Windows 10 - How to prepare your device to connect at school
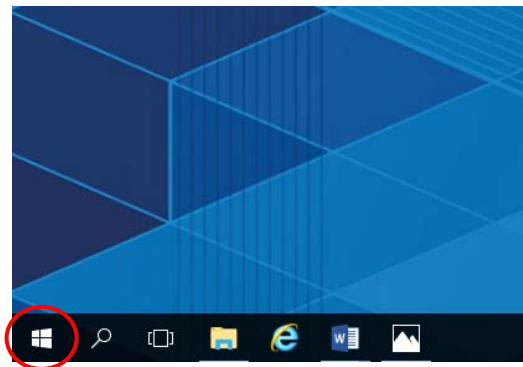
This guide is to enrol your device into Intune at home.

To access school email, learning applications, printers and the internet at school, you will need to enrol your device into Microsoft Intune.
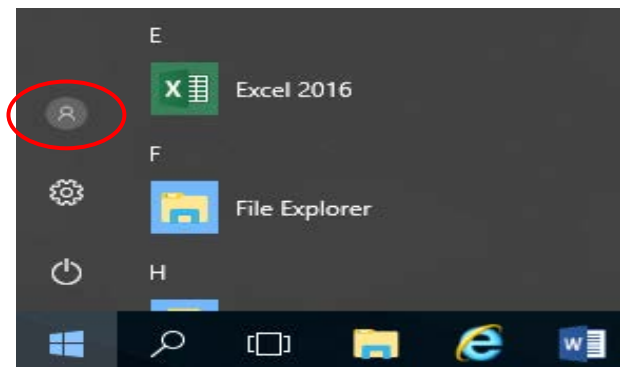
How to install Intune

Step 1

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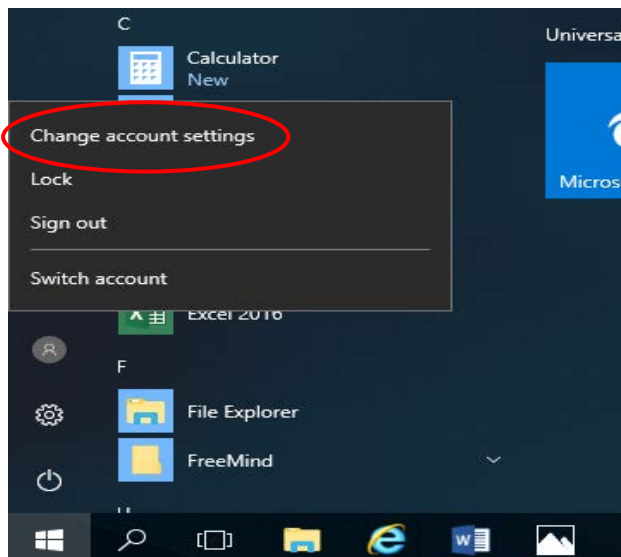

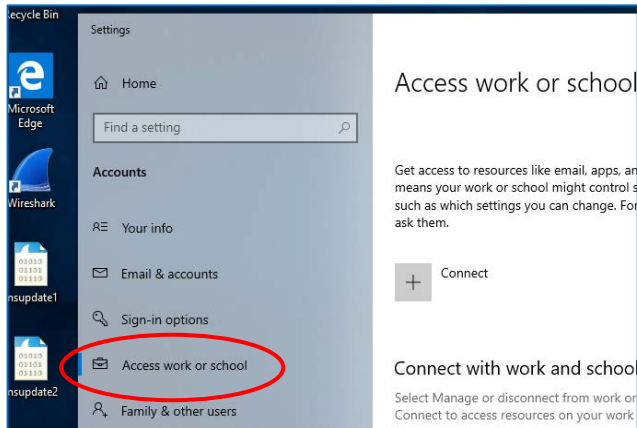
Step 2

Select the **person** icon.

Step 3

Select **Change account settings**.
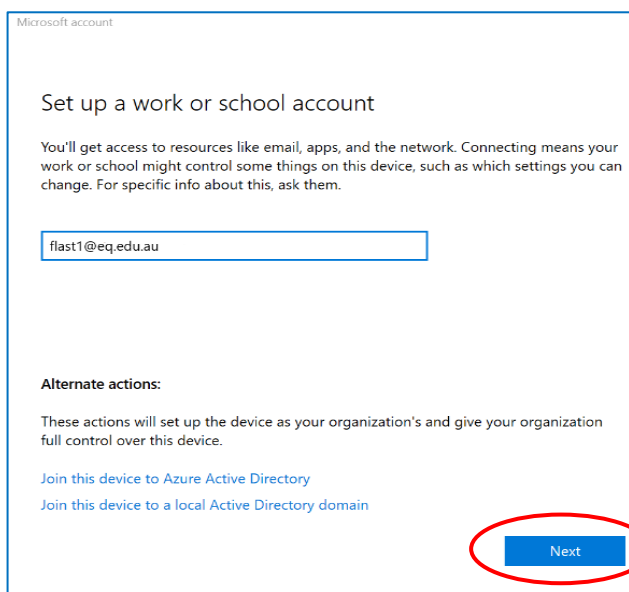
Step 4

Select **Access work or school**.

If your account is already listed, select it and then select **Disconnect**.
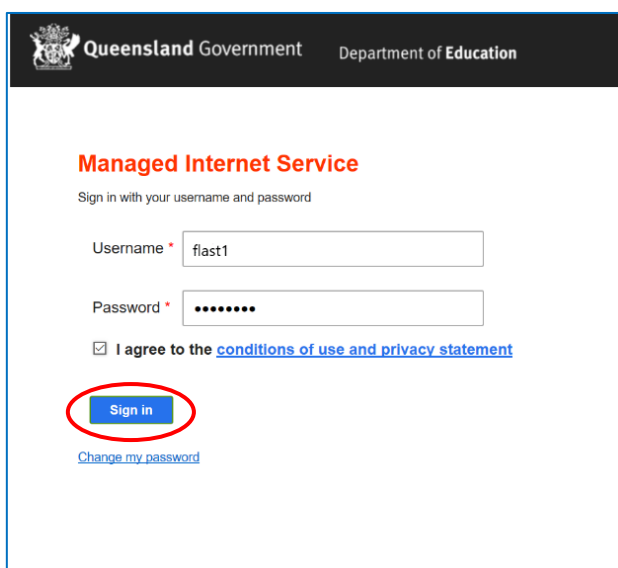
Then select **Connect**.

Step 5

Enter your school @eq.edu.au email address and select **Next**.
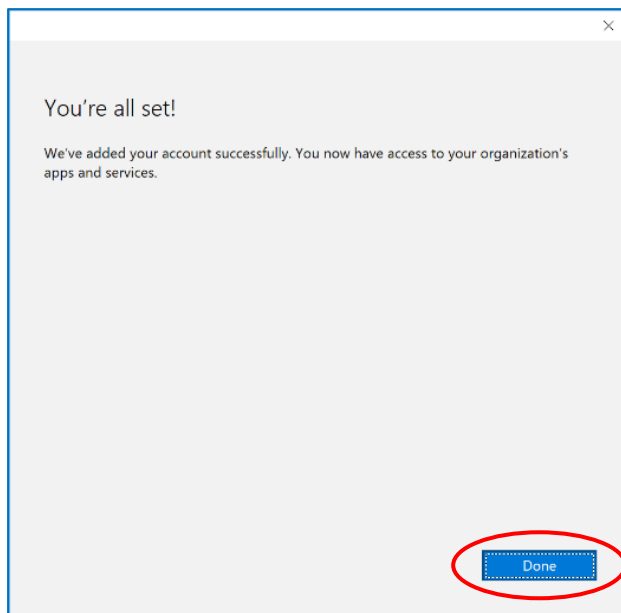
Step 6

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**.
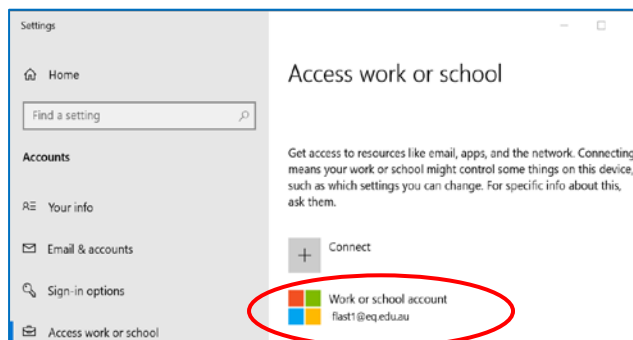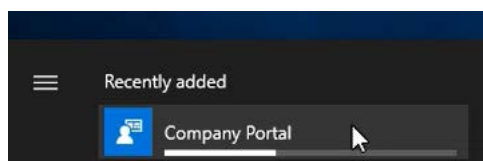
Step 7

Please select **Done**.
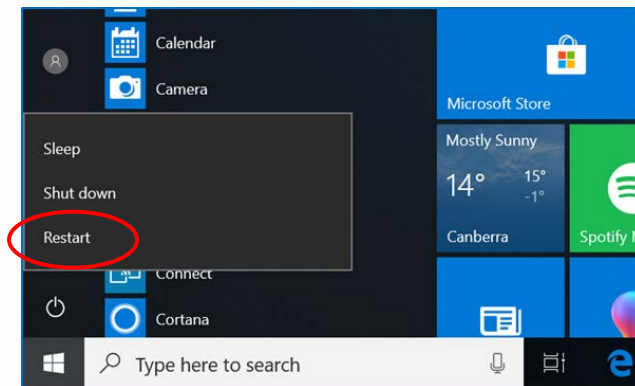
Step 8

Check your account has been added. Your account details will be displayed.
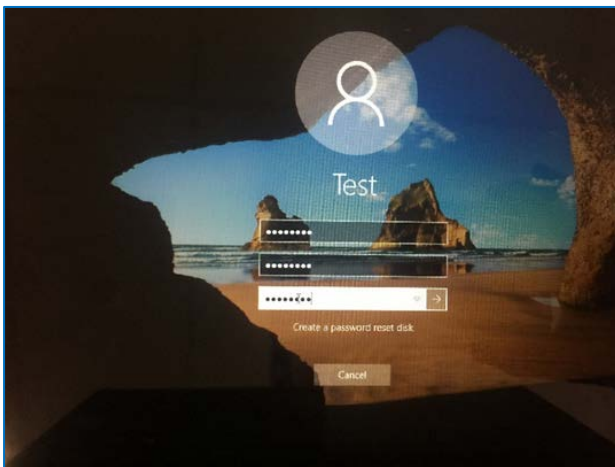
Step 9

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

Step 10

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

Step 11

Settings will differ for everyone and you may be prompted to change your password. If you are, please do so.
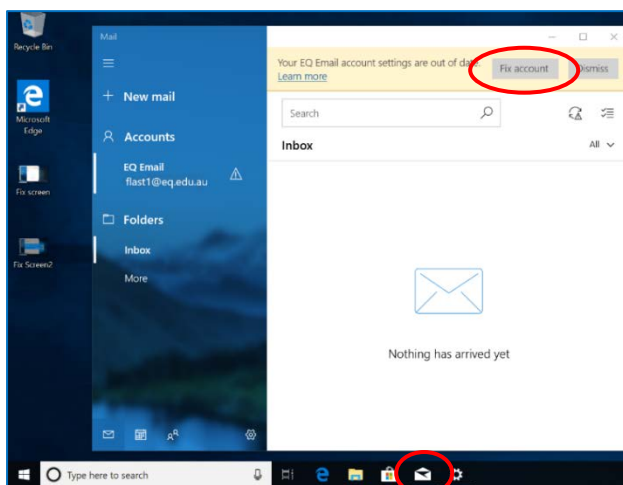
When your device has restarted, the Intune set up is completed. It may take up to 15 minutes to finish installing. You can use your device in the meantime but please keep it connected to the internet.

You are now ready to install the apps your school has recommended.

Queensland Government

How to set up mail

Step 1

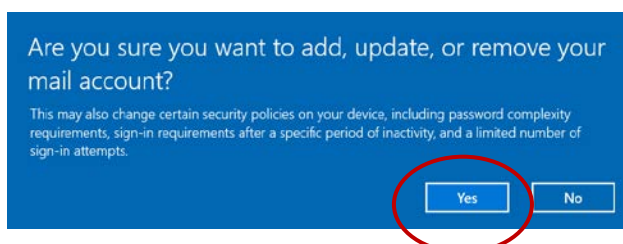Open your mail app by selecting the **mail icon** at the bottom of the screen. You will see your school EQ Email account listed.

If you do not, please note it may take up to 20 minutes, depending on your device and internet connection. There are some cases where it has taken up to a day to process. Please select **Fix Account**.

Step 2

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

Step 3

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.

Your device is now ready for school. If you need help with installing Intune, an app or mail account, please see your school for assistance.