

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.

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.

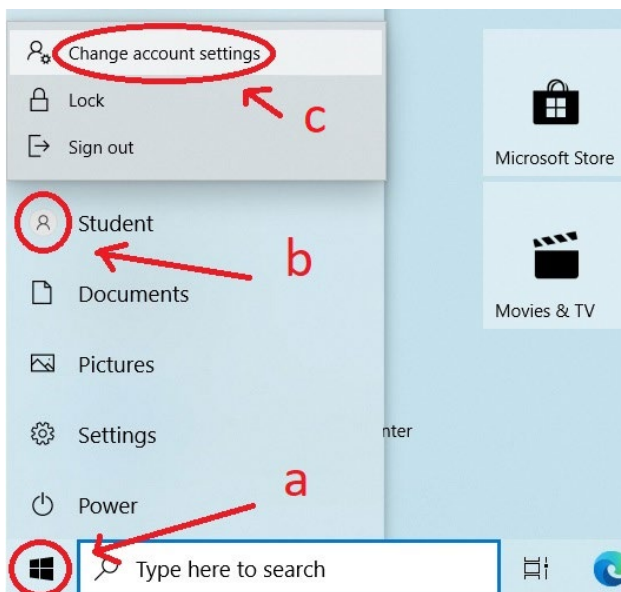
If the installation fails at any time, please re-open the Intune app and try again.

Please note: If you have any problems with installing Intune or using it afterwards, please contact school IT support for assistance. Their email is

support@caloundrashes.eq.edu.au



Step 1. Install Intune

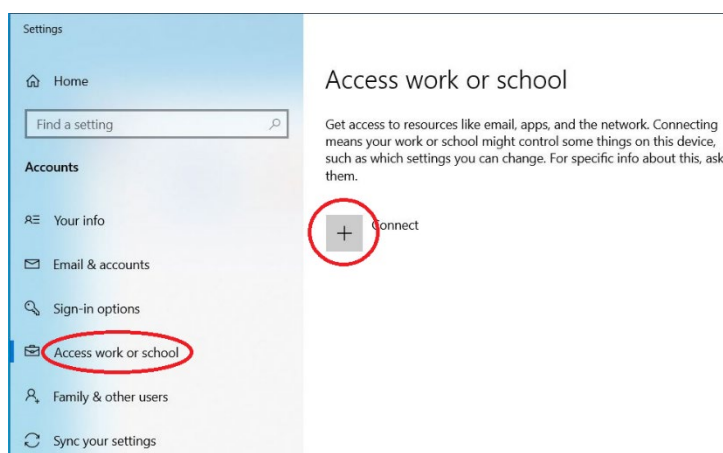


a. Connect to the internet and select the **Windows icon** at the bottom left hand corner of your screen.

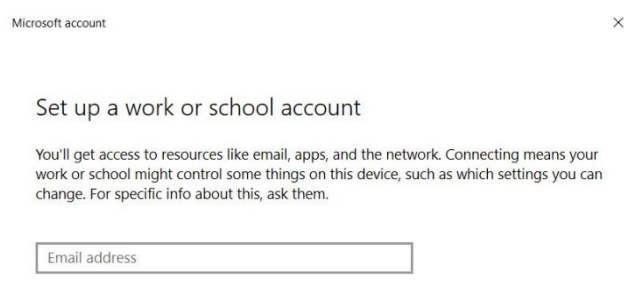
b. Select the **Person icon**.

c. Select **Change account settings**.

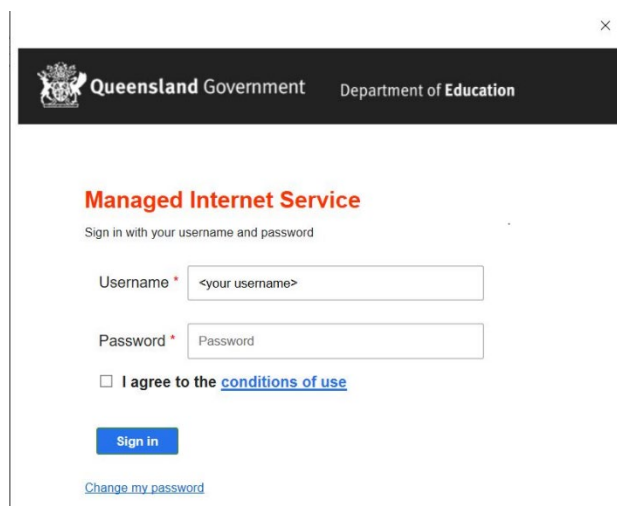
d. Select **Access work or school**. If your account is already listed, select it and then select **Disconnect**. Then select **Connect**.



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

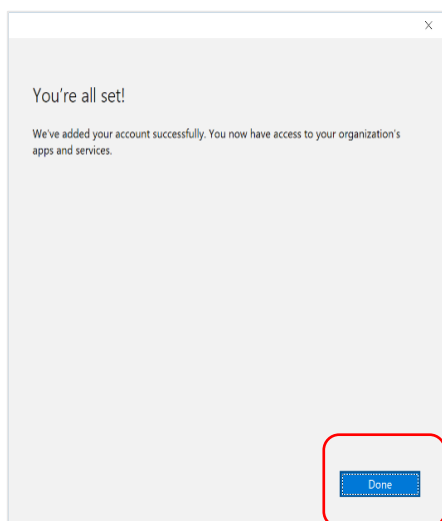


- f. The username may appear in the Username field in the Managed Internet Service screen. If not, please enter your username, password, accept the terms and conditions by clicking the tick box, and then click **Sign in**.



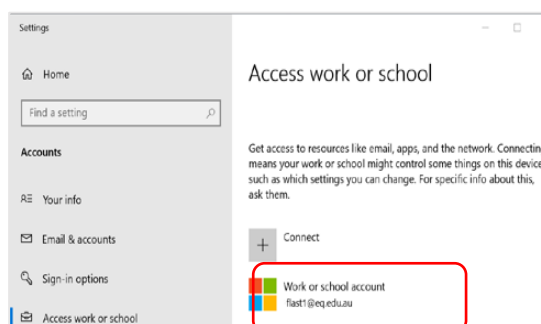
N.B. Only use an EQ account. Do not use a Microsoft account.

- g. Please select **Done**.

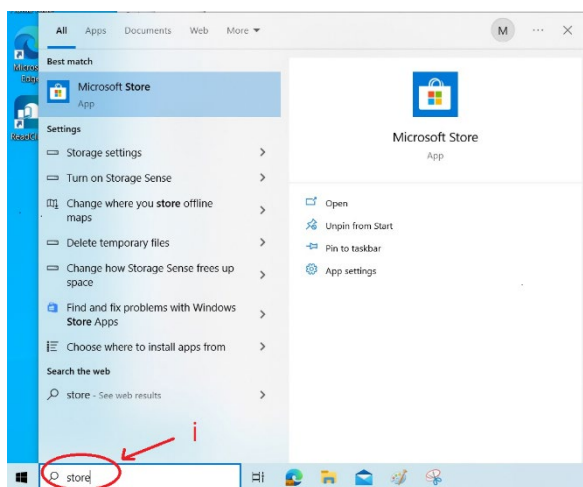


- h. Check your account has been added.

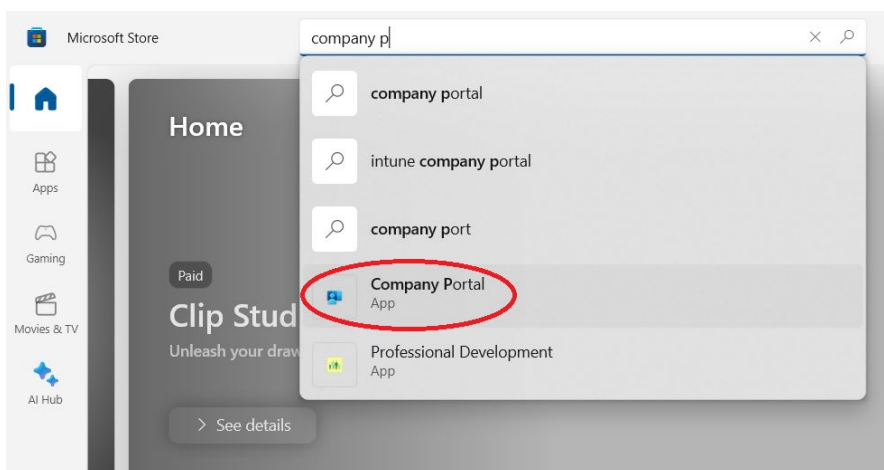
Your account details will be displayed.



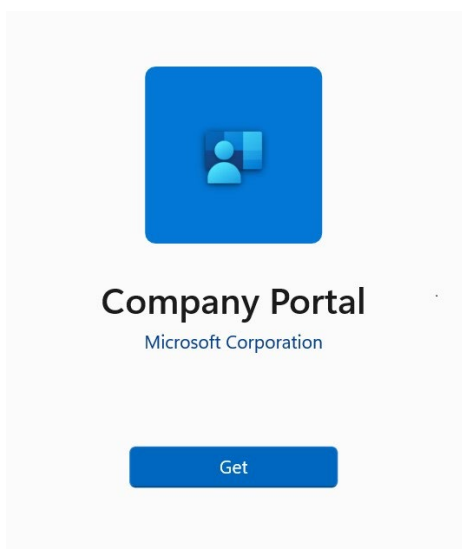
- i. Select the **Search icon** at the bottom left-hand corner. Search for “store”, then select the Microsoft Store.



- j. Search for “company p” in the Search bar, then select **Company Portal**

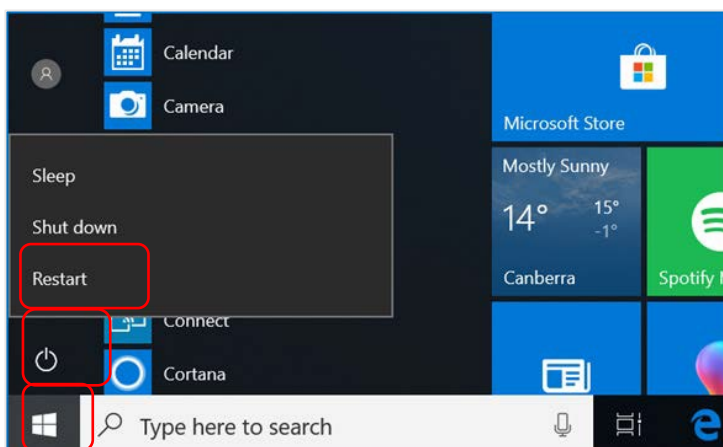


- k. **Get** the App then **Open** it.

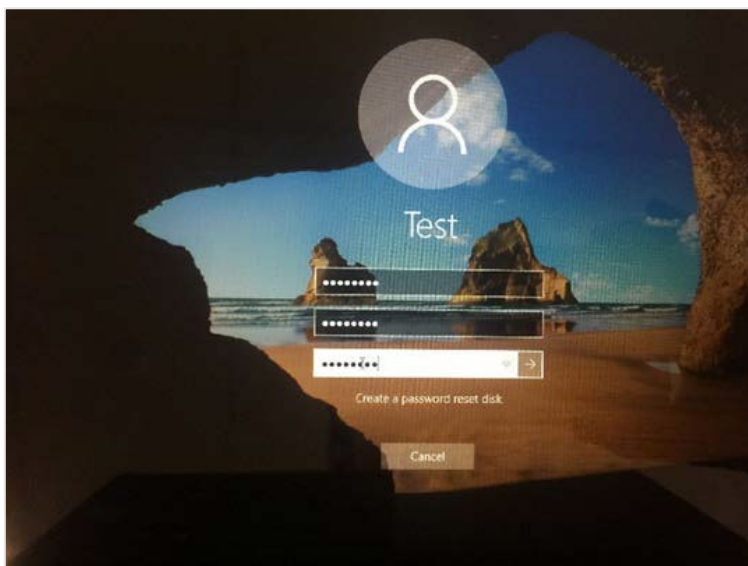


- I. Click on **BYOx Mapper** then **Install** it. This program maps the printers in the library, and a network drive students can use to submit work. It only works at school when connected to EQNET Wi-Fi.

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



Settings will differ for everyone and you may be prompted to change your password. If you are, please do so.



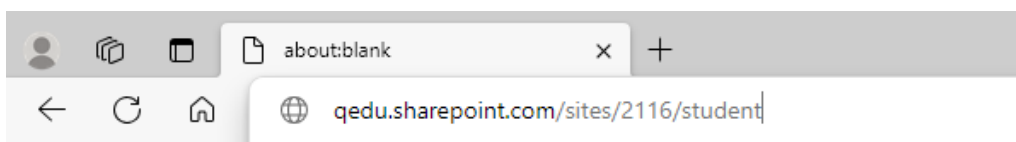
When your device has restarted, the Intune set up is completed. It may take up to 15 minutes to finish installing. You can use your device in the meantime but please keep it connected to the internet.



Step 2. Bookmark the School Home Page

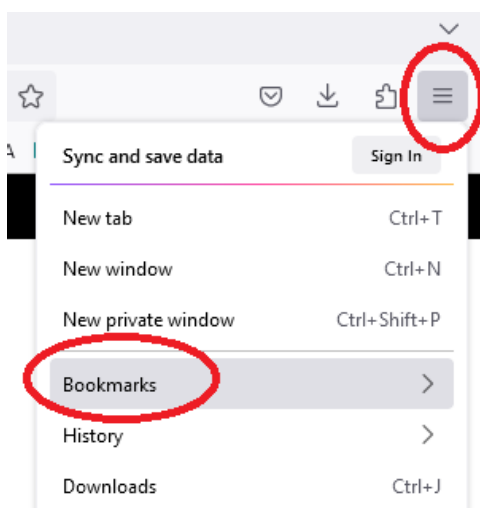
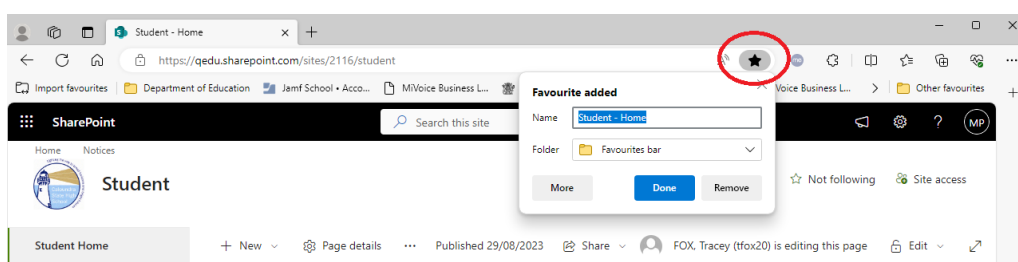
- a. Start up your preferred web browser (e.g. Edge, Chrome, Firefox etc).
Enter the following in the address bar and hit Enter

qedu.sharepoint.com/sites/2116/student



To bookmark this page:

For **Microsoft Edge** or **Chrome** click the star to the right of the address you've just typed, change the name to Cal SHS then click **Save**



For **Firefox** click the icon with the three horizontal lines as shown on the left.

Click **Bookmarks**, then click **Bookmark current tab**.

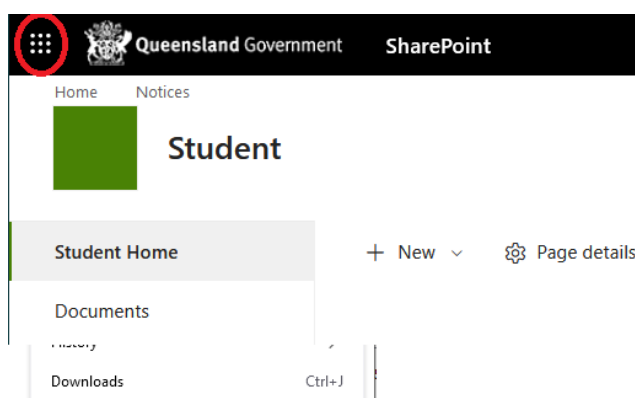
Change the name to Cal SHS and click **Save**.



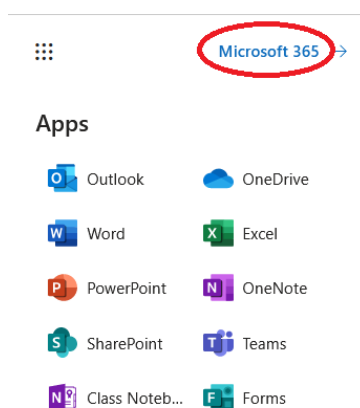
Step 3. Install Office

The department pays for a Microsoft Office licence for each student while they are currently enrolled with the department. The licence expires when the student is no longer enrolled at any EQ school (e.g. goes to a private school, graduates etc.)

- a. Go to the Student Home Page (as detailed in Step 2.)
- b. Click the icon with the nine dots in the top left hand corner



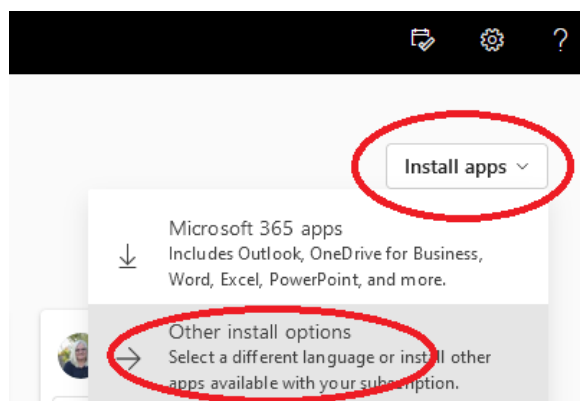
- c. Click the link labelled **Microsoft 365**



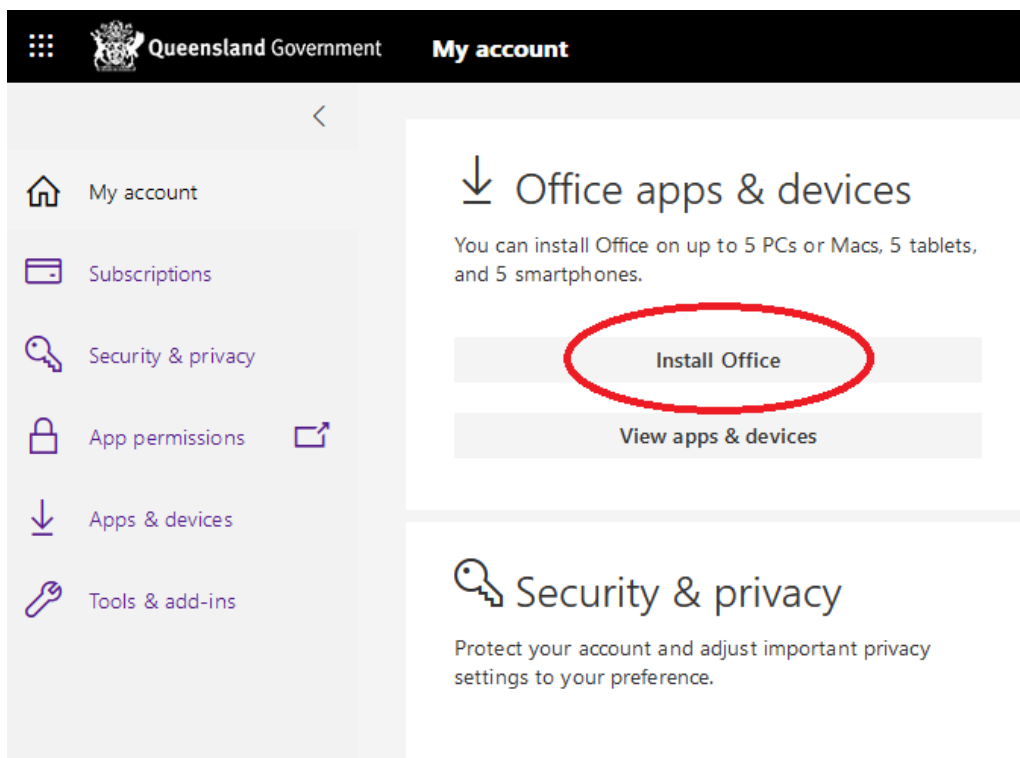
- d. You will prompted for the Username and Password of the student.



- e. The next page that loads has a button on the top right labelled **Install apps**. Click this button then select **Other install options**

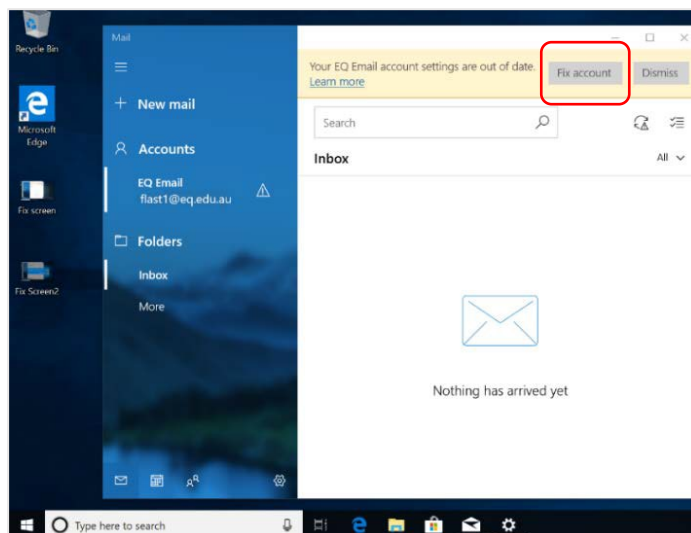


- f. A new tab will open to a new page. Click Install Office to download the Office installer. Run this to install Office. If it asks for credentials, enter the email address and password for the student EQ account.

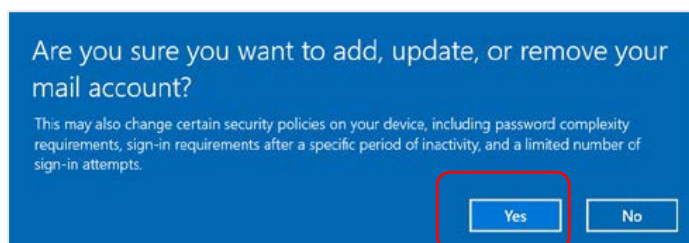


Step 4. Set up your mail account

- 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.

