

Getting your BYO device ready for school: Intune

Windows 11 version

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

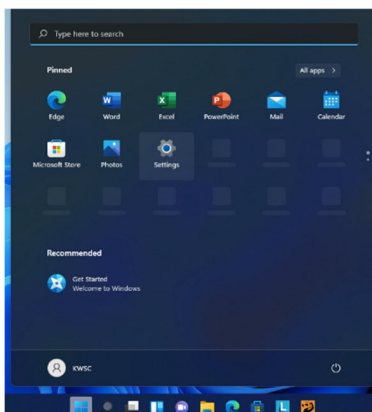
These instructions will show you how to enrol a BYO Windows device into Intune and install an application. This process may take up to 15 minutes to complete.

Before you start, please have ready the email address and password that has been supplied to you by the College. If you do not have this information, you will not be able to successfully complete the installation. Please contact the College to obtain these details.

These instructions are for Windows 11. 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.

How to install Intune

Step 1

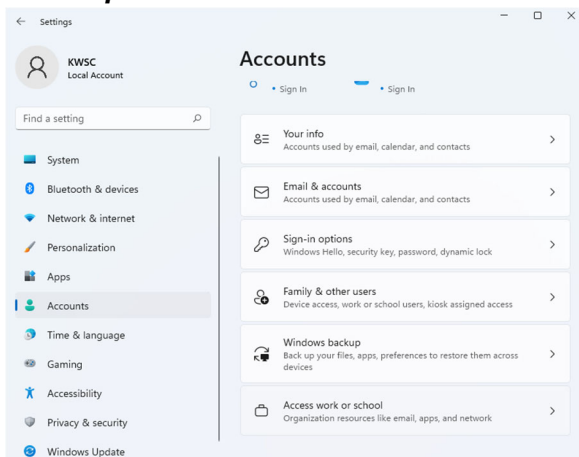


Connect to the internet and select the **Windows icon** at the bottom lefthand corner of your screen.

Then select the Settings cog.



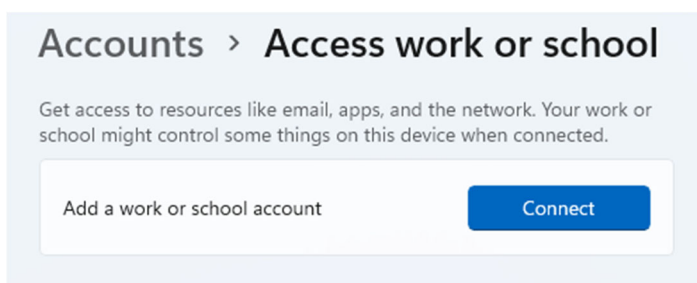
Step 2



Select the **Accounts** icon.

Then select **Access work or school**.

Step 4



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

Then select the **Connect** button.



Step 5

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.

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](#)

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

Step 6

 Queensland Government Department of Education

Managed Internet Service

Sign in with your username and password

Username *

Password *

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

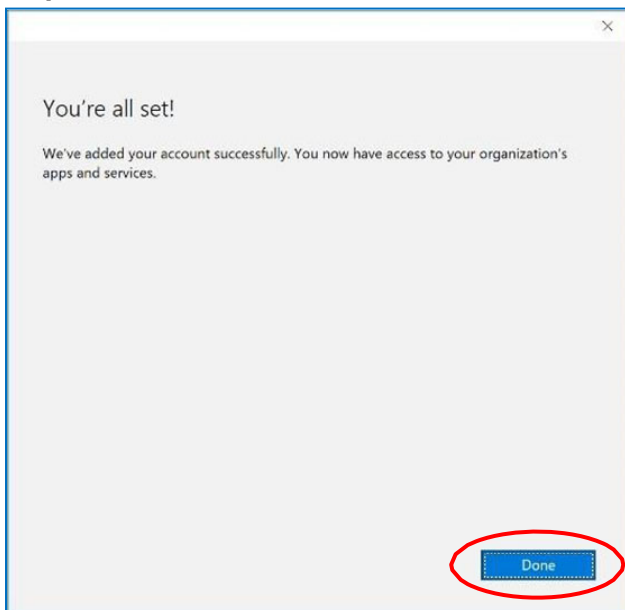
[Change my password](#)

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**.

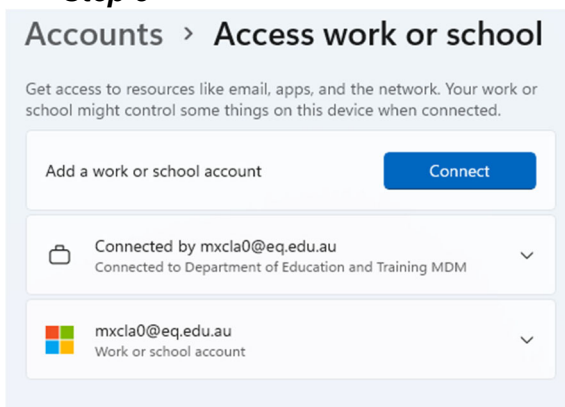


Step 7



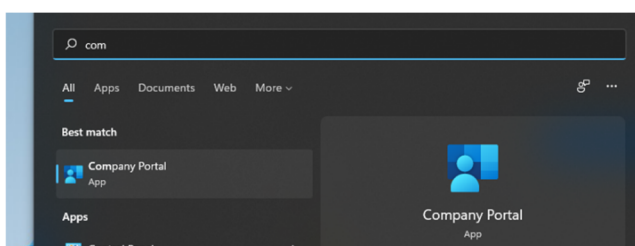
Please select **Done**.

Step 8



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

Step 9



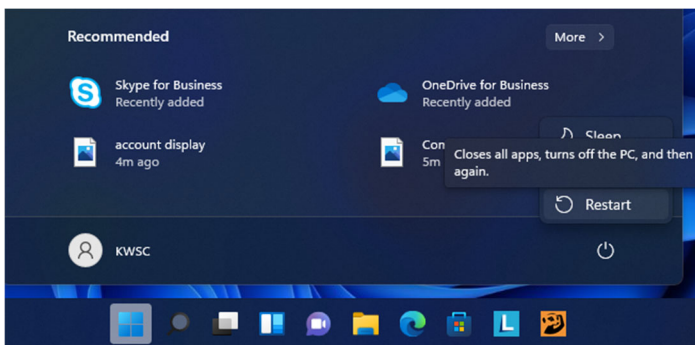
Wait for the Company Portal app to install.

This might take several minutes if the Microsoft servers are packed, or you may need to check if there are any updates that are needed first.

Once this appears then the installation should be complete and the machine access the College network.

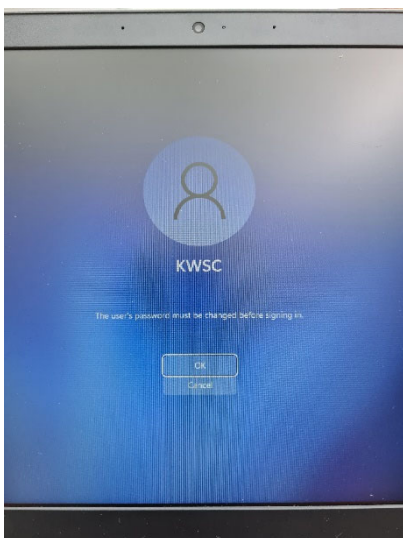


Step 10

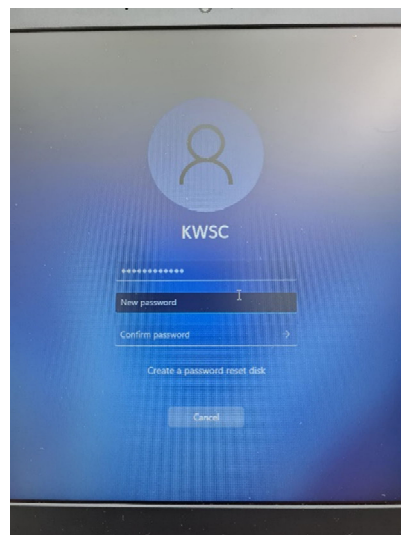


Please restart your device. Select the **Windows icon** at the bottom left-hand corner, then the **power symbol** and then **restart**.

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.

You are now ready to install the apps the College has recommended.

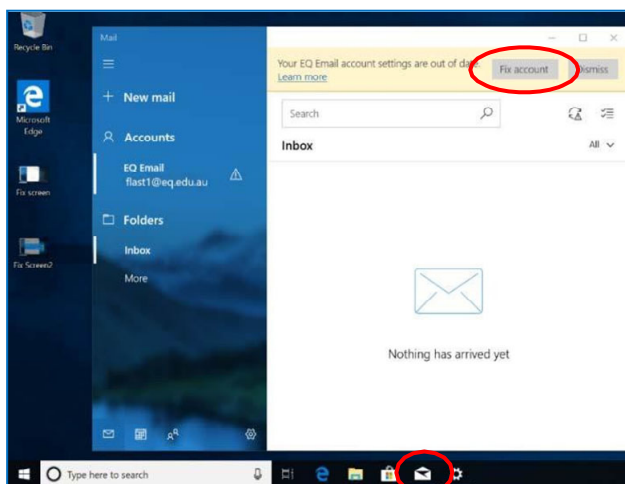
Link to available College software:

<https://kawanawaterssc.eq.edu.au/facilities/computers-and-technology/4-software>



How to set up mail

Step 1

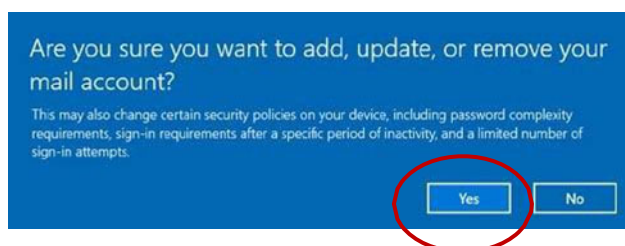


Open your mail app by selecting the **mail icon** at the bottom of the screen. You will see your College EQ Email account listed.

If you do not, please note it may take up to 20 minutes, depending on your device and internet connection. There are some cases where it has taken up to a day

to process. Please select **Fix Account**.

Step 2



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

Step 3



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 College mail account.

Your device is now ready for school. If you need help with installing Intune, an app or mail account, please contact the College for assistance.

