



# SETUP GUIDE: INTUNE

This setup guide was created for Albany Creek State High school to be used only for the purpose of assisting school staff and students in setting up and configuring this application.

Intune Installation for Windows

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**Version 1.0**

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**Edited by --**

## Before you Start

- 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 enrol a BYO Windows device into Intune and install an application. This process may take up to 15 minutes to complete.
- Before you start, please have ready the email address and password that has been supplied to you by the school. If you do not have this information, you will not be able to successfully complete the installation. Please contact your school to obtain these details.
- These instructions are for Windows 10 version 1607 and above. You may find some of the screens look different to the ones provided here if you have a different version of Windows or if there are changes made to Intune.
- If the installation fails at any time, please re-open the Intune app and try again.

**Please note:** After the device has been onboarded and restarted, you may be asked to reset your device's password. You can attempt to reset it to the current password, however if this fails please try a different password.

You may be asked to enter your school password for a Microsoft 365/Exchange account. This is to set up your emails.

If you have any problems with installing Intune or using it afterwards, please contact your school for assistance.

# Installing Intune

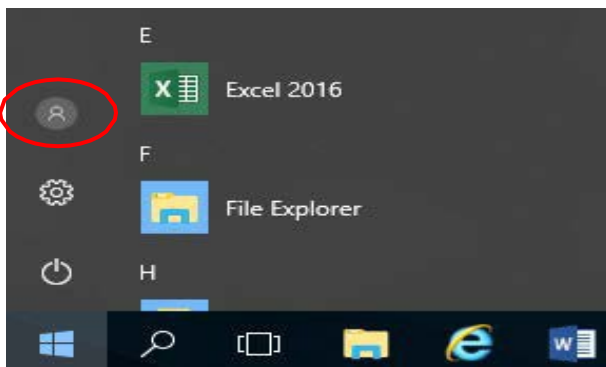
## Step 1

Connect to the internet and select the **Windows Icon** in the bottom left of the screen.



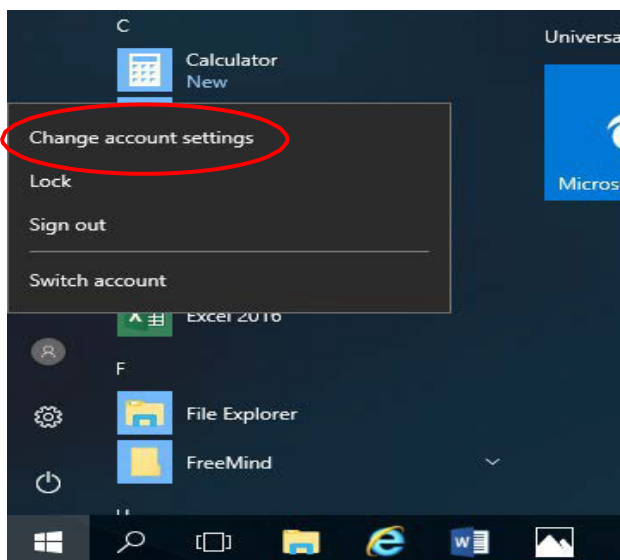
## Step 2

Select the **Head icon**.



## Step 3

Select **Change Account Settings**.

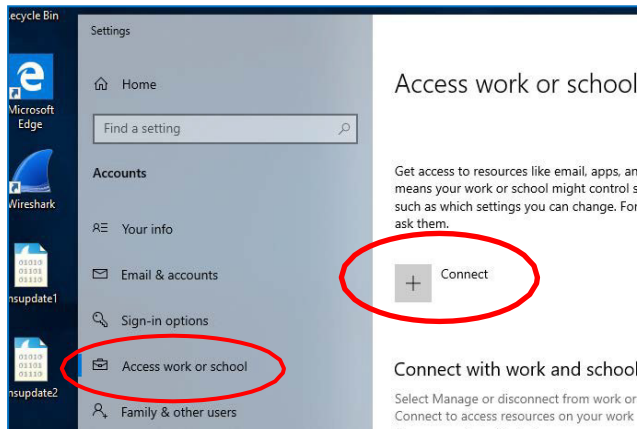


## Step 4

Select **Access Work or School**.

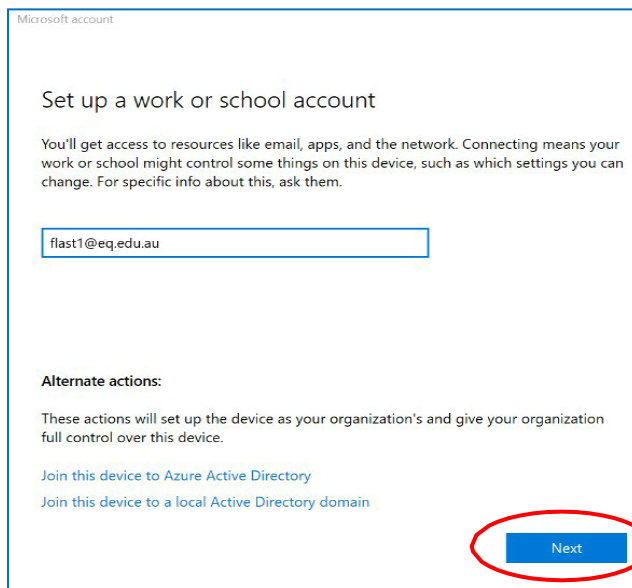
**Note:** If already see your school account, select it and then choose **Disconnect**.

Then choose **Connect**.



## Step 5

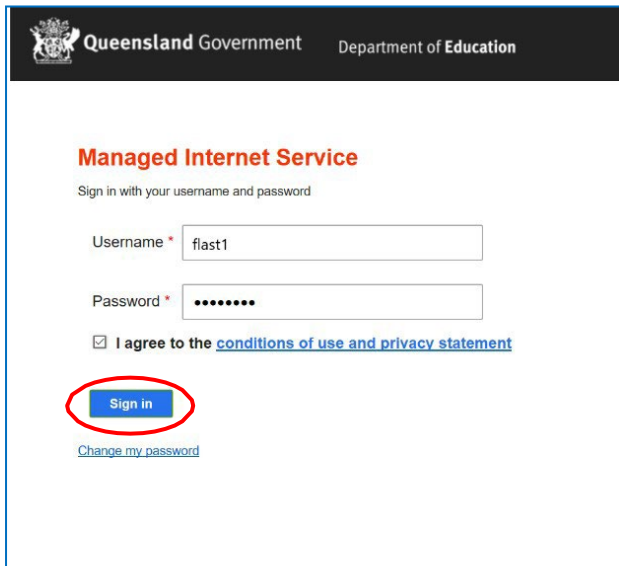
In the box that appears, enter your **school email** account, and select **Next**.



## Step 6

On the “Managed Internet Service” screen that appears, enter your **school username** and password, tick the **I agree checkbox** and then select **Sign In**.

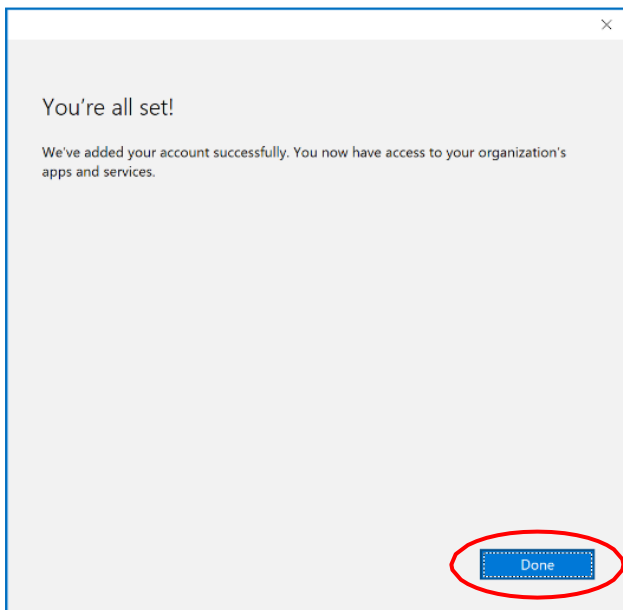
**Note:** Your username is the first part of your email without the @eq.edu.au part



The screenshot shows the 'Managed Internet Service' sign-in page from the Queensland Government Department of Education. At the top, there is a header with the Queensland Government logo and the text 'Queensland Government Department of Education'. Below the header, the title 'Managed Internet Service' is displayed in orange. Underneath, it says 'Sign in with your username and password'. There are two input fields: 'Username \*' containing 'flast1' and 'Password \*' containing a masked password '••••••••'. Below the password field is a checkbox labeled 'I agree to the [conditions of use and privacy statement](#)' which is checked. A blue 'Sign in' button is highlighted with a red circle. At the bottom left, there is a link for 'Change my password'.

## Step 7

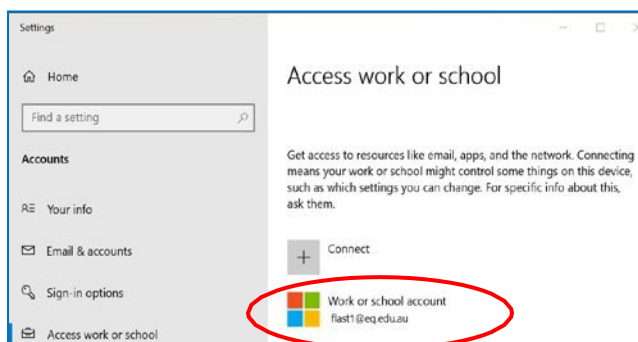
Select **Done**.



The screenshot shows a success message dialog box with a close button (X) in the top right corner. The text inside reads: 'You're all set!' followed by 'We've added your account successfully. You now have access to your organization's apps and services.' At the bottom right, a blue 'Done' button is highlighted with a red circle.

## Step 8

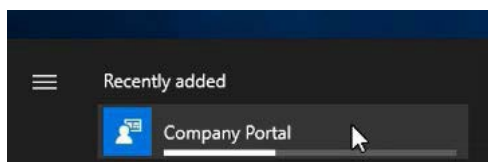
Check that your account now shows up in the **Access Work or School** section.



## Step 9

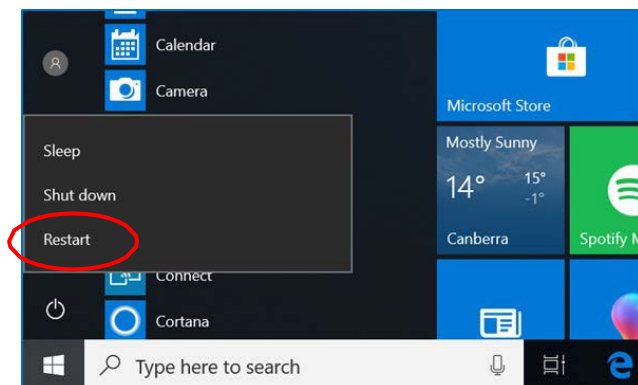
Wait for the **Company Portal** App to install

**Note:** If it does not start automatically, it can be downloaded from the Windows Store while not on School Wi-Fi



## Step 10

Once Company Portal has been installed, restart your device via clicking the Windows Icon in the bottom left, then the **Power Icon**, and then selecting **Restart**.



## Step 11

If you are asked to create a new password, please do so.

**Note:** It must meet the requirements to be accepted. It needs 8 or more characters, a capital letter, number and a symbol.

After the device has restarted, the Intune setup will be finished. Please leave 15mins for the installation to complete in the background. You can use the device while this happens, but it must stay connected to the internet.

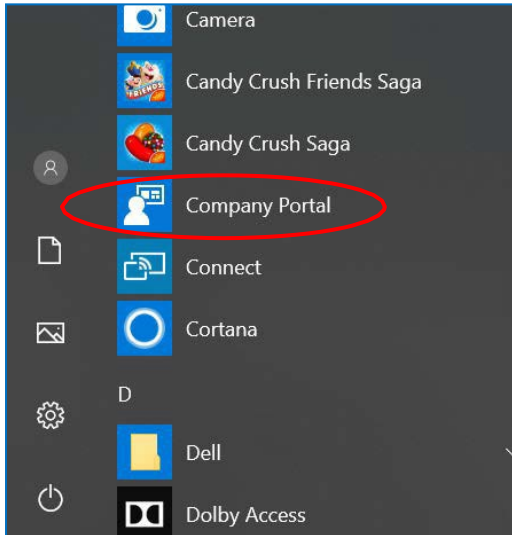
You are now ready to install the school's required apps.

# Installing an app through Intune

## Step 1

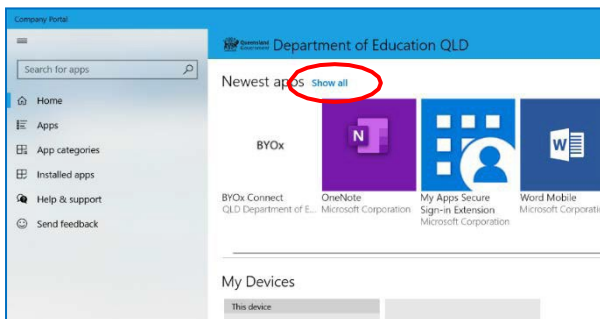
To install the apps required by the school, select the Windows Icon in the bottom left of the screen, and then select **Company Portal** from the list of apps.

**Note:** You may need to sign into your school account once Company Portal is opened.



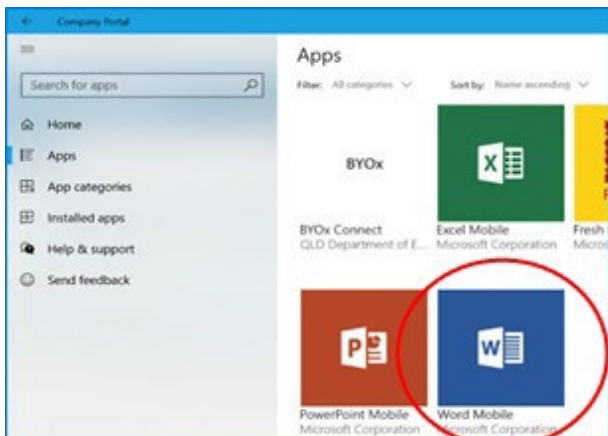
## Step 2

Once Company Portal has opened, select **Show All** to view the school's required apps.



## Step 3

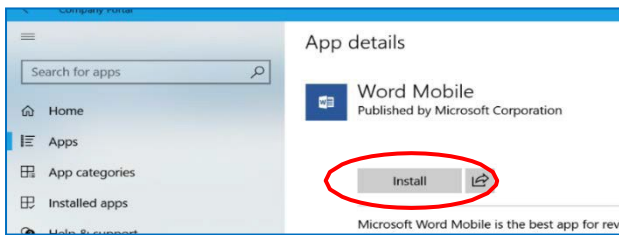
From the list, select an app to install. For this example, Word Mobile will be installed.





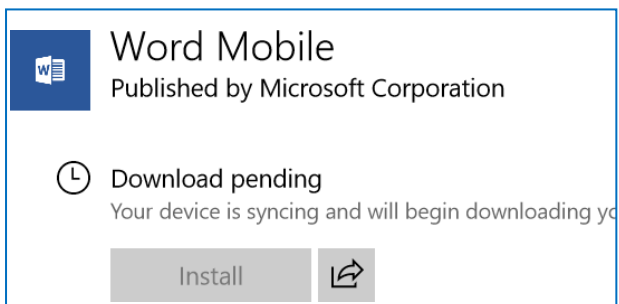
## Step 4

Select the **Install** button.



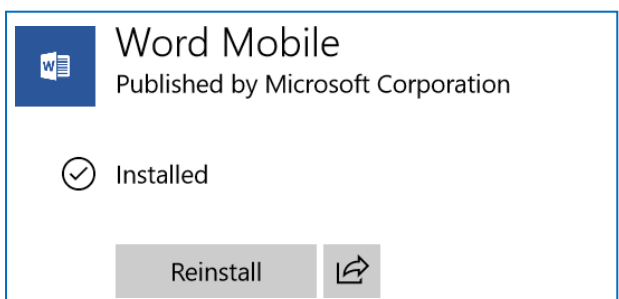
## Step 5

A **Downloading** message will appear during the installation of the app.



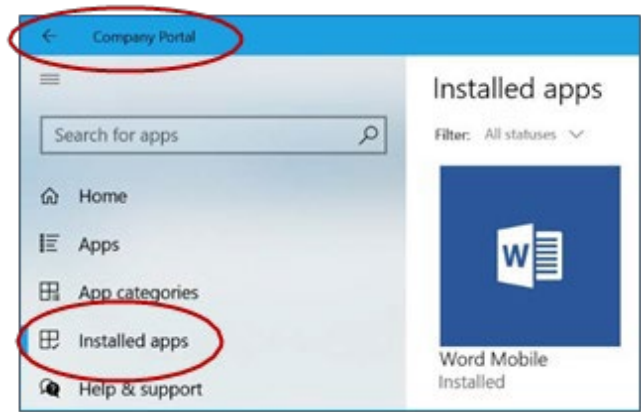
## Step 6

Once the app has finished downloading, an **Installed** message will appear.



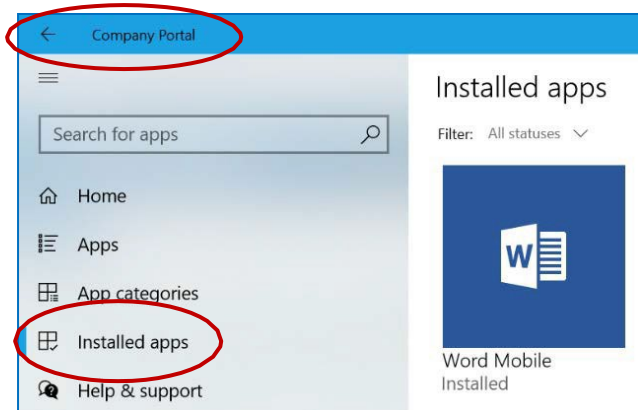
## Step 7

To check that the app has installed, select **Installed Apps** and make sure it is in the list.



## Step 8

Click the **back arrow** to install the rest of the required apps by following steps 2 to 7 again.



The final step to getting Intune on a windows device is setting up a School Mail account

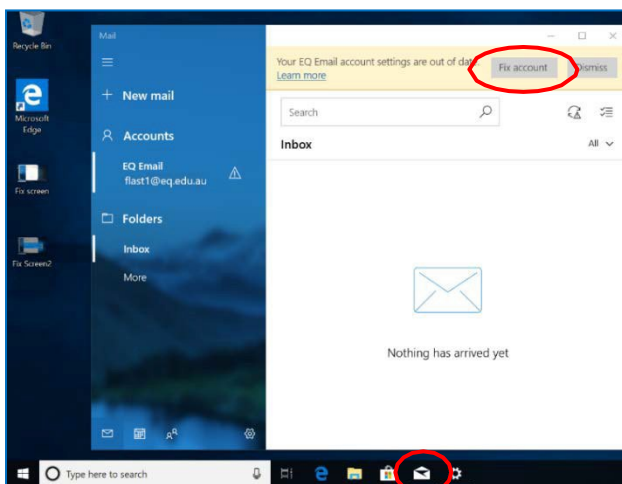
## Setting up School Mail

### Step 1

Open the mail app by selecting the Mail Icon along the taskbar. Your school EQ account should be listed on the left under accounts.

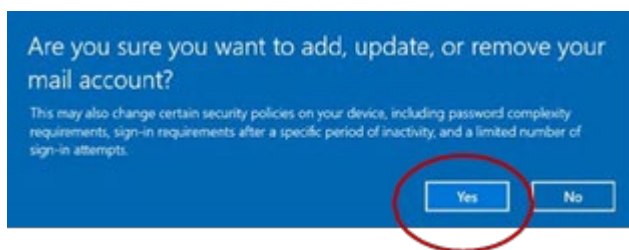
**Note:** If your EQ account isn't showing, please be patient. It can take anywhere from 20mins to, in rare cases, 24hrs to appear.

Then select **Fix Account**.



## Step 2

On the popup message asking if you want to make changes to your account, select **Yes**



## Step 3

When the All Done screen shows, select **Done**.



Your EQ mail account has now been setup and will send and receive emails from your school account.

Once this has been completed, your device is now enrolled in Intune and is ready for school. If you ever need assistance with the setup or the device in general, please see the Technicians

## Feedback

We invite feedback if something was confusing, or if you feel we left anything out, you can contact us at: [technicians@albanycreekshs.eq.edu.au](mailto:technicians@albanycreekshs.eq.edu.au)