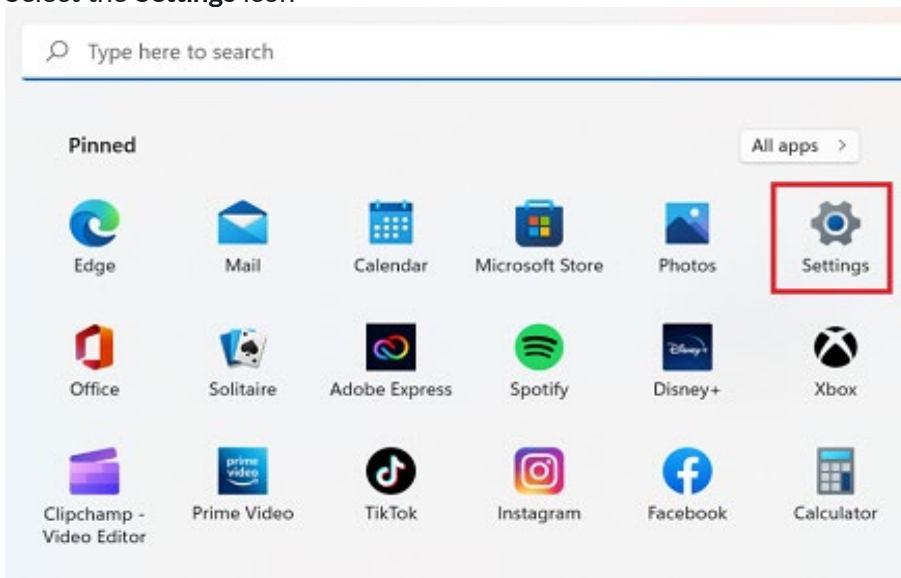


Step 1. Install Intune

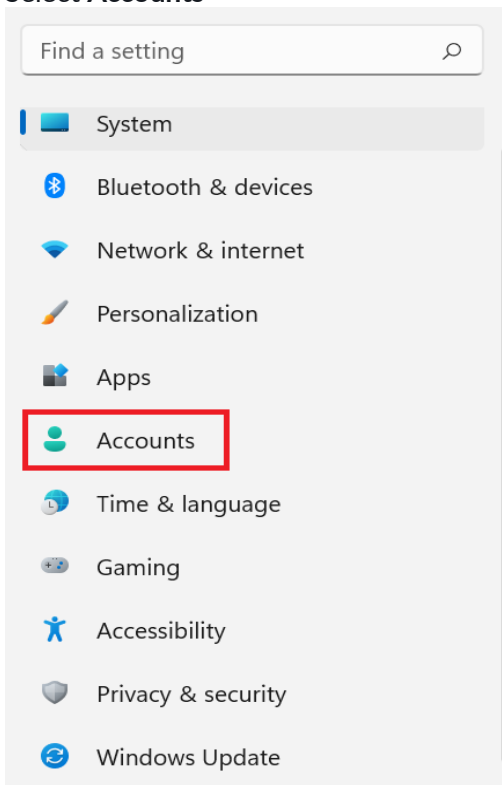
- a. Connect to the internet and select the Windows icon at the bottom of your screen



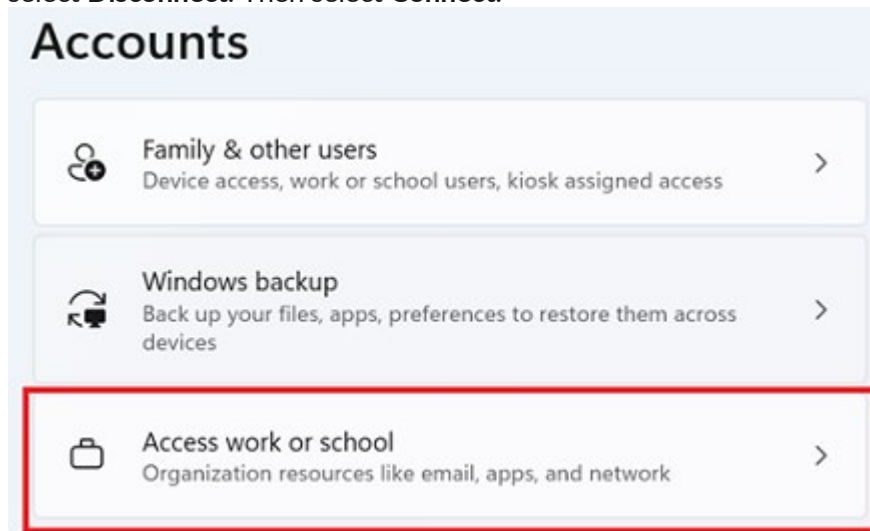
- b. Select the **Settings** icon



- 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

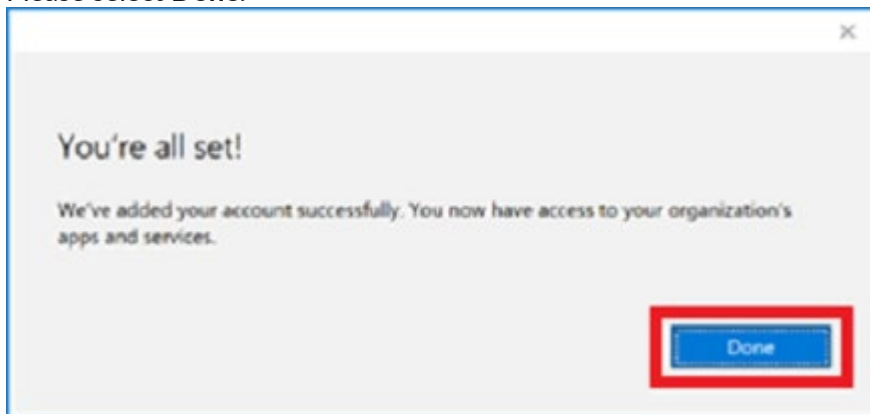
Username *

Password *

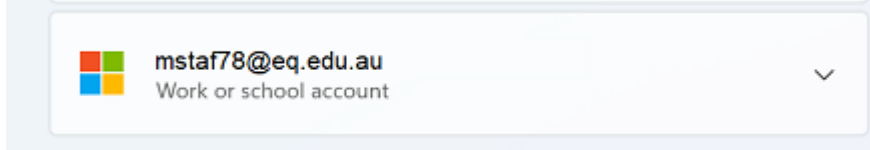
I agree to the [conditions of use](#)

[Change my password](#)

- g. Please select **Done**.

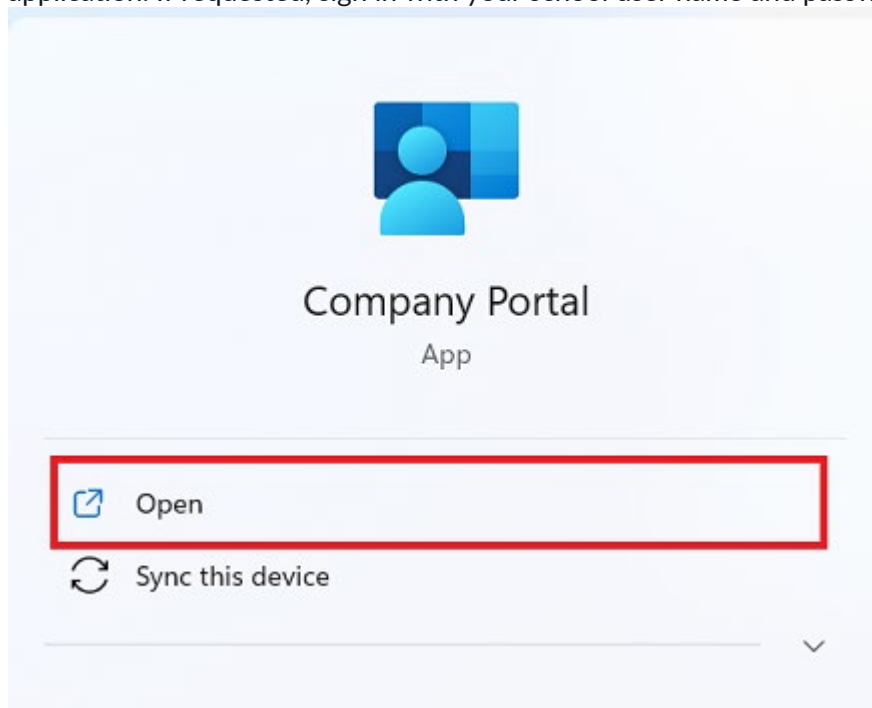


- h. Check your account has been added. Your account details will be displayed.

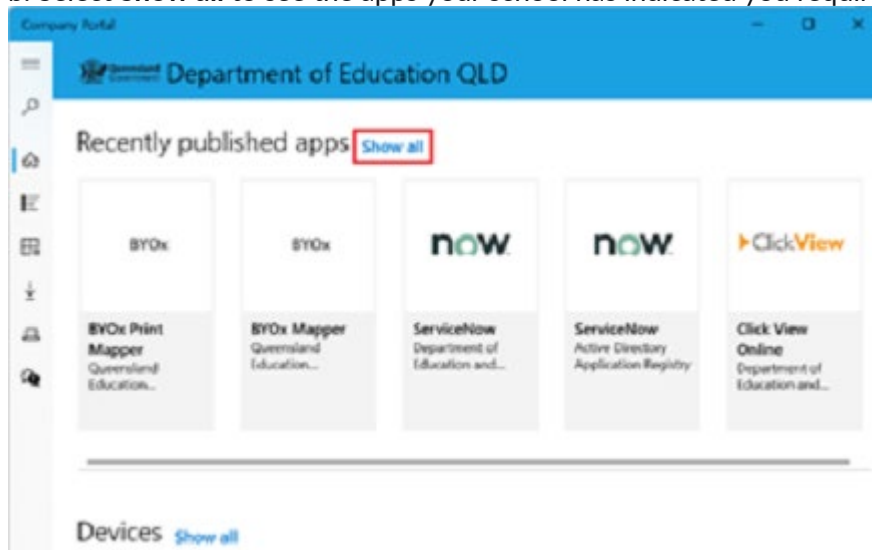


Step 2. Install apps

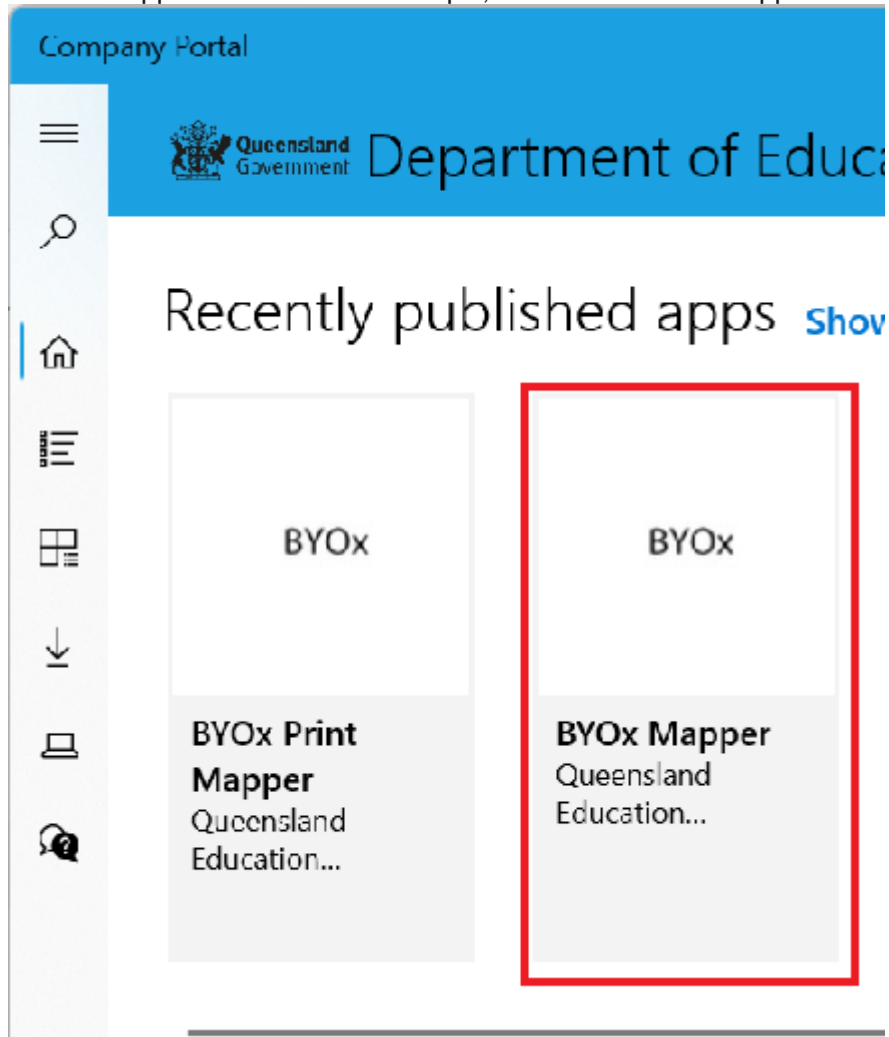
- a. Select the **Windows icon** at the bottom screen, and then open the Company Portal application. If requested, sign in with your school user name and password.



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



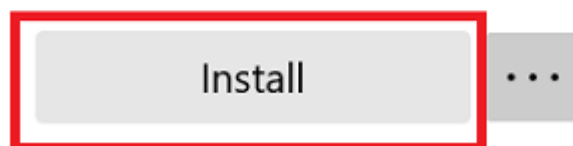
- c. Select an app to install. In this example, we will use BYOx Mapper



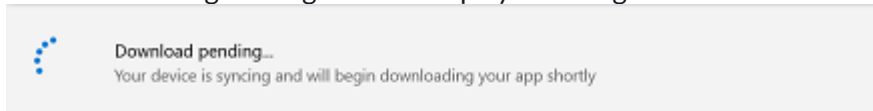
- d. Select the **Install** button.

BYOx Mapper

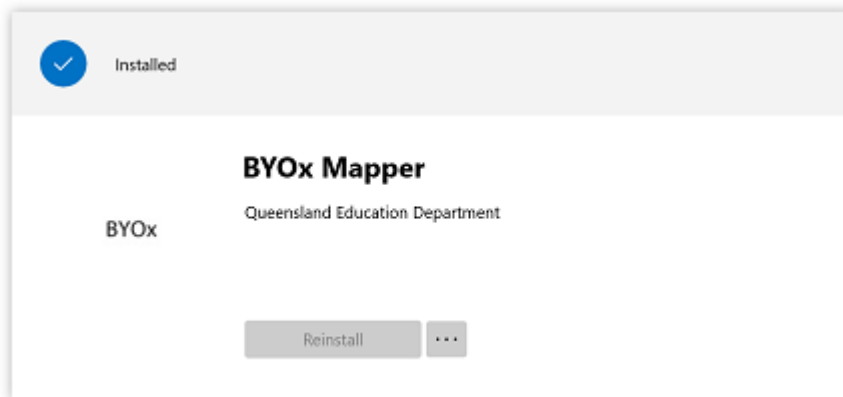
Queensland Education Department



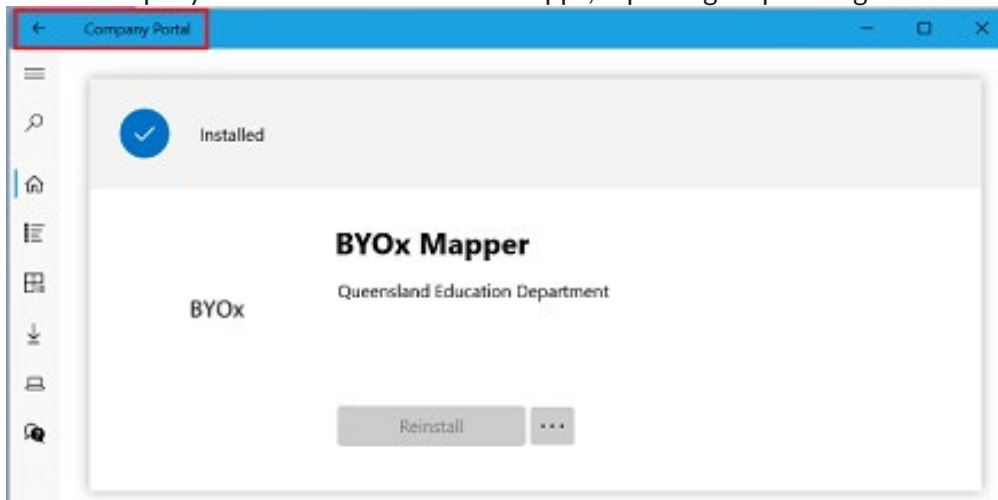
e. A downloading message will be displayed during installation.



f. The app has finished installing.

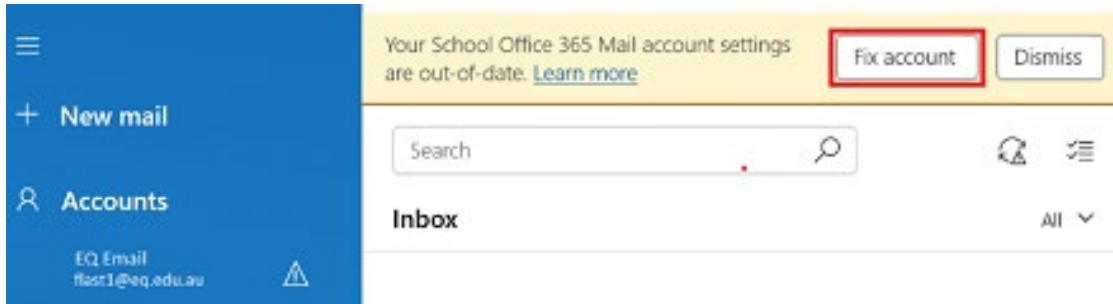


g. To check your app has installed, select **Installed apps** and see it in the list. Click the back arrow Company Portal to install additional apps, repeating steps b to g.



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.

