BYOxV2 - How to Guide
Windows – Getting your child's BYO device ready for school

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+.

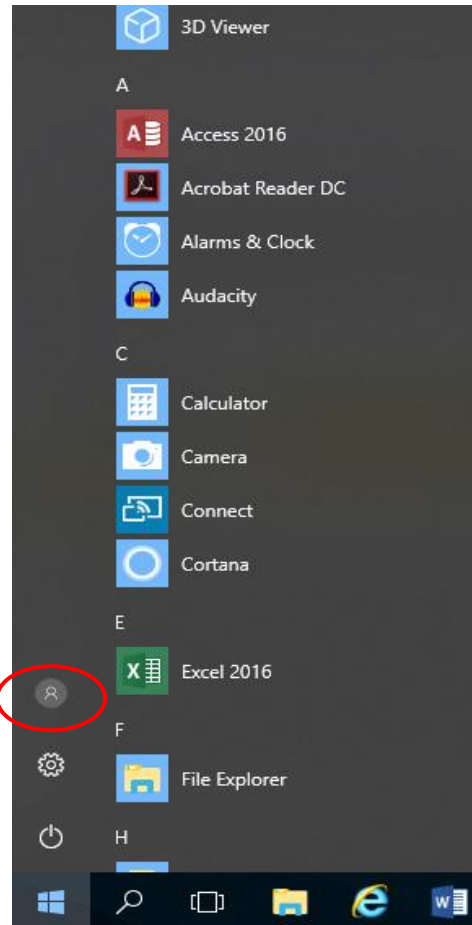# Enrolling your device into Intune

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.)

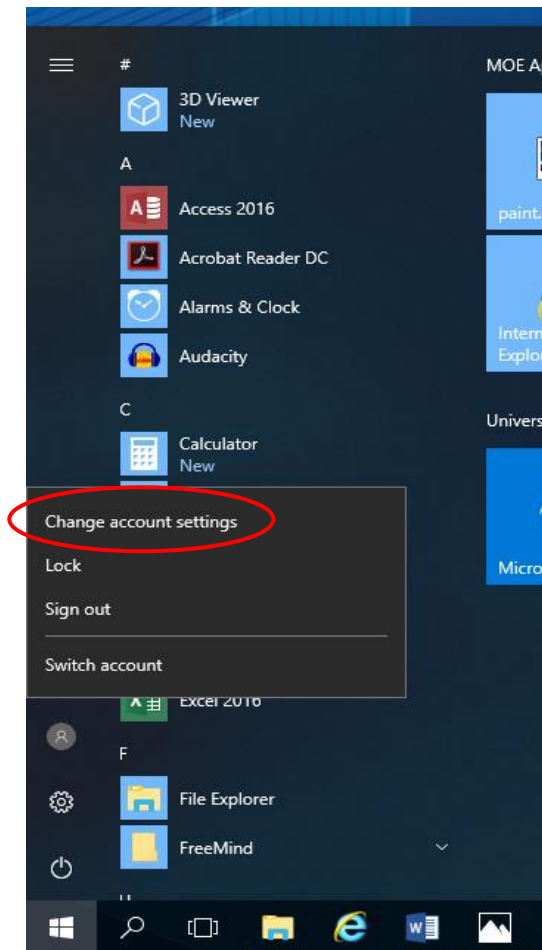b. Select the Windows icon ⊞ at the bottom of the screen.

c. Select the **person** ⊗ icon.

d. A list of options will be displayed. Select **Change Account Settings**.

e. Select **Access work or school**.

f. If your account is already listed, select it and then select disconnect.

g. Select ⊞ **Connect**.
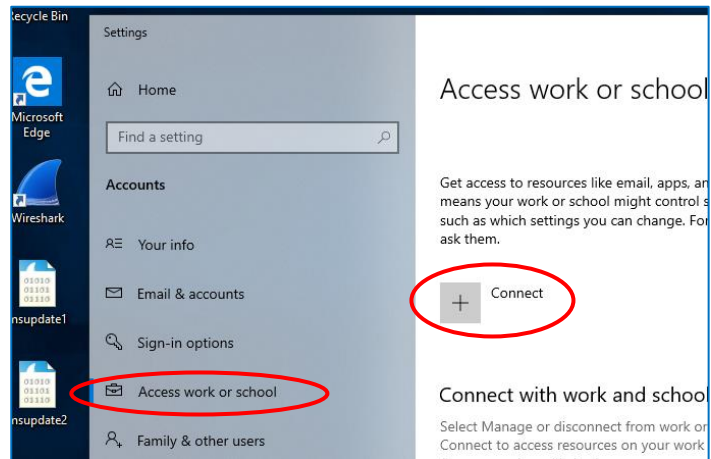
h. Enter your school email address and select **Next**.

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**.

Note: Do not use a Microsoft account

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

Hold on while we register this device with your company and apply policy

This may take a moment...
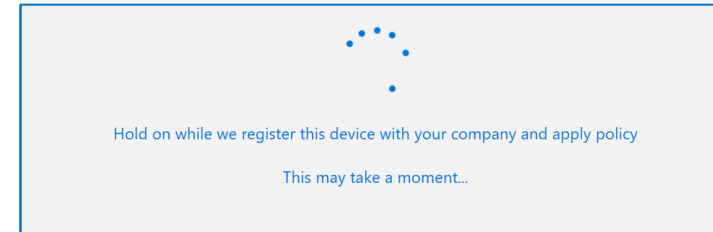
k. Once the **You're all set** screen displays, select **Done**.
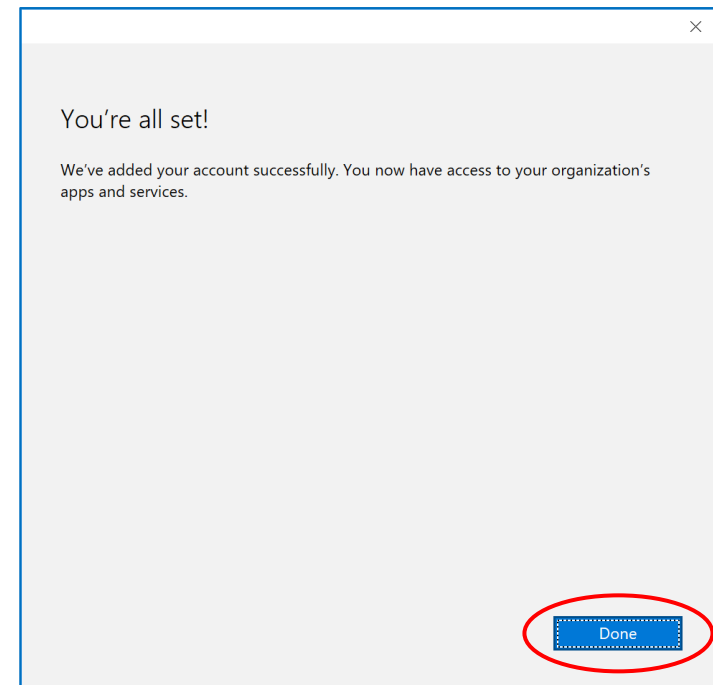
You're all set!

We've added your account successfully. You now have access to your organization's apps and services.

Done

I. 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.
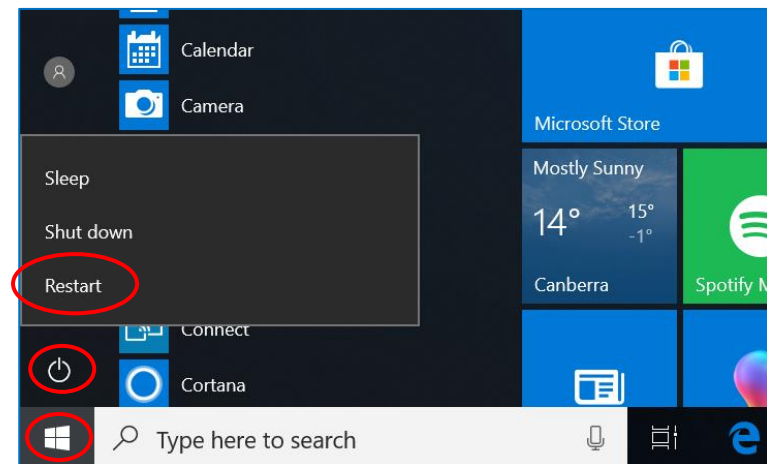
a. Restart your device by selecting:

- 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**".

> *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.*
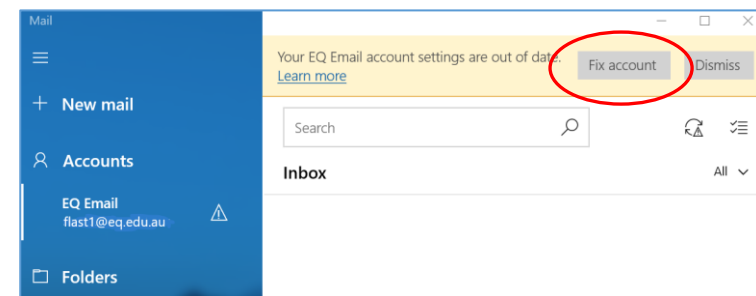
Set up your child's mail account

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**.

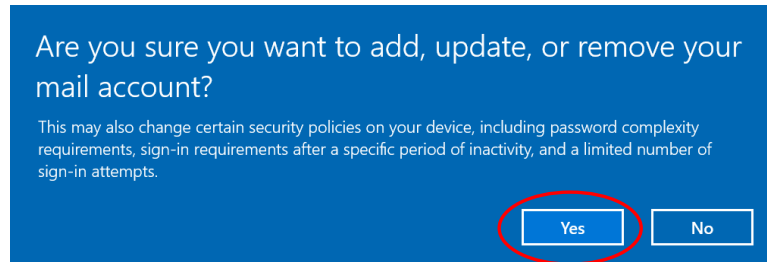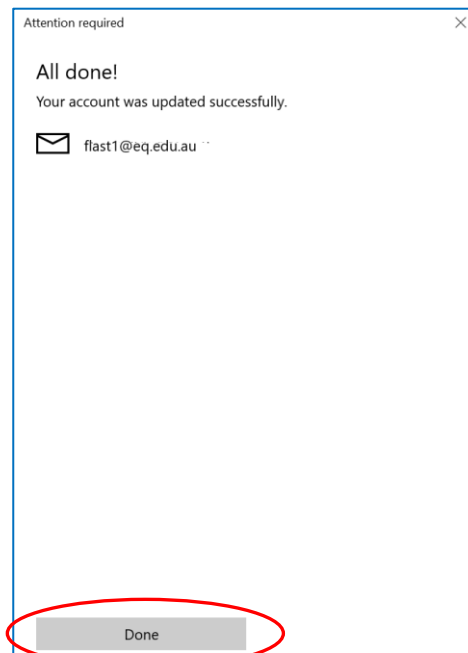To complete your child's mail account setup:

a. . Select **Fix account**.

b. A pop up window will display. Select **Yes**.

Are you sure you want to add, update, or remove your mail account?

This may also change certain security policies on your device, including password complexity requirements, sign-in requirements after a specific period of inactivity, and a limited number of sign-in attempts.

Yes   No

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

Attention required   ×

All done!
Your account was updated successfully.

✉ flast1@eq.edu.au

Done

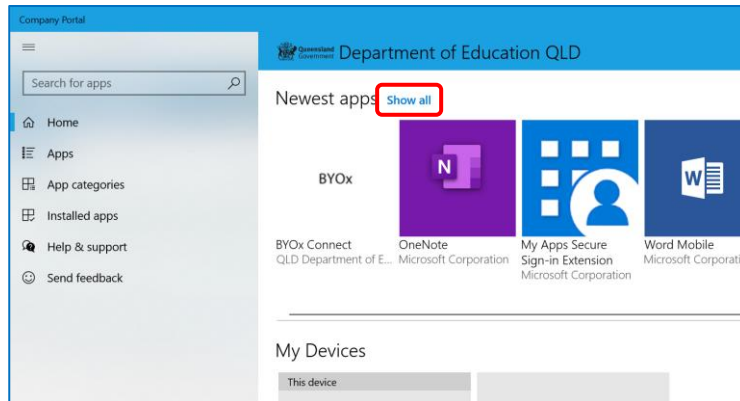d. Your child should be able to send and receive emails.

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.
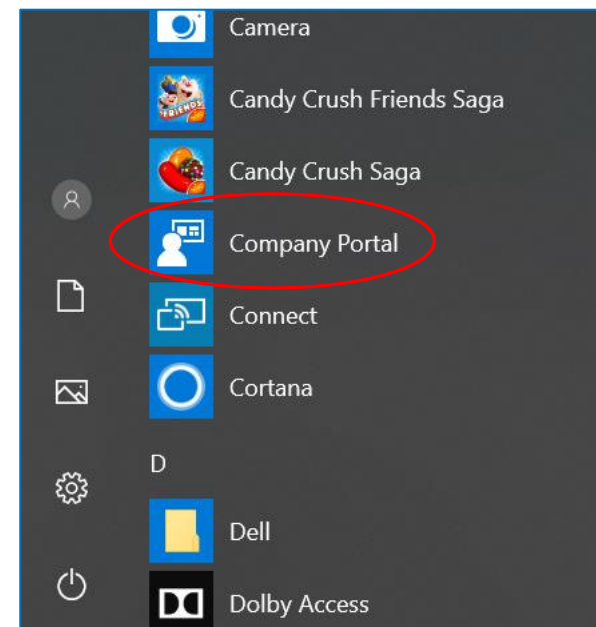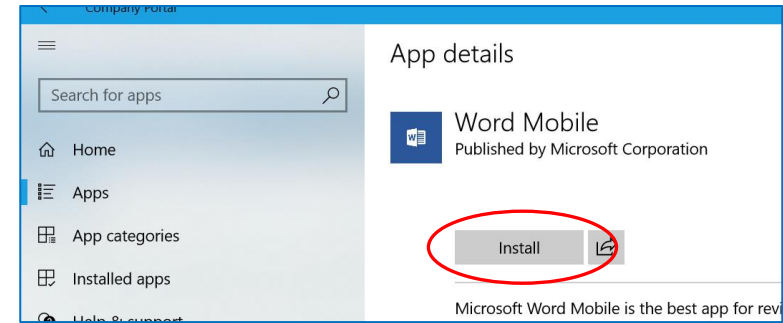
Camera

Candy Crush Friends Saga

Candy Crush Saga

Company Portal

Connect

Cortana

D

Dell

Dolby Access

c. You can list apps by selecting **Show all**.

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

e. Select **Install**.
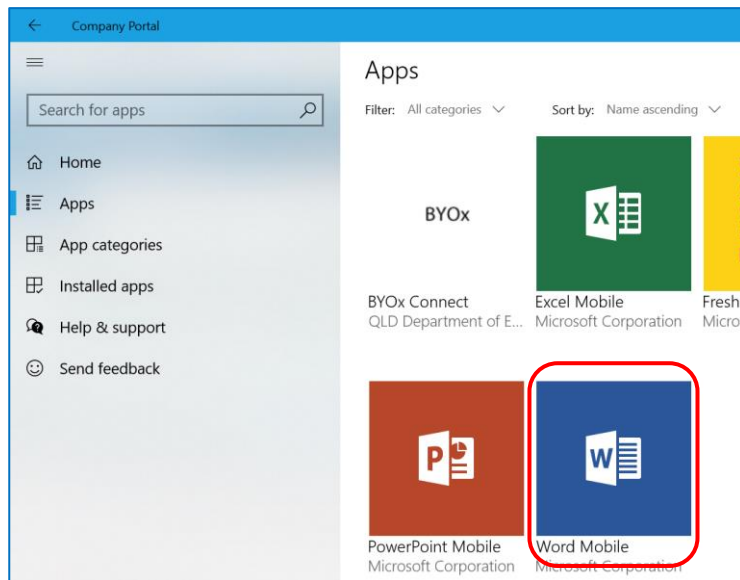
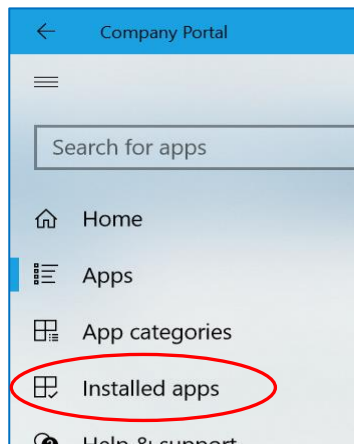f. Wait while the app is downloaded. A **download pending** or **downloading** message will display.
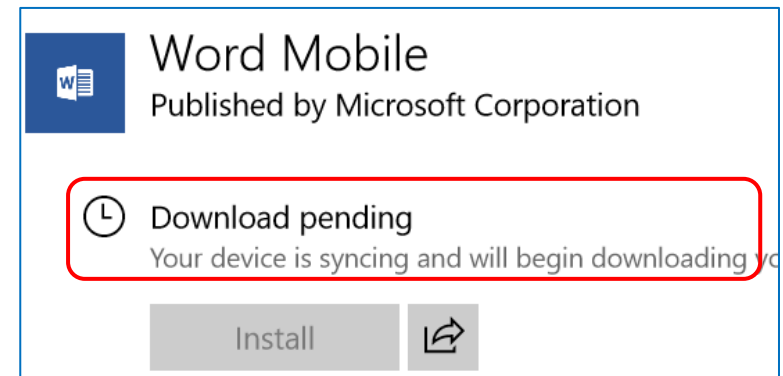
Department of Education
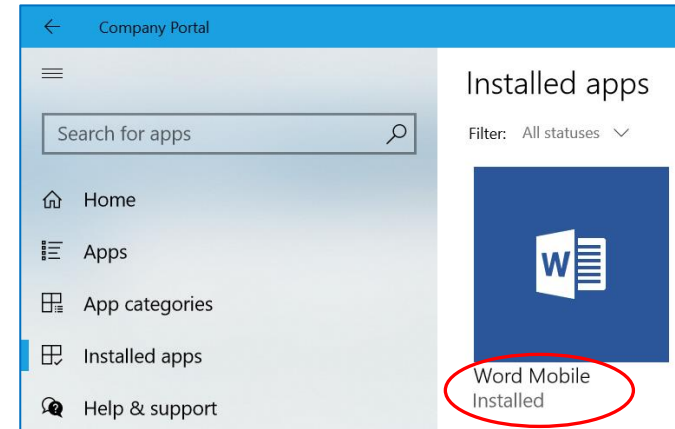
g. An **Installed** message will display when the app has been installed.
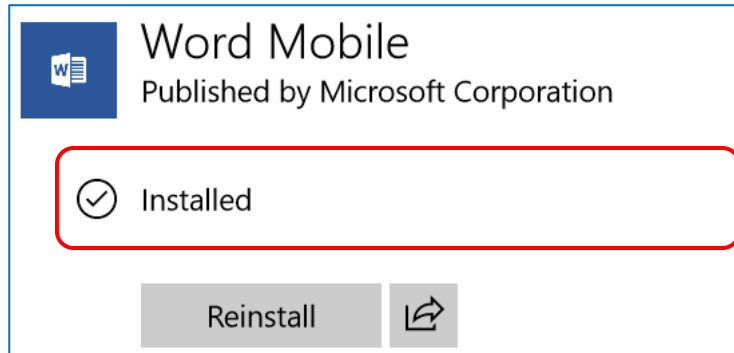
h. Select **Installed apps** to view the list of installed apps.

i. The app will appear in the **Installed apps** list.

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.
- Microsoft Guide – Using your windows device with Intune.

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

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