## BYOxLink – How to Guide

## iOS - Install the My Apps portal

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

The My Apps portal:

- provides 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 for personal and school owned devices, assigned to individual users, and using version 12.2+ of iOS.

## Step 1. Launch the company portal

a. Select the Comp Portal app icon.



b. Select Sign In to sign in to the company portal.



c. Type your school email address and select Next.





Microsoft	
Sign in	
Flast1@eq.edu.au	
Can't access your account?	
Sign in from another device	
	Next

d. Enter your school username and password. Accept the terms and conditions. Select Sign in.

9:54 am Fri 21 Jun				
Cancel				
Queensland Government	Department of <b>Education</b>			
Managed Internet Service Sign in with your username and password				
Username * Fiast1				
Password *				
agree to the <u>conditions of use and privacy statem</u>	<u>eent</u>			
Sign in				

## Step 2. Install My Apps portal

a. The company portal will open.

9:55 am F	eensland verment. Department of I	Educatio	© 50% ■
Apps	٩ ٩		
Recen	tly Published		View All Apps
matific	Matific Student SLATE SCIENCE OPERATIONS PTY LTD		ABC Reading Eggs Learn to Read Blake eLearning Pty Ltd
	Number Pieces Basic, by the Math Le Clarity Innovations, Inc.		Draw and Tell HD Duck Duck Moose LLC

 b. Type My Apps into the search bar and select the My Apps – Azure Active Directory when it appears.





9:56 am Fr	i 21 Jun				奈 50% ■
K Back	k Search Results for "Myapps"				
	Q Myapps	8	Filter	Sort	
	My Apps - Azure Active Microsoft Corporation	Directory			

c. Select Install.

9:56 am Fri 21 Jun <b>〈</b> Search Results	for "Myapps"	
	My Apps - Azure Active Directory Microsoft Corporation Install	

d. Select Install again to confirm the installation.



e. Wait while the app installs. The status will show as Pending install.



f. The status may move to Installed but this does not always happen.







g. Minimise the company portal from time to time to check if My Apps app is installed and available. Once available, select the My Apps icon.



h. The My Apps portal will display. You may now select and use the school webbased apps available to you.

10:13 am Fri 21 Jun				奈 48% ■
My Apps			Č	< >
Microsoft	Mango ( DEPARTMENT OF EDUCATION AND TRAINING			8
Apps			Search apps	
Calend	ar N 😫	Class Notebook	X Excel	
ConeDri	ive N	OneNote	Outlook	
People	P	PowerPoint	SharePoint	
N Staff No	otebook	Tasks	Word	



