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

icrosoft account
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.
flast1@eq.edu.au
Alternate actions:
These actions will set up the device as your organization's and give your organization full control over this device.
Join this device to Azure Active Directory
Join this device to a local Active Directory domain
Next

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

Step 6

Queensland Government Department of Education				
Managed	Internet Serv	ice		
Sign in with your username and password				
Username *	flast1			
Password *	•••••			
☑ I agree to the conditions of use and privacy statement				
Sign in Change my passw	ard			

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.





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.



