OAKEY STATE HIGH SCHOOL



BYOxLink
How to Guide

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BYOxLink – How to guide

Enrol your BYO Windows device into Intune

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 10.1607 and above. You may find some of the screens look different to the ones provided here if you have an older version of Windows or there are changes made to Intune.

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

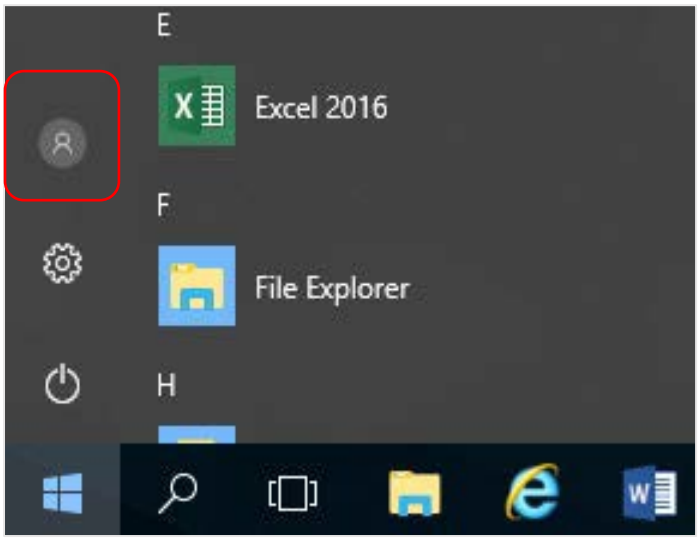
Please note: If you have any problems with installing Intune or using it afterwards, please contact your school for assistance.

Step 1. Install Intune

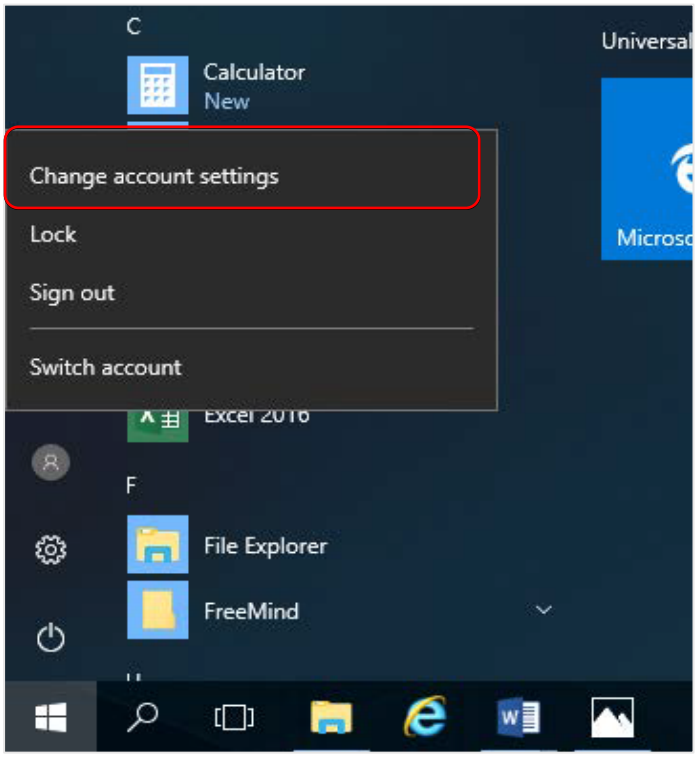
a. Connect to the internet and select the **Windows icon** at the bottom left hand corner of your screen.



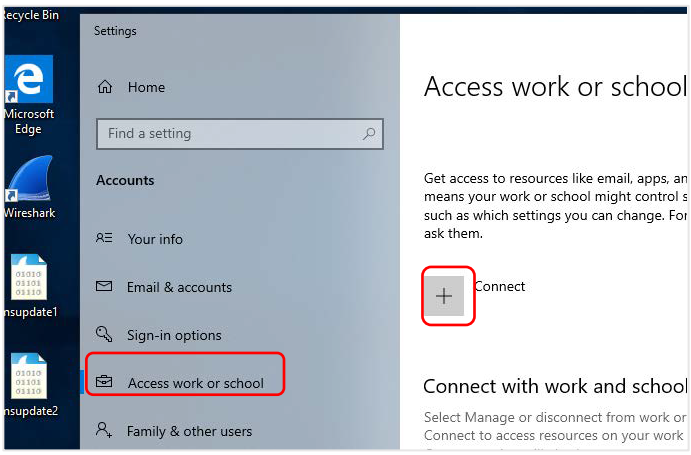
b. Select the **person** icon.



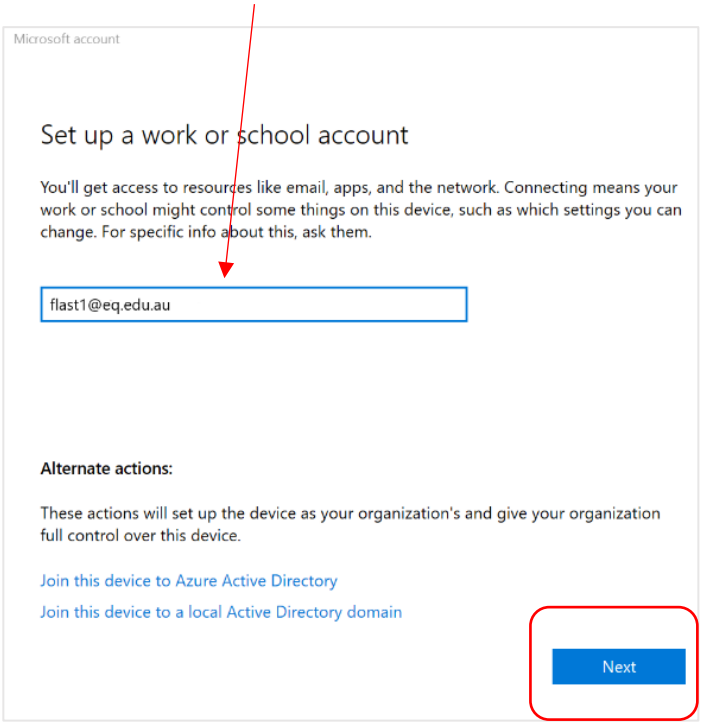
c. Select **Change account settings**.



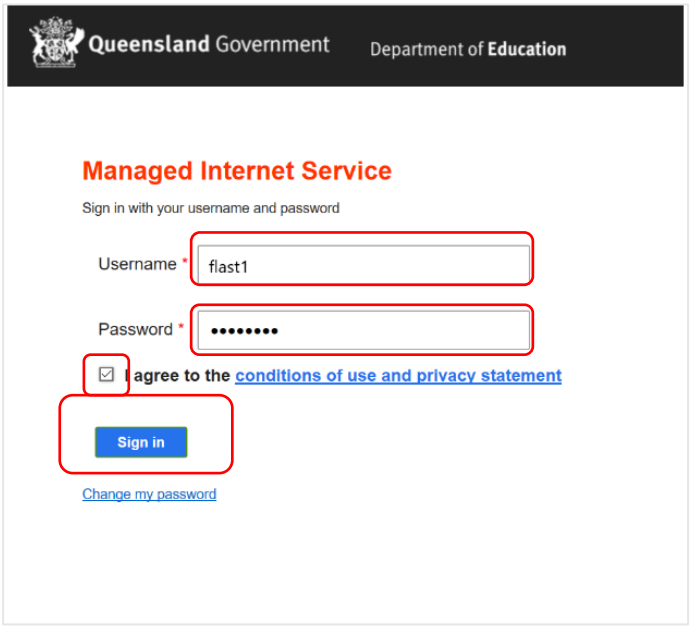
d. Select **Access work or school**. If your account is already listed, select it and then select **Disconnect**. Then select **Connect**.



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

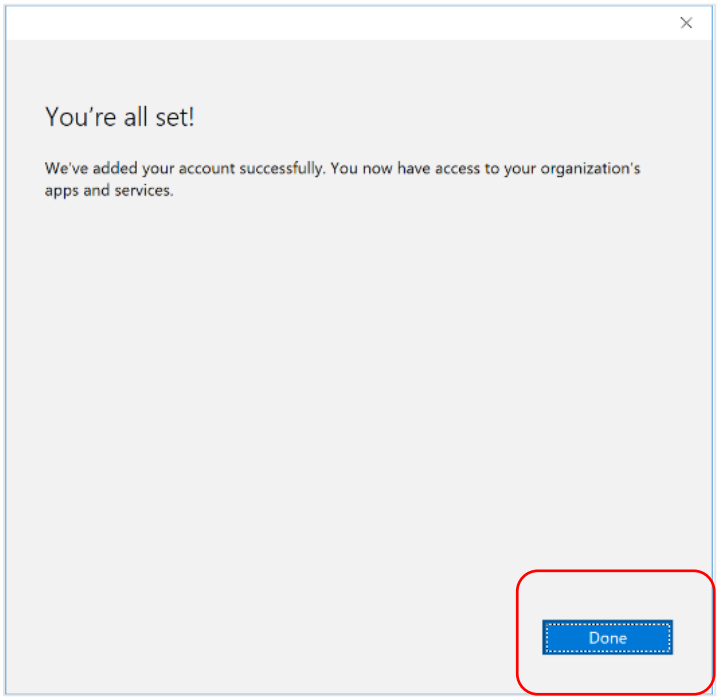


f. The username may appear in the Username field in the Managed Internet Service screen. If not, please enter your username, password, accept the terms and conditions, and **Sign in**.

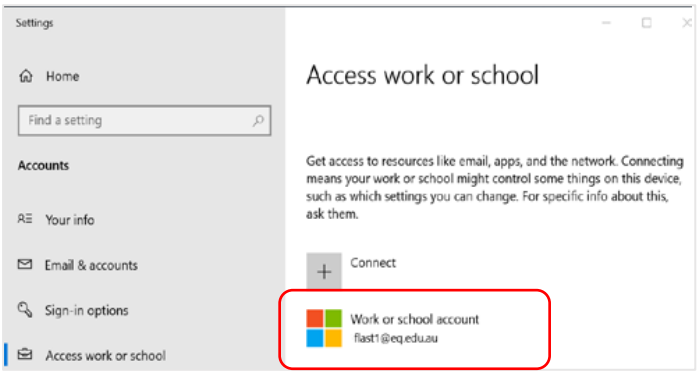


Note: Do not use a Microsoft account

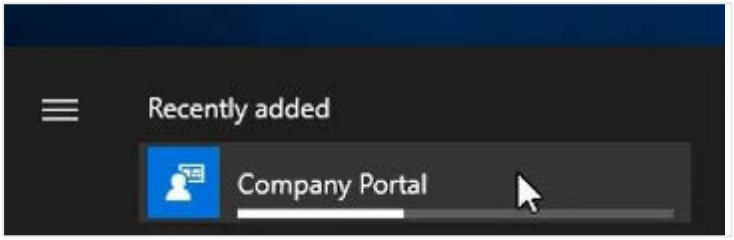
g. Please select **Done**.



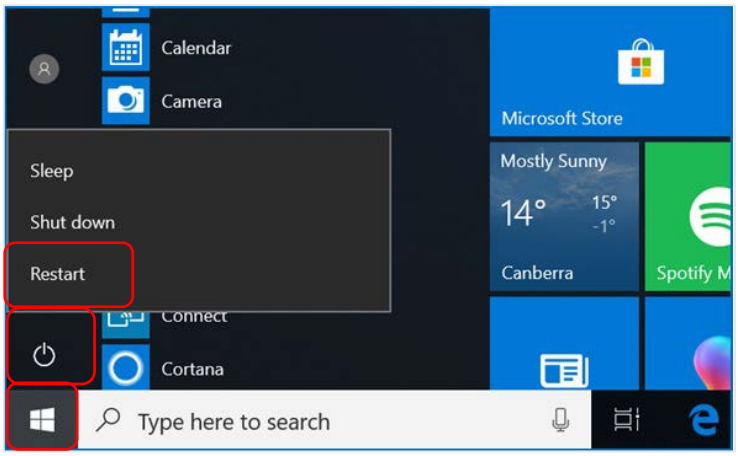
h. Check your account has been added. Your account details will be displayed.



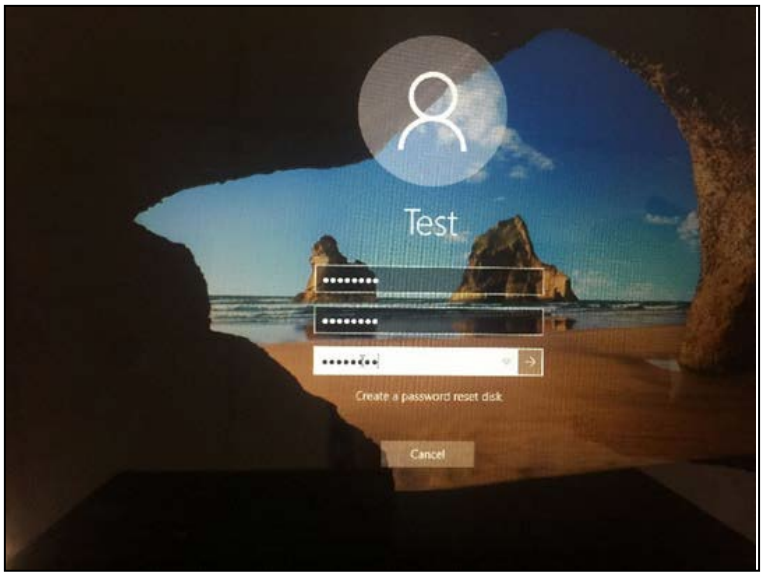
i. Select the **Windows icon** at the bottom left-hand corner. Wait for the Company Portal app to install.



j. Please restart your device. Select the Windows icon at the bottom left-hand corner, then the power symbol and then restart.



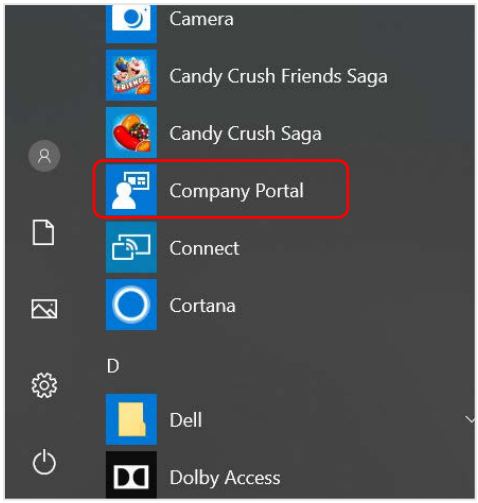
k. Settings will differ for everyone and you may be prompted to change your password. If you are, please do so.



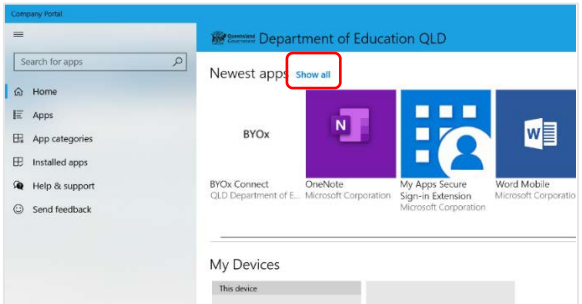
When your device has restarted, the Intune set up is completed. It may take up to 15 minutes to finish installing. You can use your device in the meantime but please keep it connected to the internet.

Step 2. Install apps

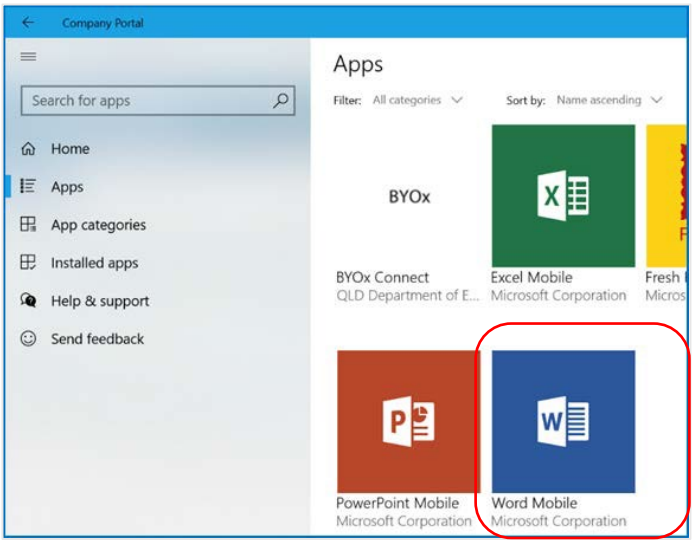
a. Select the **Windows icon** at the bottom left hand corner of the screen, and then open the Company Portal application. If requested, sign in with your school user name and password.



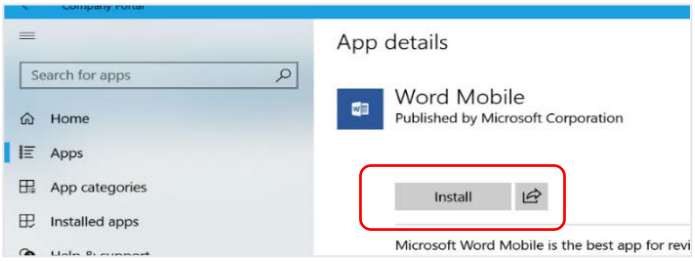
b. Select **Show all** to see the apps your school has indicated you require.



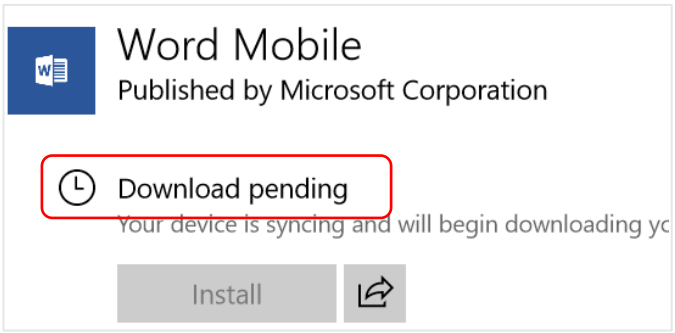
c. Select an app to install. In this example, we will use Word Mobile.



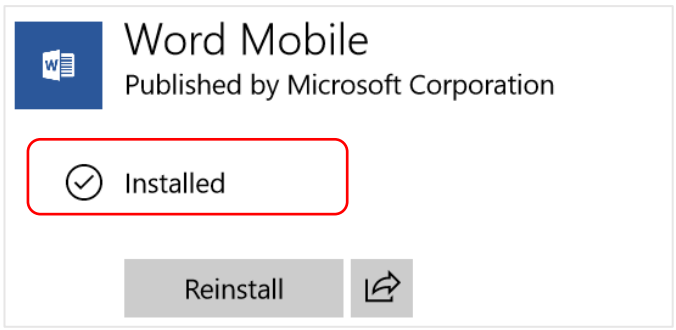
d. Select the **Install** button.



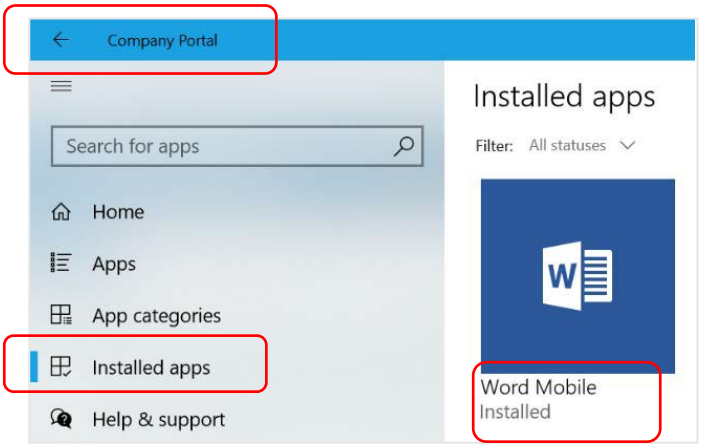
e. A downloading message will be displayed during installation.



f. The app has finished installing.

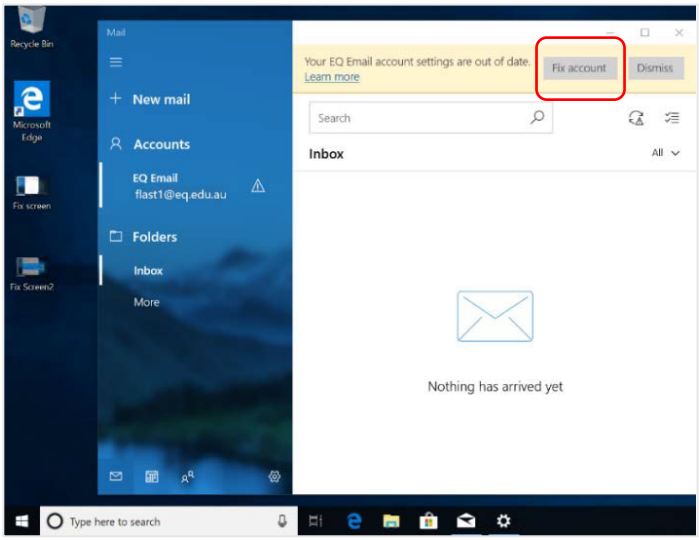


g. To check your app has installed, select **Installed apps** and see it in the list. Click the back arrow Company Portal to install additional apps, repeating steps b to g.

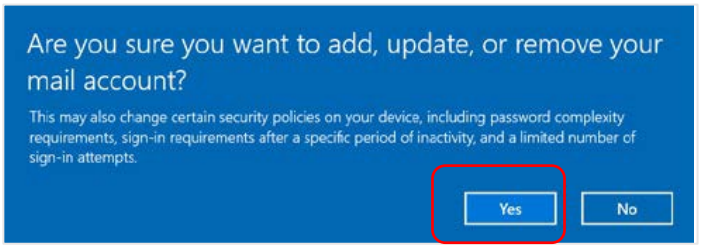


Step 3. Set up your mail account

a. 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. Please select **Fix Account**.



b. A message will then confirm if you want to make changes to your mail account, select **Yes**.



c. 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.



Install the My Apps portal on Windows devices

This document explains how to install and use the My Apps portal on Windows devices.

The My Apps portal:

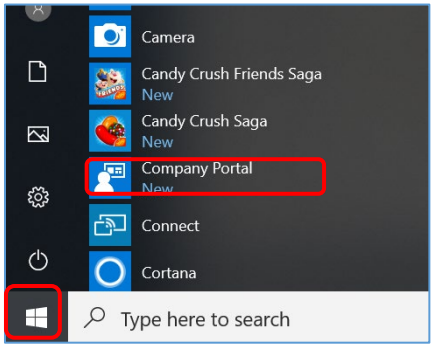
- provides a one-stop place to launch school web-based applications and to access learning websites
- allows single sign-on to some school cloud applications.

These instructions are suitable for devices using Windows 10 version 1607+.

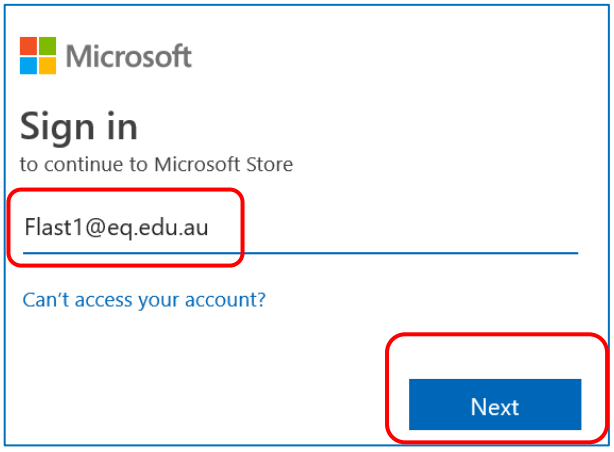
Please contact your school IT if you experience any problems with this process.

Step 1. Launch the company portal app

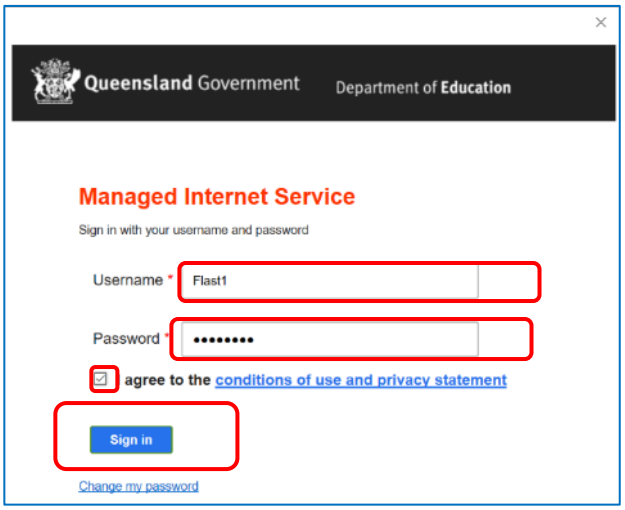
a. Select the Windows icon at the bottom left hand of the screen and then select the **Company Portal** app.



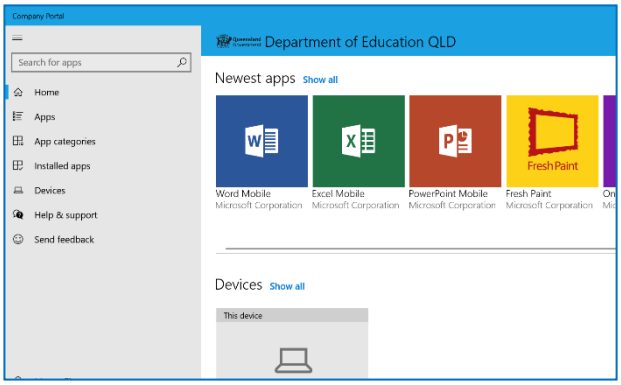
b. If prompted with a Sign in screen, enter your school email address and select **Next**.



c. Next, you may be asked to sign in. Enter your school username and password. Accept the terms and conditions and select **Sign in**.

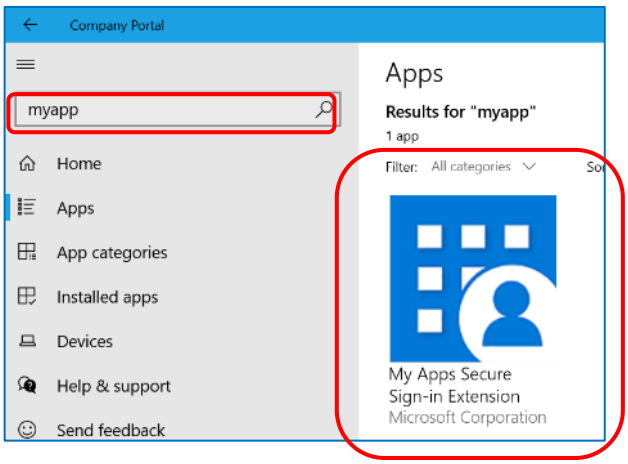


d. The company portal will open and display.

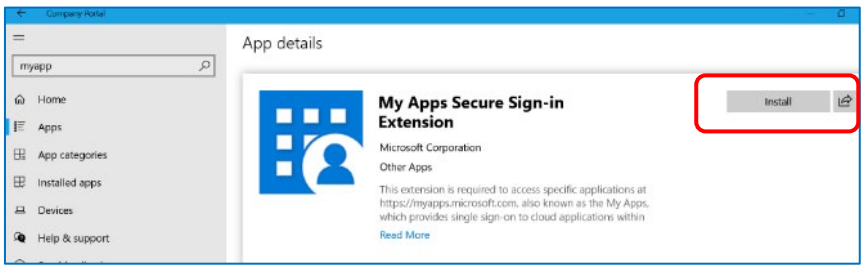


Step 2. Install My Apps Secure Sign-in Extension

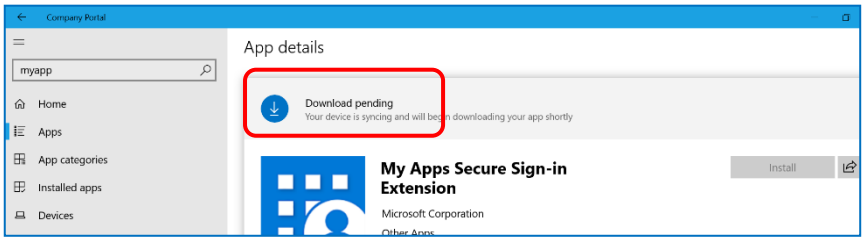
a. Type **My App** in the search bar and then select **My Apps Secure Sign-in Extension**.

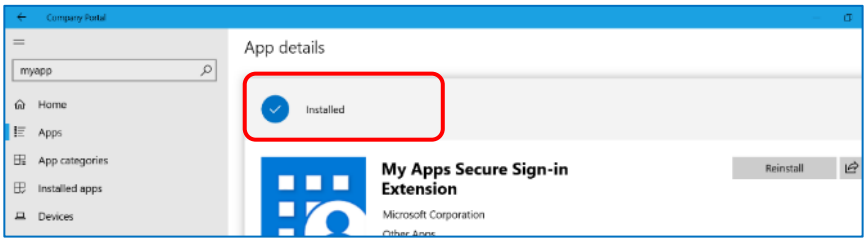


b. On the next screen display, select **Install**.



c. Wait while the My Apps Secure Sign-in Extension app downloads. To begin, the screen shows **Download pending**. The screen will then show **Installed** once installation is complete.



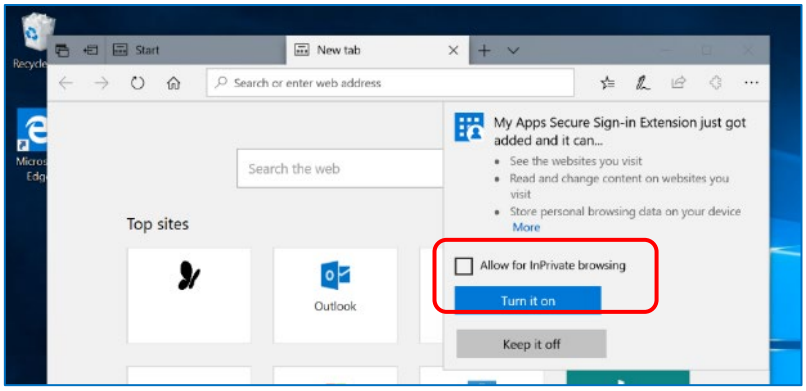


Step 3. Open My Apps Secure Sign-in Extension

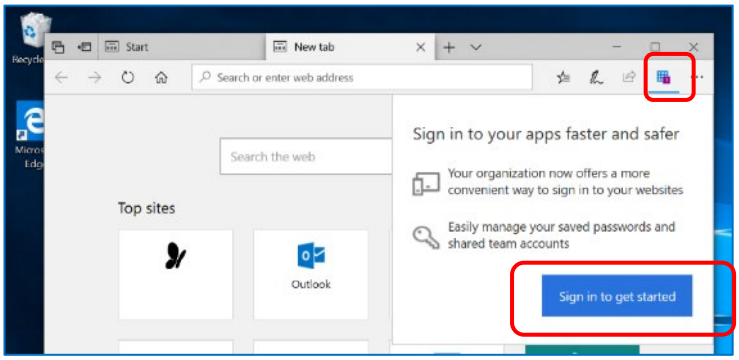
a. Once the My Apps Secure Sign-in extension is installed, you can open the Microsoft Edge internet browser .

Note: This guide describes using the My Apps extension in the Microsoft Edge browser. However, the My Apps extension can also be downloaded for other browsers through their extension portals.

b. A pop-up screen will display. Read the actions that the My Apps Secure Sign-in Extension can do. Select **Turn it on** to accept these conditions.



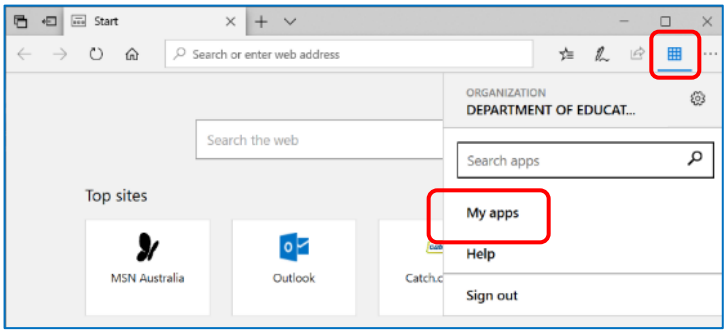
c. Select the My Apps icon in the top right hand of the screen and then select **Sign in to get started**.



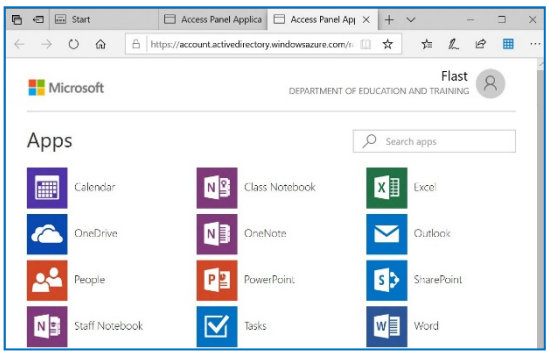
d. You may be asked to sign in to My Apps portal. If so, please sign in using your school credentials.

e. You may be asked if you would like to stay signed in, select the option to stay logged in.

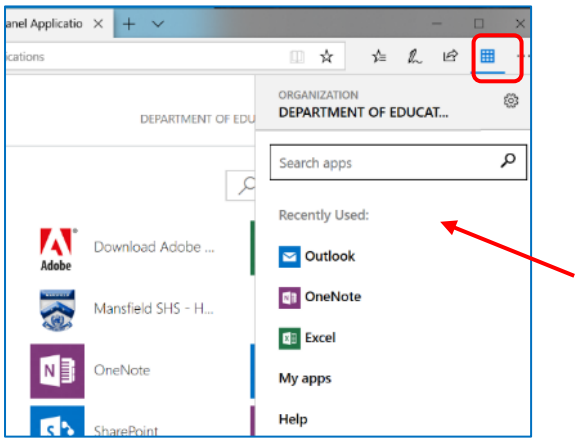
f. Select the My Apps icon in the upper right hand of the screen and then select **My apps**.



g. You can now use the school websites and web-based applications made available to you.



Note: There is a recently used apps feature. Select the **My apps icon** to see the apps you have recently used.



Enrol your BYO MacOS device into Intune

Intune is a secure mobile management system that allows you to access the school's network.

These instructions will show you how to enrol a BYO Mac 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 see your school contact to obtain these details.

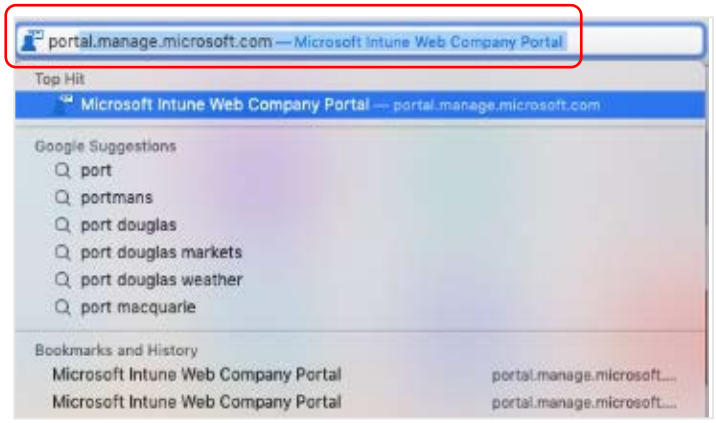
These instructions are for High Sierra or later versions of MacOS. You may find some of the screens look different to the ones provided here if you have an older version of MacOS or there are changes made to Intune.

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

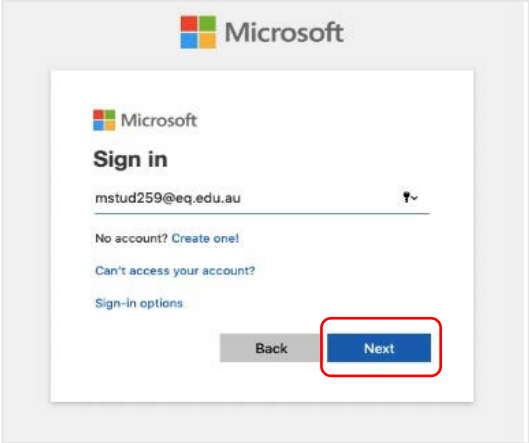
Please note: If you have any problems with installing Intune or using it afterwards, please see your school contact for assistance.

Step 1. Install Intune

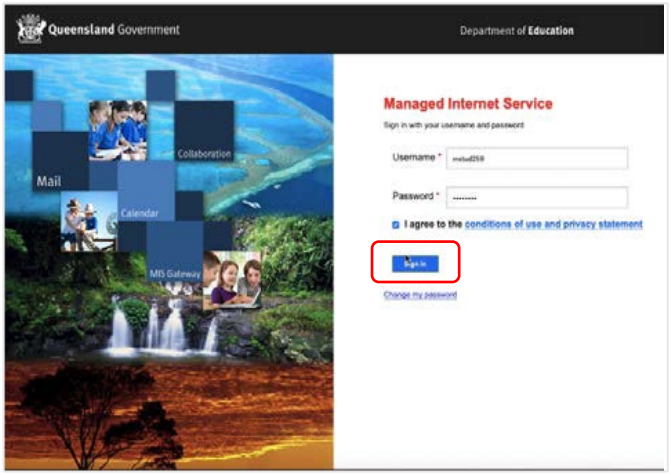
a. To start, connect to the internet, open Safari and type in portal.manage.microsoft.com



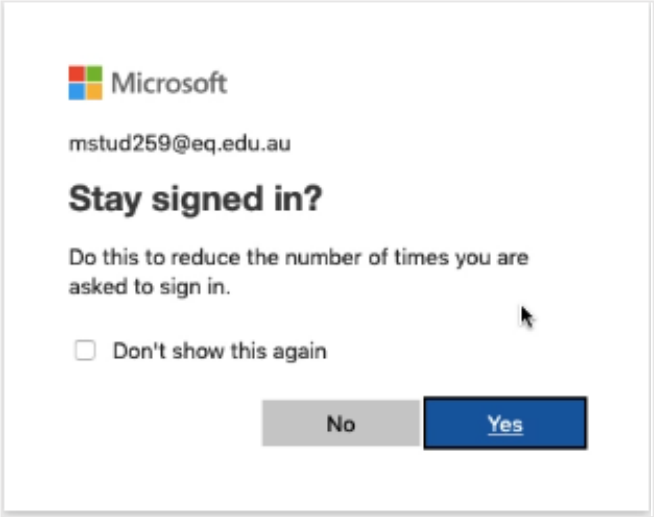
b. Enter the *@eq.edu.au* email address you were provided by your school and select **Next**.



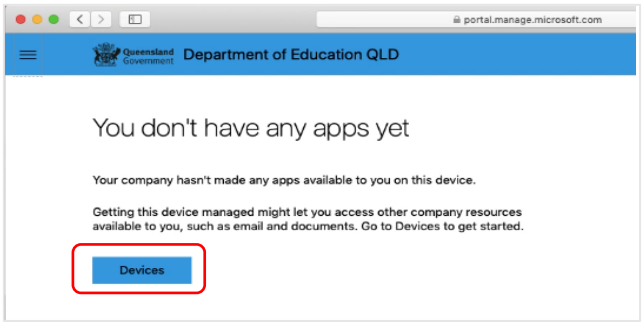
c. Your username may auto fill or you will need to enter the school username and password you were provided. Then accept the terms and conditions and select **Sign in**.



d. A prompt will pop up asking if you want to stay signed in, select **Yes**.

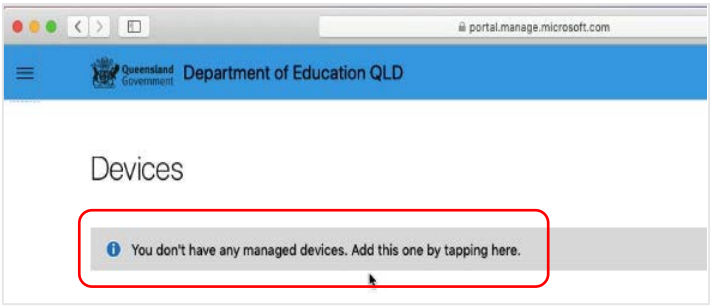


e. The Intune company portal will open, select **Devices**.

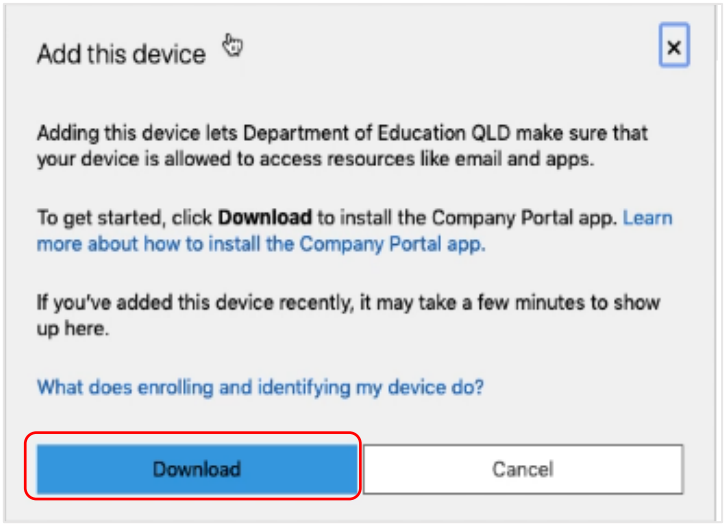


f. Two options will appear. Either option can be selected.

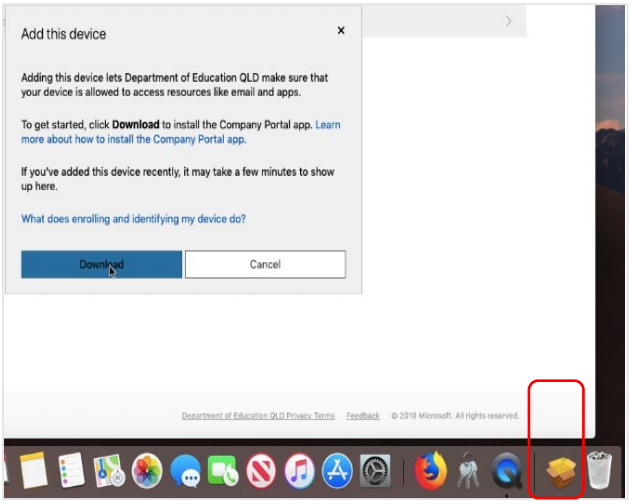
- You don’t have any managed devices or
- Tap now to tell us which device you are using or add a new device.



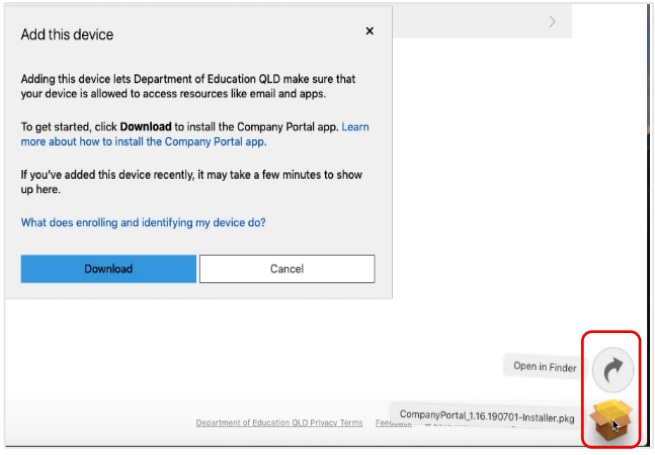
g. Please select **Download**. It may take a few seconds to complete.



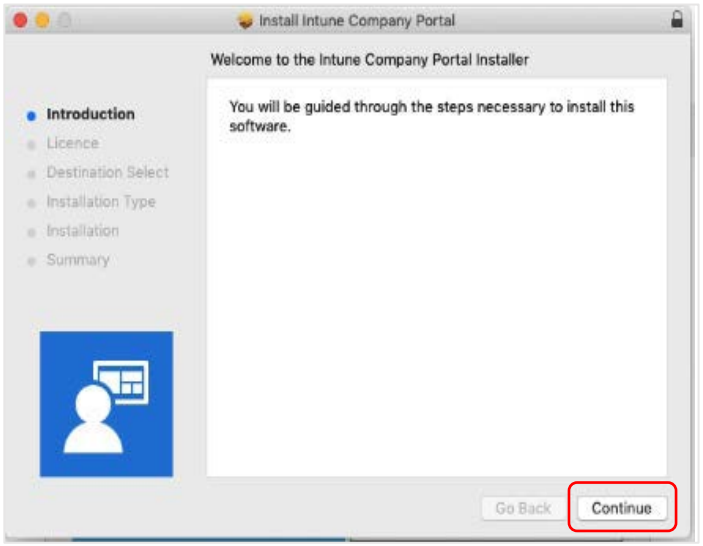
h. Select the **Open box icon** at the bottom of your screen.



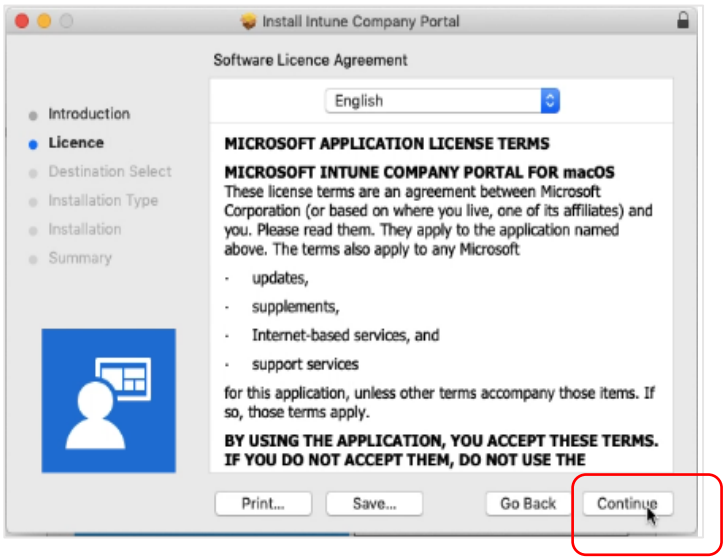
i. Then select the Open box icon next to the Company Portal Installar file.



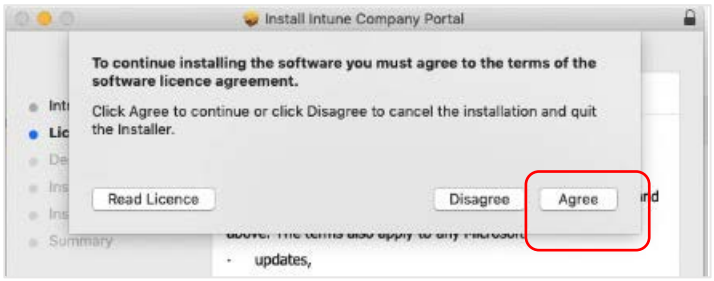
j. Please select **Continue**.



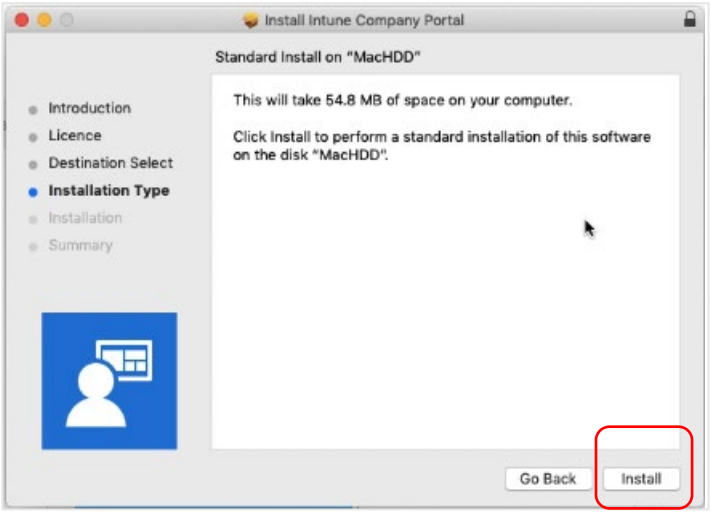
k. Please read the license terms and then select **Continue**.



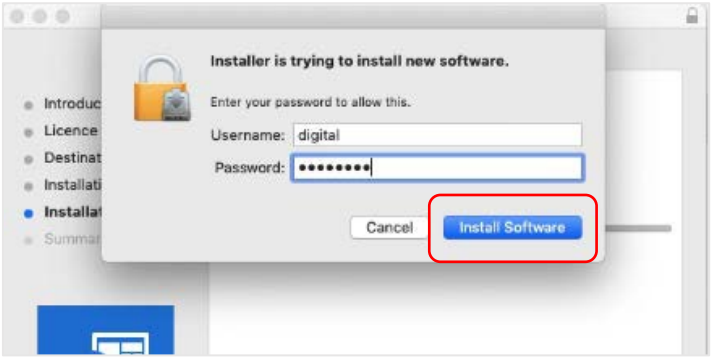
l. Select **Agree** to accept the license terms in the pop-up window.



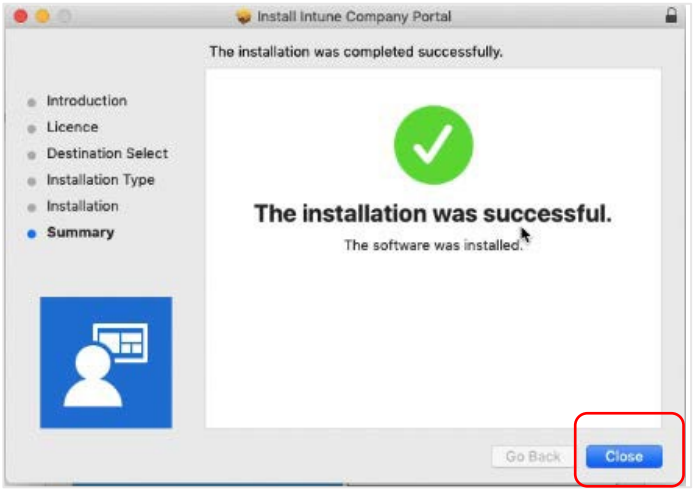
m. Next, select **Install**.



n. Please enter your username, password of your device and select **Install Software**.



o. When the installation has finished, select **Close**.

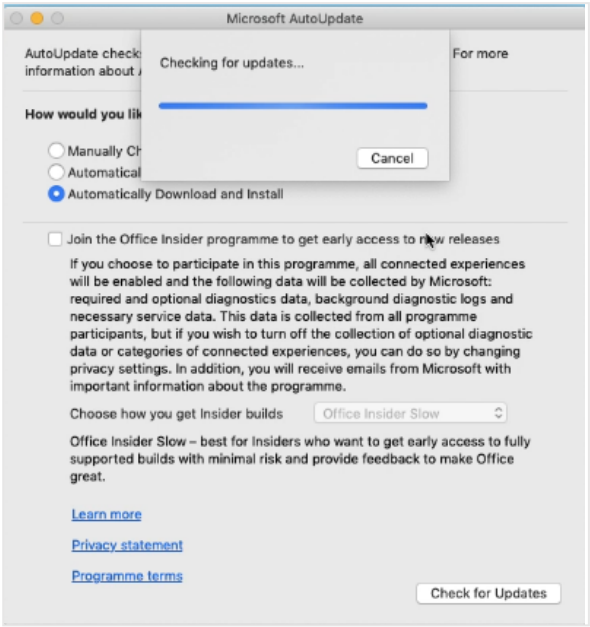


p. Once the program has completed installing, please select **Move to Trash or Bin** option.



q. The Microsoft auto update will appear. Select **Install** if there are updates waiting. Otherwise, select **OK**. You may need to repeat this step a few times.

Once there are no more updates, you can close the Microsoft Auto Update program.

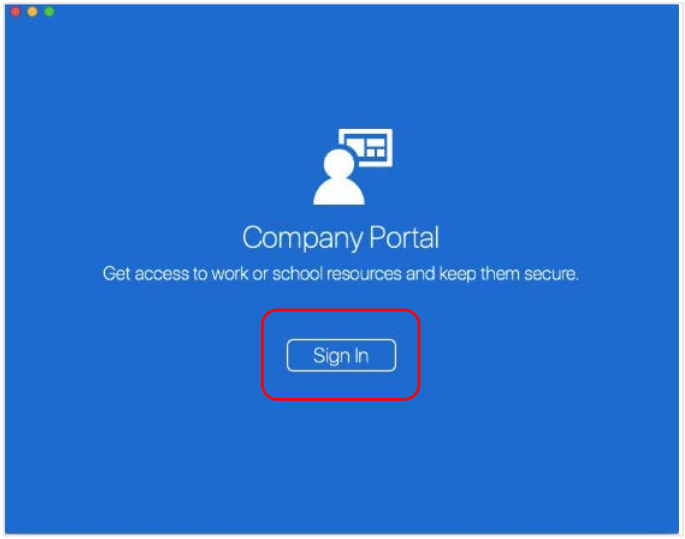


Step 2. Enrol your device into Intune

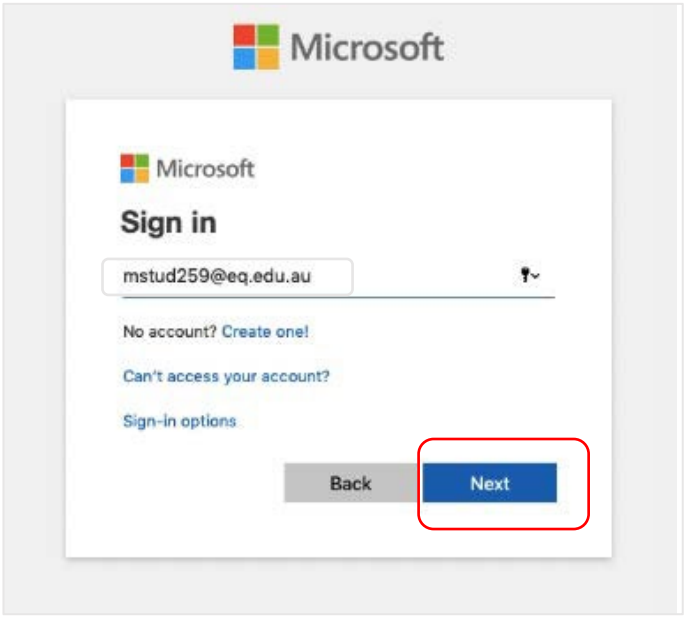
a. Select **Launchpad** and then select the **Company Portal app**.



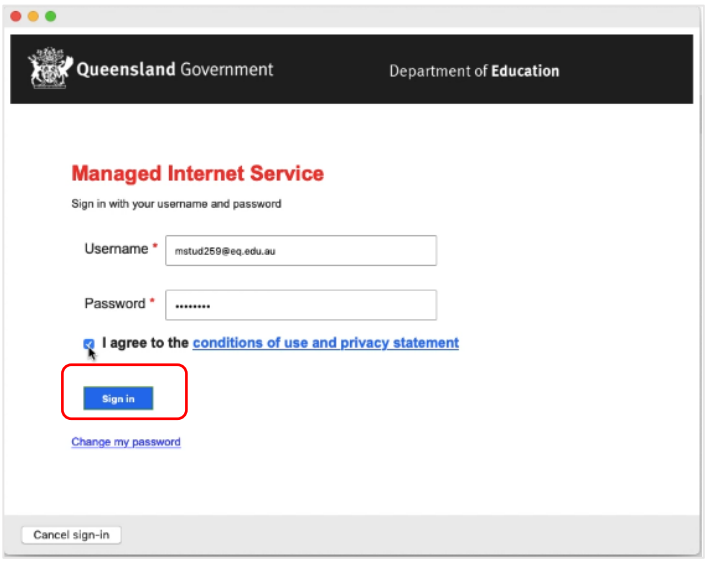
b. Then, select **Sign In**.



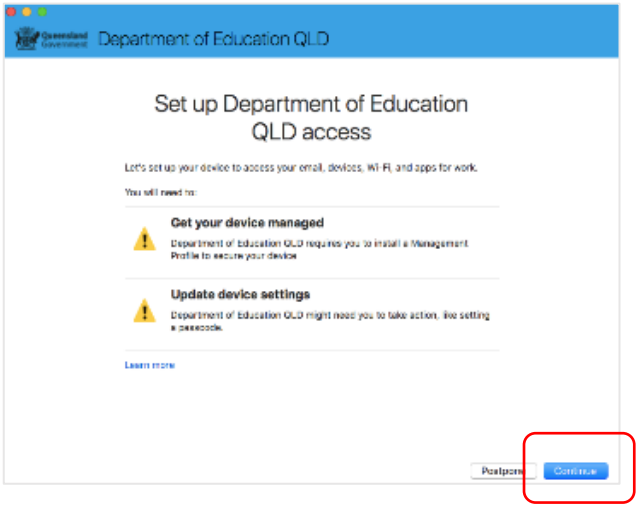
c. If presented with the Microsoft Sign in screen, enter your supplied EQ email address. Then, select **Next**.



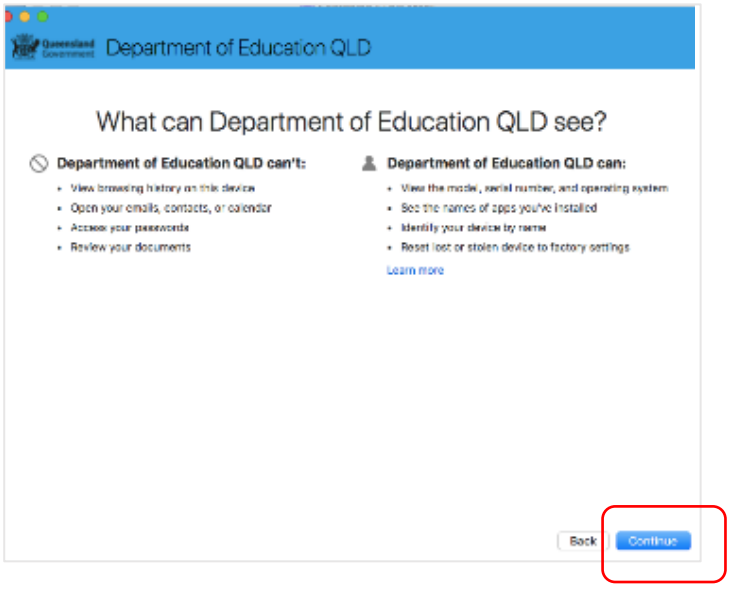
d. Enter the username, password and accept the terms and conditions. Then select **Sign In**.



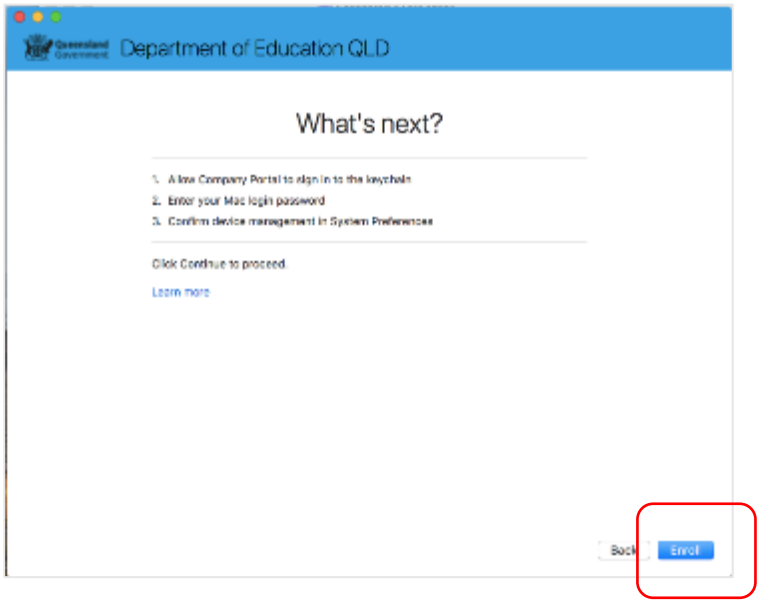
e. Then, select **Continue**.



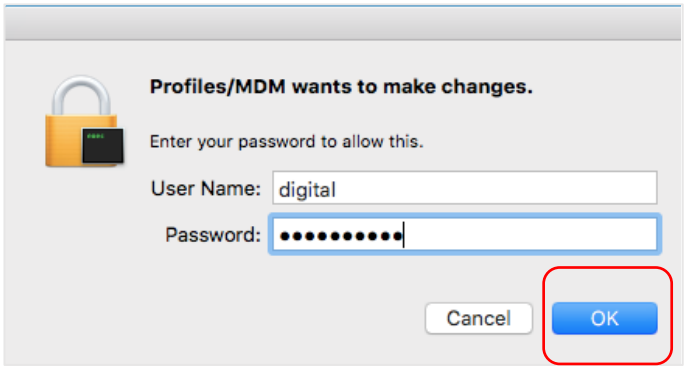
f. This explains what your school IT administrator can and cannot see on your Mac device. Select **Continue**.



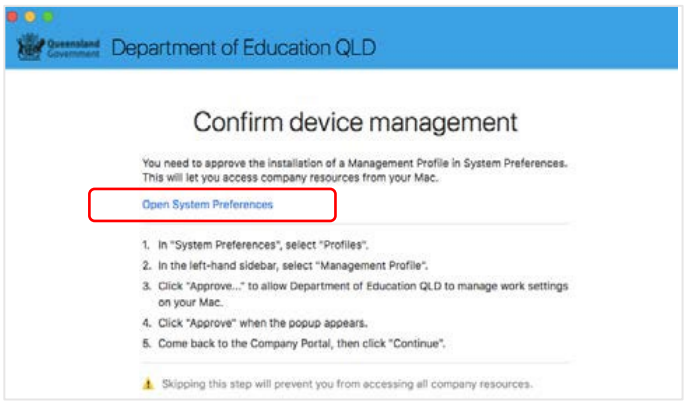
g. This screen outlines the next steps. When ‘What’s next?’ appears, select **Enrol** to finish the installation. This may take a few minutes to complete.



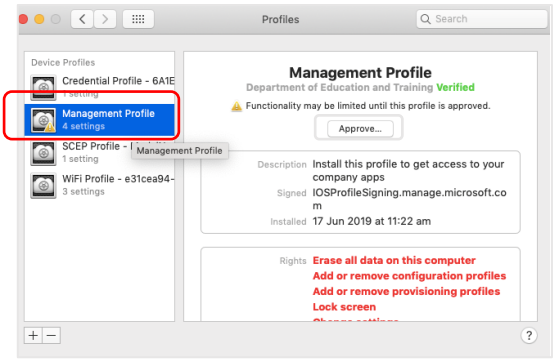
h. Enter the username and password for your device and select **OK**. It may take a few minutes for the management profile to be installed.



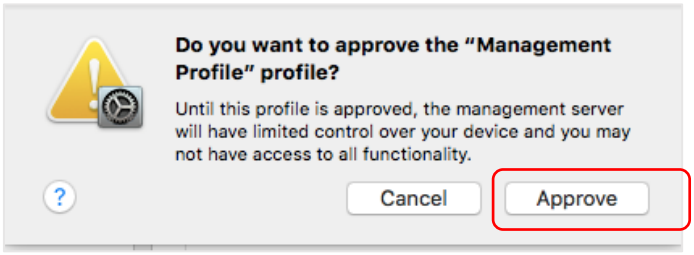
i. Then, select **Open System Preferences**.



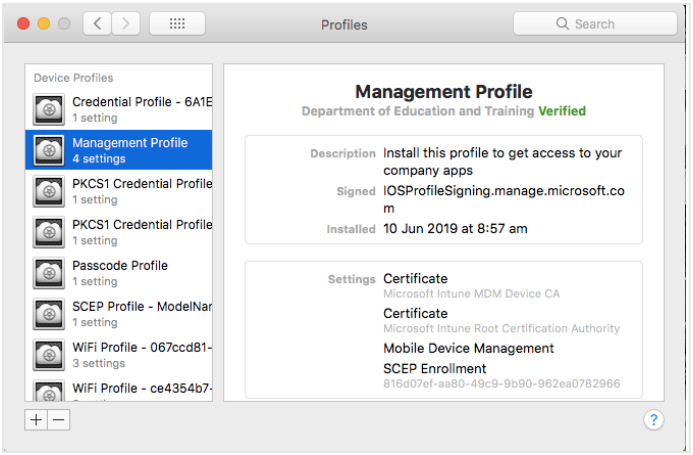
j. Select **Management Profile** and then **Approve**.



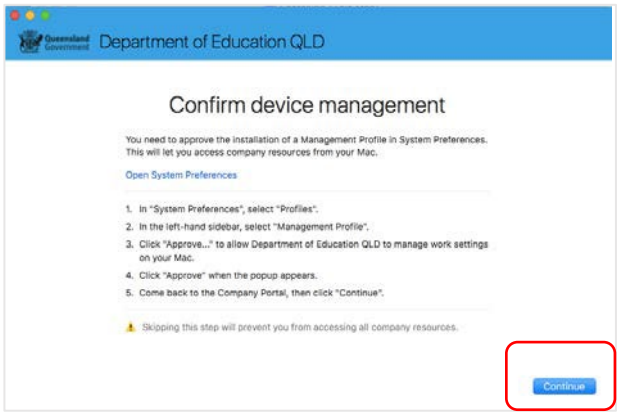
k. Confirm you want to approve the Management Profile and select **Approve**.



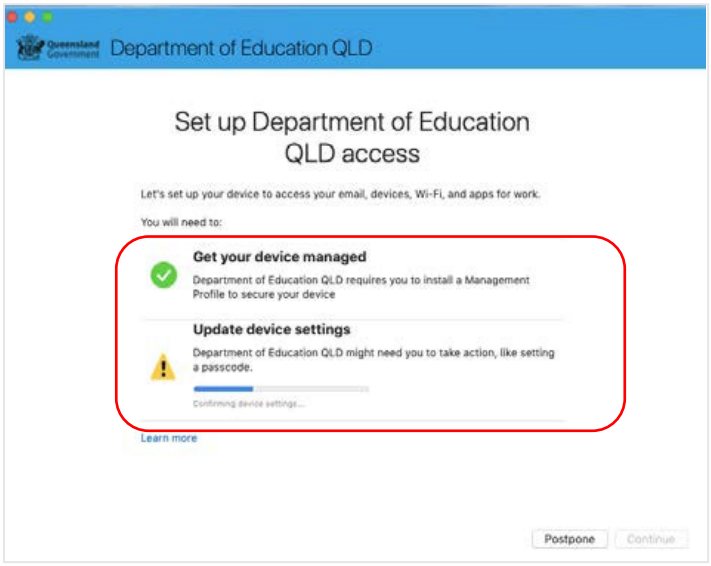
l. The system preference screen will be displayed and you can close this window.



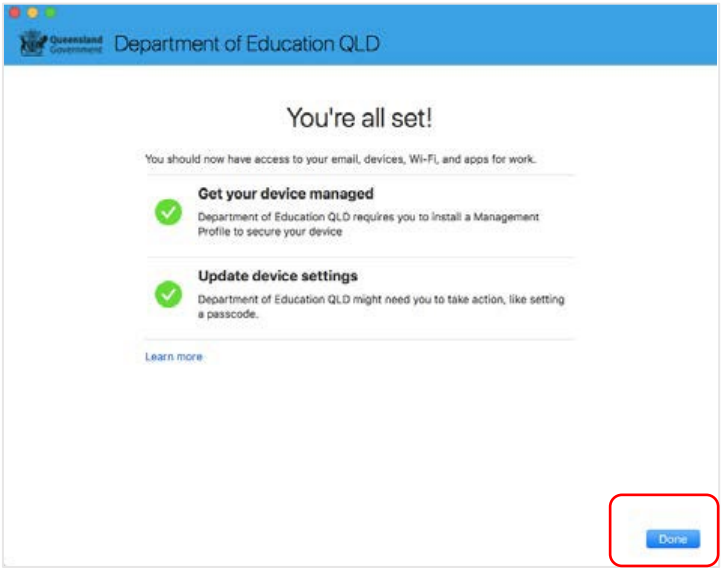
m. The Intune company portal app window will still be open. Select **Continue**.



n. Wait as the Company Portal updates the device settings.



o. When the tick appears against Update device settings, your device has finished enrolling into Intune. Select **Done**. It may take up to 15 minutes to finish installing. You can use the device in the meantime but please keep it connected to the internet.



Close the Company Portal.

You have now finished installing Intune.