



# Onboarding your Laptop (Windows 11 operating system)

## General Information About 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 Windows10 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.

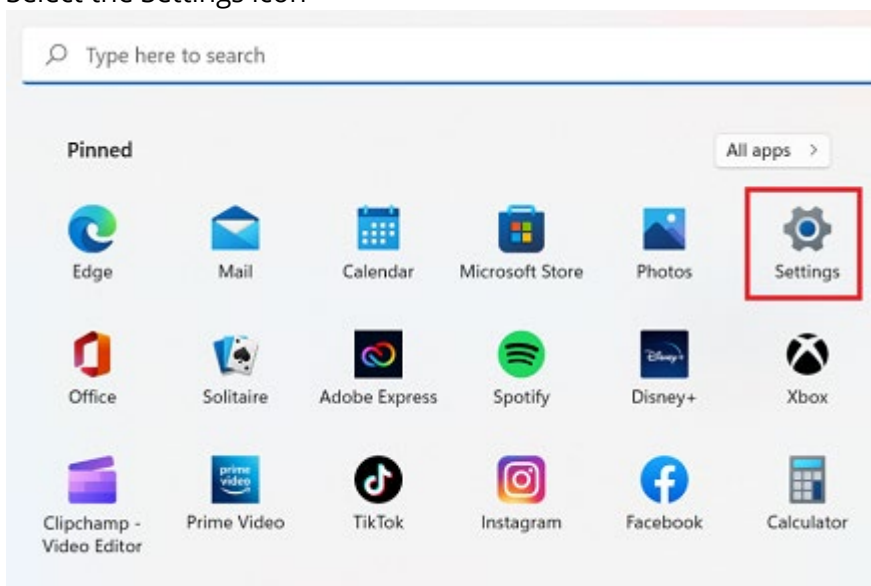
Please note: If you have any problems with installing Intune or using it afterwards, please contact IT Staff at school for assistance.

## Step 1. Install Intune

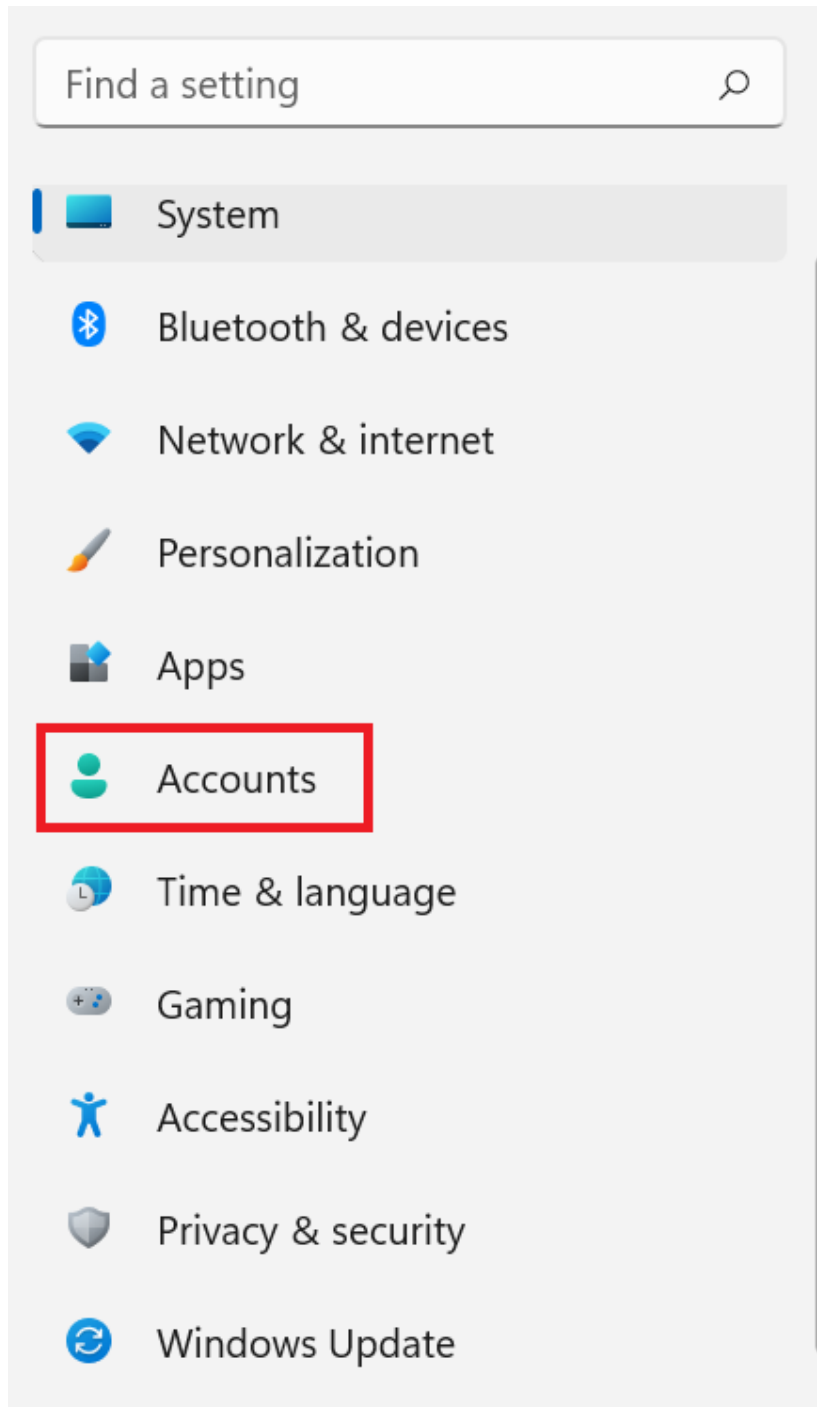
- a. Connect to the internet and select the Windows icon at the bottom of your screen



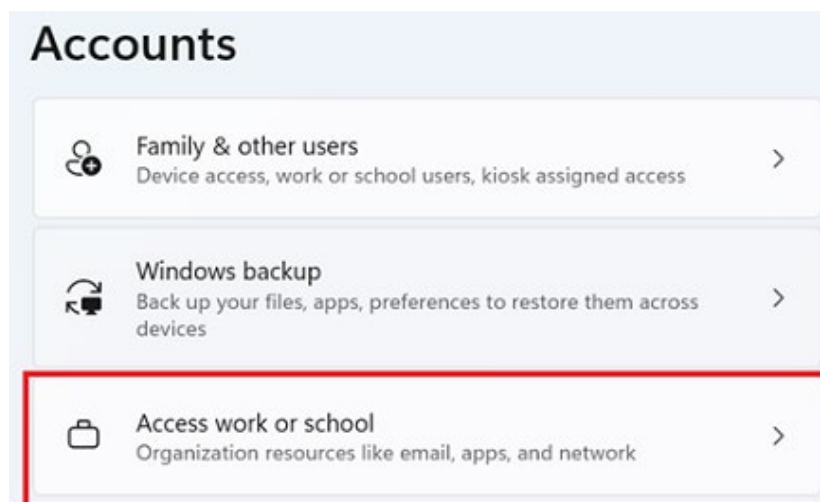
- b. Select the Settings icon



c. Select Accounts



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



- 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

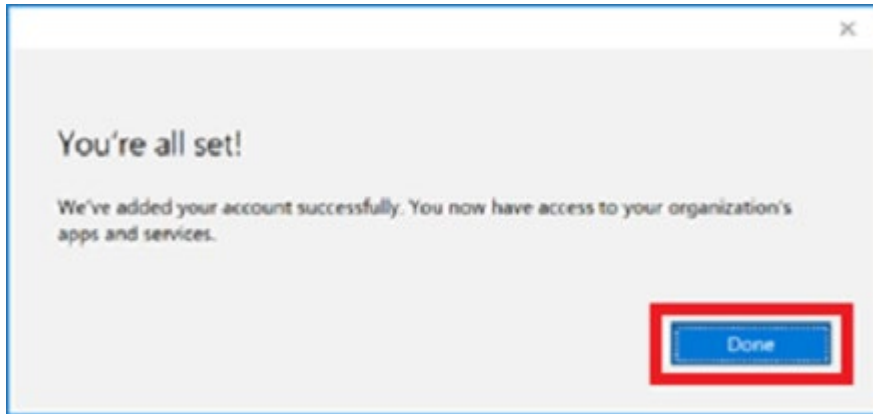
Password \* .....

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

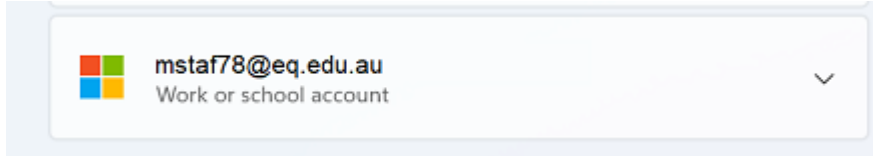
Sign in

[Change my password](#)

g. Please select Done.

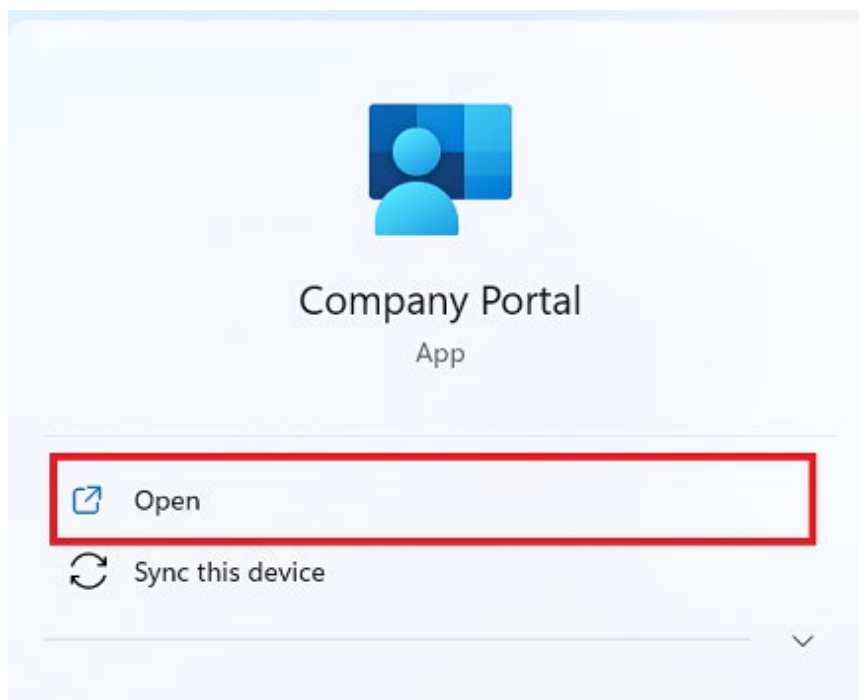


h. Check your account has been added. Your account details will be displayed.

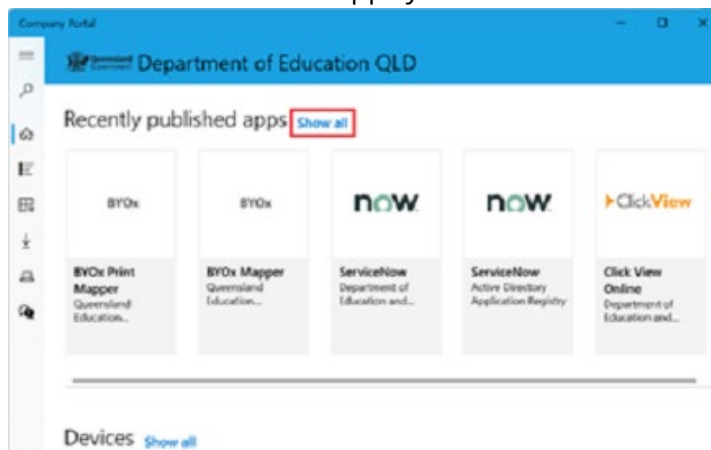


## Step 2. Install apps

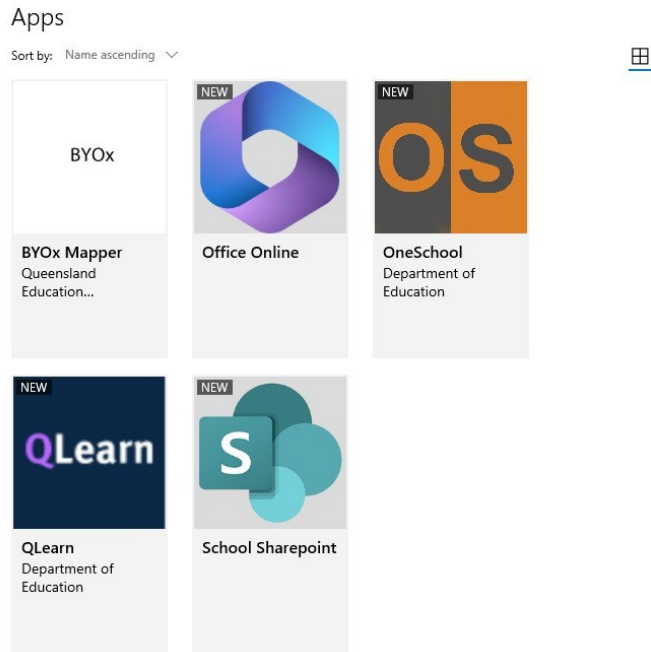
a. Select the Windows icon at the bottom screen, and then open the Company Portal application. If requested, sign in with your school user name and password.



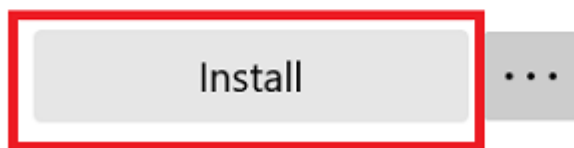
b. Select Show all to see the apps your school has indicated you require.



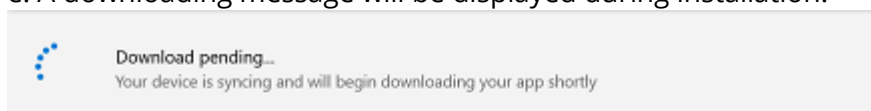
c. Select an app to install. In this example, we will use BYOx Mapper



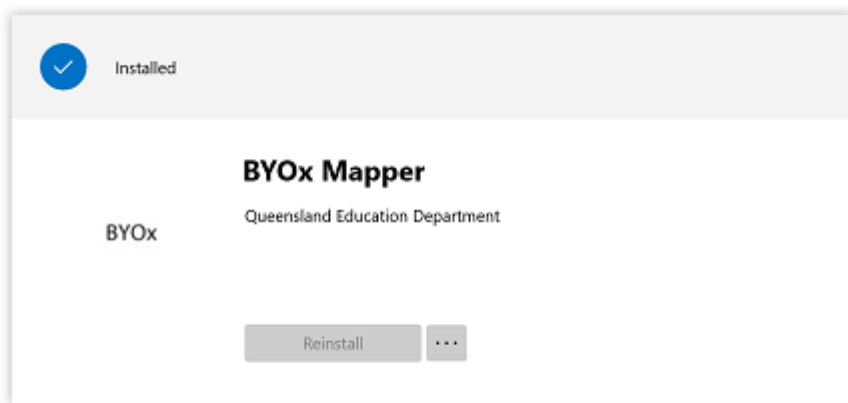
d. Select the Install button.



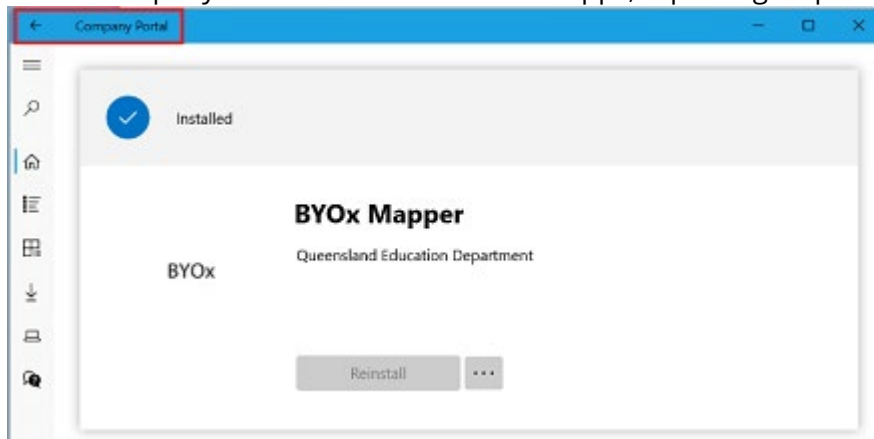
e. A downloading message will be displayed during installation.



f. The app has finished installing.

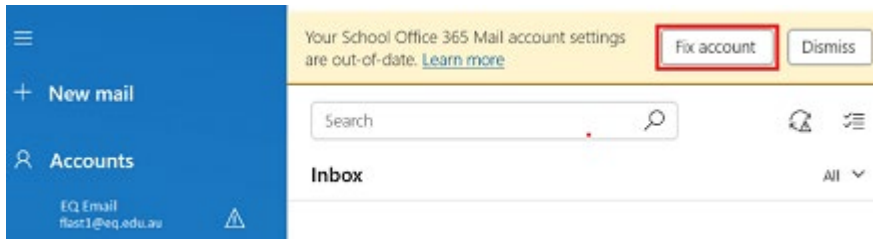


g. To check your app has installed, select Installed apps and see it in the list. Click the back arrow Company Portal to install additional apps, repeating steps b to g.

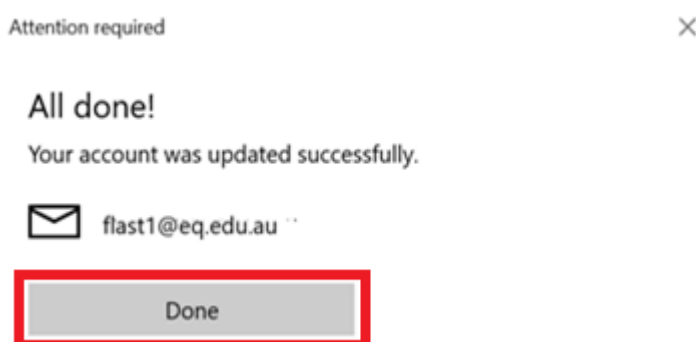


### Step 3. Set up your mail account

- a. 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.



- 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.



# Setting up printing at school

This step will need to be completed at school on the school network. Please ensure you are at school when installing Mobility Print.

## *Step 1.*

To access the school's printers, first download Mobility Print.

## **Download Mobility Print**

## *Step 2. **\*\*Only do this step at school***

Run the mobility print installer to select and install the printers you want to use.

Select the printers based on their room names. Make sure one of the printers you select is the library printer.

If prompted, enter your school username and password.

**\*\*If no printers appear it can only be due to two reasons.**

- 1. You are not at school on the school network**
- 2. The school network printing service is down. Please contact IT Staff in the Resource Centre.**