Windows 11 – How to prepare your device to connect at school
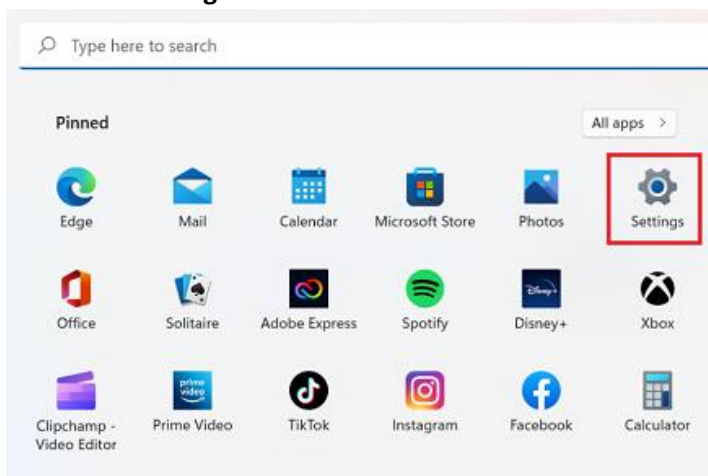
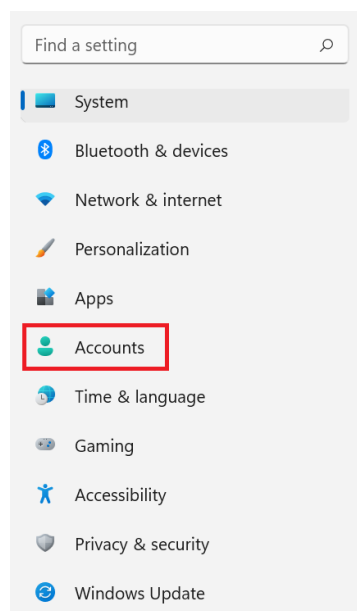## This guide is to enrol your device into Intune at home.

Step 1. **Install Intune**

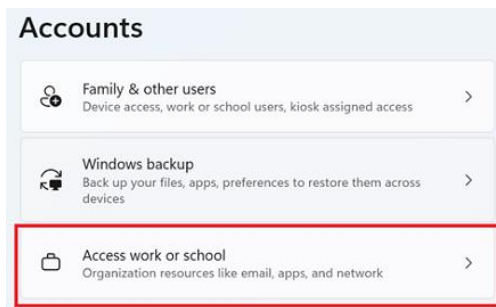a. Connect to the internet and select the Windows icon at the bottom of your screen

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 log in *@eq.edu.au* email address and select **Next**.

f. Please enter your username, password, accept the terms and conditions, and **Sign in**.
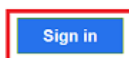
g. Please select **Done**.
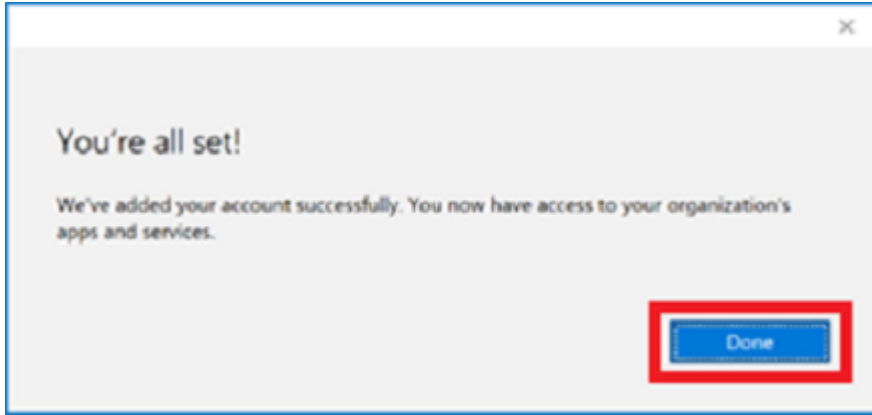
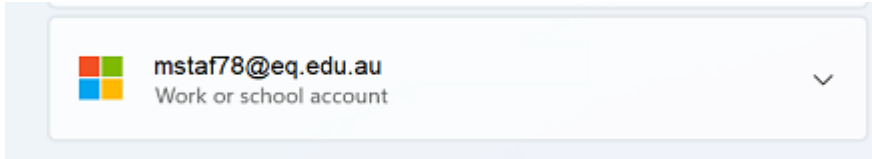h. Check your account has been added. Your account details will be displayed.

Step 2. **Set up your mail account (optional)**

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**.
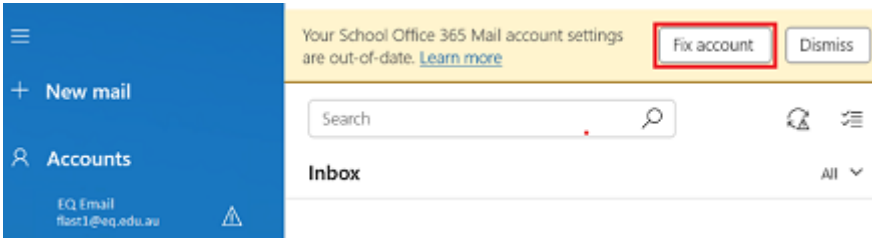
b. The All done! screen will be displayed. Select **Done**. Your mail account has been set up for use and you can now send and receive emails from your school mail account.