# Windows 11 onboarding instructions

## Introduction

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.
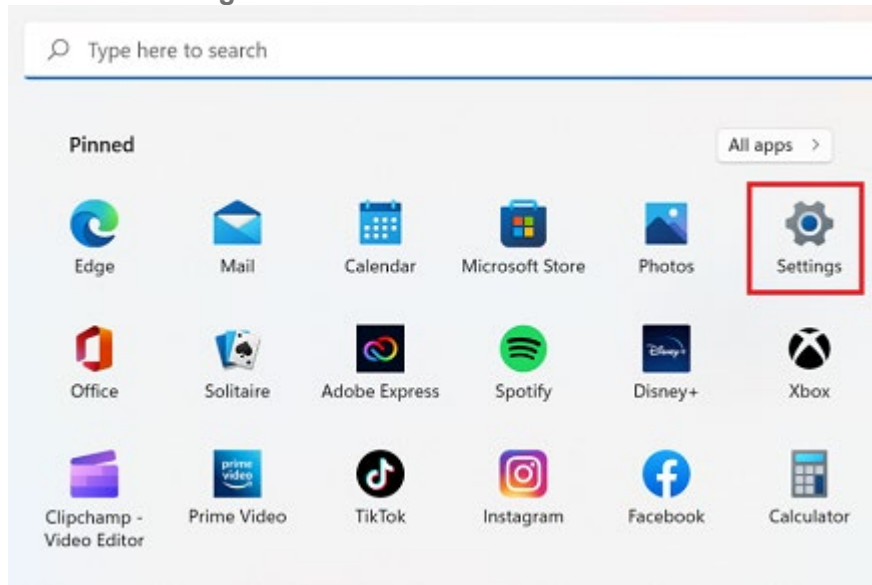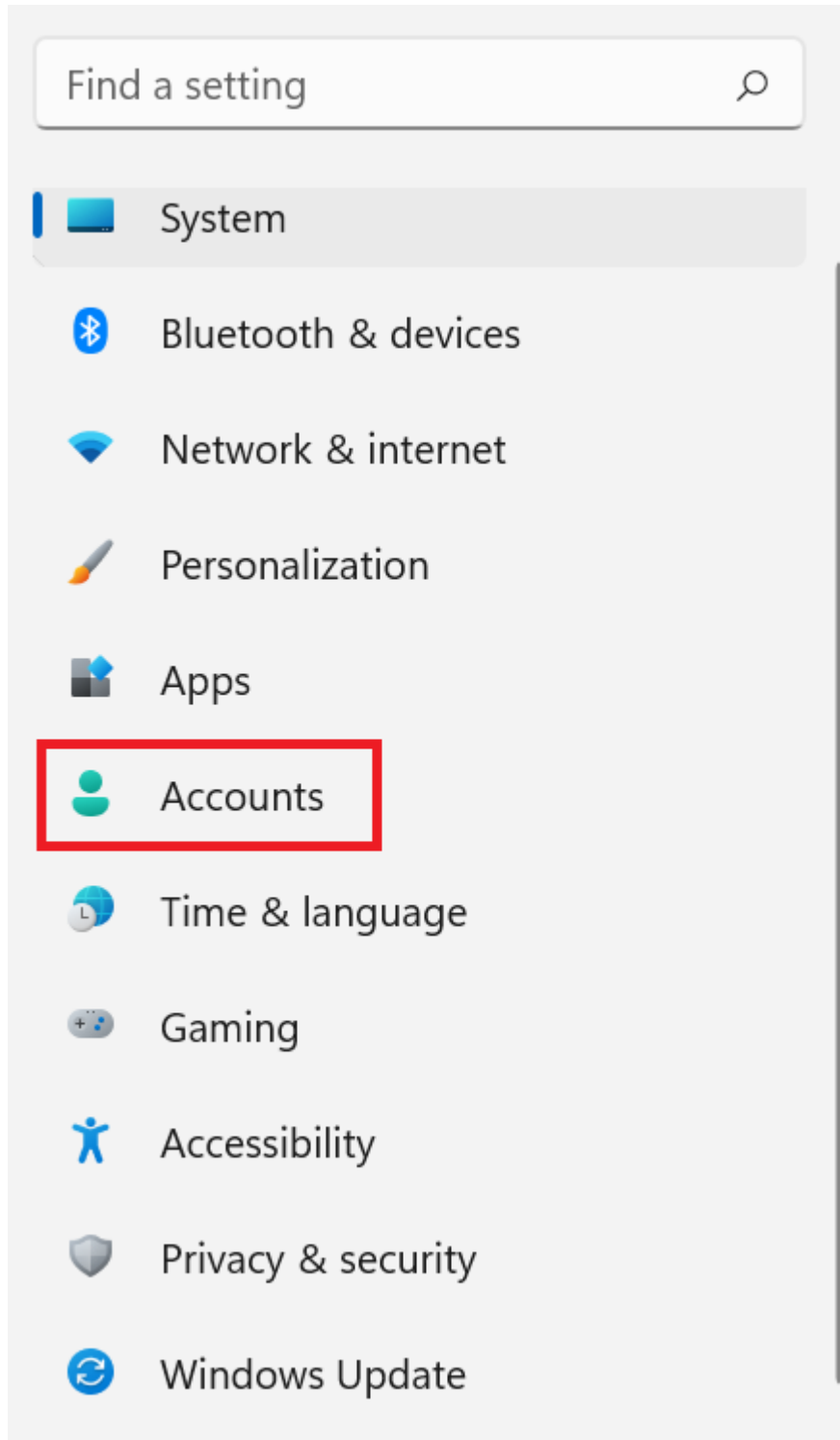
## Instructions

## Step 1. Install Intune

a. Connect to the internet and select the Windows icon at the bottom of your screen
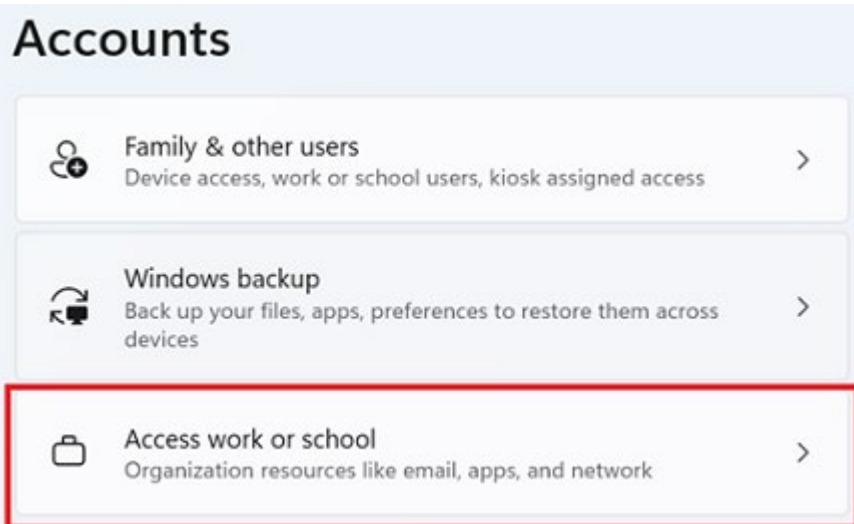
b. Select the **Settings** icon

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**.

**Managed Internet Service**

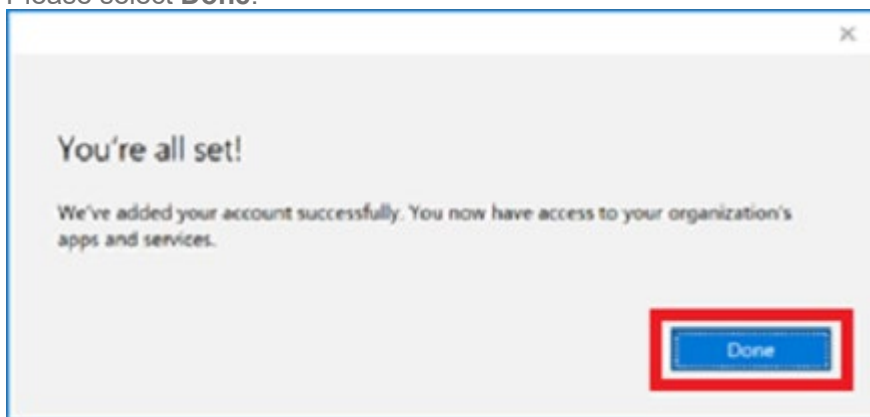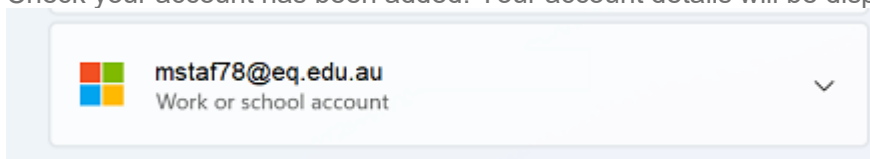Sign in with your username and password

Username *   mstaf78

Password *   ••••••••••••

☑ I agree to the conditions of use

Sign in

Change my password

g.  Please select **Done**.

×

You're all set!

We've added your account successfully. You now have access to your organization's apps and services.

Done

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

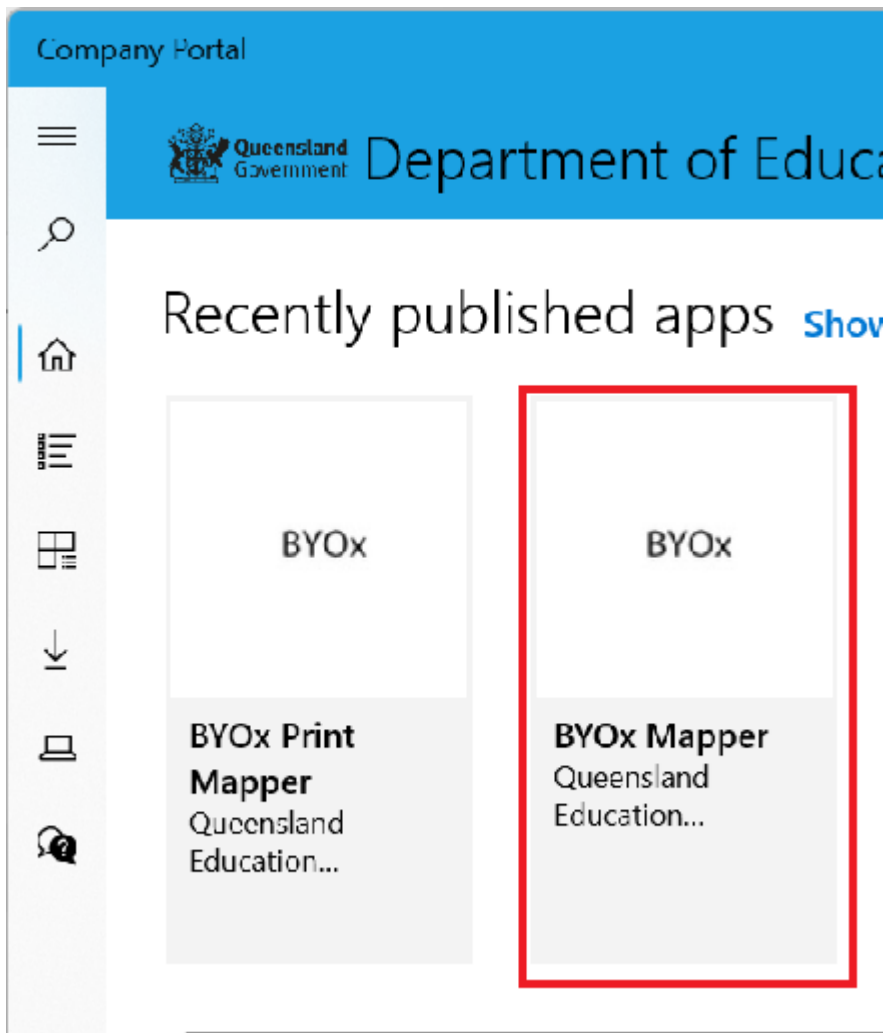mstaf78@eq.edu.au
Work or school account                    ⌄

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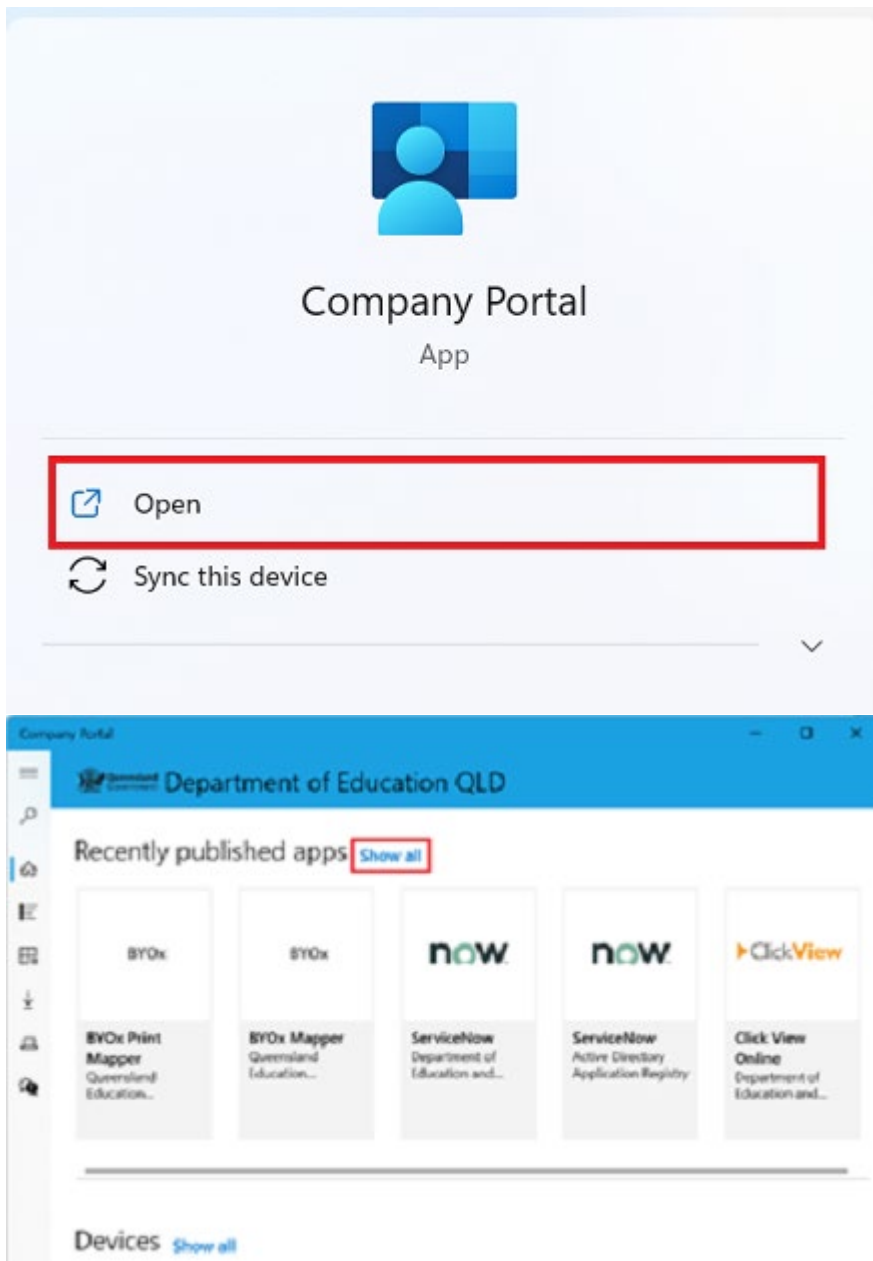
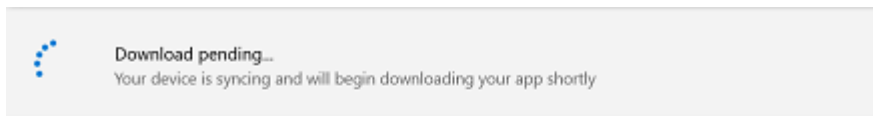c. Select an app to install. In this example, we will use BYOx Mapper
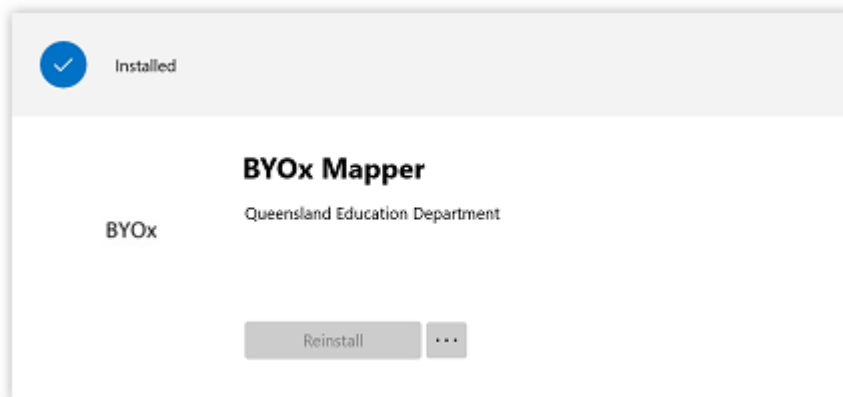
d. Select the **Install** button.



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    ...
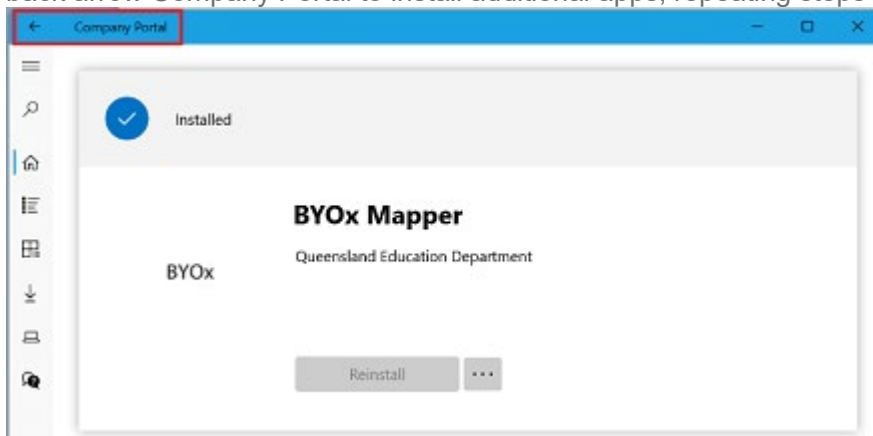
# Step 3. Set up your mail account

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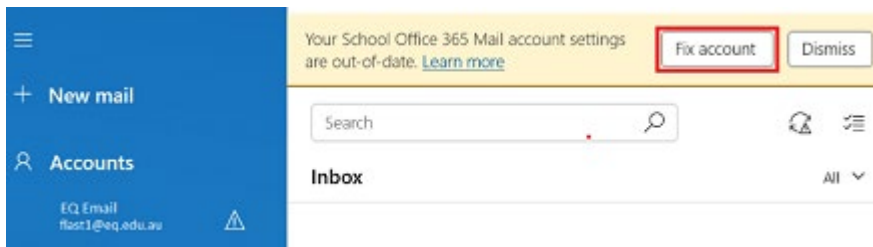
b. The All done! screen will be displayed. Select **Done**. Your mail account has been set up for use and you can now send and receive emails from your school mail account.