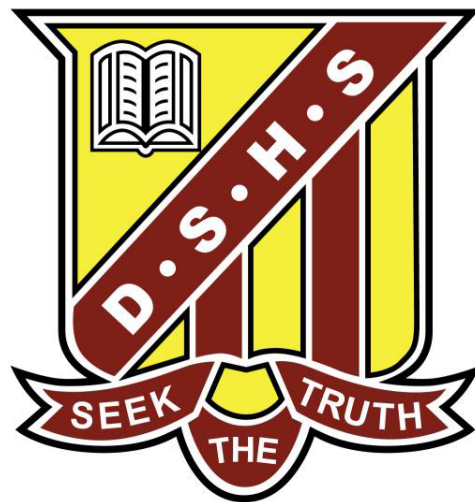


Dalby State High School

BYOL Program



Intune Enrolment
Windows 11



Getting your BYO device ready for school: Intune

Windows 11 version

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 11. You may find some of the screens look different to the ones provided here if you have an different version of Windows or there are changes made to Intune.

If the installation fails at any time, please restart your device and try again.

How to Enrol your device with Intune

Step 1

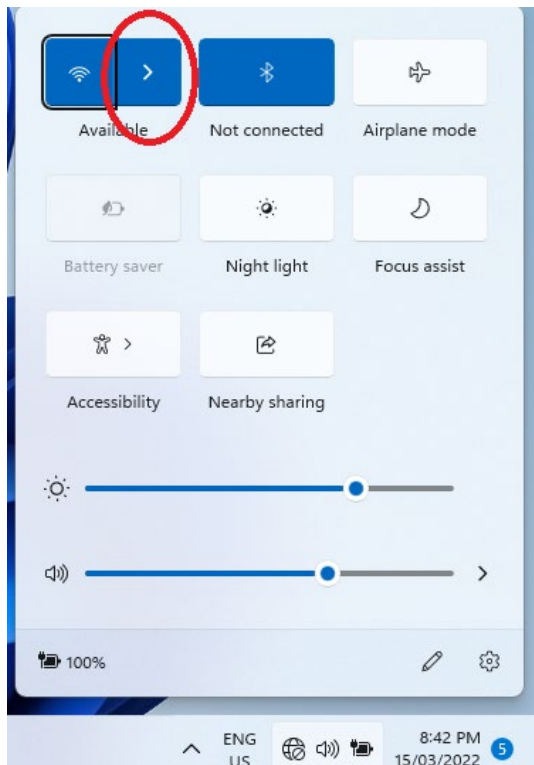
If at school, connect to the **EQGuest** network. If at home, connect to your WiFi.

If at school, go to your **Wifi** connection window, select **EQGuest**.and select **Connect**. You should be able to connect to this network.

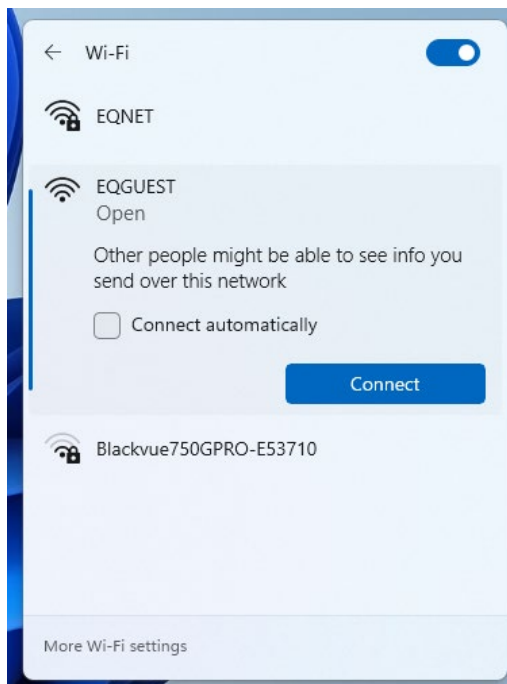
(A)Open your **Network connections** by clicking on the **Globe** icon.



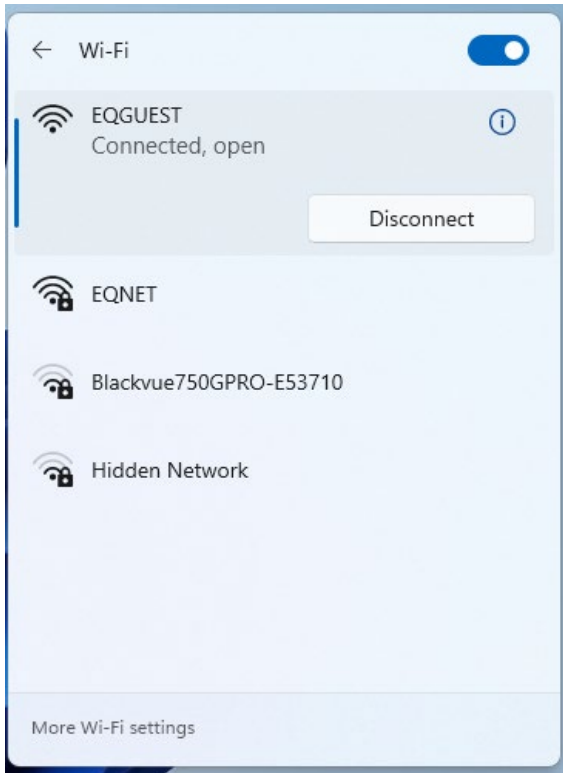
(B) Select the **sideways arrow** to see available wireless networks.



(C) Select **EQGuest**, leave the **Connect Automatically** box unchecked and select **Connect**.

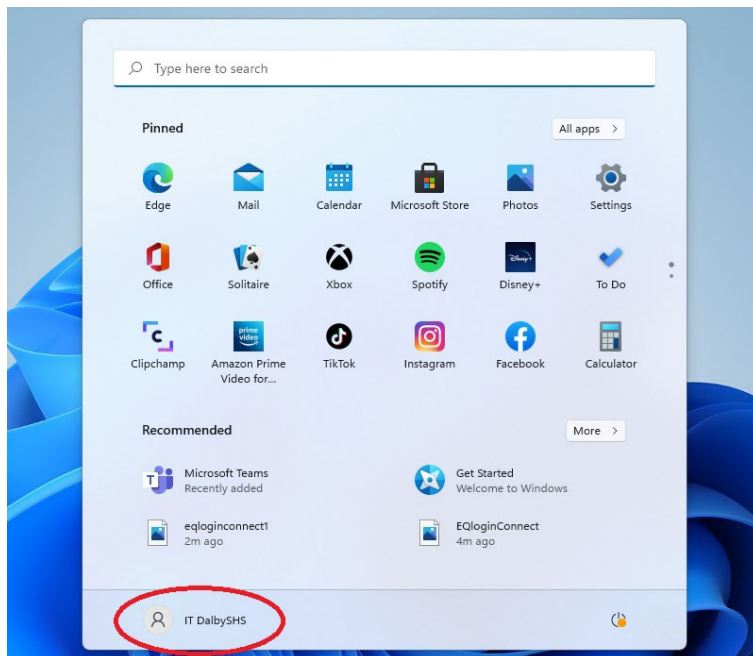


(D) **EQGuest** should now show connected.



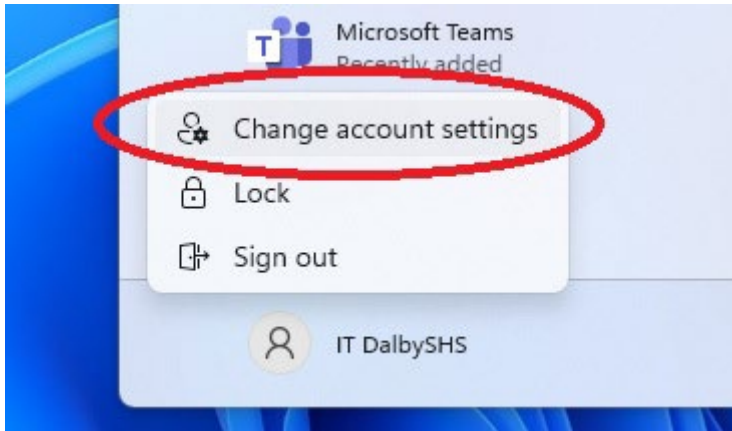
Step 2

Click on Start and then click on the Person icon at the bottom of the window



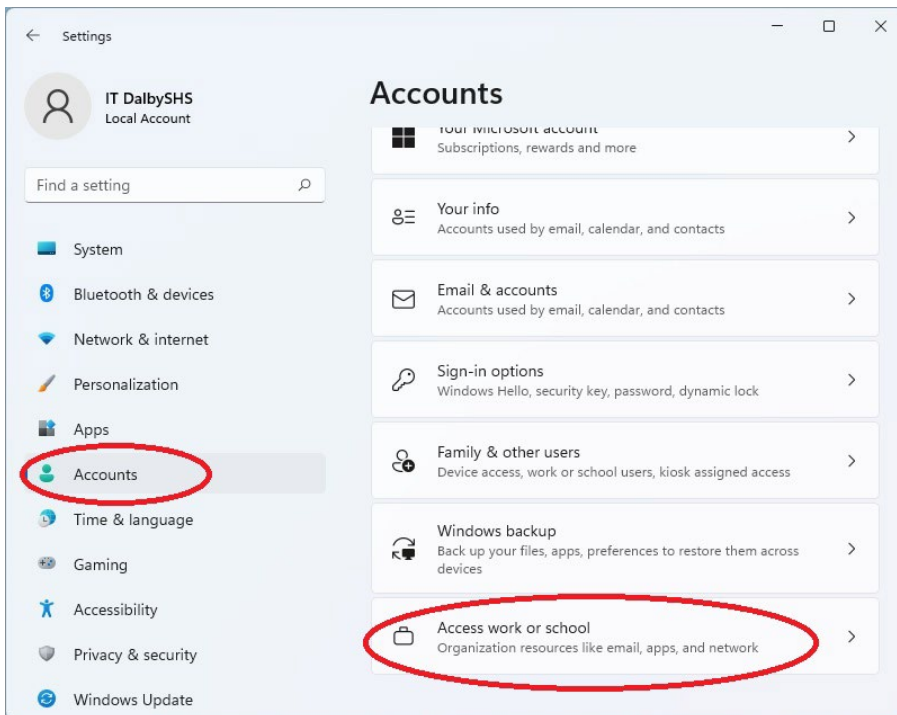
Step 3

Select **Change account settings**.



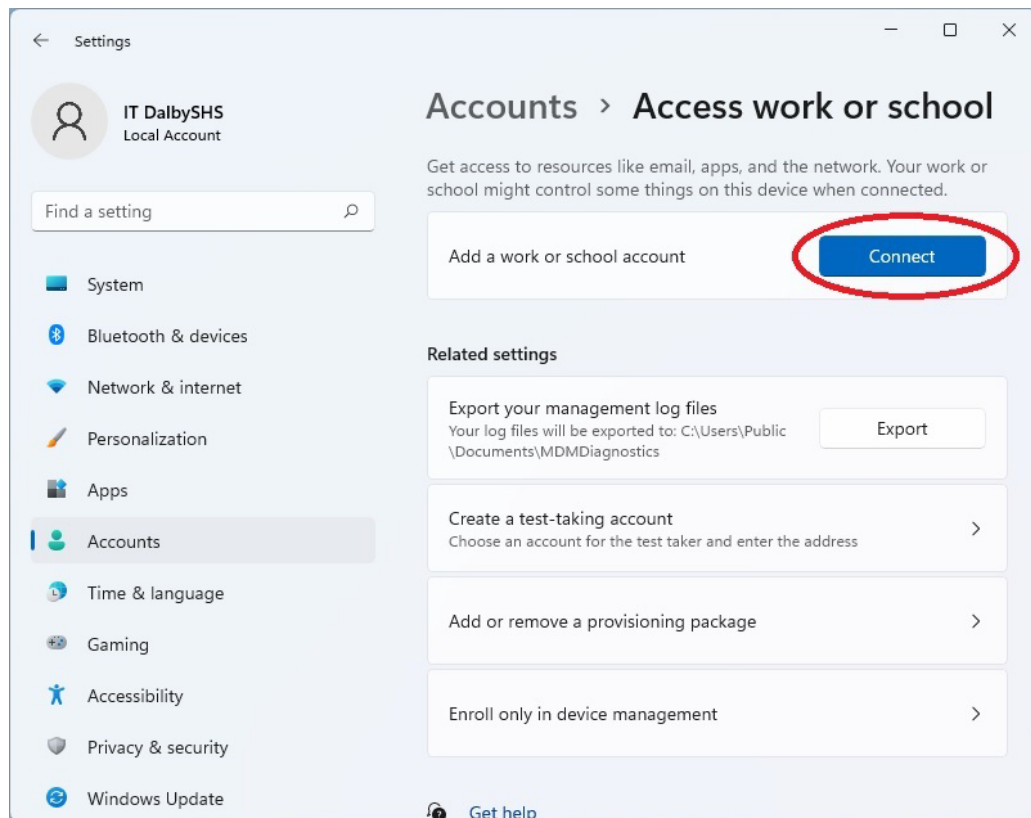
Step 4

Select **Accounts** on the Left hand side then **Access work or school**



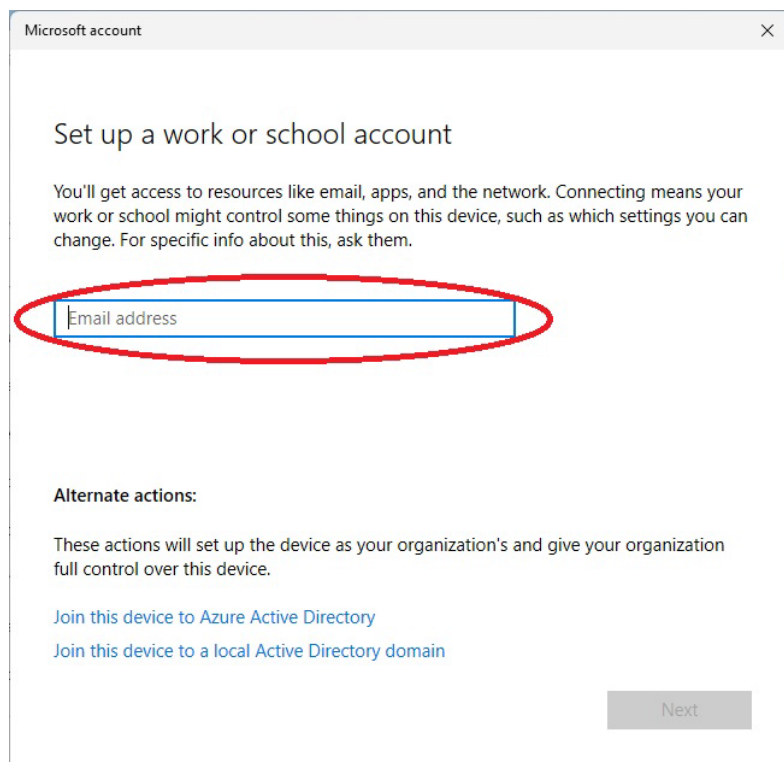
Step 5

If there is an old school account listed, select that and then **Disconnect**
In **Add a work or school account** select **Connect**.



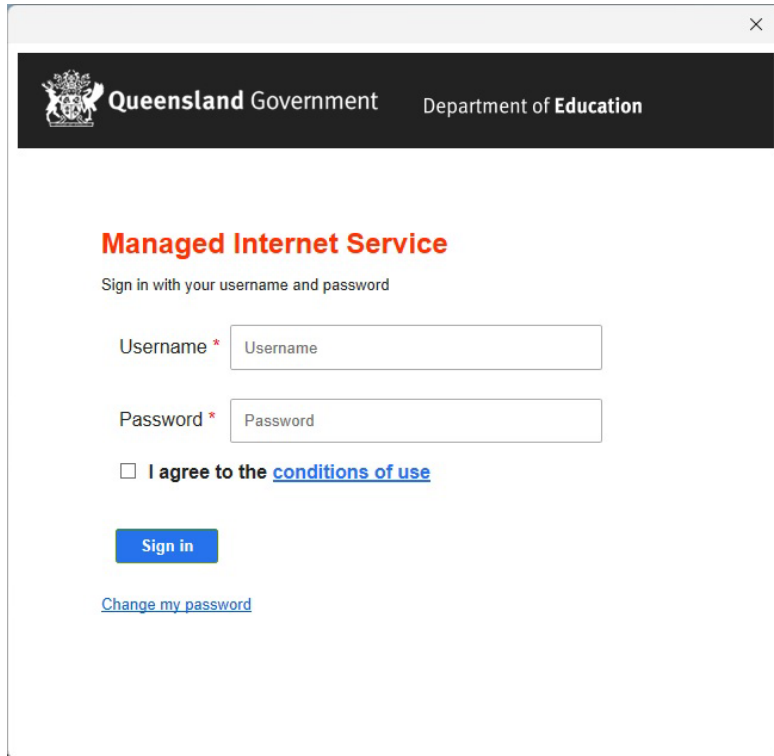
Step 6

In the email address box in **Setup up a work or school account**, type your school email address (*****@eq.edu.au) and select **Next**.



Step 7

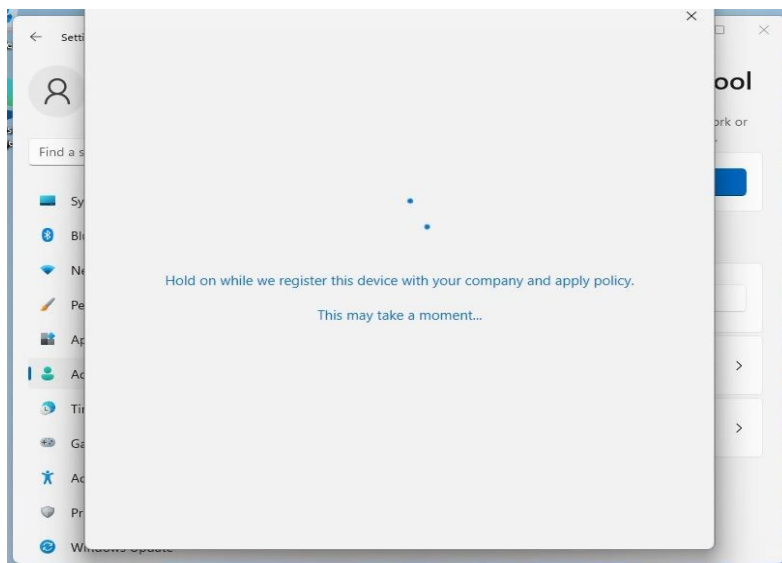
Your school username may appear in the Username field in the **Managed Internet Service** window. If not, input your school username (not your school email address). Your school username is the part of your school email address on the left of the @ symbol. Also input your school Password and tick the **I agree to conditions** checkbox and then select **Sign in**.



The screenshot shows a web browser window with the Queensland Government Department of Education logo at the top. The main heading is "Managed Internet Service" in red. Below it, the text says "Sign in with your username and password". There are two input fields: "Username *" and "Password *", both containing placeholder text. Below the password field is a checkbox labeled "I agree to the [conditions of use](#)". A blue "Sign in" button is positioned below the checkbox. At the bottom left, there is a link that says "Change my password".

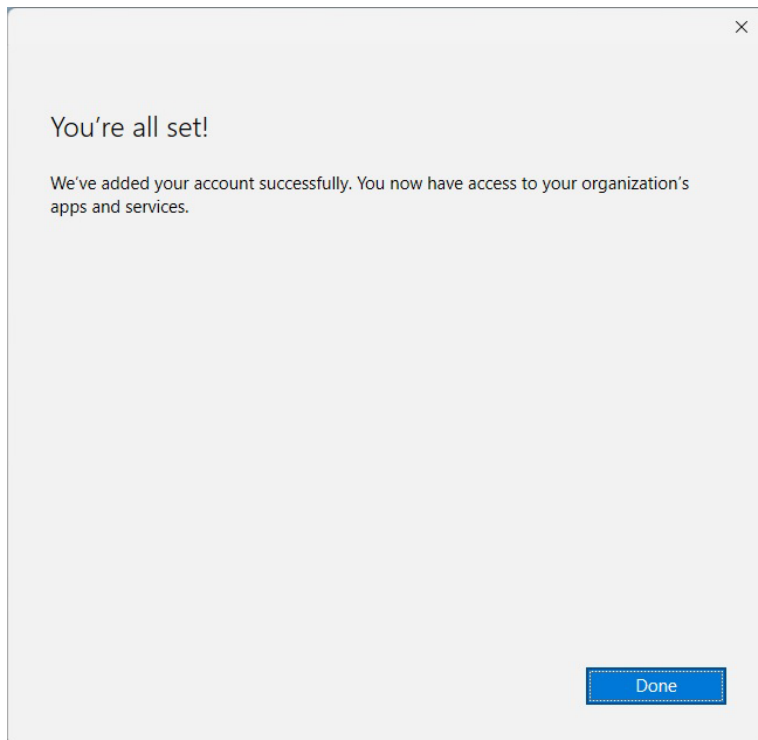
Step 8

Please wait while the system processes your request. This can take a few minutes. Make sure you stay connected to the Internet during this.



Step 9

When the setup is finished the **You're all set!** message will be displayed. Select **Done**.



Do not disconnect from the Internet! The Company Portal will now download and install and it is very important that it installs properly. It will appear in your All Apps listing when it is done. Once it appears, Restart your device. Your device may request a password change on reboot. Note that you can use the original password you had by inputting it again.

If enrolling at school, after a reboot, your device should automatically connect to the EQNET WiFi network. If you enrolled at home, your device should automatically connect to the EQNET network when you are at school.

Check your WiFi connection by clicking on the network icon in the bottom Right hand side of your screen.

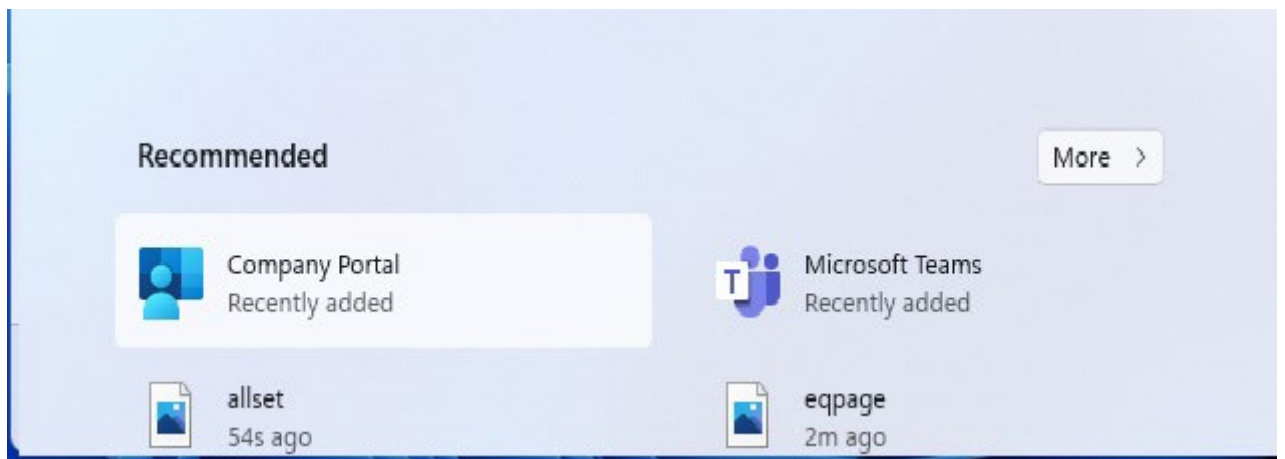


Note that the Company Portal can take up to 20 minutes to fully install so just let your device do it's thing. You can use the device while all this happens but do not allow it to disconnect from the Internet or the install will fail and the enrolment won't work.

You are now ready to install the BYOx Mapper.

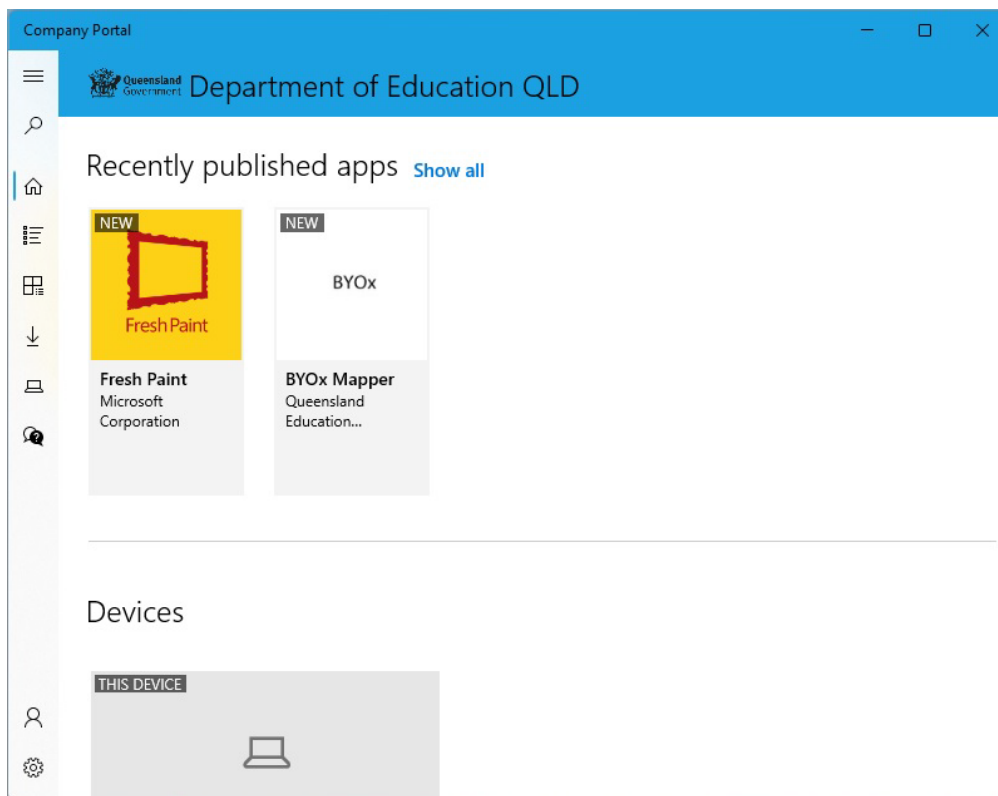
Step 1

Go to **All Apps** in **Start** and open the **Company Portal**. It may already appear in Recommended in **Start**.



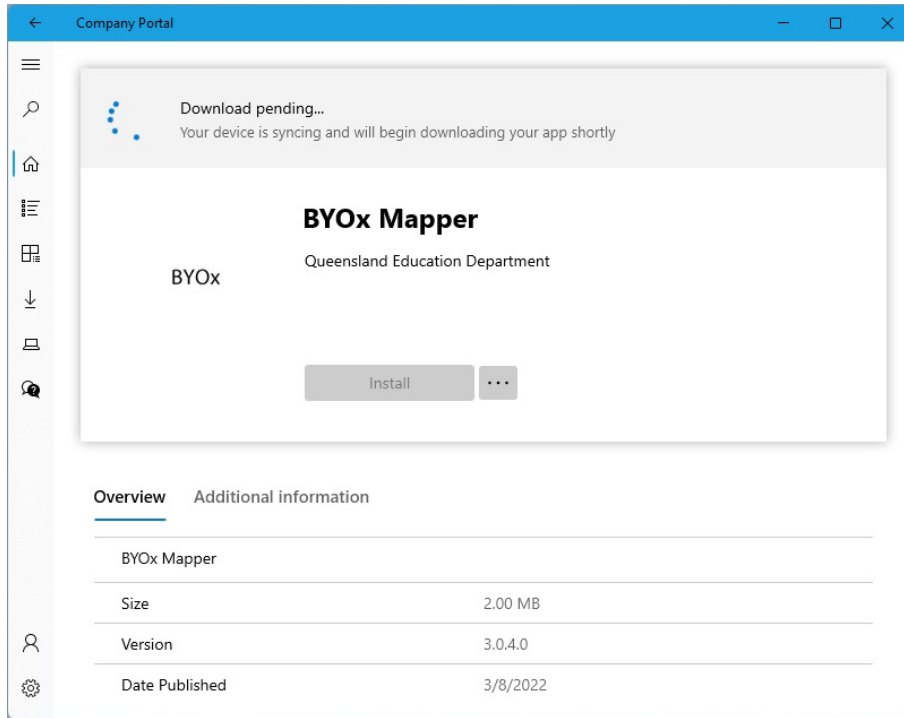
Step 2

In the **Company Portal** window, select **BYOx Mapper** by double clicking.



Step 3

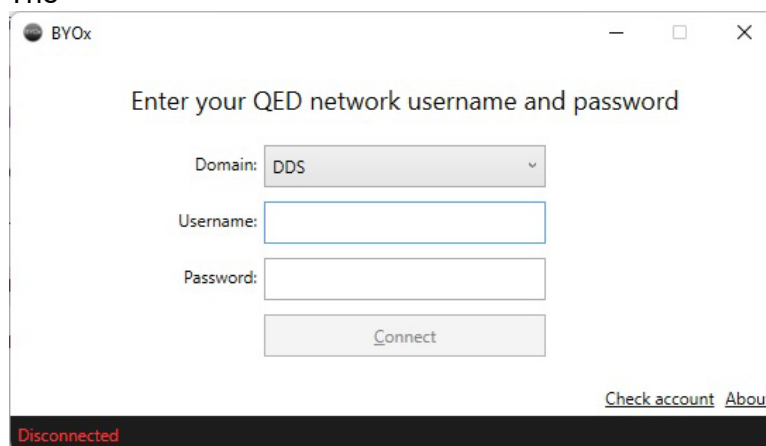
The install window for BYOx Mapper will open. Select **Install**.



The BYOx Mapper will install.

To use the BYOx Mapper, wait until you are at school and run the App. You need to check that the domain is set to DDS, input your username and password and select **Connect**.

The

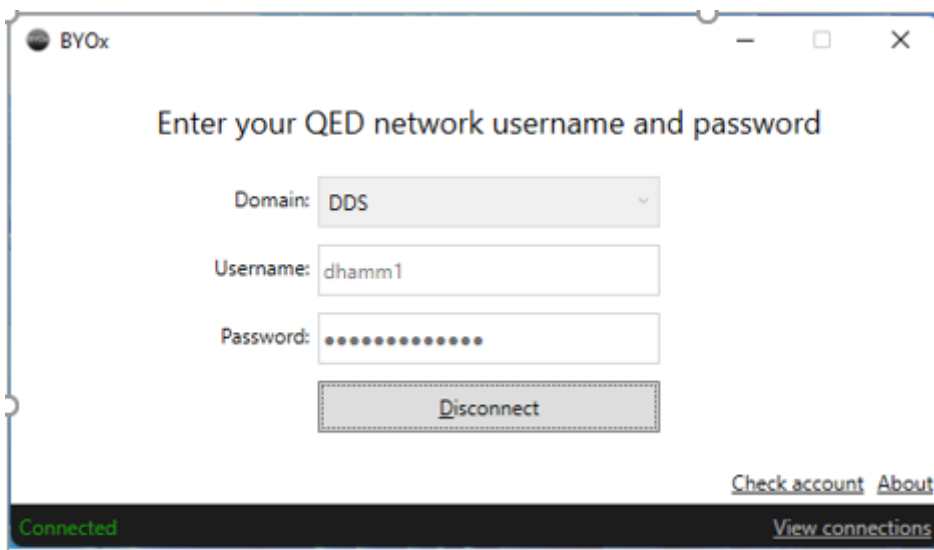


The app will connect and display a Success window.



PLEASE NOTE: there is currently an issue state wide with BYOx Mapper unable to connect printers. Education Queensland technicians in Brisbane are working on a solution.

Click OK and you will return to the BYOX Mapper window.



The red Disconnect in the bottom Left will change to a green Connected.

Do not now close the BYOx Mapper. Minimise it by select the Minimise bar symbol - near the Close **X** symbol. You can leave this running while you are at school to remain connected to the school network drives or just connect when you need to get stuff off/on the school drives. If you happen to break connection, just run BYOX Mapper again. To view what you have connected, click on **View Connections** in the bottom Right of the window.

Note that BYOx Mapper does not automatically connect when you come to school each day. You need to manually connect each day.

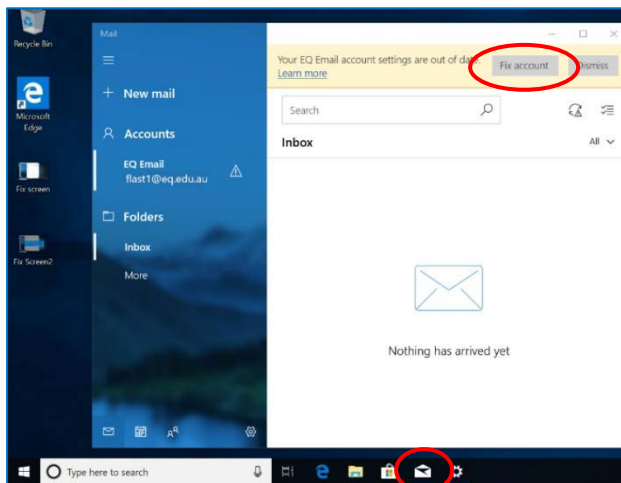
Email connection

You can set up email on your BYOL Windows device.

Step 1

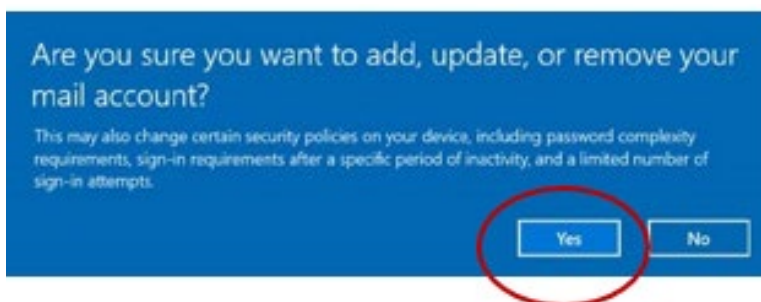
Open your Mail app by selecting the **Mail** icon at the centre bottom of your screen. You will see your school email account listed. If you don't, please note that it may take up to 20 minutes depending on your device and Internet connection. There have been cases where it has taken up to a day to process. Please select **Fix Account**.

Step 1



Step 2

A message will then confirm if you want to make changes to your email account. Select **Yes**.



Step 3

All Done! Will now appear. Select **Done**.



Your email account is now set up for use. Your email inbox will gradually import the mail from your school email account. You can now send and receive emails on your device

Your BYOL device is now ready for school.

If you need assistance with any of these steps, please contact your school for assistance.