



Intune is a secure mobile management system that allows you to use school Wi-Fi, emails, learning applications and websites on personal devices.

These instructions will show you how to enroll a BYO Windows device into Intune and install an application.

Please have ready the email address and password that has been supplied to you by the school. If you do not have this information, please contact your school to obtain these details. You may find some of the screens look different to the ones provided here if you have an older version of Windows.

If the installation fails at any time, please re-open the Intune app and try again.

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BYOx Onboarding Checklist:







## Username & Password Reset:

You are required to have your EQ Username/Email Address and valid password before attempting the steps listed in this guide.

## epstu1@eq.edu.au

Username	
Email Addres	s

If you are moving from an EQ State School to Everton Park SHS then your username will be the same as before, please contact Everton Park SHS Teaching staff to have your password reset.

If you are coming from a non-EQ school, you will need to ask a teacher to confirm your username and reset your password.

Please note that the IT Department is unable to provide your username or reset passwords over the phone/email as you are required to change your password while at a school connected computer, teaching staff do have the ability to provide your username and change passwords.

## Connection to Internet:

You are required to be connected to the internet while performing Onboarding and this Guide can be followed at home as long as you have your username and valid password.

You can either:

- Connect to your home WIFI/Internet (Preferred)
- Connect to your mobile Hotspot (Data charges may apply)
- Connect to School EQGuest WIFI Network

The following are instructions to connect to School EQGuest WIFI Network (Next Page)







# Connecting to School EQGuest WIFI Network:

To connect to the schools EQGuest WIFI network simply:

- 1. Click on **WIFI** (1) icon in bottom right hand corner of the task bar.
- 2. Click on **EQGuest** WIFI network then click on **Connect** (3)



- 3. Enter in your Full School Email Address in the Email Address Field (3)
- 4. Enter in your Valid School Password in the **Password** Field (4)
- 5. Place a tick on "I Agree" (5)







6. Click the Sign In button (6)

Gärtifunend		
	Sign on for guest access.	
	Email:	
	usemame@eq.edu.au 3	
	Password:	
	The Department of Education's information and communication scherology (IV) (Enterois is available to negative scherology (IV) (Enterois is available to negative scherology (IV)	

If logon was successful you will be presented with the following page.

🗊 🧐 Success	× +								-	0	×
$\leftarrow \rightarrow$ C @	https://guest.det.qld.gov.au:8443/poi	tal/LoginSubmit.action?from=LOGIN	τô	De	Ø	۵	3	£≡	Ð		
	EQ Guest Wi-Fi										
	Success	Congratulations you are now connected to the internet.									
		If you have an Education Queensland Account, please follow the guides provided to enrol your BYO device into Microsoft Intune.									

Please note that you will need to enter in your proxy details (School Username and Password) when prompted to access the internet, please refer to "Proxy Prompt to access Internet for details.

## Proxy Prompt to access Internet:

If connected to School WIFI all traffic is monitored and as such it is a requirement to enter in your username and password when trying to access the internet.

To get prompted for the proxy Username and Password you will need to open your web browser (Microsoft Edge, Google Chrome or Mozilla Firefox to name a few) and try to access a webpage on the internet, such as Google.com.

Type in "google.com" then press enter on your keyboard.





The following Proxy prompt will be presented, enter your school username and valid password to log in.

he proxy ht bassword.	tp:// proxy2.eq.edu.au requires a username and
Jsername	epstu1
Password	******

If you keep getting prompted for your username and password you will need to make sure you are using a valid password, if you are not sure then contact a teacher who can reset your password.

## Windows 10 Operating System Updates

As part of the process of connecting your computer to the school network the system now checks that your Windows machine is up to date with any Operating System updates, the following instructions will show you how to update your Windows Operating System.

1. Click on the Search button located next to the Windows key



2. Type update into the search field



3. Click on the "Check for updates" button in the search list









4. Click on the "Check for updates" button, and install any updates available

Check for updates

5. Repeat **step 4** until no further updates are available, it is the student's responsibility to keep their device up to date.



No updates available We'll continue to check daily for newer updates.

#### Microsoft Store Updates:

It is a good idea to update the programs that are installed in the Microsoft Store, as Company Portal is installed through the store sometimes, depending on other programs listed there. To update the Microsoft Store simply follow the steps below:

1. Click on the Windows key, locate Microsoft Store in the list of programs



2. Once the Microsoft Store is open click on the "Library Button"









3. On the Library page click on "**Get Updates**" to download and install any updates for installed programs through the Microsoft Store.



# Anti-Virus – Virus Definition Updates:

As part of the Onboarding process the system will check that you have an upto-date virus scanner, it is important that you:

- Have a full virus scanner A virus scanner is often packaged with laptops that are purchased through retail stores, often it is a trial program that expires after a certain period, which can then stop protecting your Device. You will need to make sure that you have a full antivirus program installed.
- Manually update the virus definitions Virus definitions are what tell your virus scanner what a virus looks like and how to detect it. It is important that the virus definitions are up-to-date, this is usually updated automatically by your virus program but it is a good idea to update while performing the Onboarding process.

**Note:** It is the student's responsibility to keep their device (laptop) clean from viruses and updated, we are not able to provide any recommendations in which anti-virus is best to run on your device, your local retailer would be able to assist you in that decision process.







# How to install Intune:

# 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

Pinned					All apps >
C Edge	Mail	Calendar	The second secon	Photos	Settings
0	1	0	=	Stury	۲
Office	Solitaire	Adobe Express	Spotify	Disney+	Xbox







c. Select Accounts



d. Select **Access work or school**. If your account is already listed, select it and then select **Disconnect**. Then select **Connect**.







- 10
- 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.

×
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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 *	EPStu1					
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.



## BYOx mapper Install:

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.

F	Recently pu	blished apps s	ow all		
	BYOx	SYOx	now	now	► Click View
	BVOx Print Mapper Quersland Education	BYOx Mapper Guernland Education	ServiceNow Department of Education and	ServiceNow Active Directiony Application Registry	Click View Online Department of Education and

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.

$\epsilon_{\rm c}$	Download pend Your device is syn	ing cing and will begin downloading your app shortly
	BYOx	BYOx Mapper Queensland Education Department
f. The a	app has finis	Install
0	Installed	
	BYOx	BYOx Mapper Queensland Education Department

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.

...

Reinstall





÷	Company Portal			×
= م	Installar			
6				
E		BYOx Mapper		
田	BYON	Queensland Education Department		
¥	DIOX			
8				
R		Reinstall		

# BYOx Mapper Running:

**NOTE:** You need to be connected to the school WIFI (EQNet) to run BYOx Mapper

1. Close Company Portal (if open), Click on Windows search (next to windows Key)



2. Enter in "BYOx Mapper", then select "Open".









3. To log into the BYOx Mapper Select **GBN** as the domain, enter your School **Username** and **valid Password** then select "**Connect**".

BYOx		<u>000</u> 03		×
Enter your	QED network username and p	asswo	ord	
Domain	n: GBN ~			
Username:	epstu1			
Password	********			
	Connect			
				About
Not connected				

4. BYOx Mapper will then connect your device to the Network Drive and Printers.



**NOTE:** If you click Disconnect on BYOx Mapper it will disconnect you from the Network Drive and Printers, by staying connected and closing the BYOx Mapper window it will leave the connection to those services open.

If your Network Drive or printers are not visible you will need to log into BYOx Mapper.







# Download, Install Office 365

**Note:** Office 365 is not available to download while at school, you will need to do it from home.

#### At Home:

1. Open a browser like MS edge and type in office.com



- 2. Click on Sign In
- Type in your School Email address (E.g. <u>epstu1@eq.edu.au</u> then click Next









#### 4. Select Work or School Account

Mi	crosoft
lt looks accoun use?	as if this email is used with more than one t from Microsoft. Which one do you want to
ă,	Work or school account Created by your IT department PStul @eq.edu.au
8	Personal account Created by you EPStul @eq.edu.au
Tired of account	seeing this? Rename your personal Microsoft
	Back

5. Type your **Username**, **Password** and select **I Agree** on the conditions of use and privacy statement

Queensland Government	Department of <b>Education</b>
Calendar Mil MIS Gateway	Managed Internet Service Sign in with your username and password Username * epstur Password * I agree to the conditions of use and privacy statement Sign in







start the download process.



8. Follow the instructions to have Office 365 installed on your device.

t a few more steps	Yes	Andre Office International Research
Click Run	Say "yes"	Stay online
press Alt+N.	crick res to start installing.	with the account you use for Office 36 nle104@en edu au







## OneDrive Setup:

School Folder Creation:

1. Click on File Explorer



2. Select "**This PC**" then left click on "**D Drive**". If D drive is not available, then use C:

	C View			- 🗆 X
$\leftarrow \rightarrow \cdot \uparrow \blacksquare \cdot$	This PC		✓ Ŏ	
<ul> <li>Quick access</li> <li>Desktop</li> <li>Downloads</li> </ul>	V Folders (7)	Desktop	Documents	
Documents	Downloads	Music	Pictures	
<ul> <li>This PC</li> <li>Pretwork</li> </ul>	Videos Voleos Vo			
	System (C:) 328 GB free of 371 GB	Data (D:) 94.2 GB free of 94.3 GB	DVD RW Drive (E:)	
	> Network locations (7)			
17 items				810

3. Right click on the white space (3A), Select New (3B) then Folder (3C)

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✔ Quick access     Name       ■ Destop     #       ↓ Downloads     #       ☑ Documents     #       ☑ Pictures     #	A 3A	Date modified	Туре	Size		
i Thia PC ∂ Network	View Sort by Group by Refresh Customize this folder Paste Paste shortcut Undo Rename Give access to	Fold     Fold	er 3C rtcut rosoft Access Database rap image rosoft Word Document rosoft Access Database rosoft PowerPoint Present rosoft Publisher Document rosoft Publisher Document rosoft Excel Worksheet	tation st		
2 items	New 3B Properties	> <u>8</u> Cor	npressea (apped) Holder			8==







4. Name your new folder (E.G. EPSchoolFiles)

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	Nan	c	^	Date modifie	d	Туре	Size			
Desktop	, 📃	EPSchoolFile	5	8/03/2022 9	31 AM	File folder				
Downloads	1									
Documents	*									
Pictures	*									
This PC										
Network										

 If your new folder is on D Drive then the folder location is D:\EPSchoolFiles\, otherwise if only C drive is found it could be C:\EPSchoolFiles\

	Silare	VIEW					0.0.1000.000		-
⇒ * ↑ <mark> </mark>	DEVERS	choolFiles	^			~ 0	D Search EPSchoolhiles		
Ouick access		Name		Date modified	Туре	Size			
Desktop	*				This folder is empty.				
Downloads	*								
Documents	*								
Pictures	*								
This PC									
Network									

One Drive Config:

1. Click on **OneDrive** icon in the task Bar









2. Click Sign in



3. Enter your School Email Address then select "Sign In"

<ul> <li>Microsoft OneDrive</li> </ul>	×
Set up OneDrive	
Put your files in OneDrive to get them from any device.	
Email address	
epstu1@eq.edu.au	
Create account Sign in	









4. Select "Change Location" to move the OneDrive Folder

 Click on Address bar (5A) and enter location of school folder (E.g. D:\EPSchoolFiles\ or C:\EPSchoolFiles\ if it's on C Drive) and press the enter key, Click on Select Folder (5B) to select the current folder for OneDrive files to be stored there.



 Select "Next" to go to the next screen. Select "Next" again on "Get to know your OneDrive" screen and select "Next" on the "Share files and







#### Folders" screen

<ul> <li>Microsoft OneDrive</li> </ul>	×
Your OneDrive folder	
Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.	
Your OneDrive folder is here	
Change location	

Select "Next" on "All your files, ready and on-demand" screen. Select
 "Later" on the Get the mobile app screen

<ul> <li>Microsoft OneDrive</li> </ul>			×
All your fil With Files On Demand, you	les, ready and or u can browse everything in you up space on your device.	n-demand Ir OneDrive without taking	
	$\odot$		
Online-only	On this device	Always available	
These files don't take up space on this device, and they download as you use them.	When you open a file, it downloads to your device so you can edit it while you're offline.	Right-click a file to make it available offline.	
Back		Next	







8. Finally select "Open my OneDrive Folder" button to complete the installation.



#### Please email any issues or suggestion for this document to

IT\_Support@evertonparkshs.eq.edu.au

