Important Note:

New, personally owned devices should not be set up using a student EQ account during the initial Windows setup. Doing so means the student will not have a separate backup administrator account available after the device is enrolled in Intune. If the student account is later disabled or removed, the device may become inaccessible or unusable, potentially resulting in data loss.

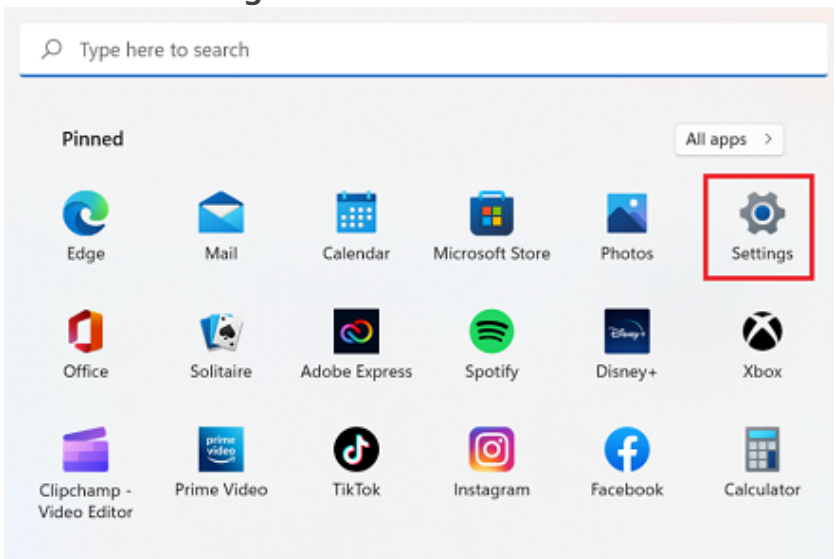
Please set up the new device using a personal Microsoft account belonging to the student or their parent/guardian. Once the initial Windows 11 setup is complete, follow the steps below to enrol the device in Intune.

```
Step 1. Install Intune
```

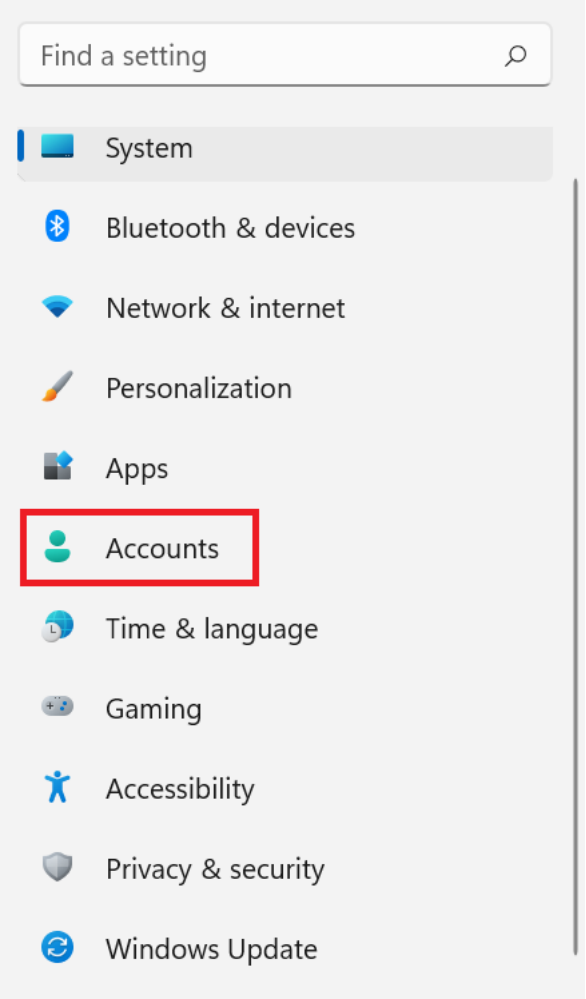
a. Connect to the internet and select the Windows icon at the bottom of your screen



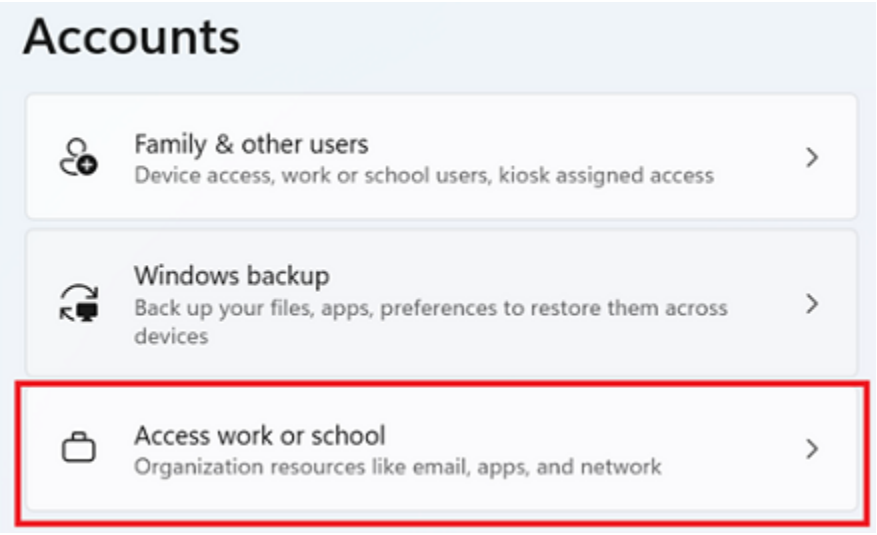
b. Select the **Settings** icon



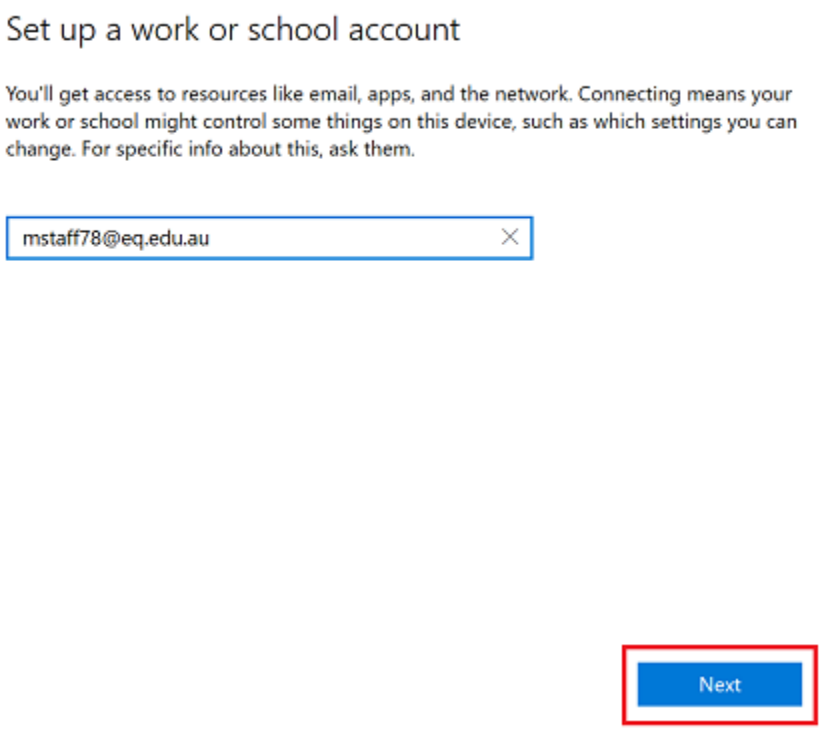
c. Select **Accounts**



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



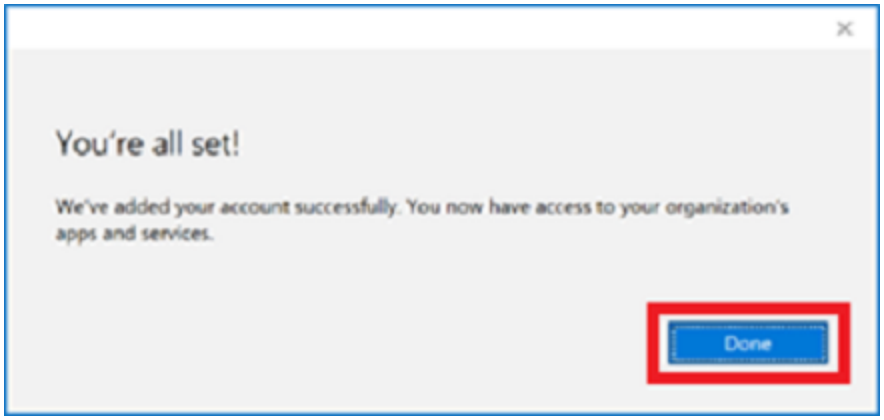
e. Enter your school *@eq.edu.au* email address and select **Next**.



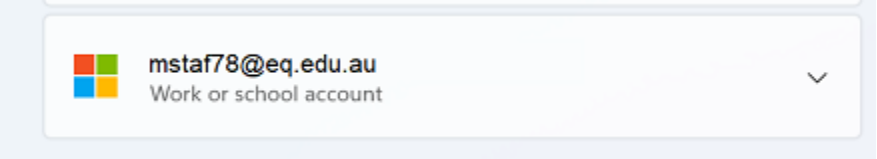
f. Please enter your username, password, accept the terms and conditions, and **Sign in**.



g. Please select **Done**.

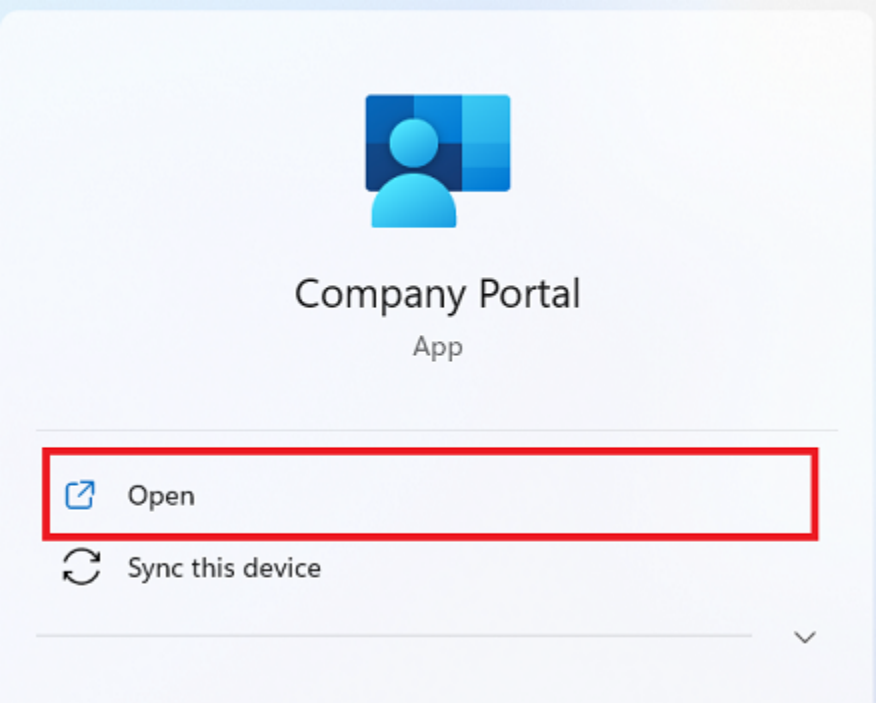


h. Check your account has been added. Your account details will be displayed.

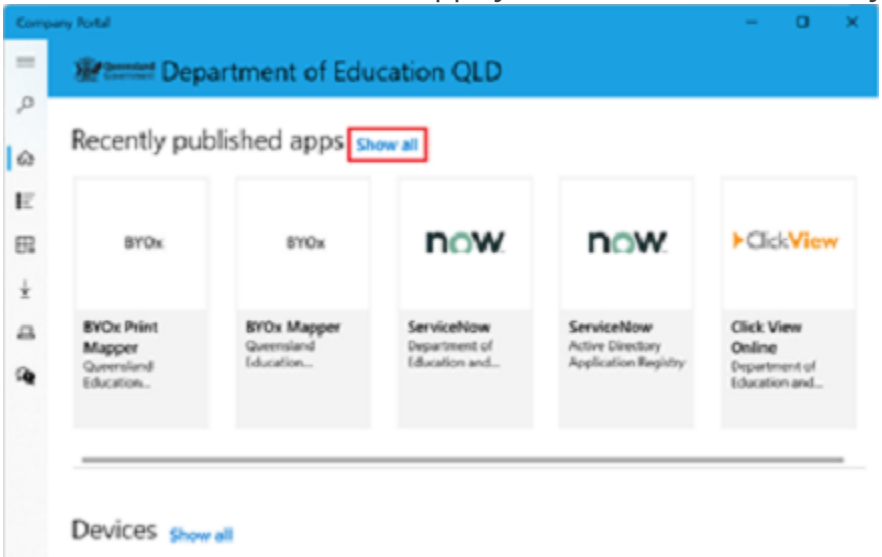


Step 2. Install apps

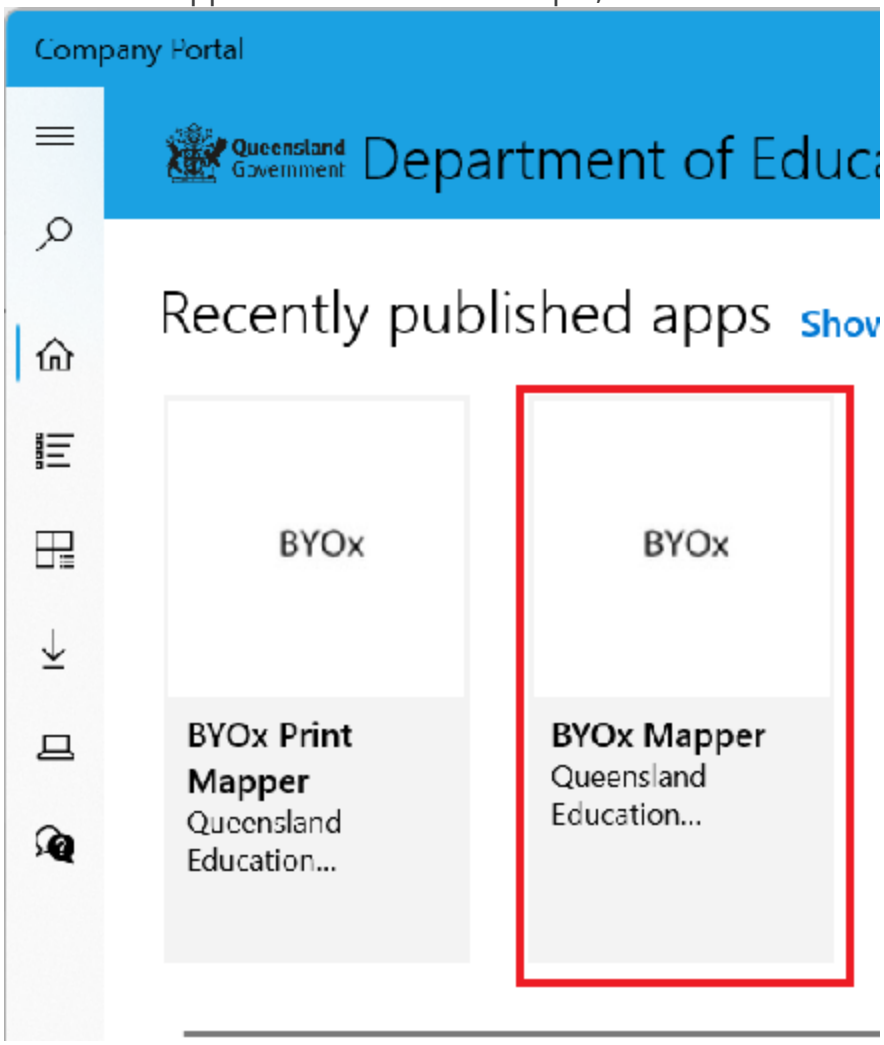
a. Select the **Windows icon** at the bottom screen, and then open the Company Portal application. If requested, sign in with your school user name and password.



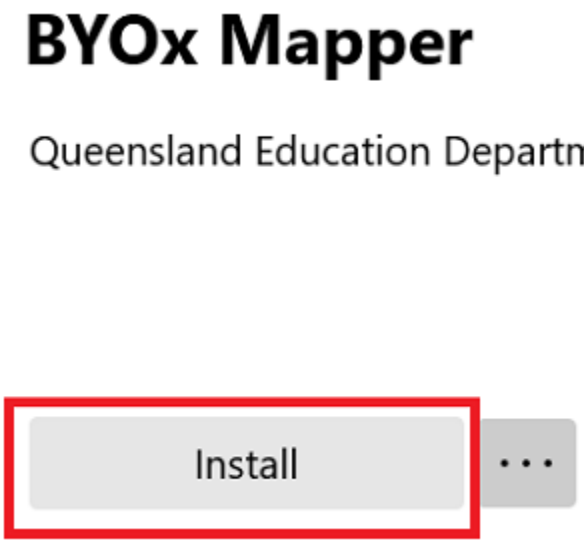
b. Select **Show all** to see the apps your school has indicated you require.



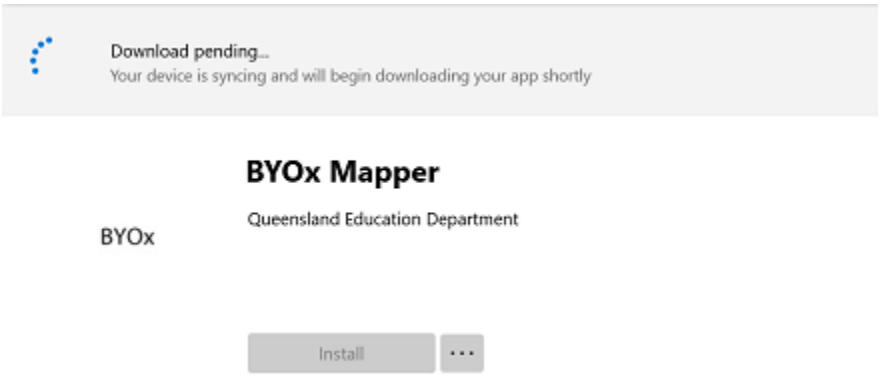
c. Select an app to install. In this example, we will use BYOx Mapper



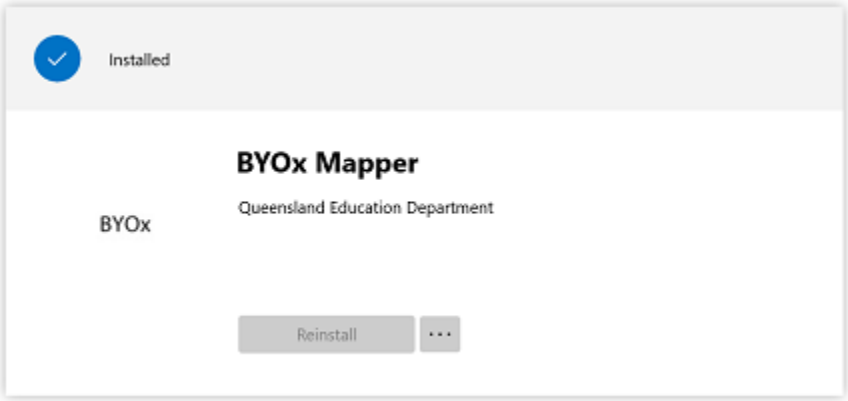
d. Select the **Install** button.



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.

