

BYOxLink – How to guide

Enrol your BYO Windows 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.

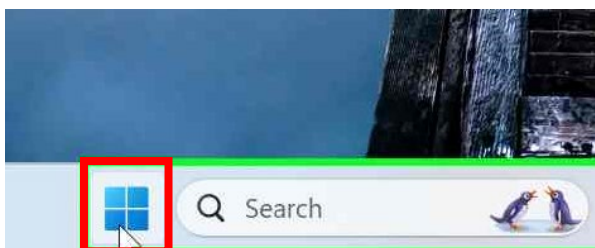
These instructions are for Windows 11.24H2 and above. You may find some of the screens look different to the ones provided here if you have an older version of Windows or there are changes made to Intune.

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

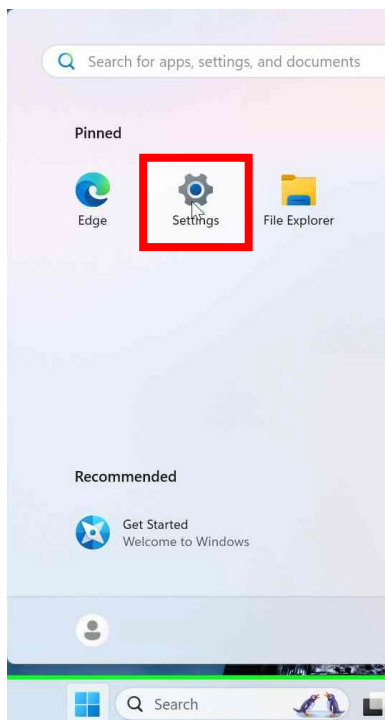
Please note: If you have any problems with installing Intune or using it afterwards, please contact your school for assistance.

Step 1. Install Intune

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

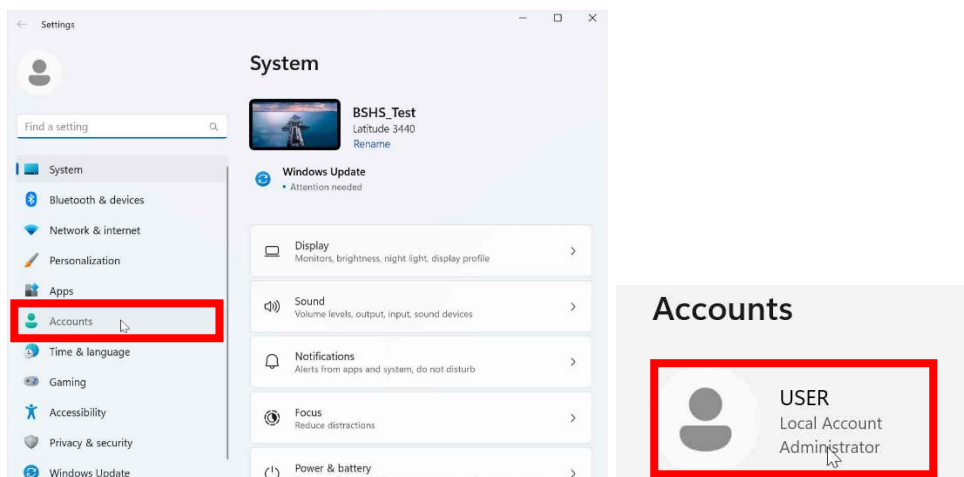


b. Select the **Settings** icon.

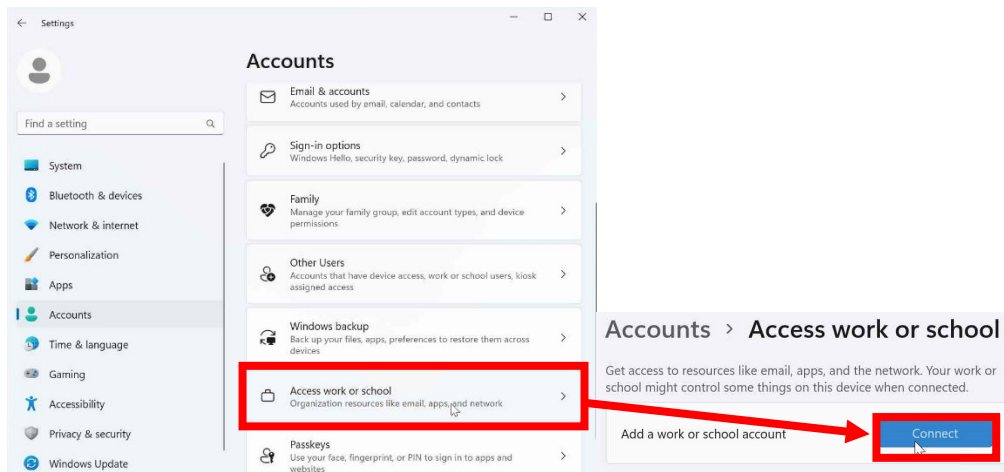


c. Select **Accounts**.

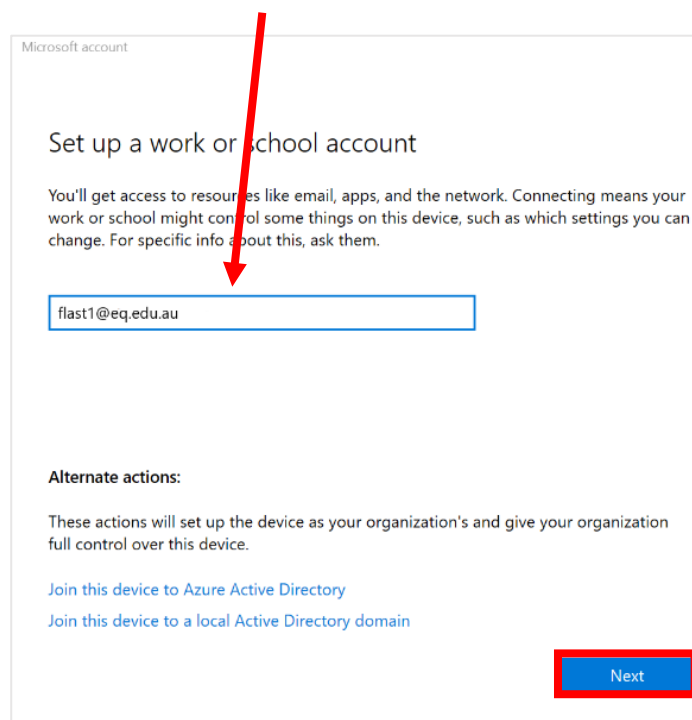
- Ensure account is an Administrator of the computer.



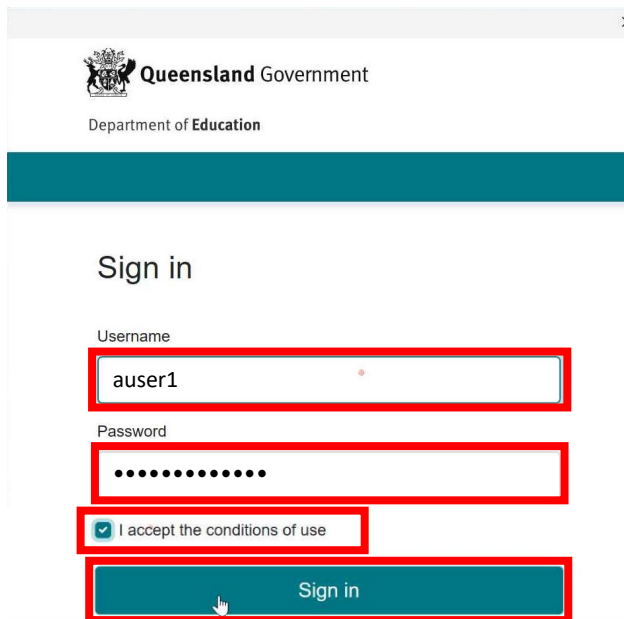
- d. Select **Access work or school**. If your account is already listed, select it and then select **Disconnect**. Then select **Connect**.



- 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, and **Sign in**.



Queensland Government
Department of Education

Sign in

Username
auser1

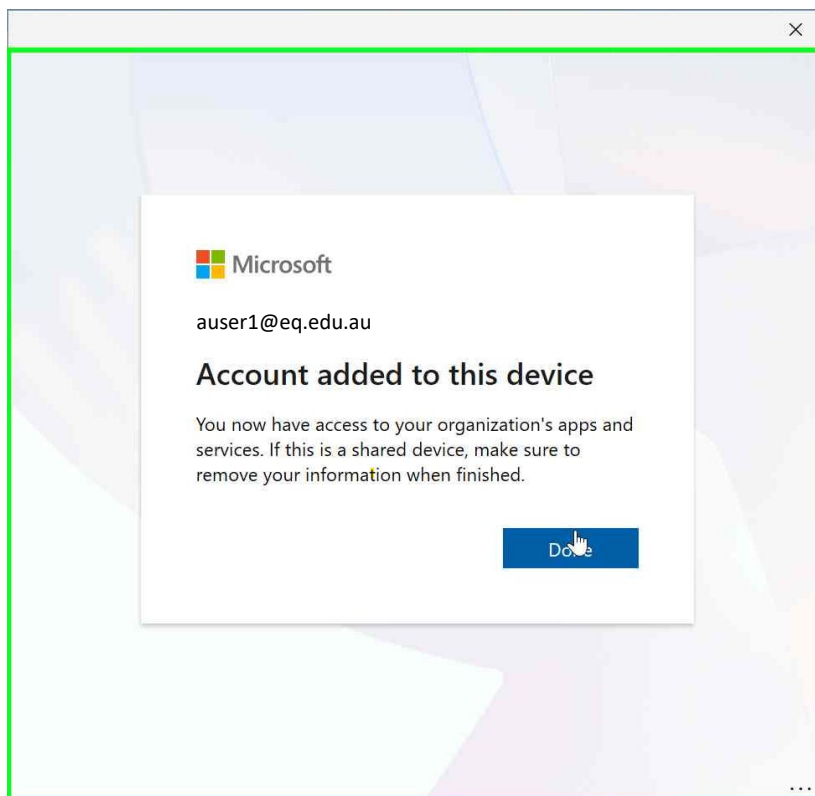
Password
.....

☒ I accept the conditions of use

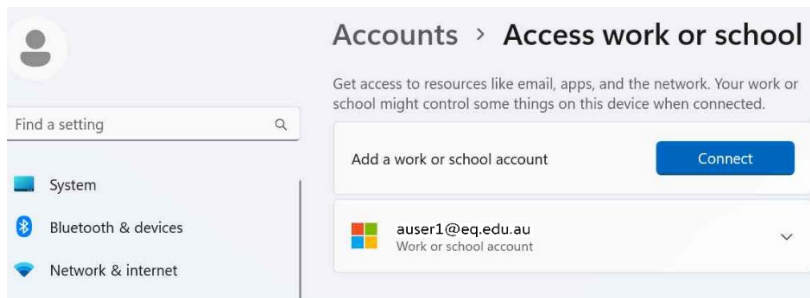
Sign in

Note: Do not use a
Microsoft account

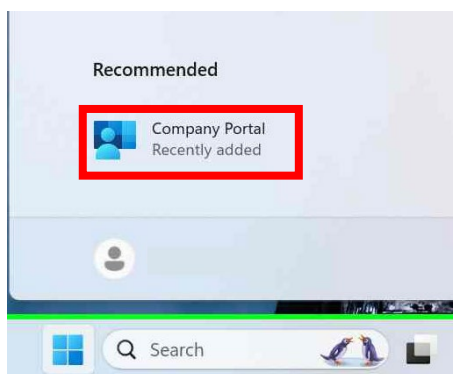
- g. Please select **Done**.



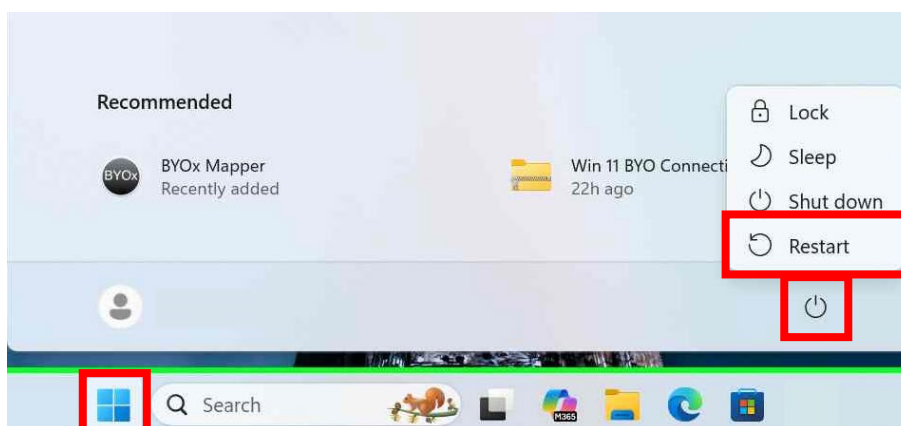
- h. Check your account has been added. Your account details will be displayed.



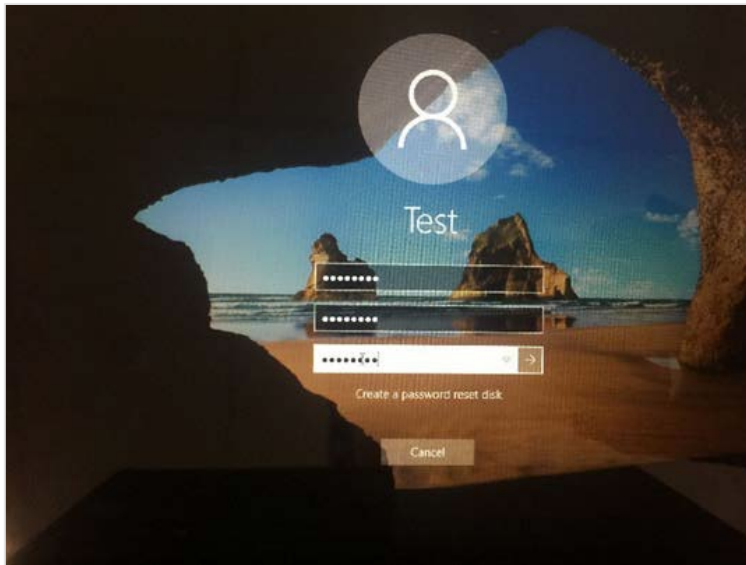
- i. Select the **Windows icon** at the bottom left-hand corner. Wait for the Company Portal app to install.



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



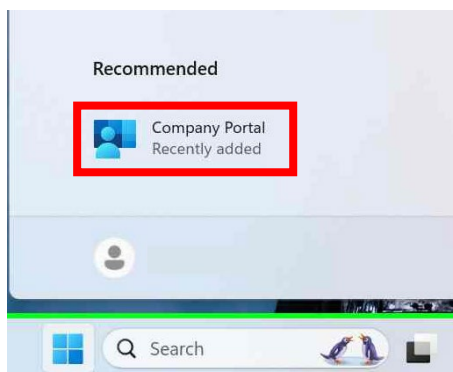
- k. Settings will differ for everyone and you may be prompted to change your password. This will be your computer password, not your school one. If you are, please do so.



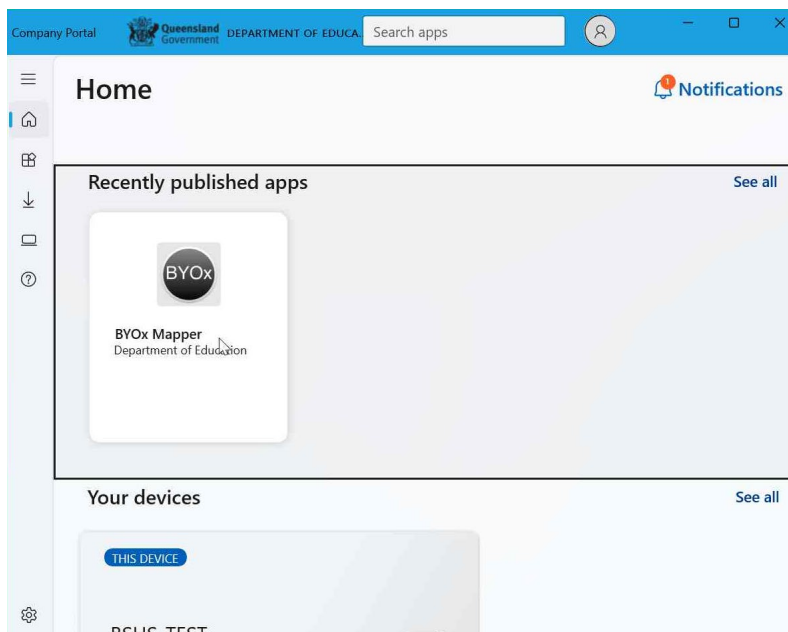
When your device has restarted, the Intune set up is completed. It may take up to 15 minutes to finish installing. You can use your device in the meantime but please keep it connected to the internet.

Step 2. Install apps – BYO Mapper (Printers & G-Drive)

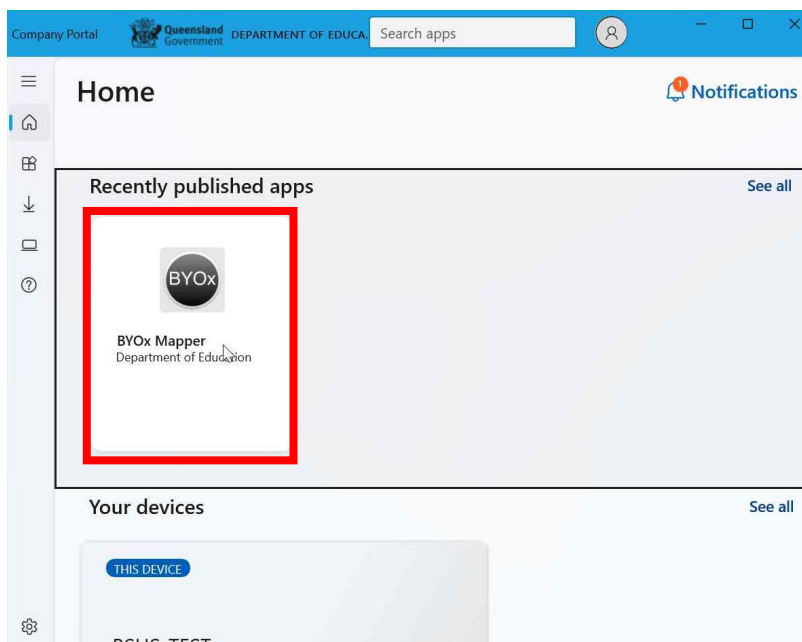
- a. Select the **Windows icon** at the bottom left hand corner of the screen, and then open the Company Portal application. If requested, sign in with your school user name and password.



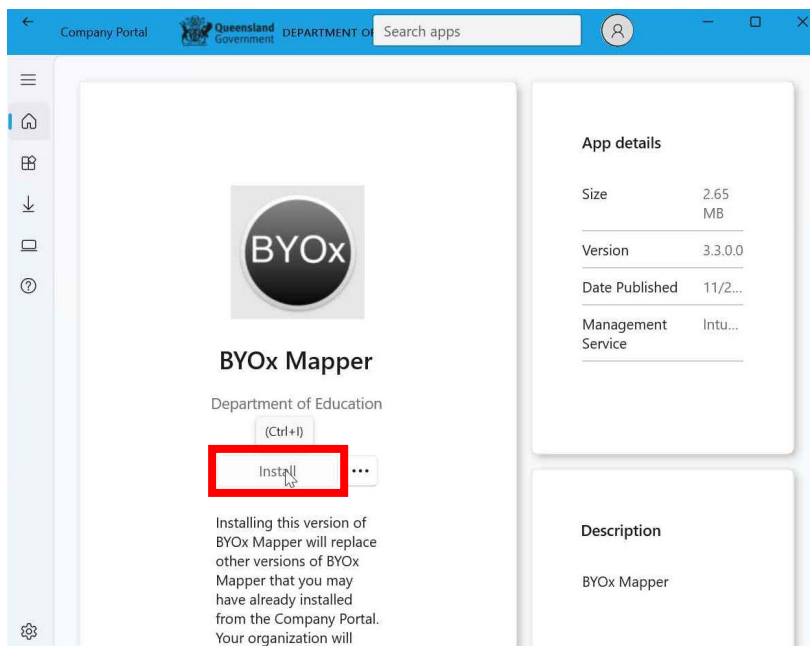
b. Select **Show all** to see the apps your school has indicated you require.



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

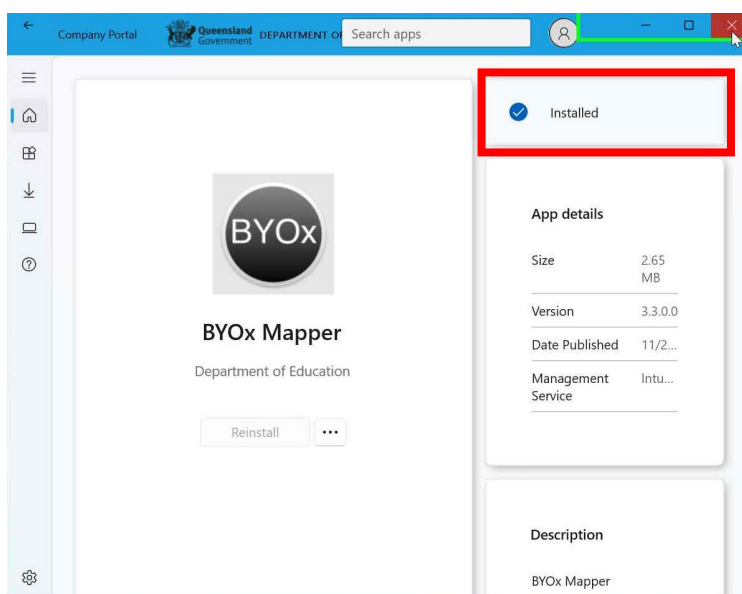


d. Select the **Install** button.



e. A downloading message will be displayed during installation.

f. The app has finished installing.



g. To install additional apps, repeat steps b to g when more become available.

