This document explains how to

- enrol a BYO device into Intune (a BYO device owned by you and not the school)
- set up your child's mail account
- install an app on your device
- un-enrol a device.

Once you have enrolled your device into Intune, you will be able to install school learning applications and access school emails.

These instructions are for devices:

- owned by students (BYO) and
- using windows 10.1607+.

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**Enrolling your device into Intune**

**Step 1. Enrol into Intune**

a. Connect to your home Wi-Fi. (If you cannot enrol your device at home, ask your school for assistance.)

b. Select the Windows icon at the bottom of the screen.
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c. Select the person icon.

d. A list of options will be displayed. Select Change Account Settings.
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- Select **Access work or school**.
- If your account is already listed, select it and then select disconnect.
- Select **Connect**.

**h.** Enter your school email address and select **Next**.

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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:

- Join this device to Azure Active Directory
- Join this device to a local Active Directory domain

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i. The user name field may auto fill. It is the first part of your child’s school email address

username@eq.edu.au.

Enter your child’s username and school password.

Accept the terms and conditions and select **Sign in**.

![Managed Internet Service](image)

Note: Do not use a Microsoft account

j. You may get a message asking you to wait.

k. Once the **You’re all set** screen displays, select **Done**.

![You’re all set](image)

You’re all set!

We’ve added your account successfully. You now have access to your organization’s apps and services.
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1. The account details are displayed. If not, go back and select Settings > Accounts > Access work or school. Your school account should now be listed.

Step 2. Restart your device

If the account you logon to windows with is not a Microsoft account, Intune requires you to change your password when your device next restarts. It does this so it can check your child’s password meets Intune’s complexity standards.

If your Windows account is a Microsoft account, you will not be prompted to change your password when you next restart your device and you can ignore this step.

TIP: You can retain your existing password if it meets complexity requirements by entering your existing password as your new password. The password must be at least 6 characters long and contain at least 1 uppercase, 1 lowercase and 1 numeric.

a. Restart your device by selecting:
   - the windows icon
   - then the power symbol
   - then select Restart.
b. Once the restart has finished, press the enter key and then enter your windows password as requested.

c. A message will be displayed, “The user's pass word must be changed before signing in”. Select OK.

d. Enter your new password and confirm, press the enter key. A pop-up message will be displayed, “Your password has been changed”.

Set up your child's mail account

Intune may take between 10 minutes and even up to a day to process your email account after you complete Intune enrolment.

Open your mail app to check mail setup progress. Intune has completed your mail account processing, when a message is displayed in your mail account, Your EQ Email account settings are out of date.

To complete your child’s mail account setup:

a. . Select Fix account.

Note: You have now completed the Intune enrolment steps and can use your device. Keep the device connected to the internet for 15 minutes as installation steps complete in the background.
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b. A pop up window will display. Select Yes.

c. An All Done screen is displayed. Select Done.

d. Your child should be able to send and receive emails.

Install an app

a. Select the Windows icon at the bottom left corner of the screen.

b. Open the Company Portal app and, if requested, sign in with your work or school account.
c. You can list apps by selecting **Show all**.

d. Select an app, for example, Word Mobile.

e. Select **Install**.

f. Wait while the app is downloaded. A **download pending** or **downloading** message will display.
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- An Installed message will display when the app has been installed.

- The app will appear in the Installed apps list.

- Select Installed apps to view the list of installed apps.
Helpful Resources

Microsoft User Guides

Note: Microsoft has user guides and help documents for using Intune. Some of the links and documents below are Microsoft documents and the school or Education Department is referred to as a “company”.

Helpful Links

- Video Instructions – Enrolling your windows 10 device.

Things you can do when your device is enrolled in Intune.

- Using the Intune company portal.
- Reset (erase) your lost or stolen device