# Onboarding your Laptop (Windows 10 operating system)

Below you will find the instructions on how to onboard your Windows 10 device. You may also watch a video about this **here**

## 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.
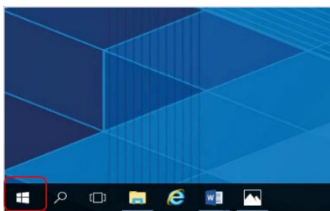
These instructions are for Windows 10.1607 and above. You may find some of the screens look different to the ones provided here if you have an older version of Windows or there are changes made to Intune.

If the installation fails at any time, please re-open the Intune app and try again.
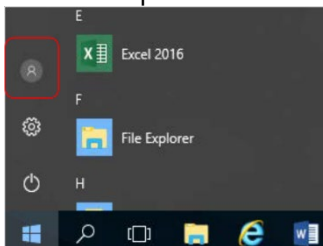
Please note: If you have any problems with installing Intune or using it afterwards, please contact IT Staff at school for assistance.
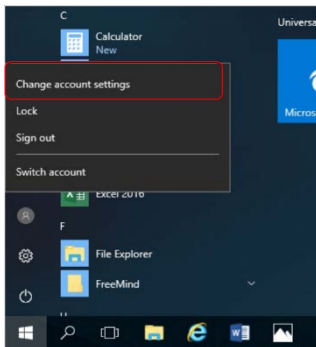
## Step 1. Install Intune

1a    Connect to the internet and select the Windows icon at the bottom left hand corner of your screen.
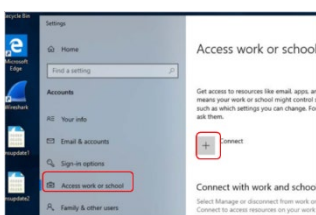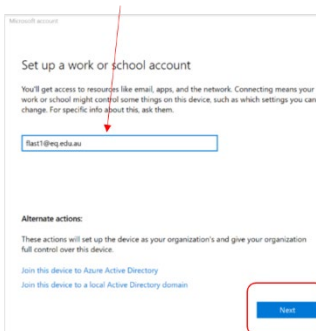
1b    Select the person icon.
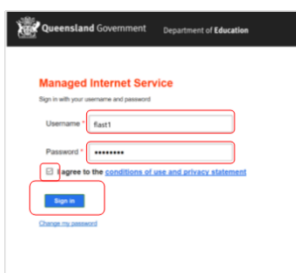
1c    Select Change account settings.



1d    Select Access work or school. If your account is already listed,
      Select it and then select Disconnect.Then select Connect.



1e    Enter your school @eq.edu.au email address and select Next.
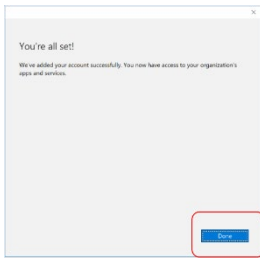


1f    The username may appear in the Username field in the
      Managed Internet Service screen. If not, please enter your
      username, password, accept the terms and conditions,
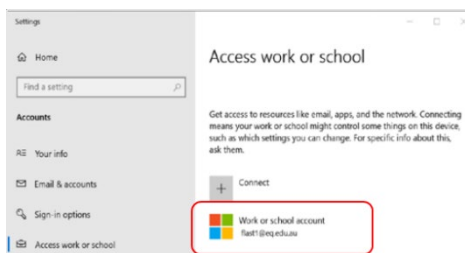      and Sign in.
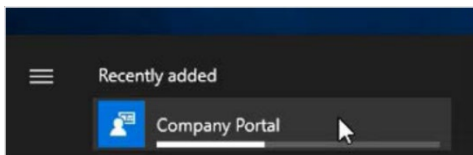
1g    Please select Done.



1h    Check your account has been added. Your account details will
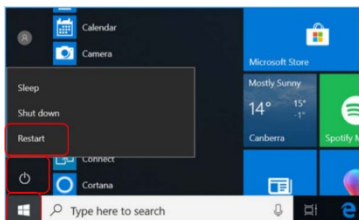      be displayed.



1i    Select the Windows icon at the bottom left-hand corner. Wait
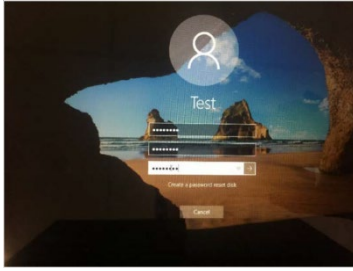      for the Company Portal app to install.

      Note: If the Company Portal app gets stuck on the progress
      bar contact your OC Holder or RST.



1j    Please restart your device. Select the Windows icon at the
      bottom left-hand corner, then the power symbol and then
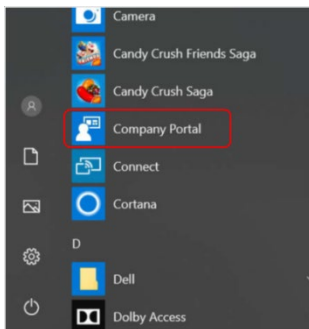      restart.

1k    Settings will differ for everyone and you may be prompted to change your password. If you are, please do so.
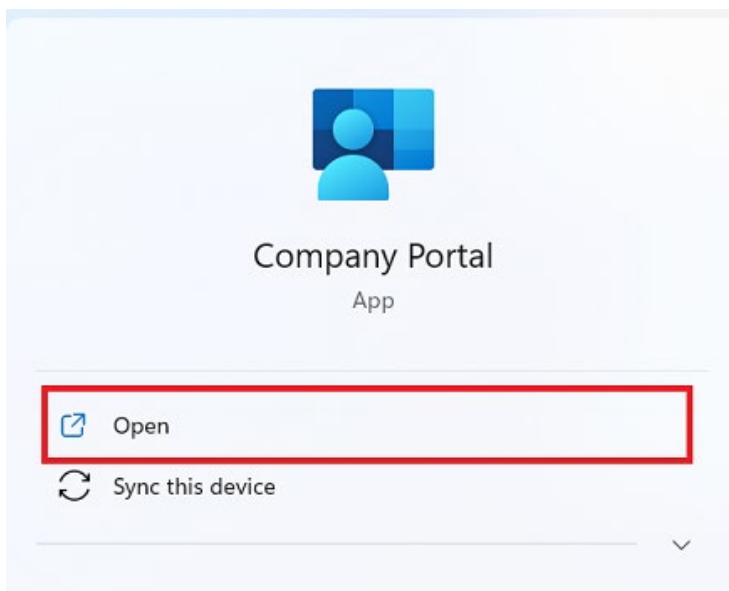


When your device has restarted, the Intune set up is completed. It may take up to 15 minutes to finish installing. You can use your device in the meantime but please keep it connected to the internet.
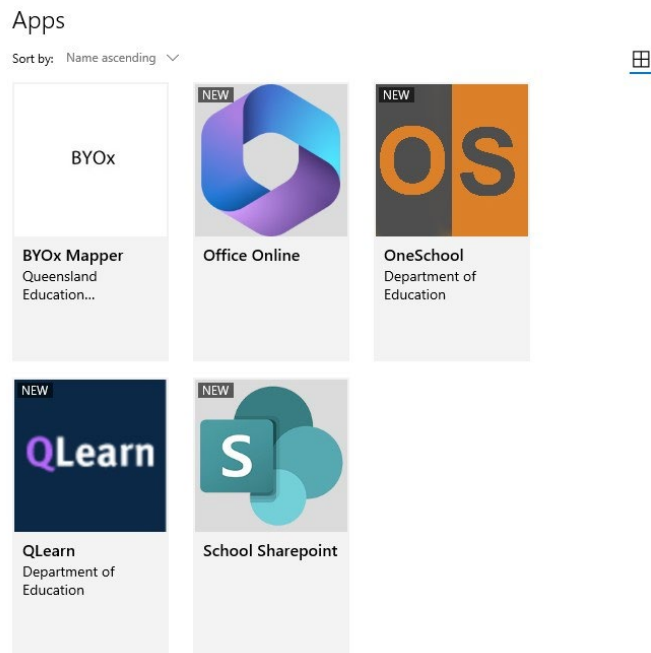
## Step 2. Install apps

2a    Select the Windows icon at the bottom left hand corner of the screen, and then open the Company Portal application. If requested, sign in with your school user name and password.
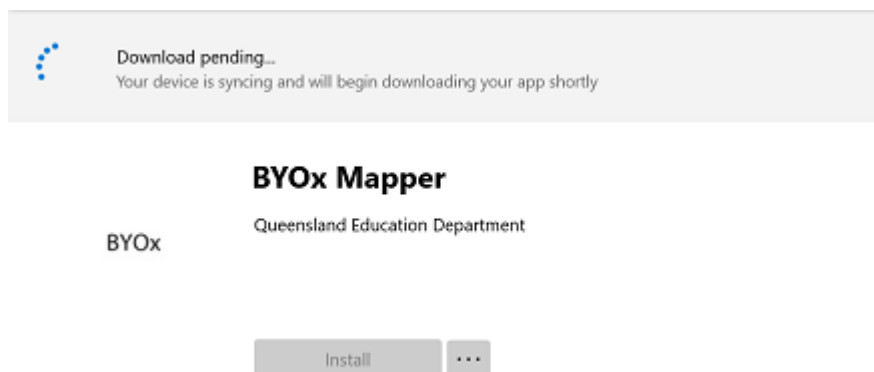


2b    Select Show all to see the apps your school has indicated you require.

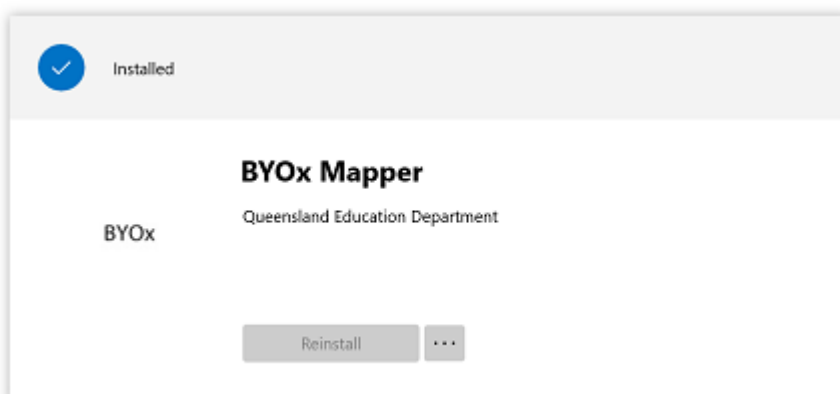2c  Select an app to install. In this example, we will use BY0x mapper.
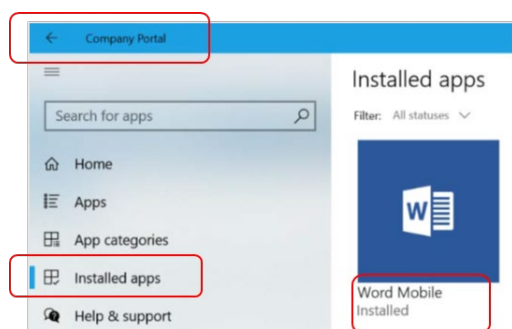


2d  Select the Install button.



 A downloading message will be displayed during installation.
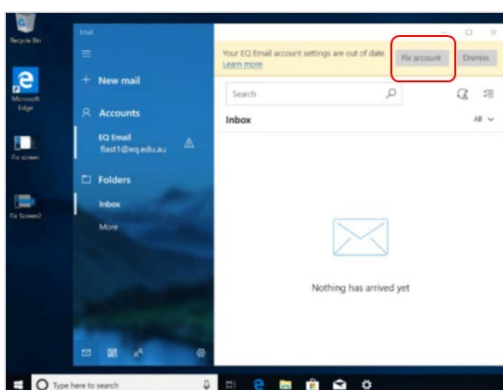
2e  The app has finished installing.

2f    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
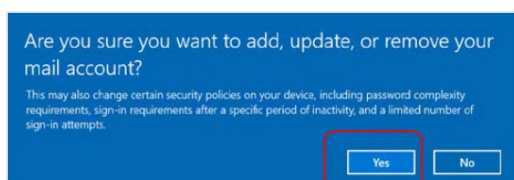
3a    Open your mail app by selecting the mail icon at the bottom of the screen. You will
      see your school EQ Email account listed. If you do not, please note it may take up to
      20 minutes, depending on your device and internet connection. Please select Fix
      Account.



3b    A message will then confirm if you want to make changes to your mail account,
      select Yes.

3c    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.



Enrolment Video Guide: [How to enroll a Windows 10 personal owned device into Intune video](#)

# 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 you 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.**