# 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

Ø Type her	re to search				
Pinned					All apps >
C Edge	Mail	Calendar	The second secon	Photos	Settings
0		0	<b>(</b>	Series	۲
Office	prime	Adobe Express	Spotify	Disney+	ADox
Clipchamp - Video Editor	Prime Video	TikTok	Instagram	Facebook	Calculator

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 ×



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 <u>conditions of use</u>						
Sign in						
Change my passw	ord					

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.

	Com	npany Por	tal	
		Арр		
🖸 Open				_

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

Recently pu	blished apps	sow all		
BYOx	SYOx	now	now	► Click View
BYOx Print Mapper Querreland Education	BYOx Mapper Queensiand Education	ServiceNow Department of Education and	ServiceNow Active Directory Application Registry	Click View Online Department of Education and

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

Com	pany Portal	
=	Government Depar	tment of Educ
ク 命	Recently publi	shed apps show
	BYOx	BYOx
	BYOx Print Mapper Queensland Education	<b>BYOx Mapper</b> Queensland Education

d. Select the Install button.

# **BYOx Mapper**

Queensland Education Department

e. A	downl	oading	message	will be	display	ved during	g installation.
~							

C	Download pending Your device is syncing and will begin downloading your app shortly			
	BYOx	BYOx Mapper Queensland Education Department		

Install

f. The app has finished installing.

	talled	
вус	BYOx Queenslar	Mapper nd Education Department
	Re	einstall

...

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.

+	Company Portal			×
= م	Installed			
6				
E		BYOx Mapper		
田	BVO-	Queensland Education Department		
Ť	BTOX			
垦				
90		Reinstall		

### Step 3. Set up your mail account

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

=			Your School Office 365 Mail account settings Fix account			t Dismiss
+	New mail		Search		Q	Q 13
8	Accounts		Inbox			AII V
	EQ Email flast1@eq.edu.au	▲				

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.

Attention required

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#### All done!

Your account was updated successfully.

