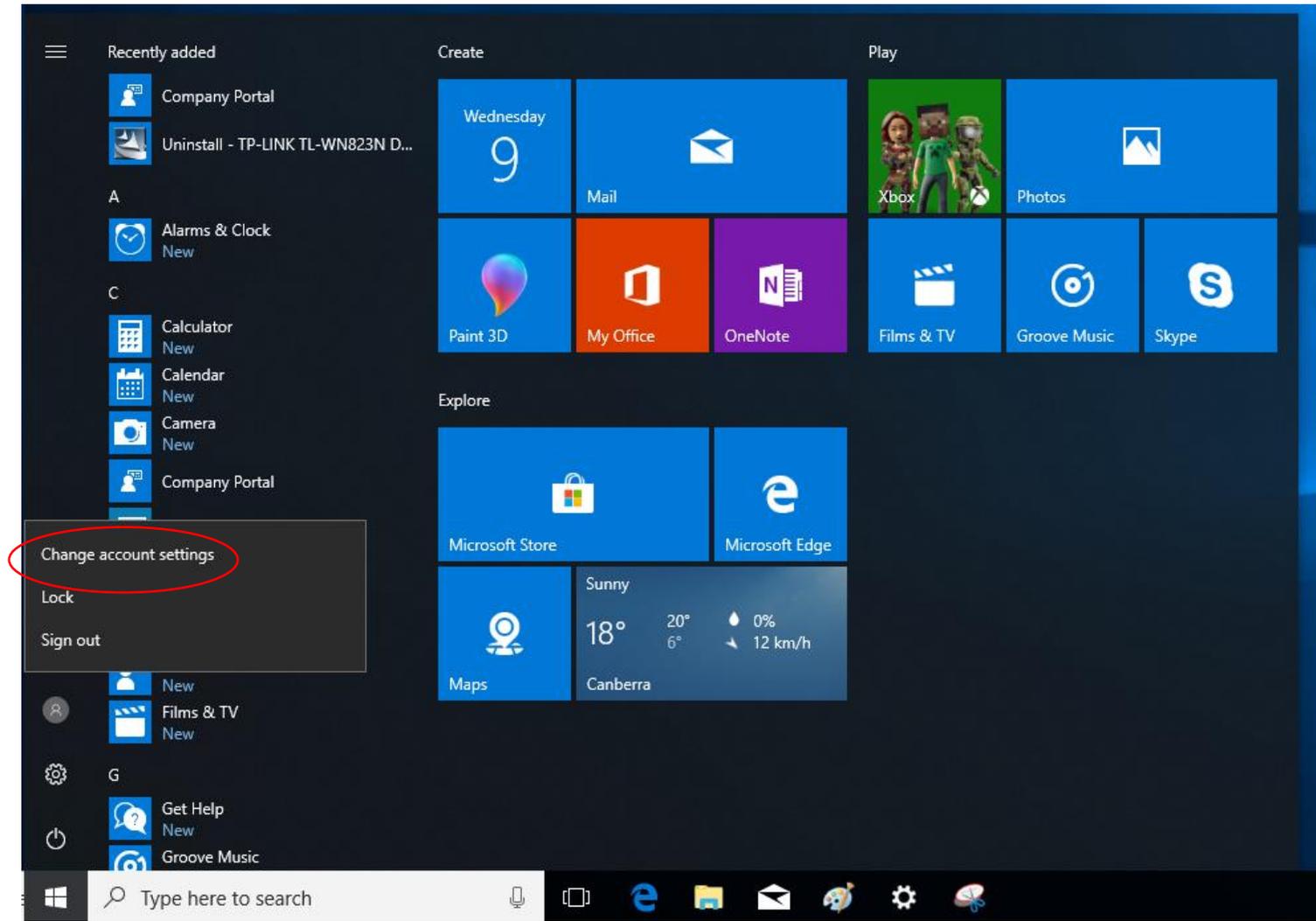
1. Select the windows icon (  ) at the bottom of the screen.



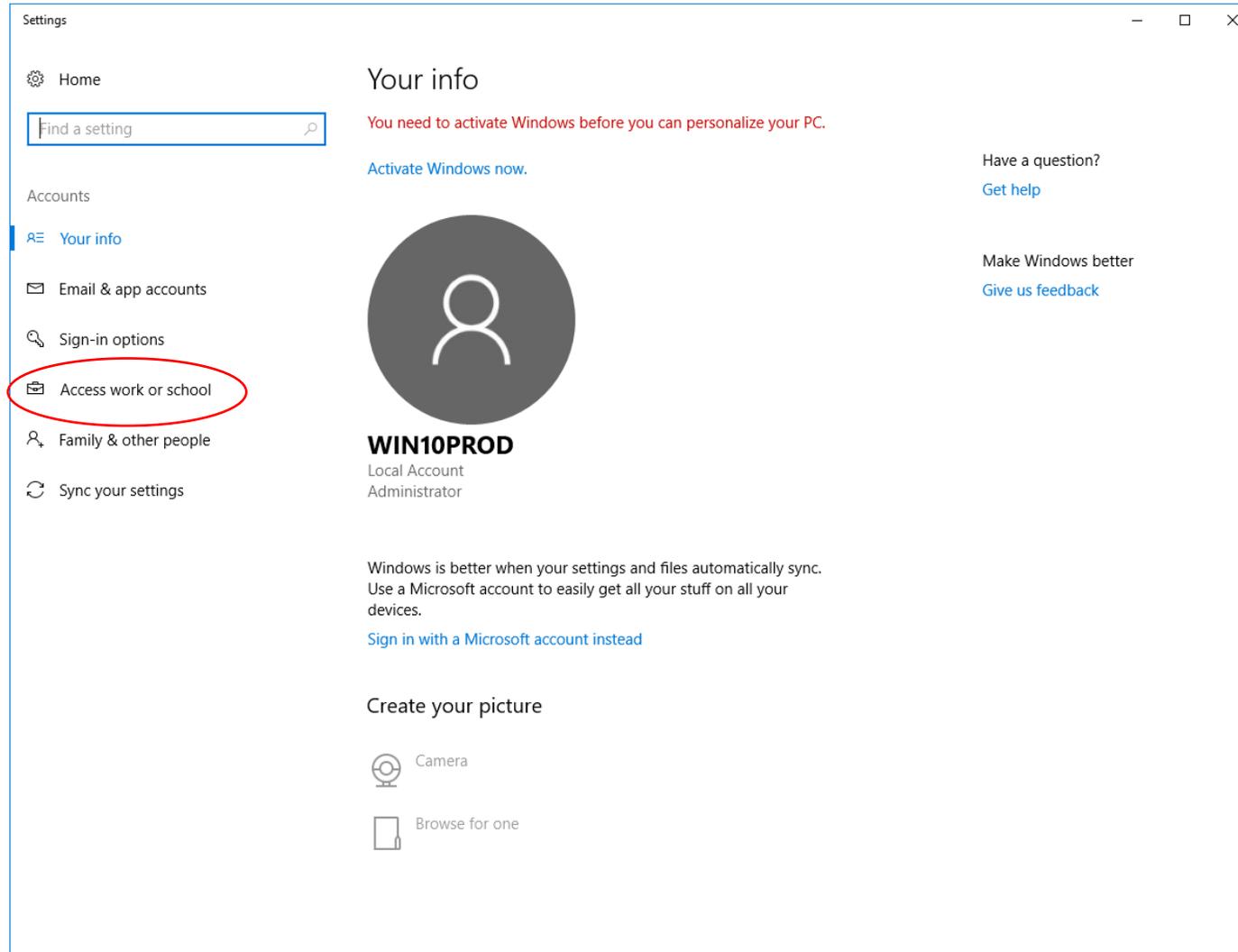
2. Select the person  icon



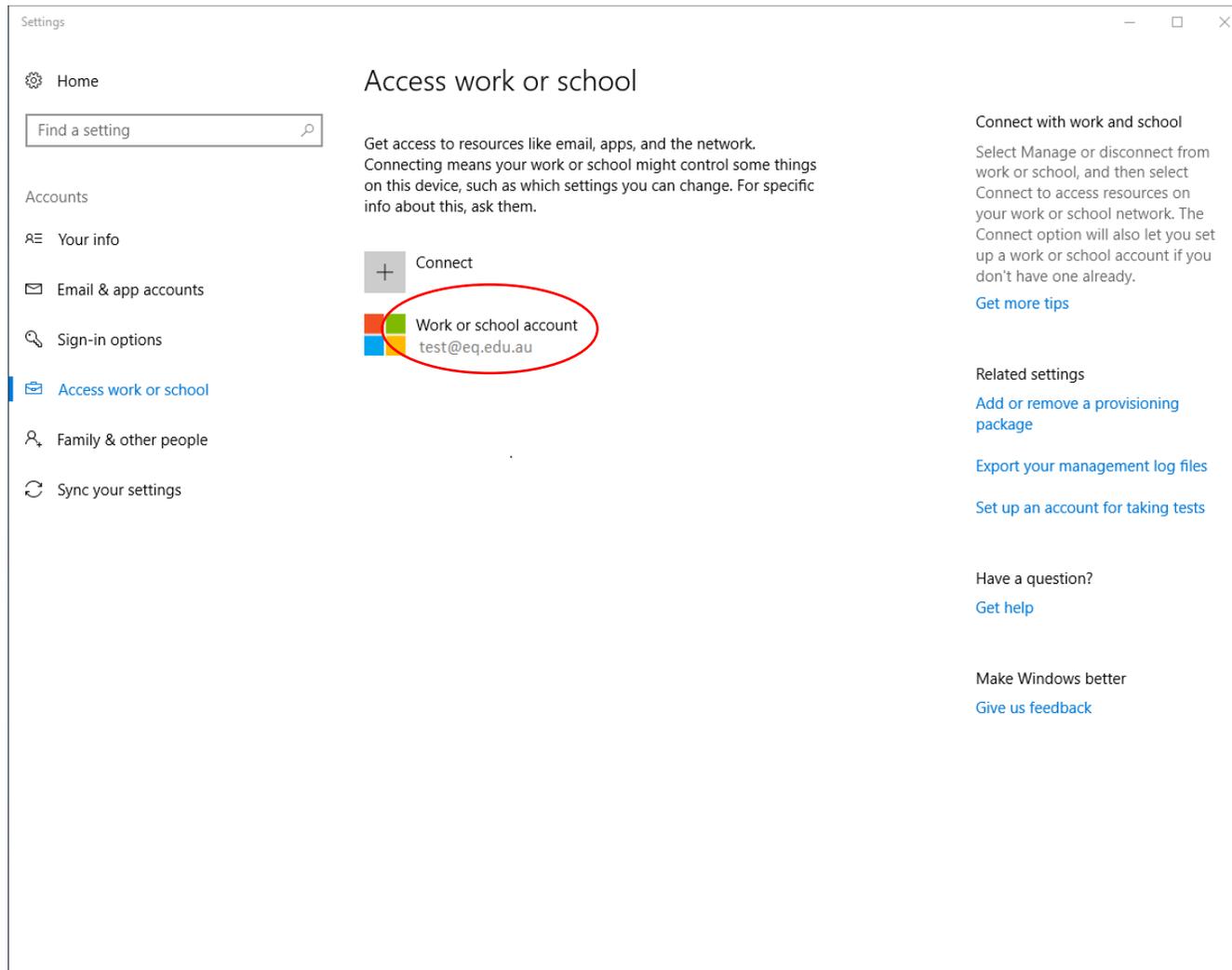
3. The list of options will be displayed. Select **Change account settings**.



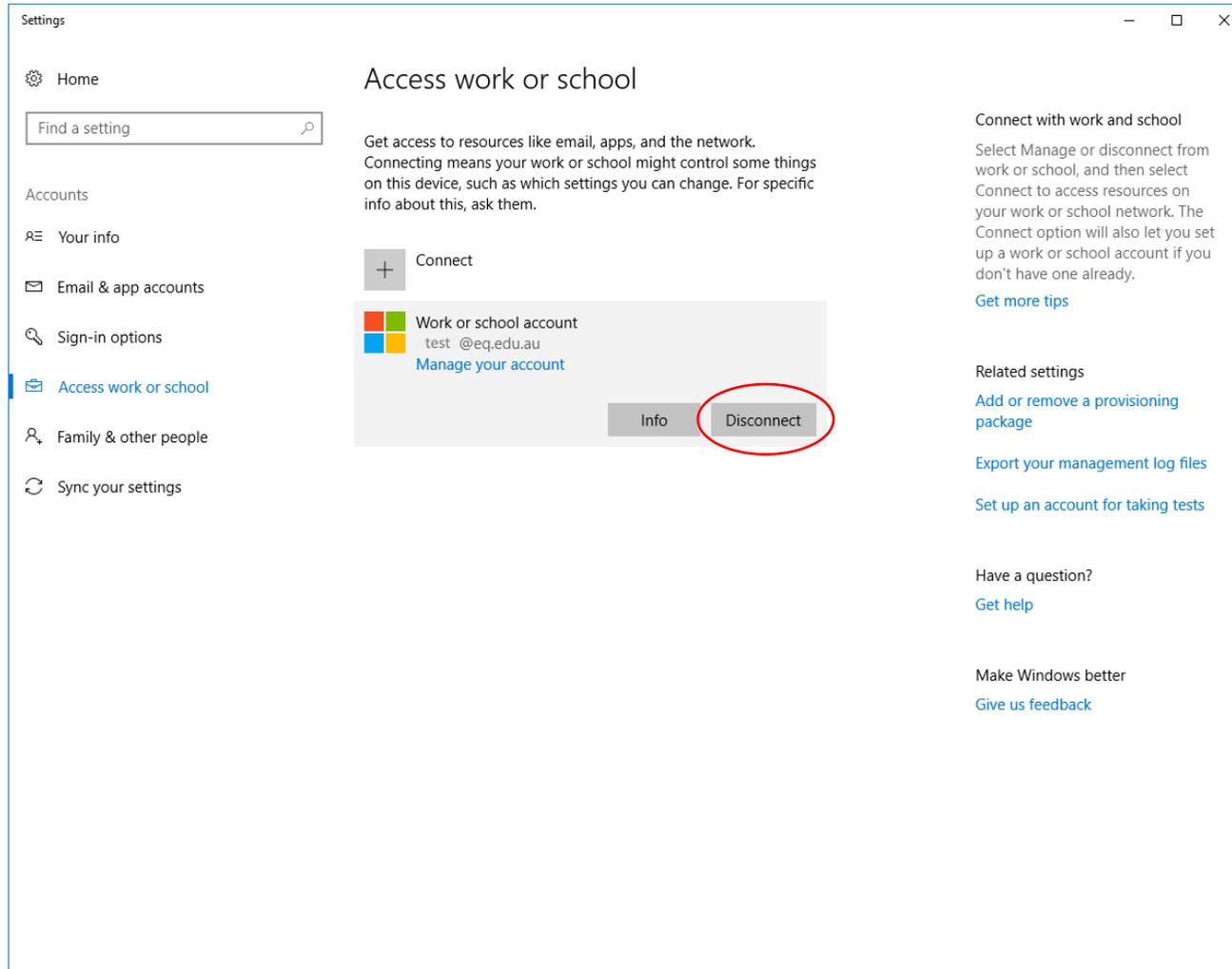
4. The Account Settings page is displayed, then select **Access work or school**.



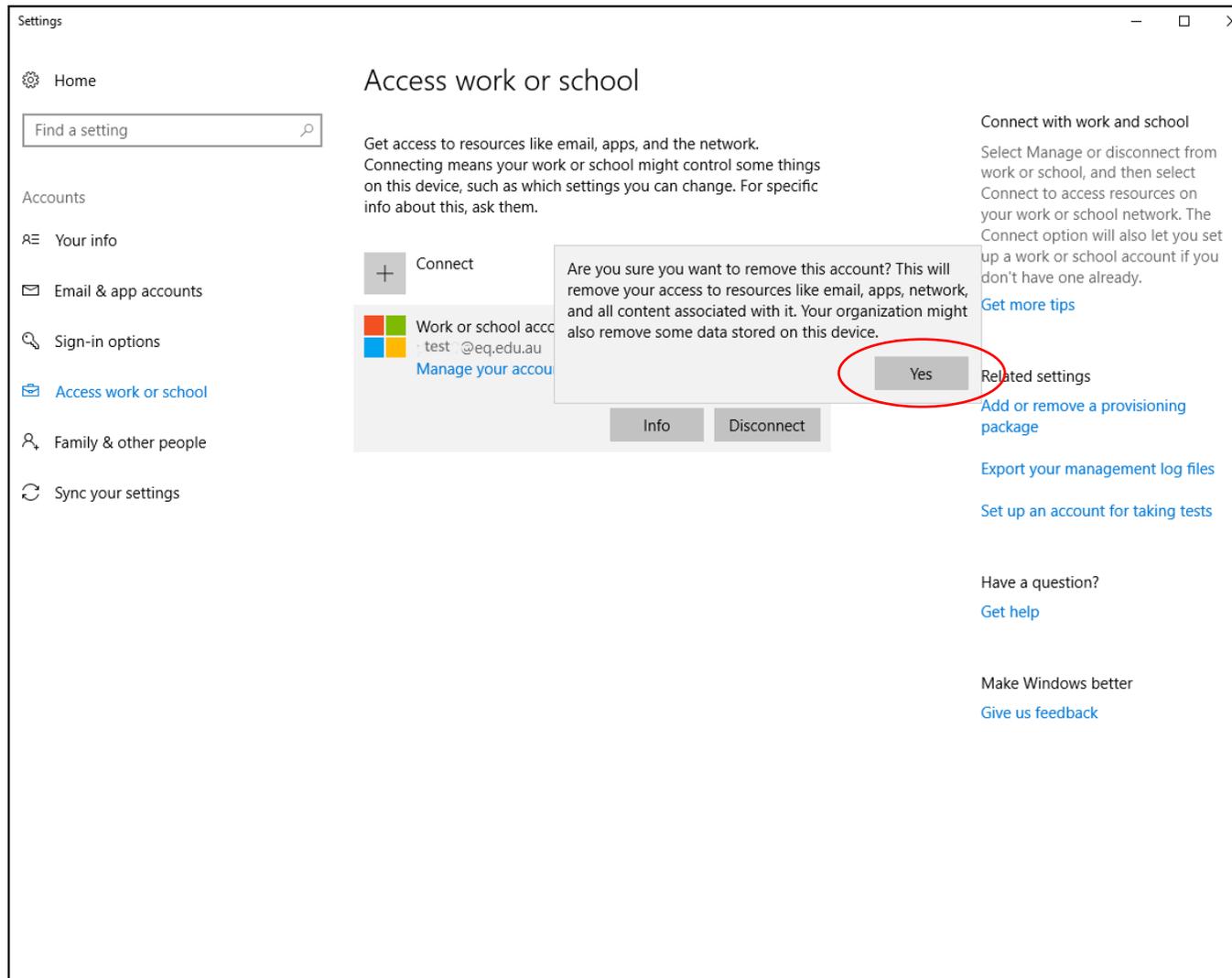
## 5. Account details are displayed. Select account.



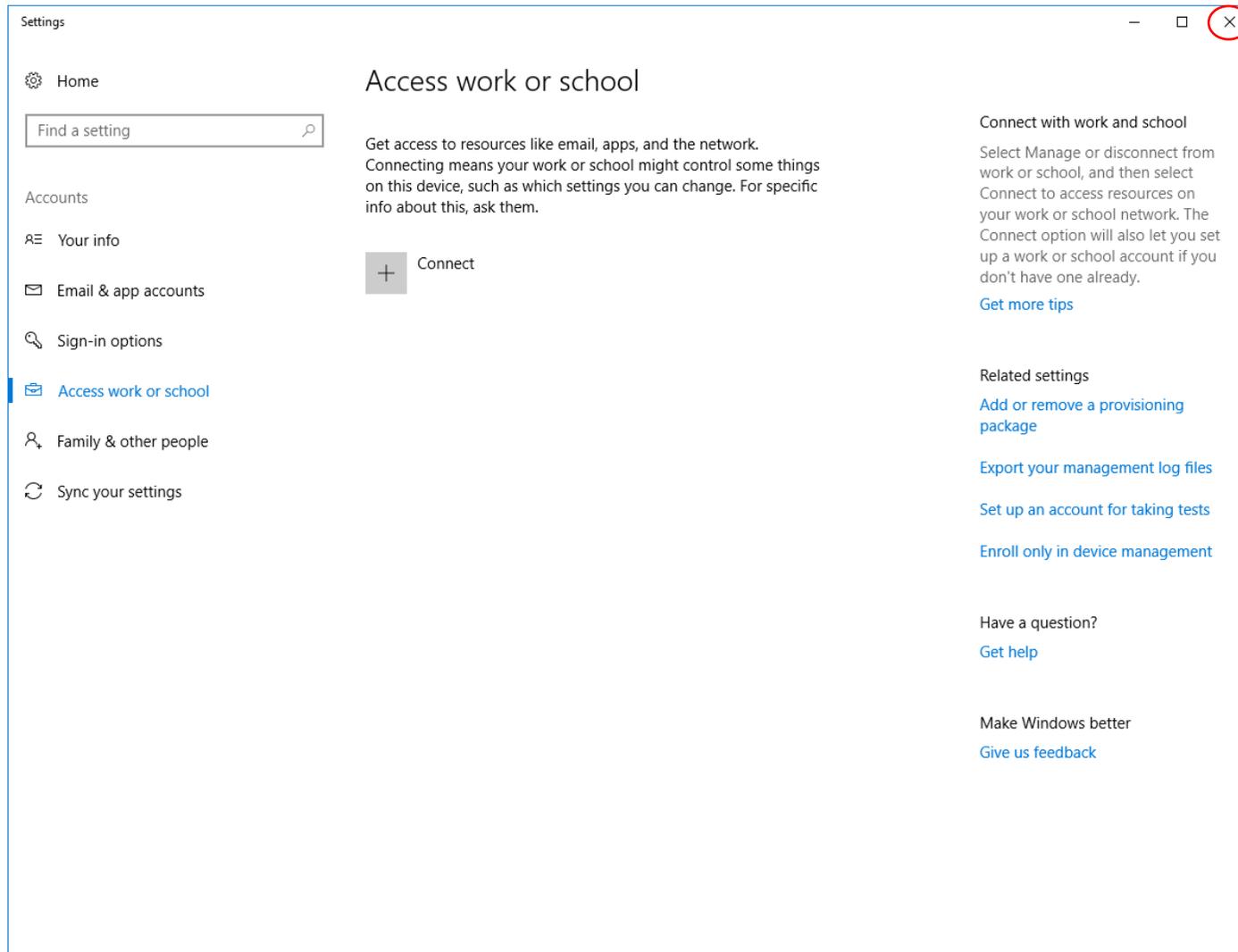
## 6. Select **Disconnect**.



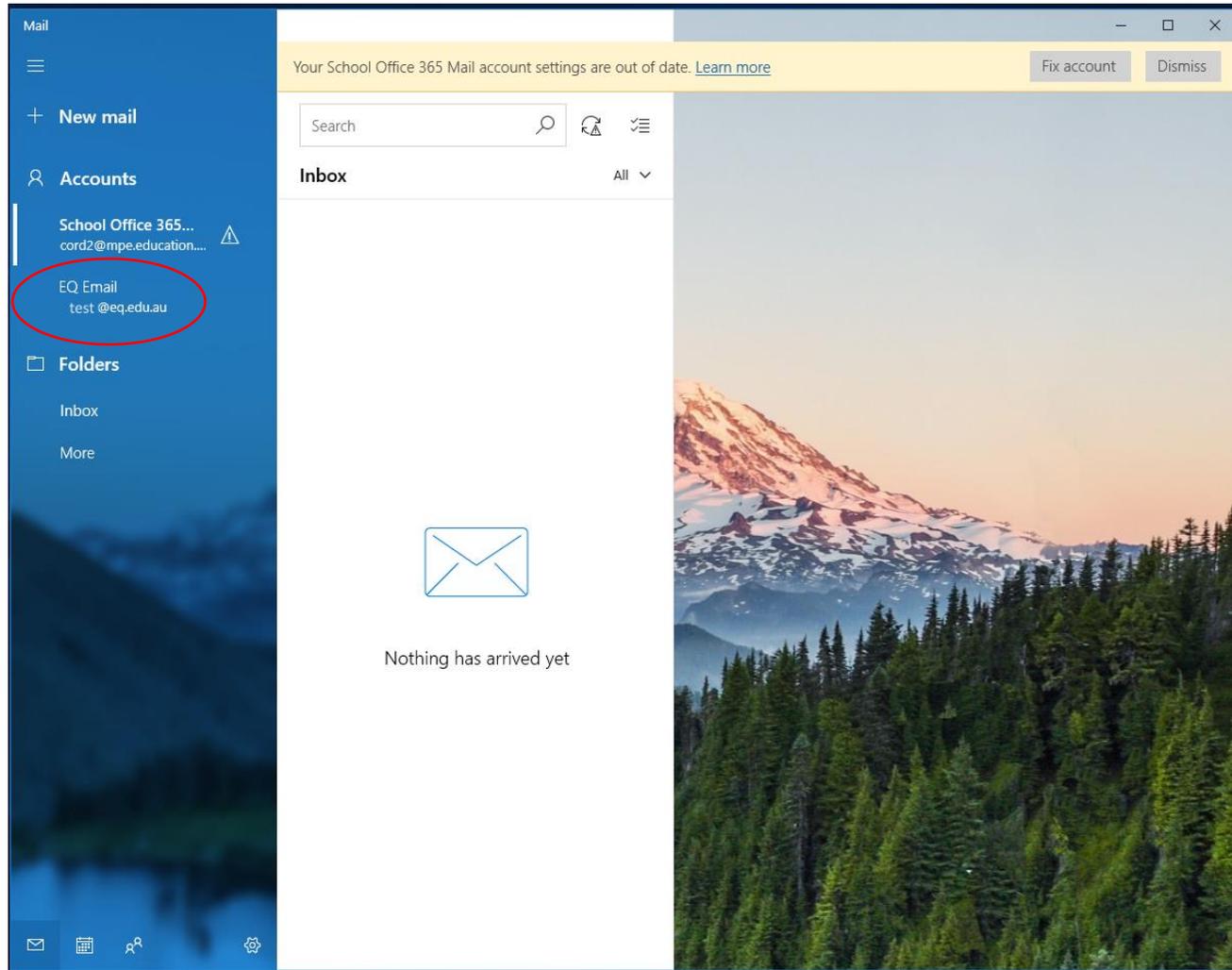
## 7. Select **Yes**.



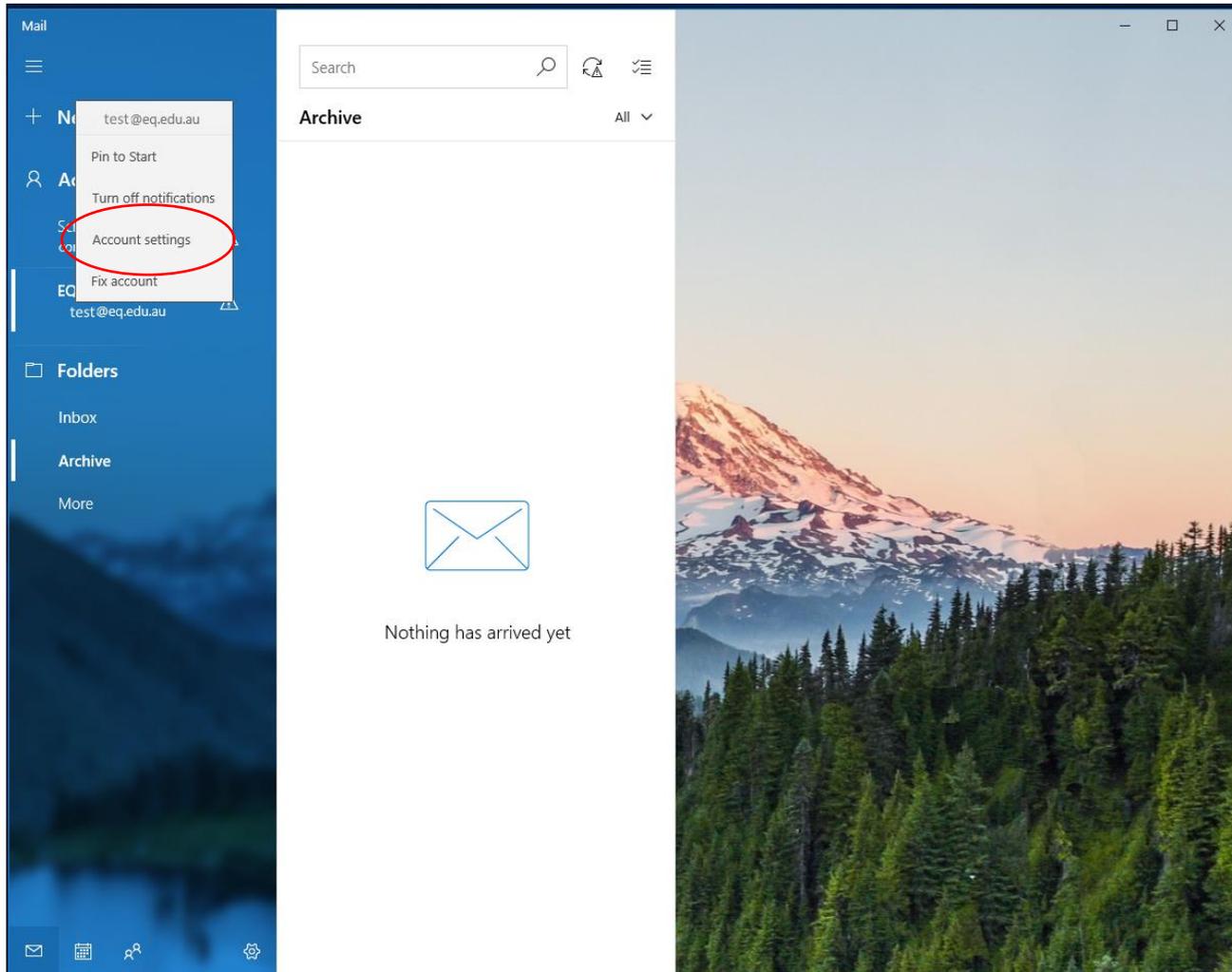
## 8. The account has been removed. Close the window to exit settings.



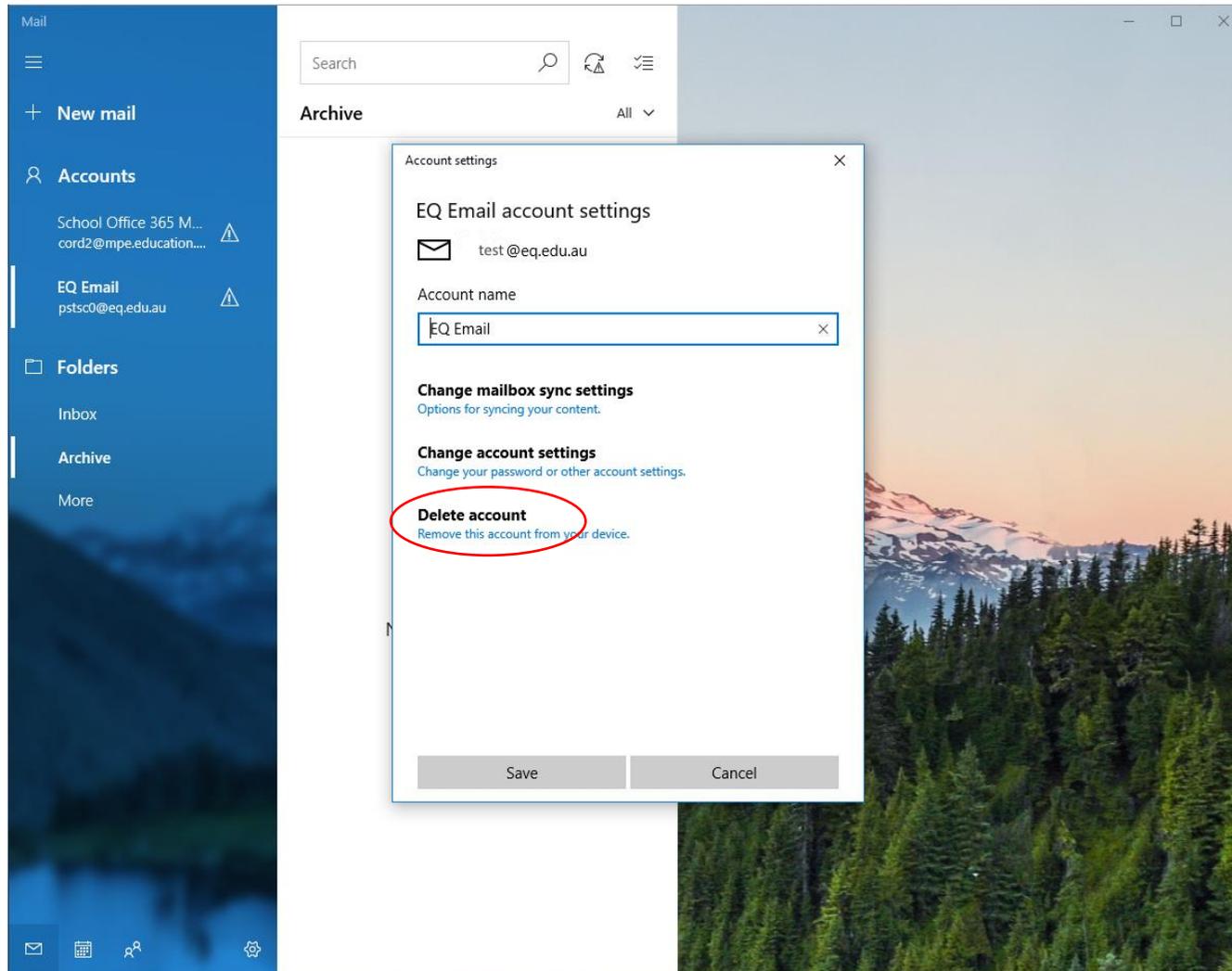
9. To remove the email account open up Mail. Right click on email account.



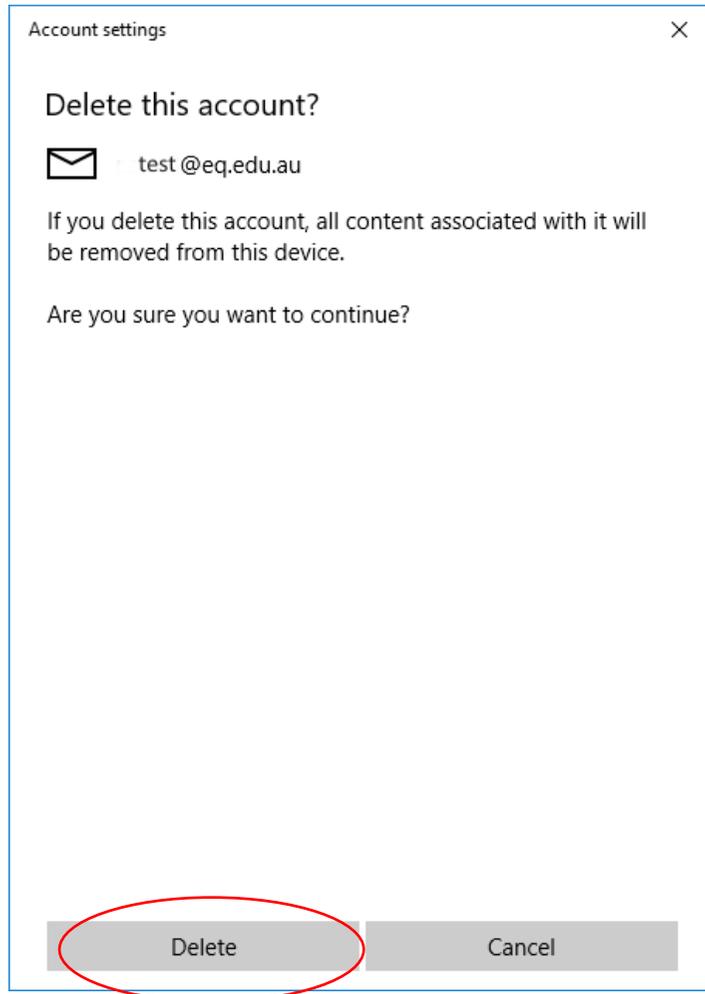
10. Select **Account settings**.



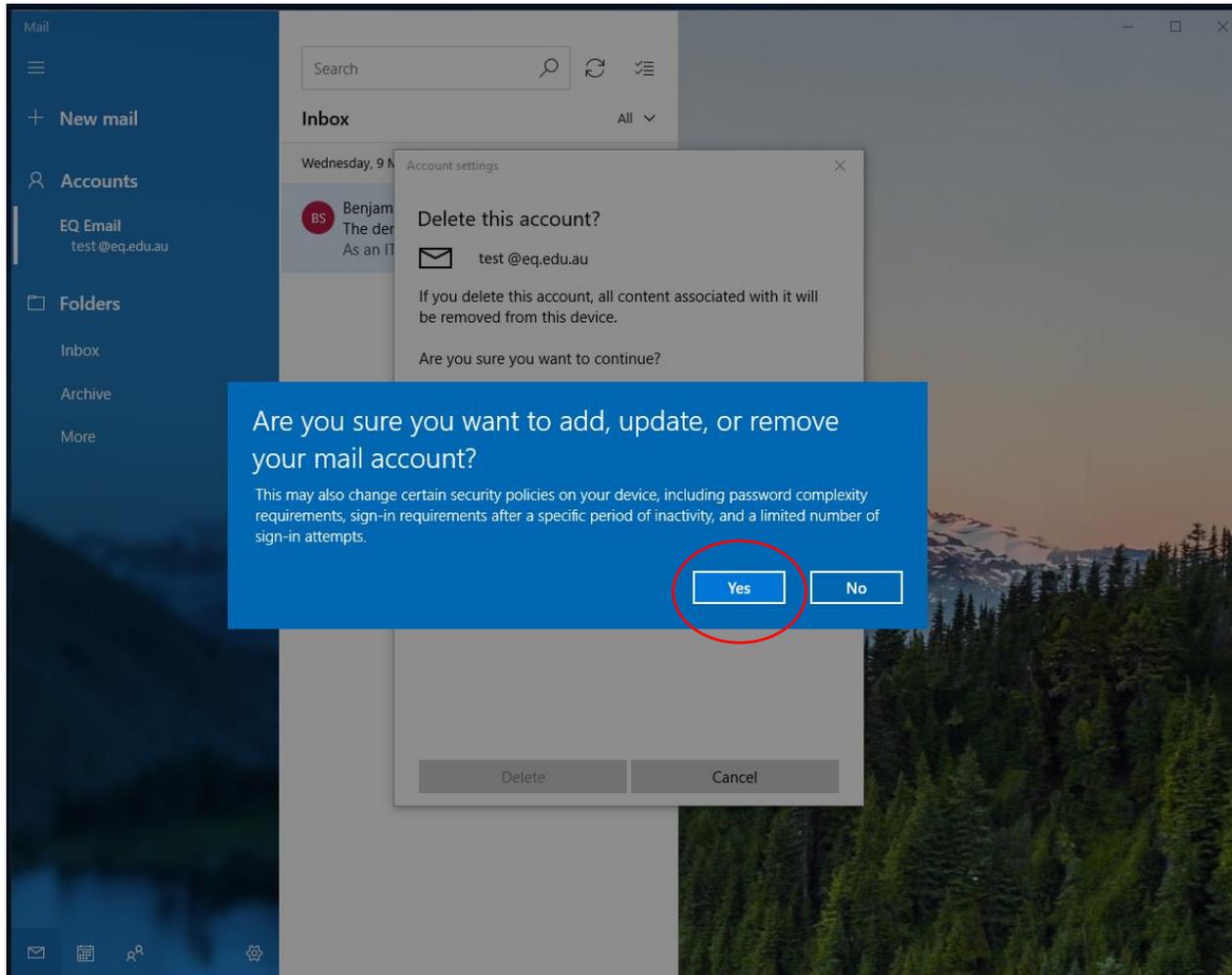
## 11. Select **Delete Account**.



## 12. Select **Delete**.

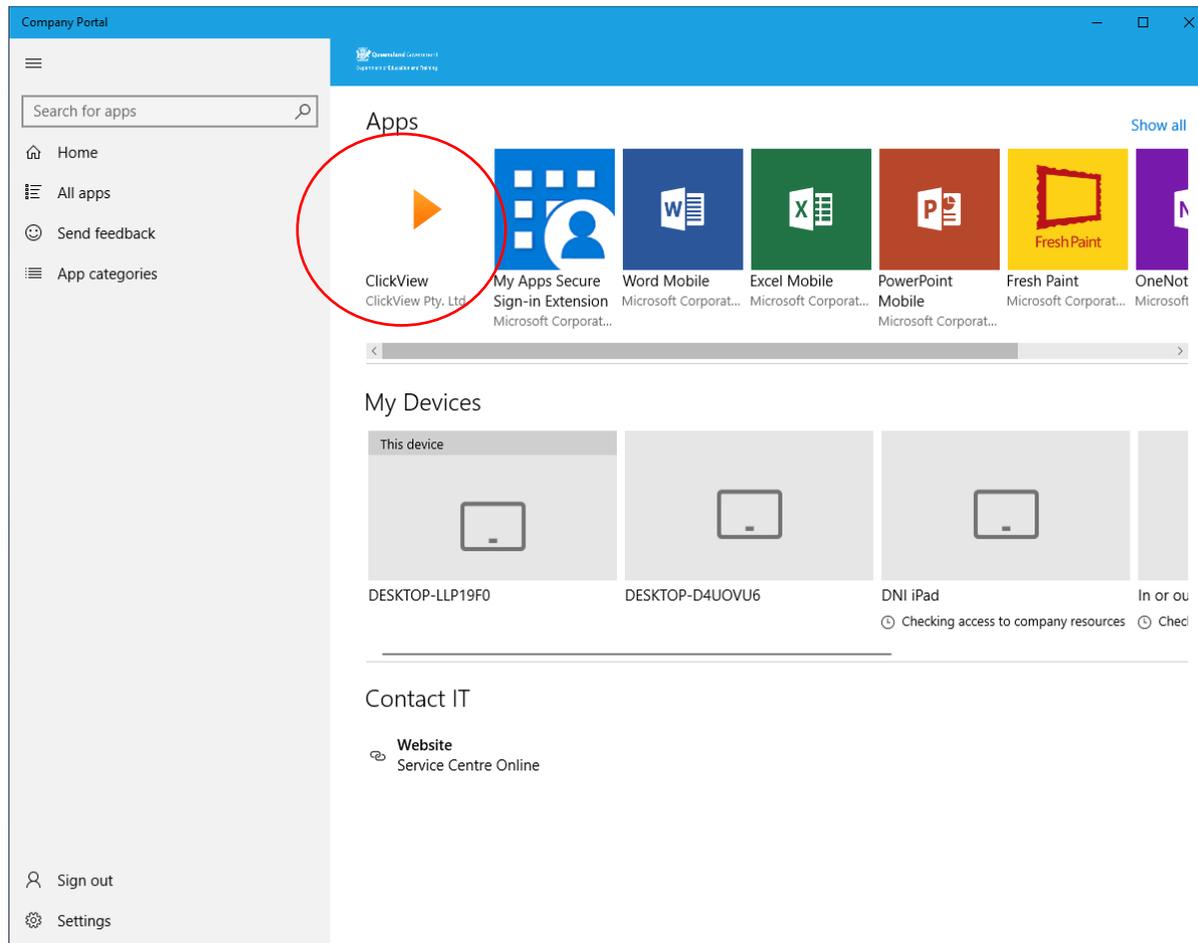


### 13. Select **Yes**.

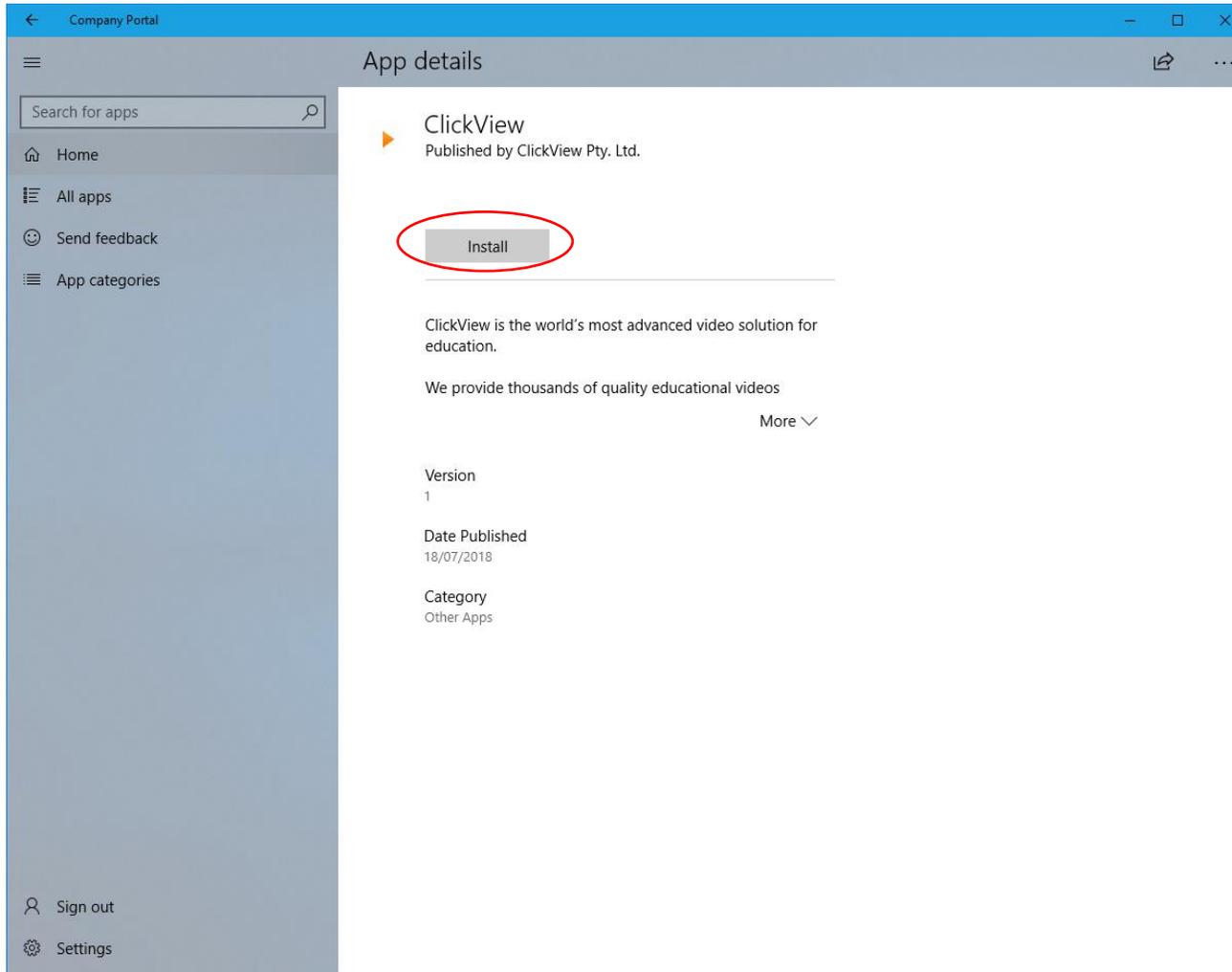


# Installing an App on a Windows device

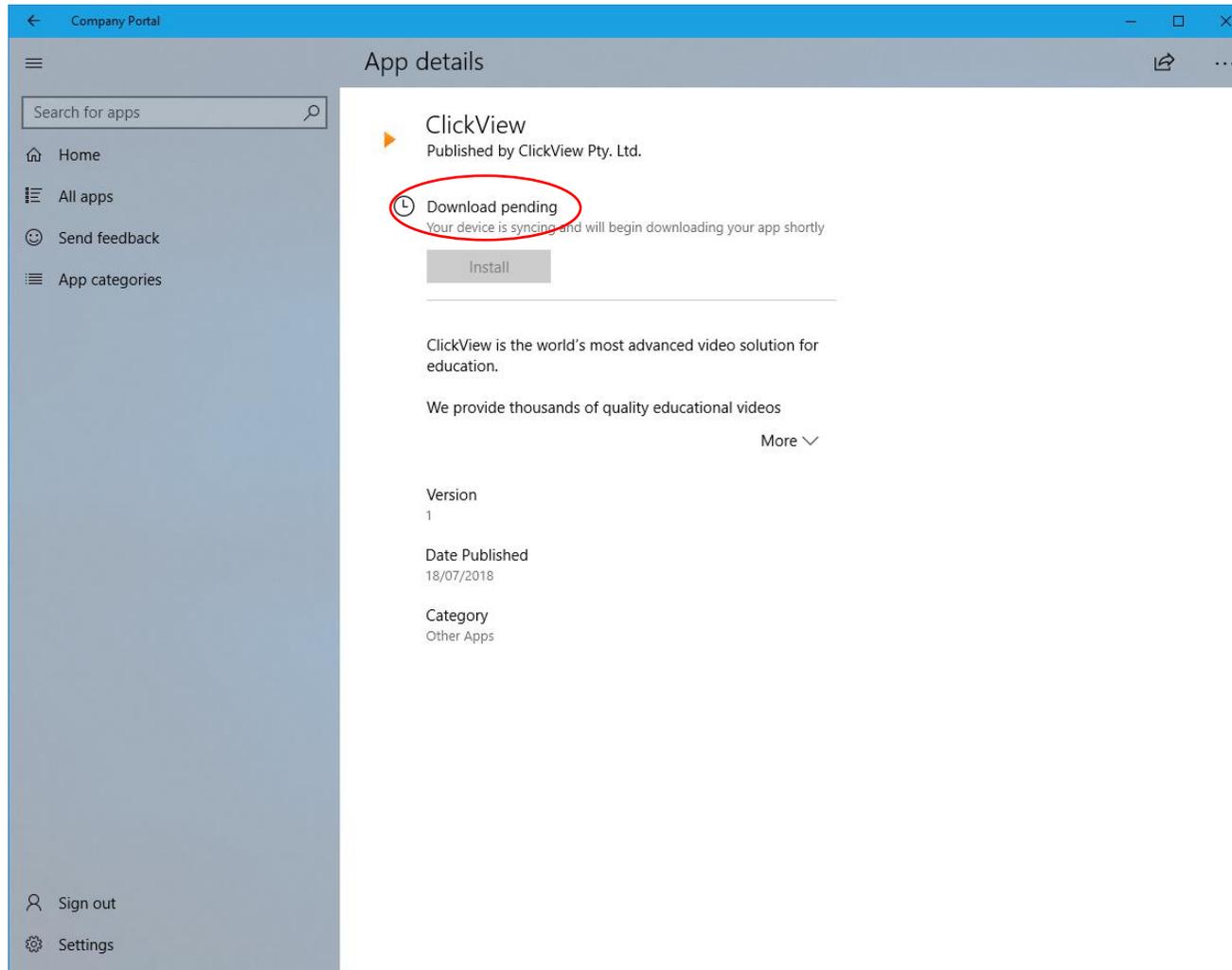
1. Search for Apps on the Company Portal and select the desired App.



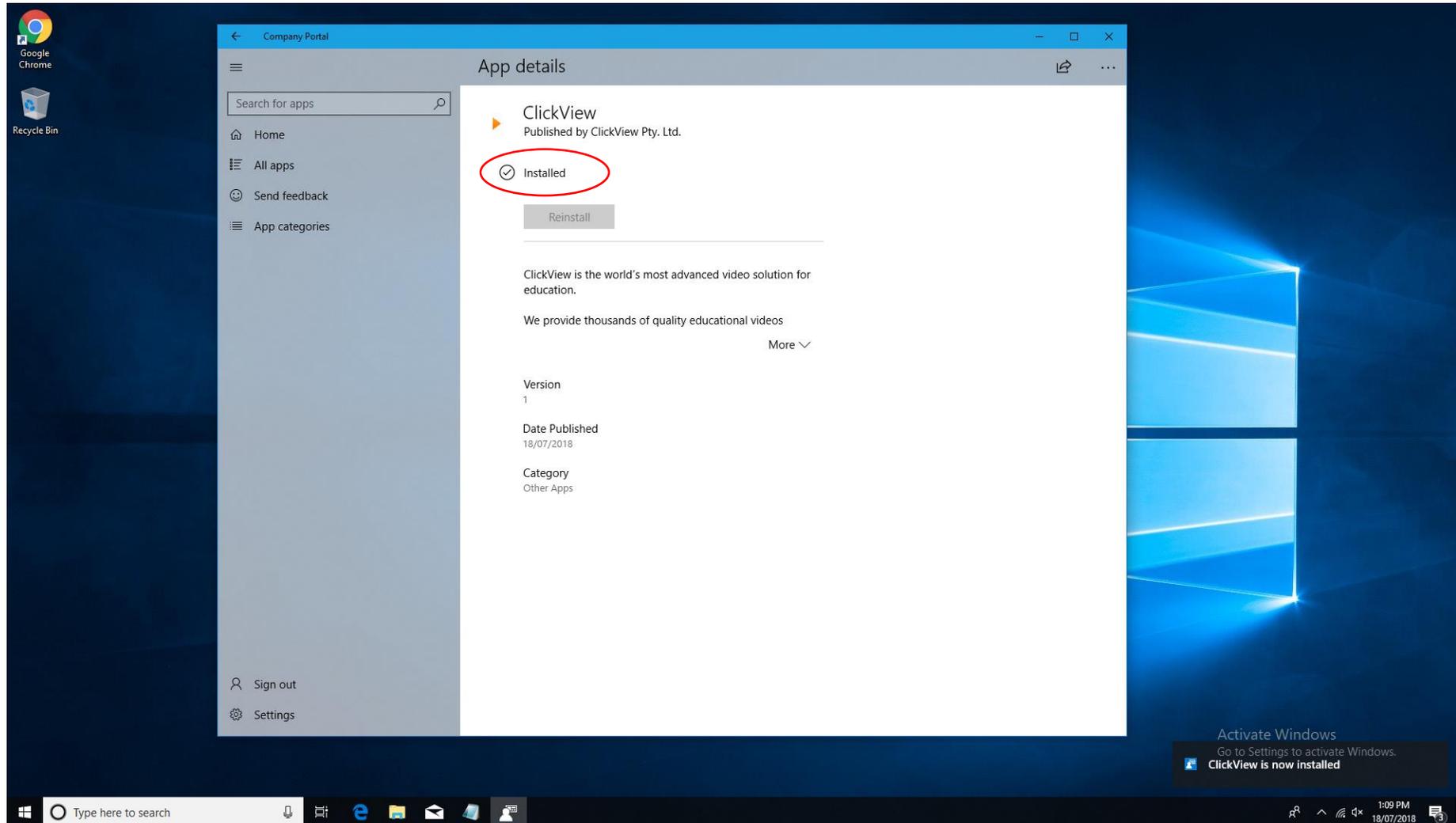
## 2. Select Install



### 3. Wait while the App is downloaded.



4. A message will indicate when the App is **Installed**.



5. The App will appear in the **Recently added** list.

**(\*\*To un-install, use the Windows un-install process.)**

