



# SETUP GUIDE: INTUNE

This setup guide was created for Albany Creek State High school to be used only for the purpose of assisting school staff and students in setting up and configuring this application.

Intune Installation for Windows

# Contents

<b>Before you Start.....</b>	<b>1</b>
<b>Installing Intune .....</b>	<b>2</b>
<b>Step 1 .....</b>	<b>2</b>
<b>Step 2 .....</b>	<b>2</b>
<b>Step 3 .....</b>	<b>3</b>
<b>Step 4 .....</b>	<b>4</b>
<b>Step 5 .....</b>	<b>4</b>
<b>Step 6 .....</b>	<b>5</b>
<b>Step 7 .....</b>	<b>5</b>
<b>Please select Done. ....</b>	<b>5</b>
<b>Step 8 .....</b>	<b>5</b>
<b>Install apps .....</b>	<b>6</b>
<b>Step 1 .....</b>	<b>6</b>
<b>Step 2 .....</b>	<b>6</b>
<b>Step 3 .....</b>	<b>7</b>
<b>Step 4 .....</b>	<b>7</b>
<b>Step 5 .....</b>	<b>8</b>
<b>Step 6 .....</b>	<b>8</b>
<b>Step 7 .....</b>	<b>8</b>
<b>Set up your mail account .....</b>	<b>9</b>
<b>Step 1 .....</b>	<b>9</b>
<b>Step 2 .....</b>	<b>9</b>
<b>Feedback.....</b>	<b>9</b>

**Version 1.0**

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## Before you Start

- 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 version 22H2 and above. You may find some of the screens look different to the ones provided here if you have a different version of Windows or if there are changes made to Intune.
- If the installation fails at any time, please re-open the Intune app and try again.

**Please note:** After the device has been onboarded and restarted, you may be asked to reset your device's password. You can attempt to reset it to the current password, however if this fails please try a different password.

You may be asked to enter your school password for a Microsoft 365/Exchange account. This is to set up your emails.

If you have any problems with installing Intune or using it afterwards, please contact the school for assistance.

# Installing Intune

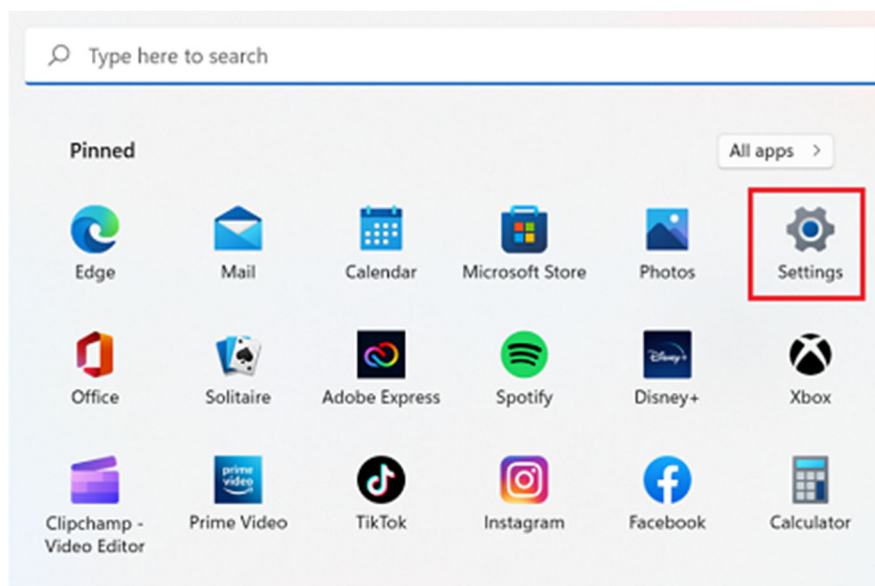
## Step 1

Connect to the internet and select the Windows icon at the bottom of your screen



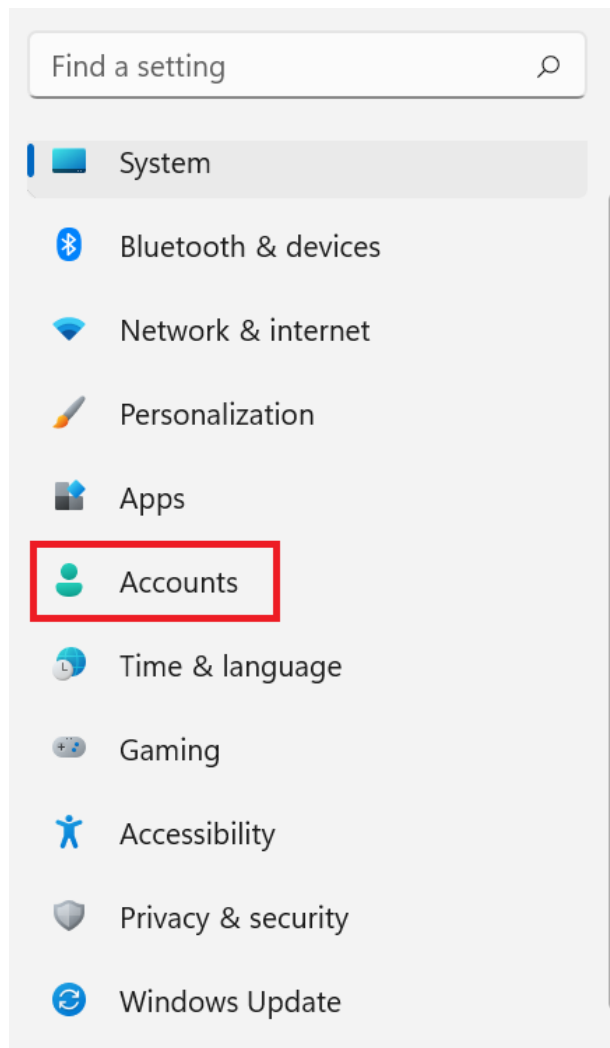
## Step 2

Select the **Settings** icon



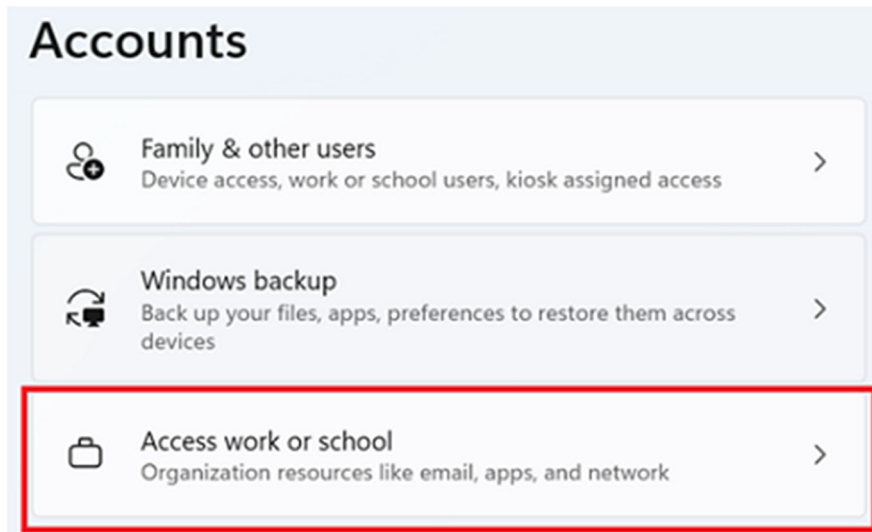
### Step 3

Select **Accounts**



## Step 4

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



## Step 5

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

## Step 6

Please enter your username, password, accept the terms and conditions, and **Sign in**.

### Managed Internet Service

Sign in with your username and password

Username \*

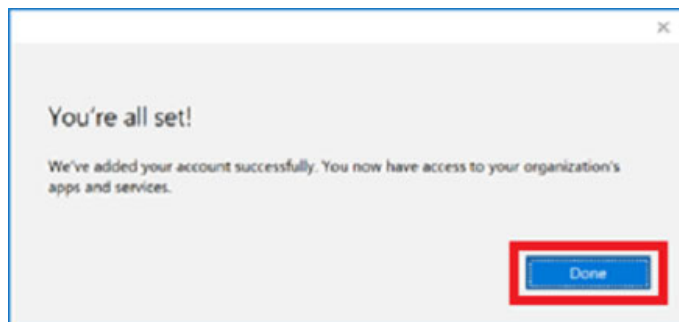
Password \*

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

[Change my password](#)

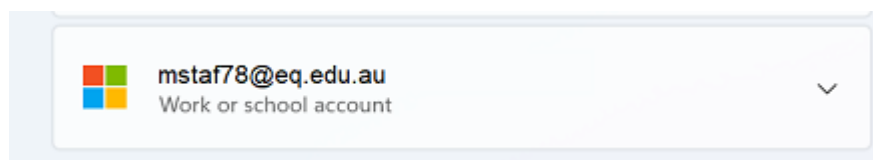
## Step 7

Please select Done.



## Step 8

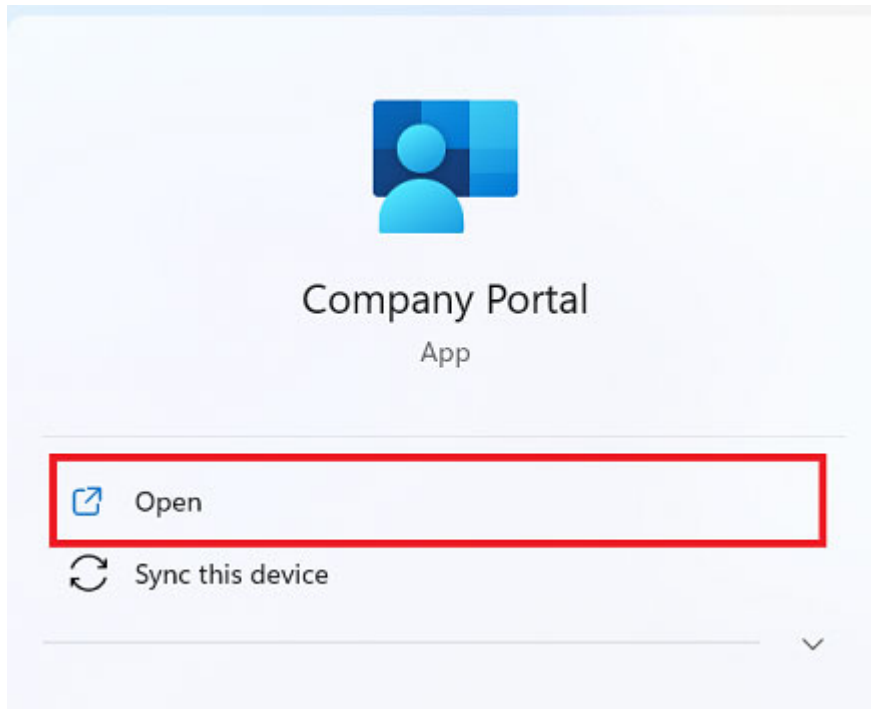
Check your account has been added. Your account details will be displayed.



# Install apps

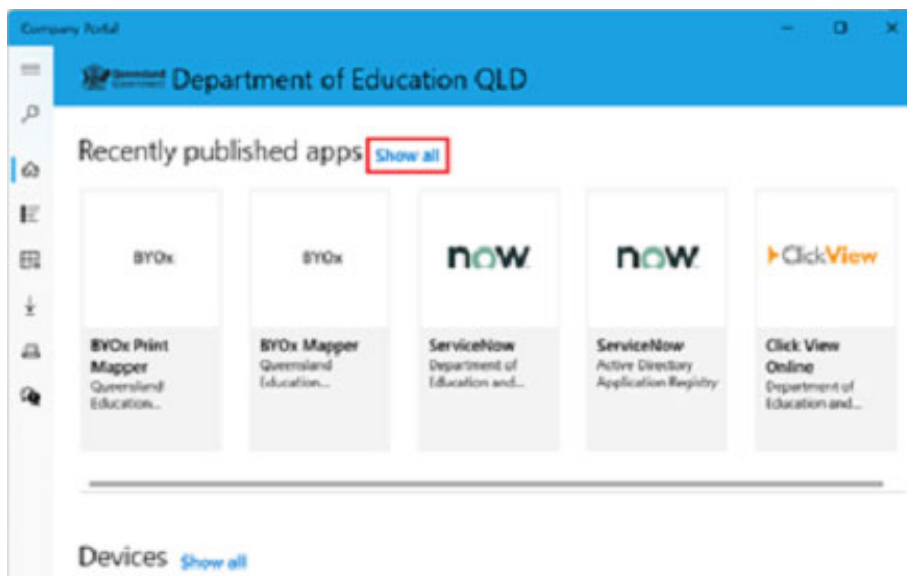
## Step 1

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.



## Step 2

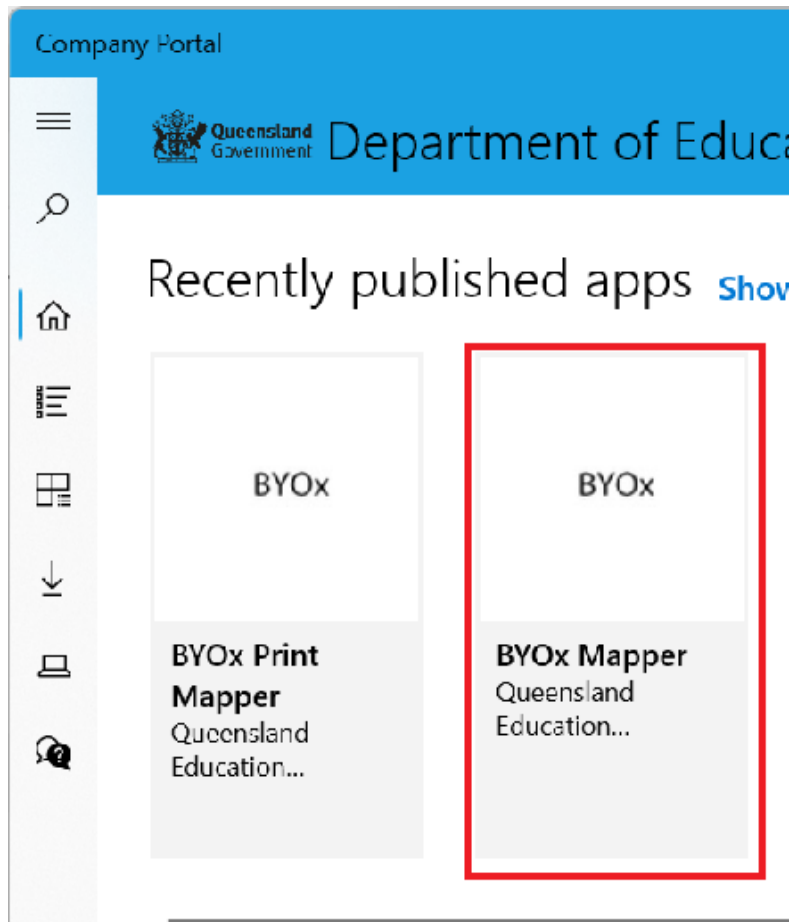
Select **Show all** to see the apps your school has indicated you require.





### Step 3

Select an app to install. In this example, we will use BYOx Mapper

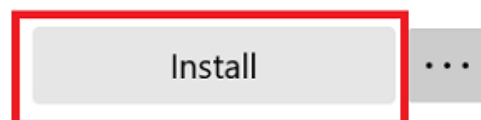


### Step 4

Select the Install button.

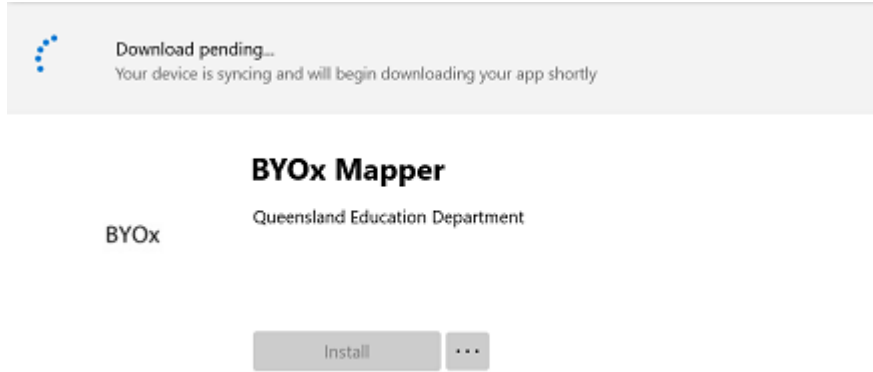
## BYOx Mapper

Queensland Education Department



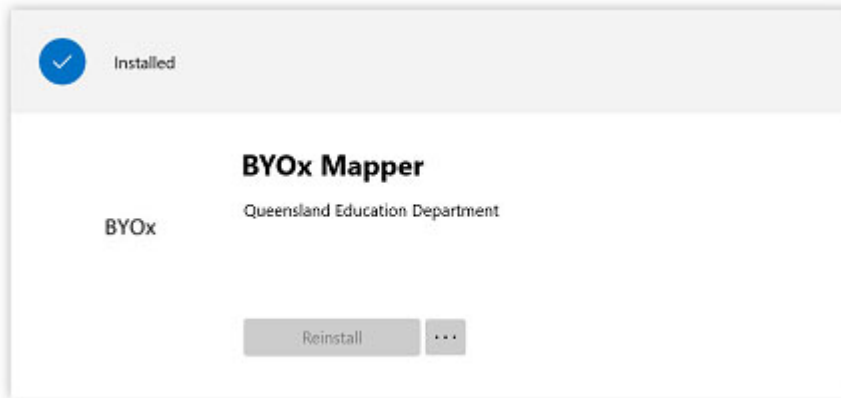
## Step 5

A downloading message will be displayed during installation.



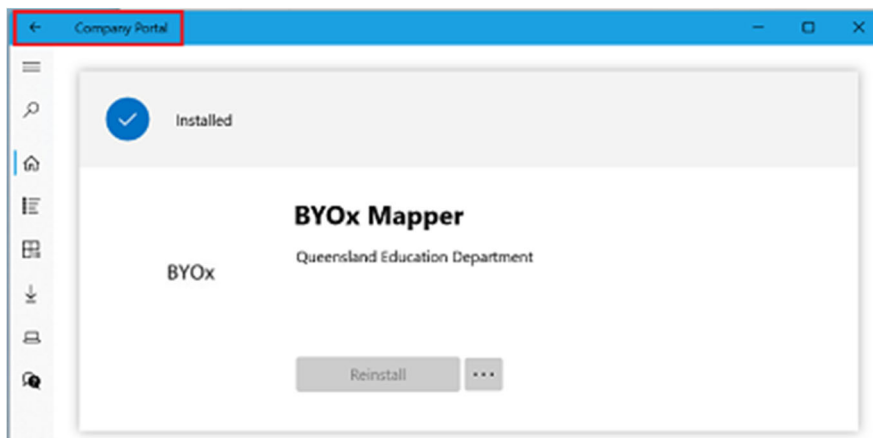
## Step 6

The app has finished installing.



## Step 7

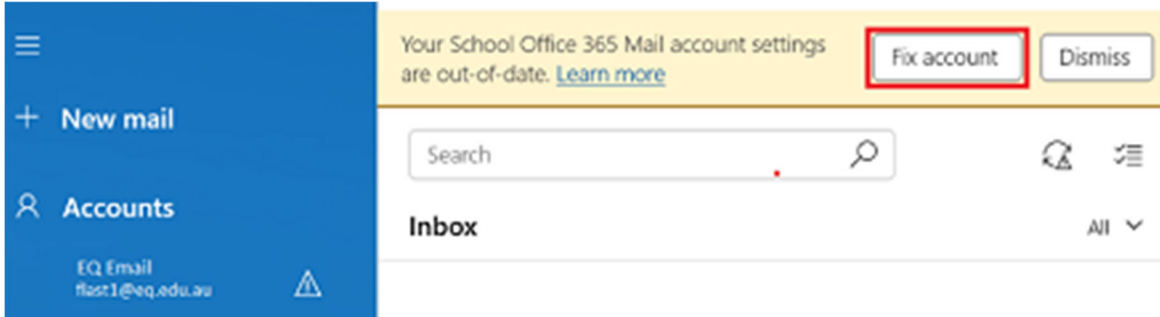
To check your app has installed, select **Installed apps** and see it in the list. Click the back arrow Company Portal to install additional apps, repeating steps 2 to 4.



# Set up your mail account

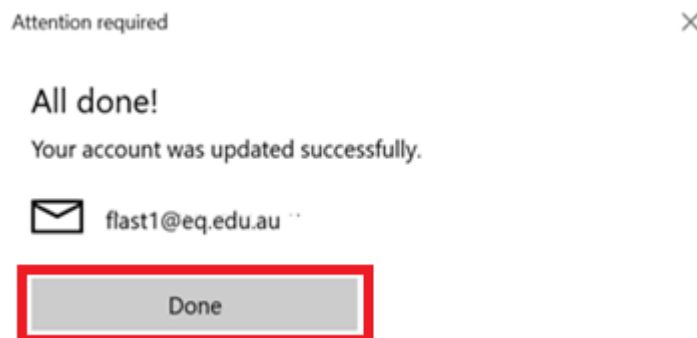
## Step 1

Open your mail app by selecting the **Windows icon** then 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**.



## Step 2

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.



Once this has been completed, your device is now enrolled in Intune and is ready for school. If you ever need assistance with the setup or the device in general, please see the Technicians

## Feedback

We invite feedback if something was confusing, or if you feel we left anything out, you can contact us at: [technicians@albanycreekshs.eq.edu.au](mailto:technicians@albanycreekshs.eq.edu.au)