Step 1. Install Intune

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



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.

Set up a work	or school account	
You'll get access to re- work or school might change. For specific in	sources like email, apps, and the n control some things on this device flo about this, ask them.	etwork. Connecting means your , such as which settings you can
flast1@eq.edu.au		
Alternate actions:		
	up the device as your organization	's and give your organization
These actions will set full control over this d	levice.	
These actions will set i full control over this d Join this device to Azu	levice. Ire Active Directory	

The username may appear in the Username field in the Managed

1f Internet Service screen. If not, please enter your username, password, accept the terms and conditions, and **Sign in**.

Queensland Government Department of Education	
Managed Internet Service Bip to the net warward and parameter Unternative Fact Disperse to the conditions of and	Note: Do not use a Microsoft account

1g Please select **Done**.

	×
You're all set!	
We've added your account successfully. You now have access to y apps and services.	our organization's
	Done

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

Settings	- C ×
© Home	Access work or school
Find a setting (0
Accounts	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 settions you can channe. For smarlin info about this
AE Your info	ask them.
Email & accounts	+ Connect
🖏 Sign-in options	Work or school account
Access work or school	flast1@eq.edu.au

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

1i **Note:** If the Company Portal app gets stuck on the progress bar contact your school IT Support.

Recently added			
	Company Portal	k	

- Please restart your device. Select the Windows icon at the
- 1j 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. Install apps

Select the $\ensuremath{\text{Windows\ icon}}$ at the bottom left hand corner of the

2a 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.

Company Portal	
-	Personal Department of Education QLD
Search for apps	Newest approximate
A Home	Newest apps show at
IE Apps	
E App categories	BYOX
E Installed apps	
A Help & support	BYDx Connect OneNote My Apps Secure Word Mobile CLD Department of F. Microsoft Corporation Strengton Extension
C Send feedback	Microsoft Corporation
	My Devices
	This device

2c Select an app to install. In this example, we will use Word Mobile.



2d Select the **Install** button.

=	App details
Search for apps	٩
A Home	Word Mobile Published by Microsoft Corporation
E Apps	
App categories	install 🗠
Installed apps	
A Main & connect	Microsoft Word Mobile is the best app for re

2e A downloading message will be displayed during installation.

W	Word Mobile Published by Microsoft Corporation
Ŀ	Download pending Your device is syncing and will begin downloading yc
	Install

2f The app has finished installing.

¥.	Word Mobile Published by Microsoft Corporation
\bigcirc	Installed
	Reinstall

- 2g
- 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	
E Search for apps	Installed apps Filter: All statuses \checkmark
命 Home	
IΞ Apps	w
Har App categories	
Installed apps	Word Mobile
A Help & support	Installed

Open your mail app by selecting the **mail icon** at the bottom of the screen. You will see your school EQ 3a 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.

Attention required	Ж:
All done!	
Your account was updated successfully.	
fasti@eq.edu.au	
Done	