Intune Windows User Guide for Students

For Pilot Schools

Contents

Enrolling a Windows device

This includes the steps to enrol and register your device to the network

Un-Enrolling a Windows device

This includes the steps to un-enrol your device to the network

Installing an App on a Windows device

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 (\blacksquare) 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.**

Settings		-	×
O Home	Your info		
Find a setting	You need to activate Windows before you can personalize your PC.		
	Activate Windows now.	Have a question?	
Accounts		Get help	
R≡ Your info ⊡ Email & app accounts		Make Windows better Give us feedback	
Sign-in options	$\langle \times \rangle$		
A, Family & other people	WIN10PROD		
\Im Sync your settings	Local Account Administrator		
	Windows is better when your settings and files automatically sync. Use a Microsoft account to easily get all your stuff on all your devices.		
	Sign in with a Microsoft account instead		
	Create your picture		
	O Camera		
	Browse for one		

5. Select Connect.

Settings		– 🗆 X
🔅 Home	Access work or school	
Find a setting		Connect with work and school
Accounts	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.	Select Manage or disconnect from work or school, and then select Connect to access resources on your work or school network. The Connect option will also let you set up a work or school account if you don't have one already.
Email & app accounts		Get more tips
🔍 Sign-in options		
Access work or school		Related settings
A Family & other people		Add or remove a provisioning package
		Export your management log files
$\mathcal C$ Sync your settings		Set up an account for taking tests
		Enroll only in device management
		Have a question?
		Get help
		Make Windows better
		Give us feedback

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



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

			×
Queenslan	d Government	Department of Educa	ation and Training
Managed	Internet Serv	ice	
Sign in with your us	sername and password		
Username *	Test		
Password *	••••		
☐ I agree to	the <u>conditions of u</u>	se and privacy staten	nent
Sign in Change my passwe) ord		

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.

Settings		- • ×
Ø Home	Access work or school	
Find a setting		Connect with work and school
Accounts RE Your info	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.	Select Manage or disconnect from work or school, and then select Connect to access resources on your work or school network. The Connect option will also let you set
	+ Connect	up a work or school account if you don't have one already.
Sign-in options	Work or school account test@eg.edu.au	Get more tips
		Related settings
Access work of school Access work of school		Add or remove a provisioning package
7 4 Tanniy & other people		Export your management log files
ℑ Sync your settings		Set up an account for taking tests
		Enroll only in device management
		Have a question?
		Get help
		Make Windows better
		Give us feedback

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.	
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 (\blacksquare) 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.

Settings		- 🗆 X
Ø Home	Access work or school	
Find a setting	Get access to resources like email, apps, and the network.	Connect with work and school Select Manage or disconnect from
Accounts	on this device, such as which settings you can change. For specific info about this, ask them.	work or school, and then select Connect to access resources on your work or school network. The
R≡ Your info	+ Connect	up a work or school account if you don't have one already.
🔍 Sign-in options	Work or school account test@eq.edu.au	Get more tips
Access work or school		Related settings
Access work of school A _* Family & other people		Add or remove a provisioning package
		Export your management log files
C Sync your settings		Set up an account for taking tests
		Have a question?
		Get help
		Make Windows better
		Give us feedback

6. Select **Disconnect**.

Settings		- 🗆 X
😳 Home	Access work or school	
Find a setting Accounts R≡ Your info ⊡ Email & app accounts	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. + Connect	Connect with work and school Select Manage or disconnect from work or school, and then select Connect to access resources on your work or school network. The Connect option will also let you set up a work or school account if you don't have one already.
 Sign-in options Access work or school Family & other people Sync your settings 	Work or school account test @eq.edu.au Manage your account Info Disconnect	Get more tips Related settings Add or remove a provisioning package Export your management log files Set up an account for taking tests
		Have a question? Get help Make Windows better Give us feedback

7. Select Yes.

Settings		- 🗆 X
Ø Home	Access work or school	
Find a setting $ ho$	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.	Connect with work and school Select Manage or disconnect from work or school, and then select Connect to access resources on your work or school network. The
RE Your info	+ Connect Are you sure you want to remove this account? This will remove your access to resources like email, apps, networ and all content associated with it. Your organization might	up a work or school account if you don't have one already.
 ♀ Sign-in options Access work or school 	also remove some data stored on this device.	Related settings Add or remove a provisioning
A_{\star} Family & other people	Info Disconnect	package Export your management log files
C Sync your settings		Set up an account for taking tests
		Have a question? Get help
		Make Windows better Give us feedback

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

Settings		- 🗆 🗙
Home	Access work or school	
Find a setting	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	Connect with work and school Select Manage or disconnect from work or school, and then select Connect to access resources on
RE Your info	info about this, ask them.	your work or school network. The Connect option will also let you set up a work or school account if you don't have one already.
Email & app accounts		Get more tips
୍ୟ Sign-in options		Related settings
Access work or school		Add or remove a provisioning package
A, Family & other people		Export your management log files
Sync your settings		Set up an account for taking tests
		Enroll only in device management
		Have a question?
		Get help
		Make Windows better
		Give us feedback

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.

Account settings	×
Delete this account?	
test @eq.edu.au	
If you delete this account, all content associated with it will be removed from this device.	
Are you sure you want to continue?	
Delete Cancel	

13. Select Yes.



Installing an App on a Windows device

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

Company Portal			-	
=	Commined Generation (Department of Generation (Charge			
Search for apps	Apps			Show all
命 Home				
IΞ All apps				
③ Send feedback			Fresh Paint	"
E App categories	ClickView ClickView Pty. Ltd Microsoft Corroratu	Word Mobile Excel Mobile Microsoft Corporat Microsoft Corporat	PowerPoint Fresh Paint Microsoft Corporat.	OneNot Microsoft
	<			>
	My Dovices			
	IVIY Devices			
	This device			
	_	_	_	
	DESKTOP-LLP19F0	DESKTOP-D4UOVU6	DNI iPad	In or ou
			Checking access to company resource	s 🕓 Checl
	Contact II			
	で Website Service Centre Online			
A Sign out				
戀 Settings				

2. Select Install

← Company Portal		– 🗆 X
	App details	<i>Ŀ</i> ? …
Search for apps	ClickView Published by ClickView Pty. Ltd.	
 I≣ All apps Send feedback II App categories 	 Install CickView is the world's most advanced video solution for ducation. We provide thousands of quality educational videos Mor ✓ Version 1 Date Published 1a/07/2018 Category Other Apps 	
A Sign outSettings		

3. Wait while the App is downloaded.

← Company Portal		- 0	×
=	App details	Ŕ	•••
Search for apps	 CickView Published by CickWiew Pty. Ltd. Orwnload pending that device is syncirc and will begin downloading your app shortly. Install CickWiew is the world's most advanced video solution for education. We provide thousands of quality educational videos More ~ Version 1 Date Published 18/07/2018 Categony Cherr Apps 		
 Sign out Settings 			

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.)

