Introduction WIN 11 @ Home

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 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.
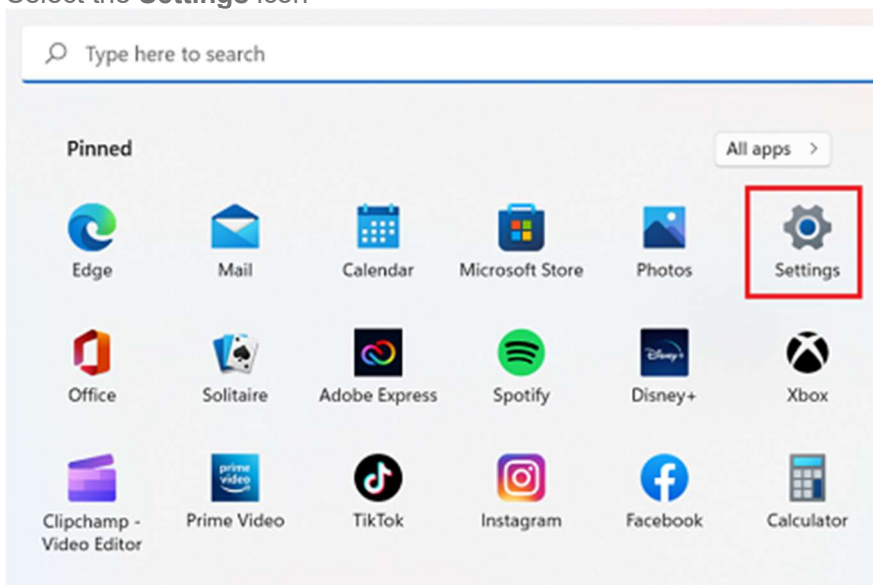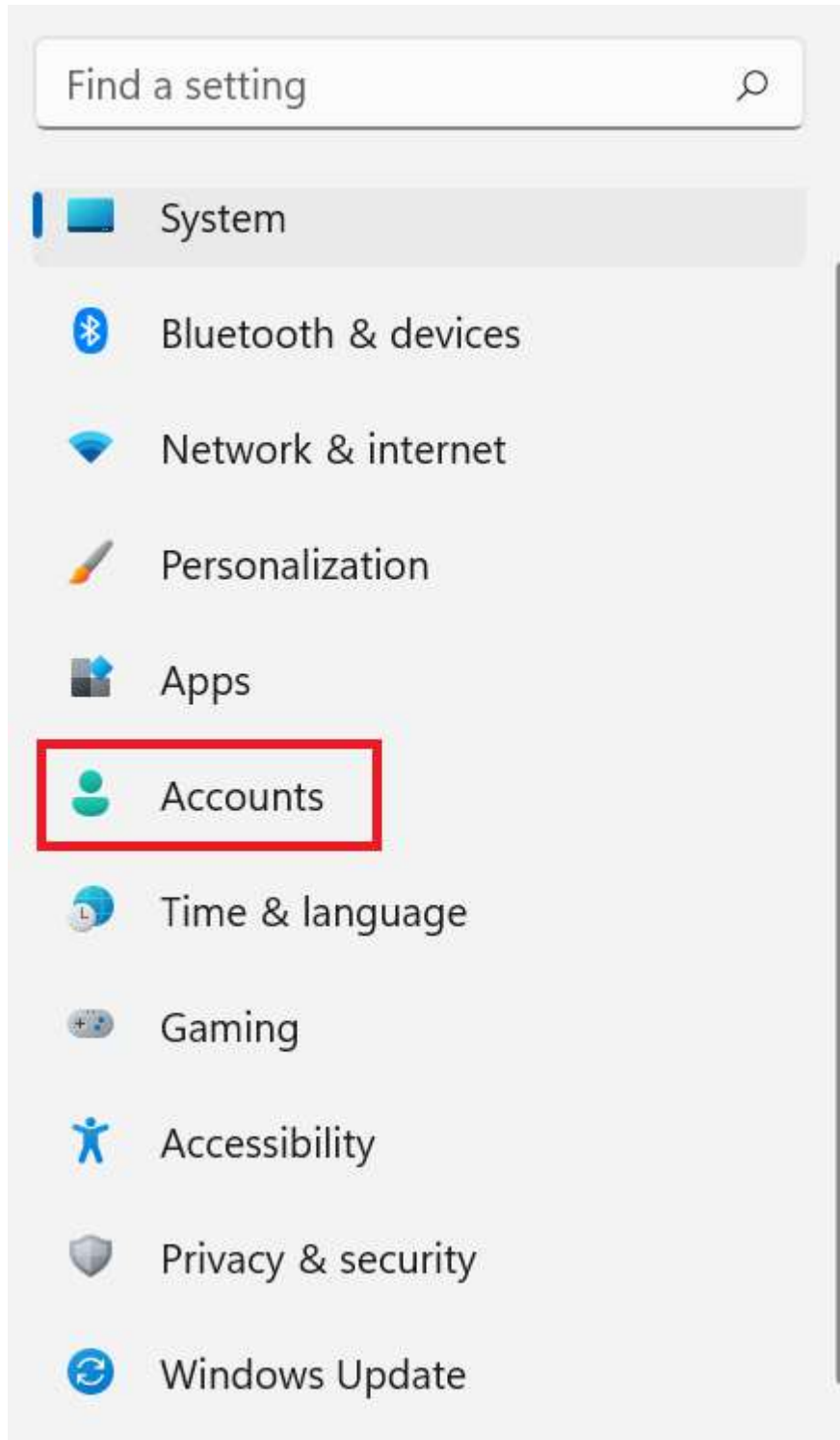
Instructions

Step 1. Install Intune

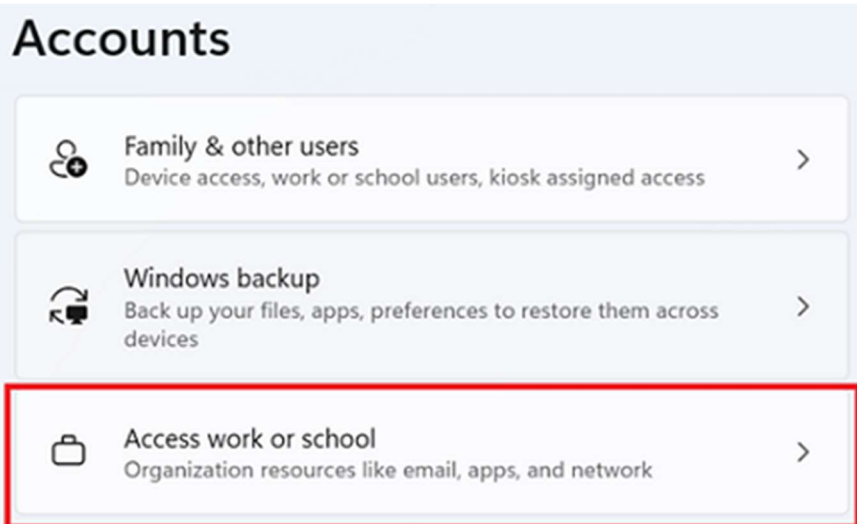a. Connect to the internet and select the Windows icon at the bottom of your screen

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**.

Accounts

Family & other users
Device access, work or school users, kiosk assigned access

Windows backup
Back up your files, apps, preferences to restore them across devices

Access work or school
Organization resources like email, apps, and network

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

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.

mstaff78@eq.edu.au ✕

Next

f. Please enter your username, password, accept the terms and conditions, and **Sign in**.
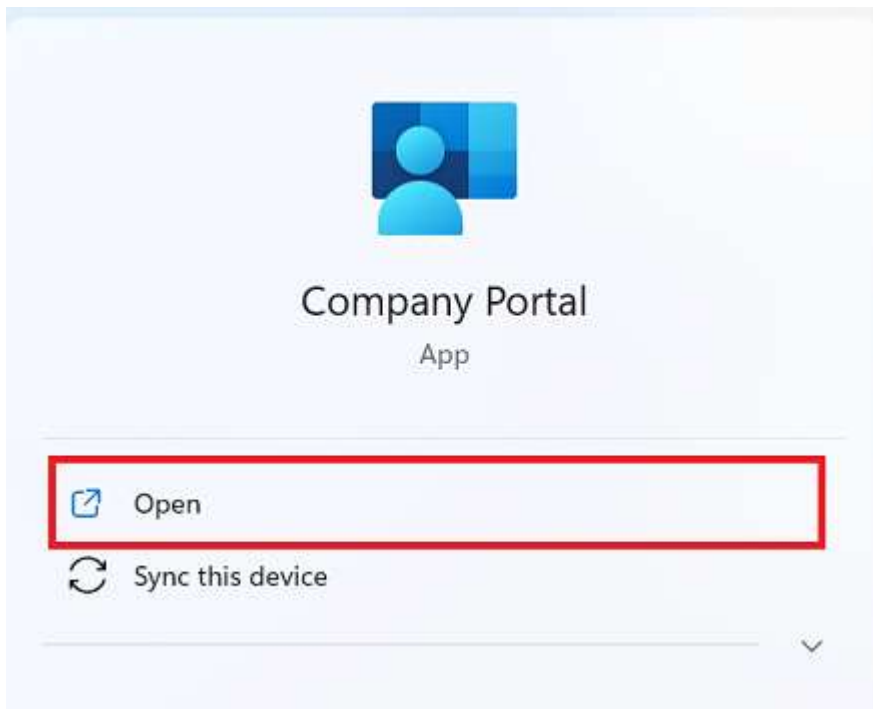

g. Please select **Done**.
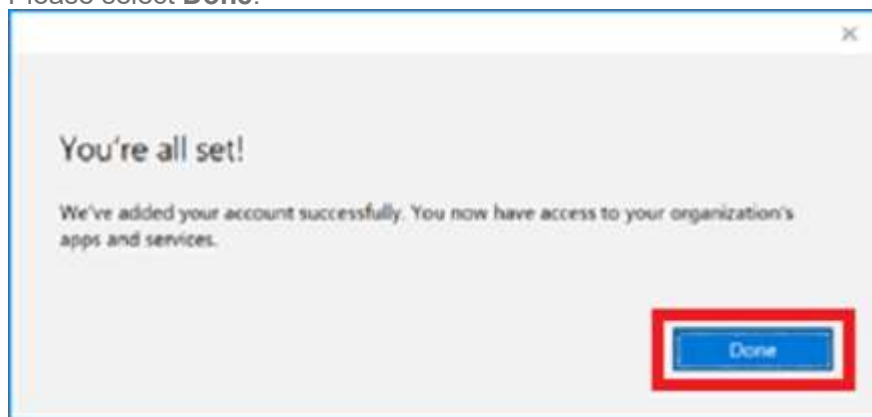
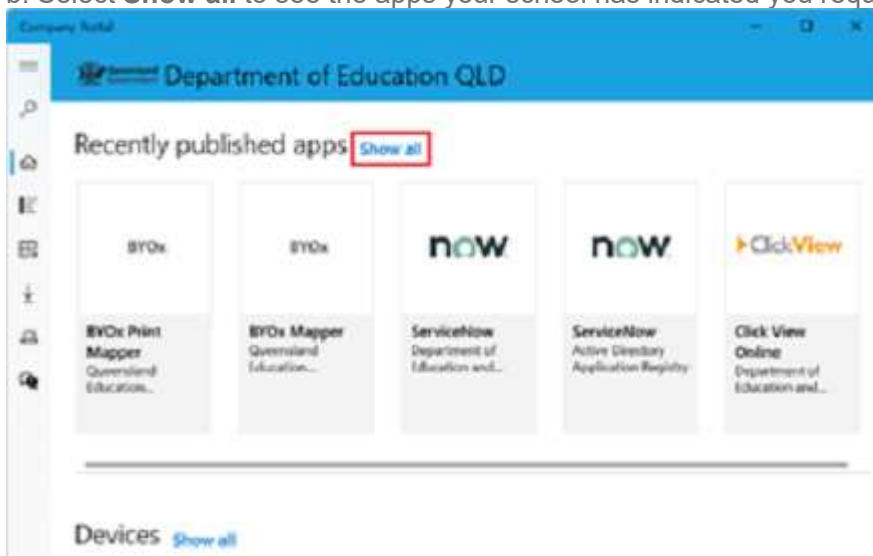h. Check your account has been added. Your account details will be displayed.
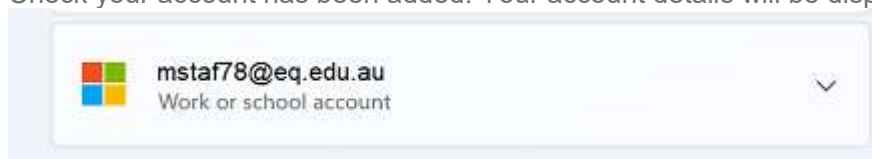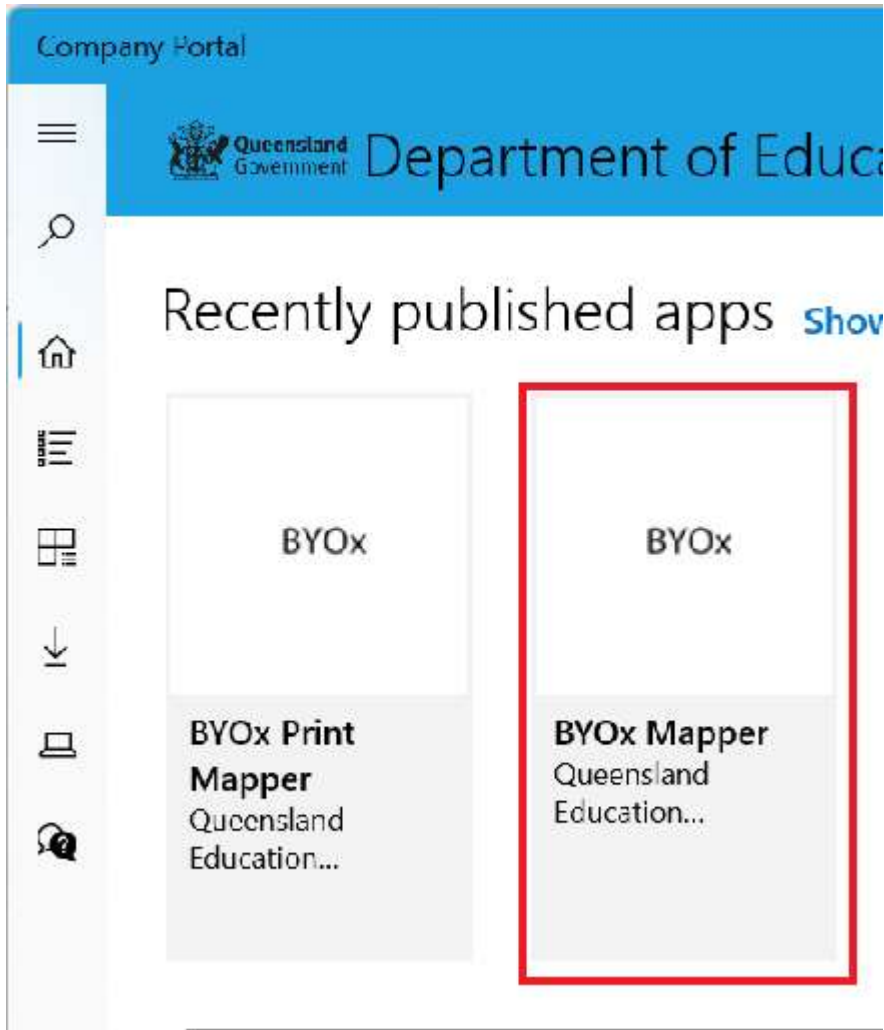

Step 2. Install apps

a. Select the **Windows icon** at the bottom 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.

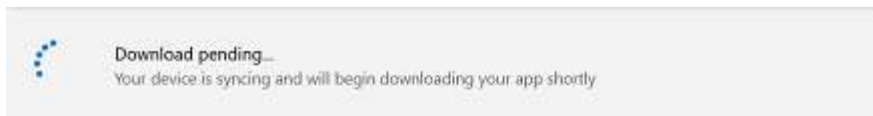c. Select an app to install. In this example, we will use BYOx Mapper
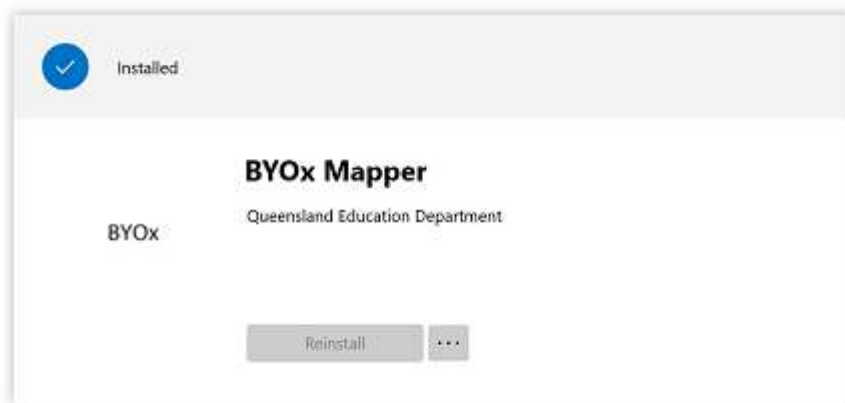
d. Select the **Install** button.

e. A downloading message will be displayed during installation.

Download pending...
Your device is syncing and will begin downloading your app shortly

BYOx Mapper
Queensland Education Department

BYOx

Install   ...

f. The app has finished installing.

Installed
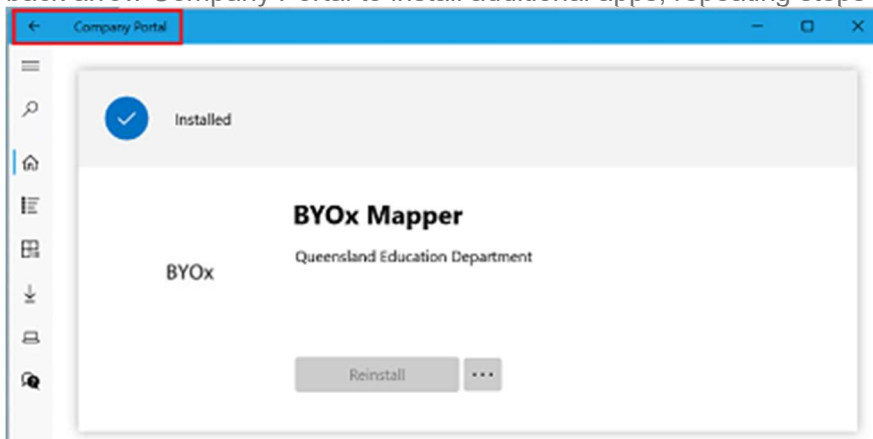
BYOx Mapper
Queensland Education Department

BYOx

Reinstall   ...

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.

Company Portal

Installed

BYOx Mapper
Queensland Education Department

BYOx

Reinstall   ...

Step 3. Set up your mail account

a. Open your mail app by selecting the **Windows icon** the 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**.
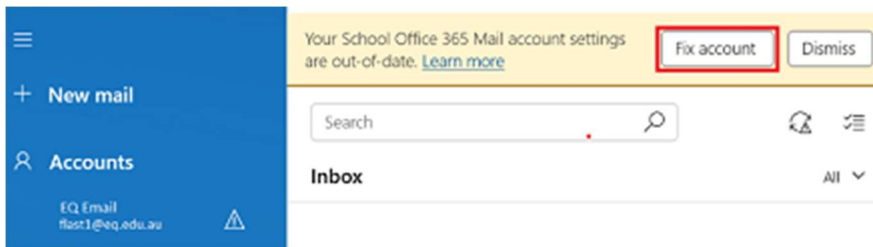
b. The All done! screen will be displayed. Select **Done**. Your mail account has been set up for use and you can now send and receive emails from your school mail account.