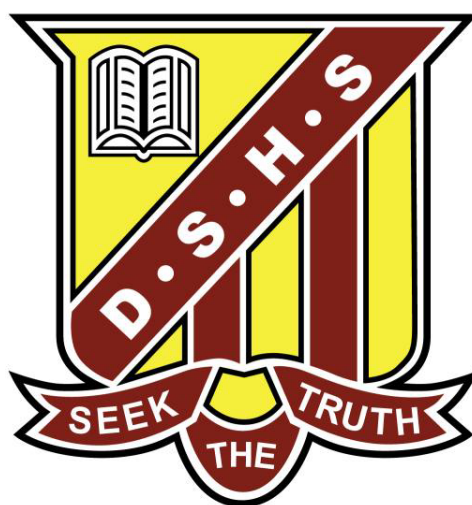


Dalby State High School BYOL Program



Intune Enrolment Windows 10



BYOxLink – How to guide

Enrol your BYO Windows 10 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 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.

You also must:

Have and use an administrator account on the laptop. This will be the account the student uses to use the laptop at school.

Have the laptop initially set up with Windows activated.

Have the laptop fully updated (Windows and Microsoft Store apps)

Have any VPN, Content Control Software (Net Nanny, MS Family) temporarily disabled.

Have returned a signed BYOL laptop charter to the school.

Not have the laptop in Windows S mode.

These instructions are for Windows 10.1607 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.

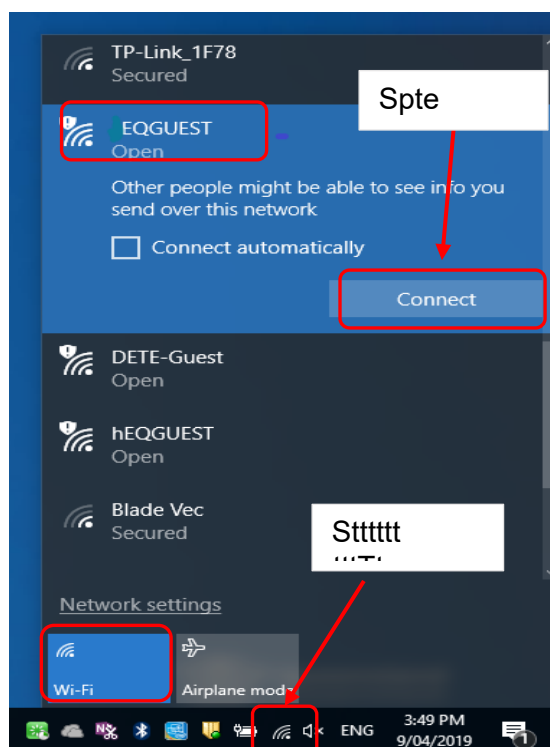
You can do this on your home Internet or at school.



Step 1 Connecting to School WiFi

If doing it at school, please connect to EQGuest by the following steps:

Select the WiFi icon on the bottom Right of your screen.
Scroll through the available WiFi networks to EQGuest and select
Connect.



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**.

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.

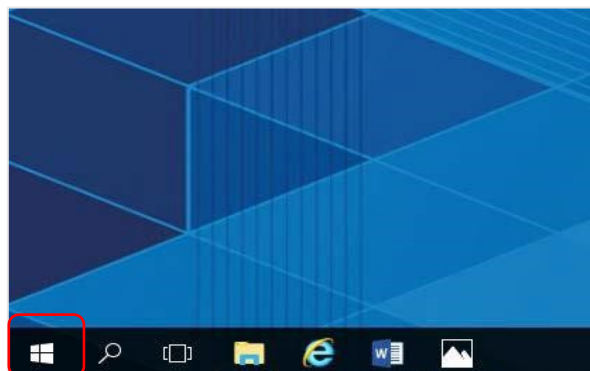
Unauthorised access and use may result in disciplinary action being taken against you. If the department reasonably suspects you are using the ICT network in a manner that constitutes a crime, the department will refer the matter to the police.

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).

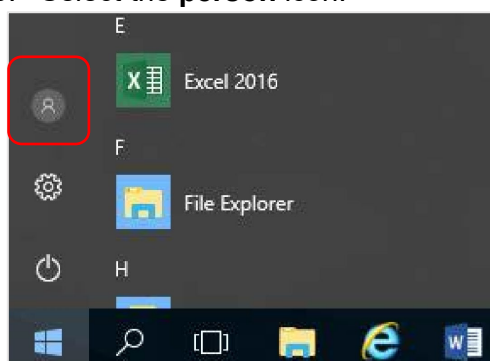
I agree to the terms and conditions

Step 1. Enrolling - Install Intune

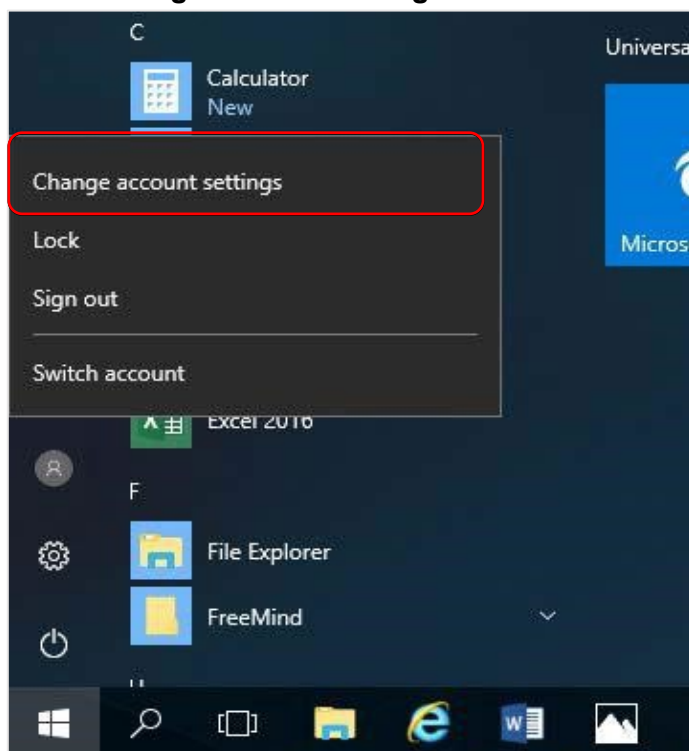
- a. Connect to the internet and select the **Windows icon** at the bottom left hand corner of your screen.



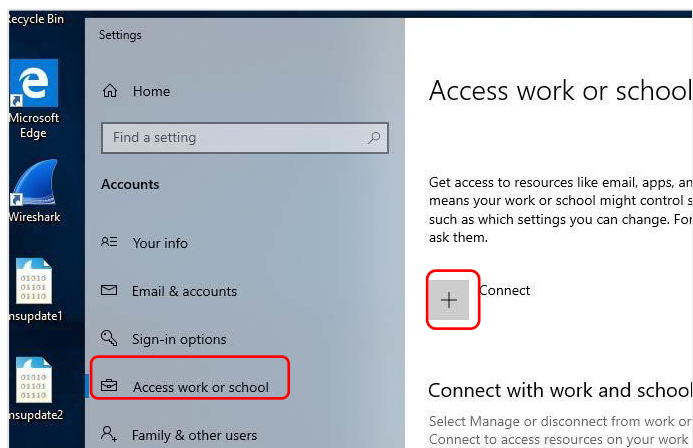
- b. Select the **person icon**.



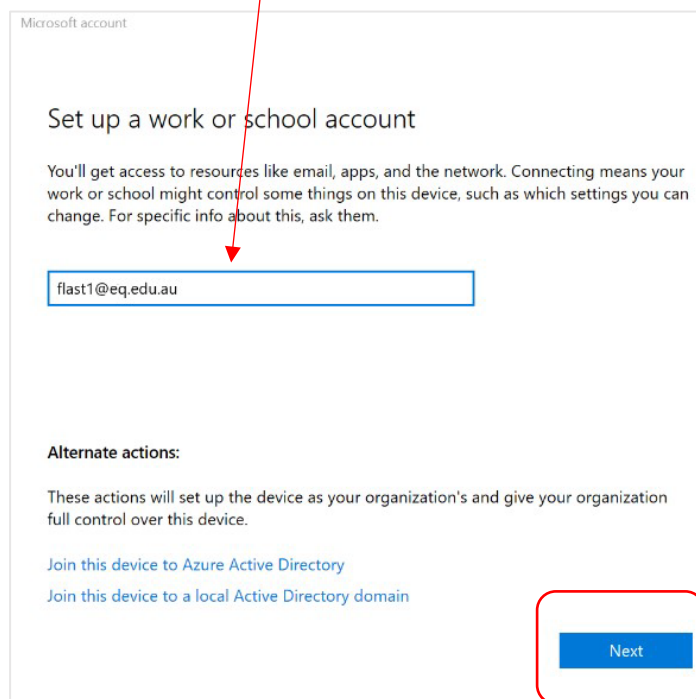
- c. Select **Change account settings**.



- 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**.



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.

flast1@eq.edu.au

Alternate actions:

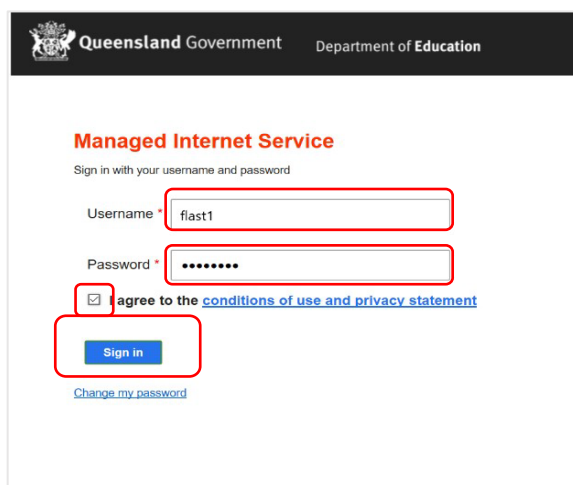
These actions will set up the device as your organization's and give your organization full control over this device.

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

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

Next

- 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](#)

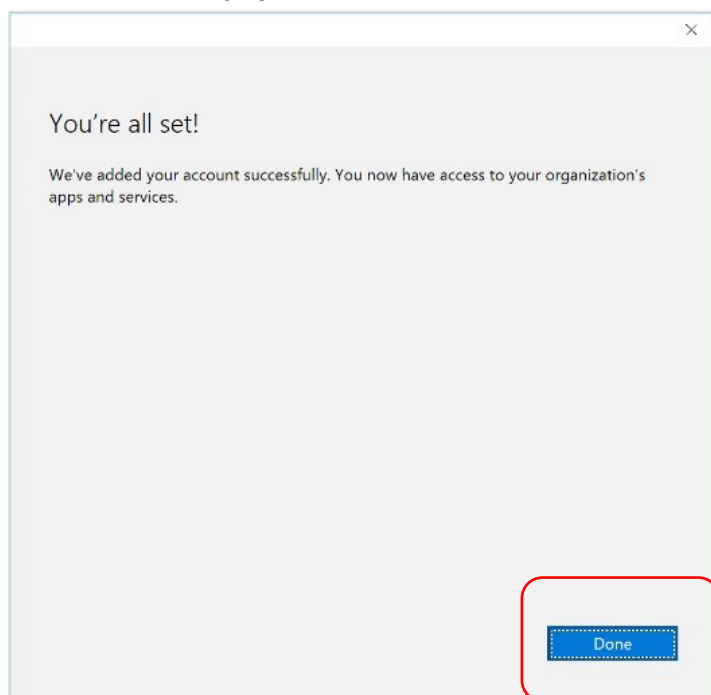
Sign in

[Change my password](#)

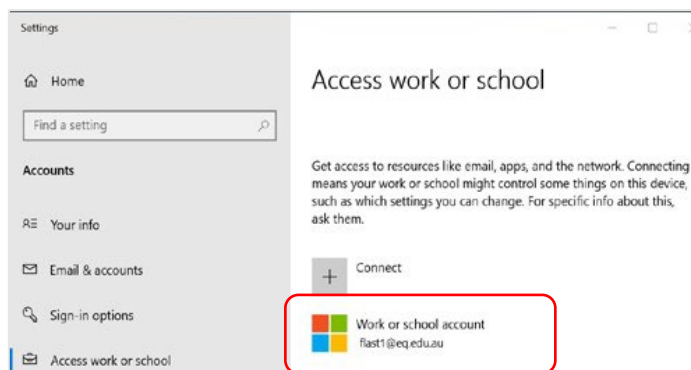
Note: Do not use a Microsoft account



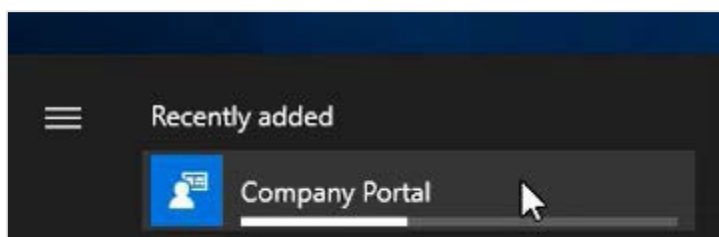
g. Please select **Done**.



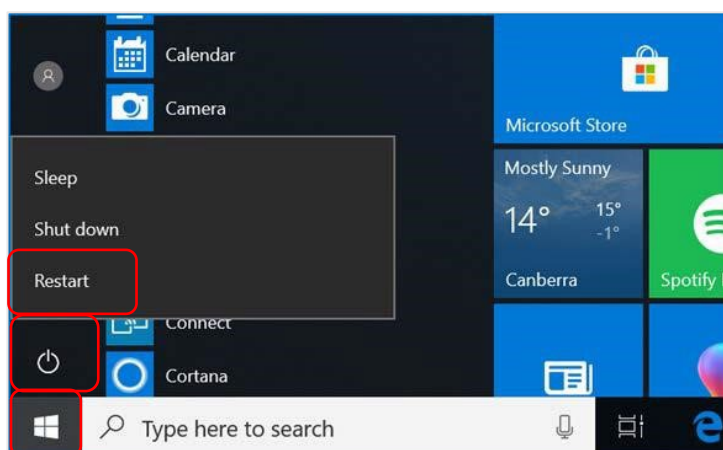
h. Check your account has been added. Your account details will be displayed.



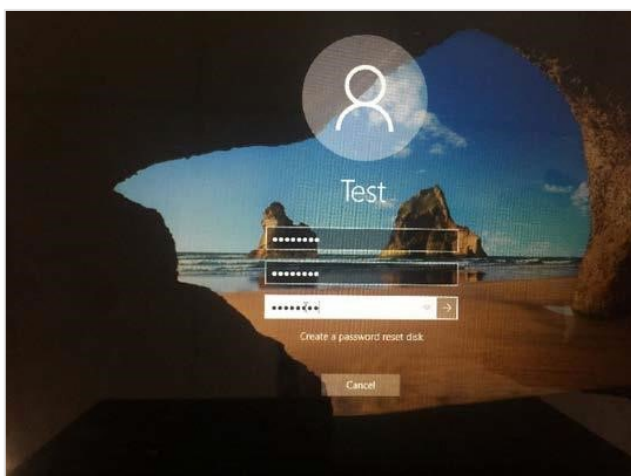
- i. Select the **Windows icon** at the bottom left-hand corner. Wait for the Company Portal app to install.



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



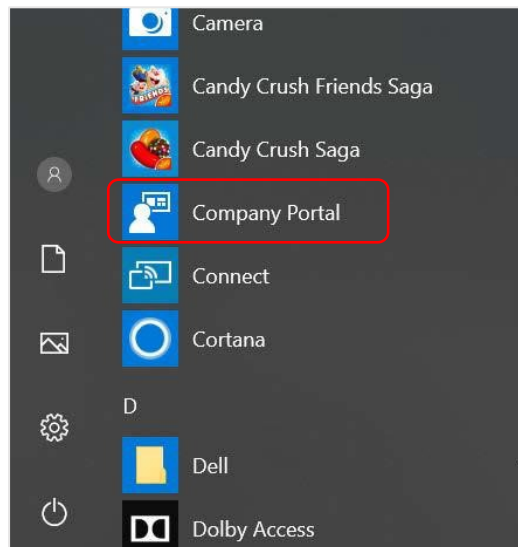
- k. Settings will differ for everyone and you may be prompted to change your password. If you are, please do so. You may use your original password again.



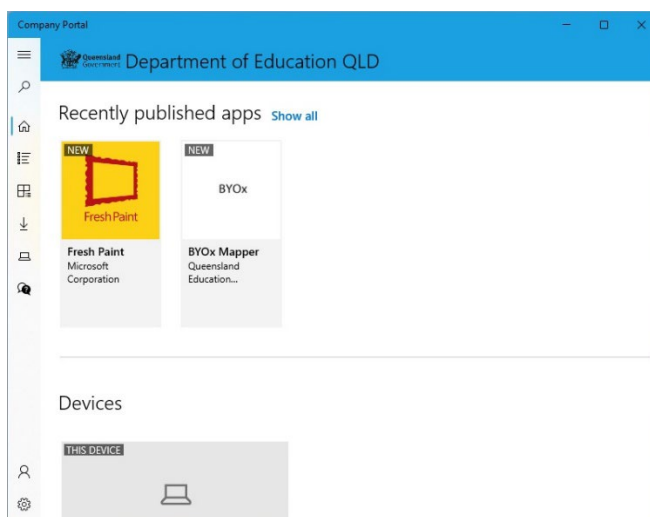
When your device has restarted, the Intune set up is completed. It may take up to 15 minutes to finish installing. You can use your device in the meantime but please keep it connected to the internet.

Step 2. Install BYOx mapper

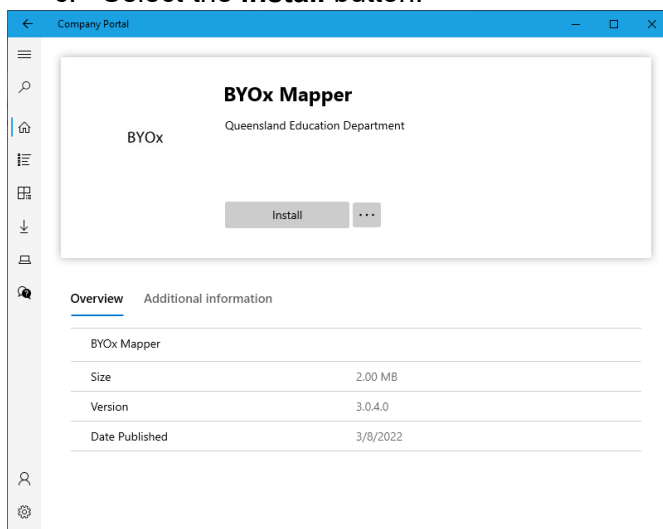
- a. Select the **Windows icon** at the bottom left hand corner of the screen, and then open the Company Portal application. If requested, sign in with your school user name and password.



- b. Select BYOx Mapper.

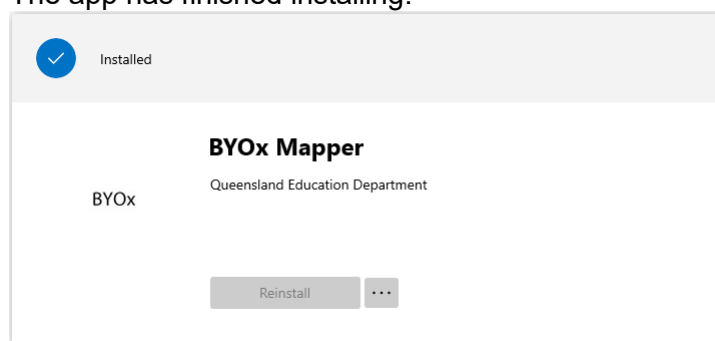


c. Select the **Install** button.



d. downloading message will be displayed during installation.

e. The app has finished installing.



f. To install Office 365, go to www.office.com and use your school username, school password and school email address to download and install Office 365.

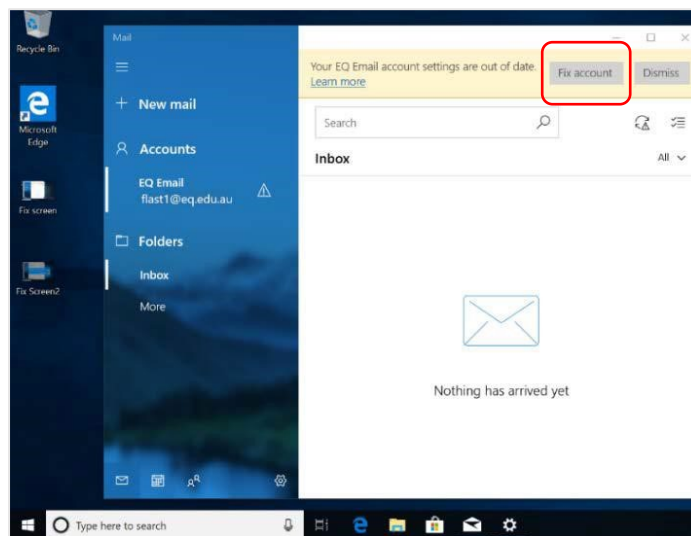
g. Please ensure you download the BYOx Mapper app to be able to connect to school printers and drives when at school.

Step 3. Set up your mail account

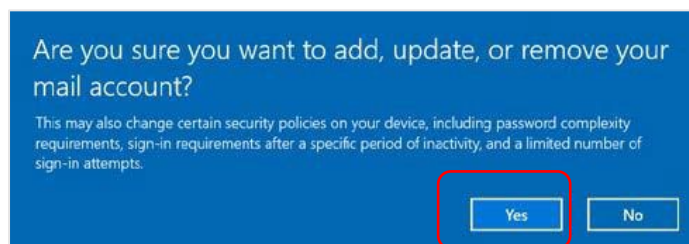
a. Open your mail app by selecting the **mail icon** at the bottom of the screen. You will see your school EQ Email account listed. If you do not,



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.

