BYOxLink – How to guide

Enrol your BYO Windows 11 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 student's school email address, username and password. If you do not have this information, please contact the student's teacher as you will not be able to complete the setup without them.

These instructions are for Windows 11. You may find some of the screens look different to the ones provided here if you have an older or newer version of Windows or if there are changes made to Intune or the department's authentication.

Please note: If the installation fails at any time, please retry the steps again. If you require assistance, please contact the student's teacher who will arrange a time with the school technician.
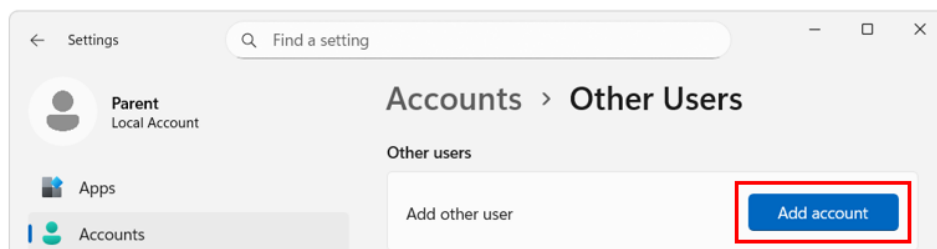
You can view the video guide on https://youtu.be/II_xqO3Fsto or follow the step-by-step instructions below.

## Step 1. (Optional) Create a separate profile for the student on the laptop

1. To start, connect the laptop to the internet, then select the Windows icon 🪟 at the bottom of your screen, then select **Settings**.
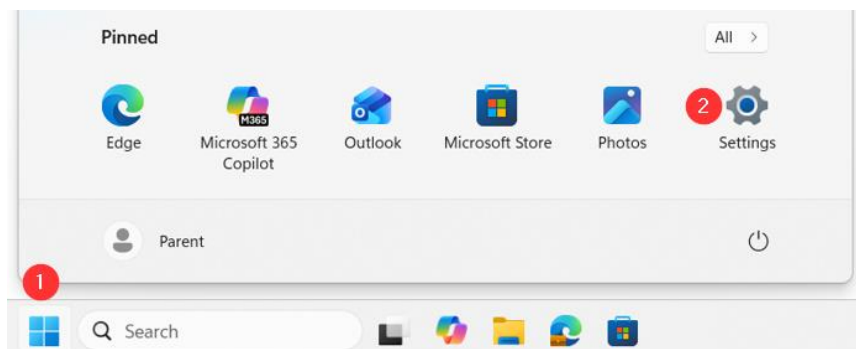

2. Select **Accounts** > **Other Users** > **Add other user** > select **Add account.**

3. Enter the student information:

   a. If the student already has a personal Microsoft account, enter the student's personal email address (not the school email address that ends with @eq.edu.au).

   b. If the student does not have a personal Microsoft account, then select **I don't have this person's sign-in information**, then select **Add a user without a Microsoft account**.

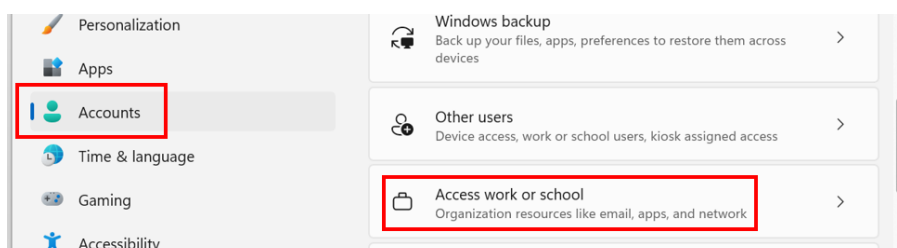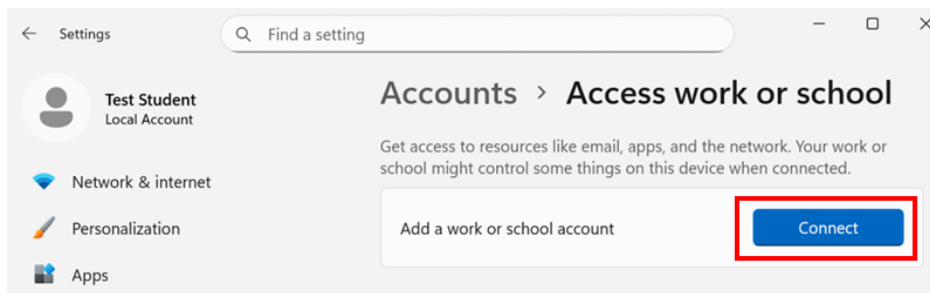4. Change the student's account type to an **Administrator** account.
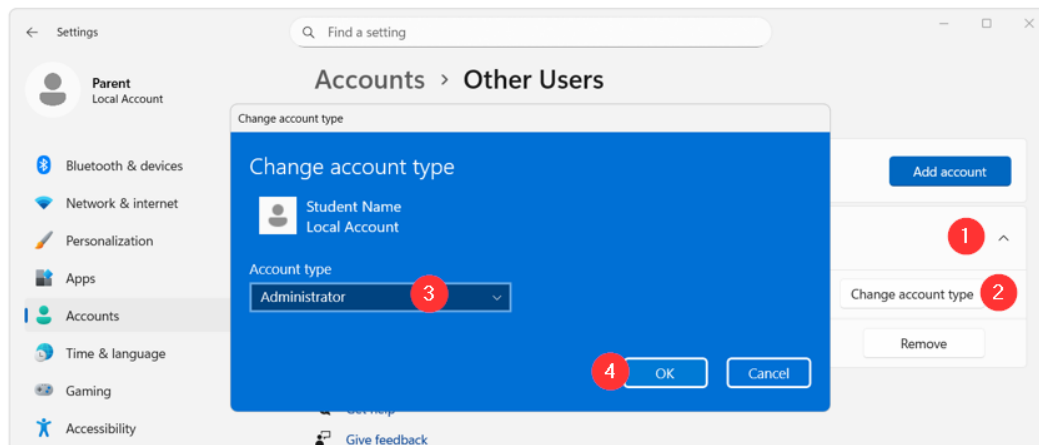
5. Sign-in as the student's newly created user account on the laptop.
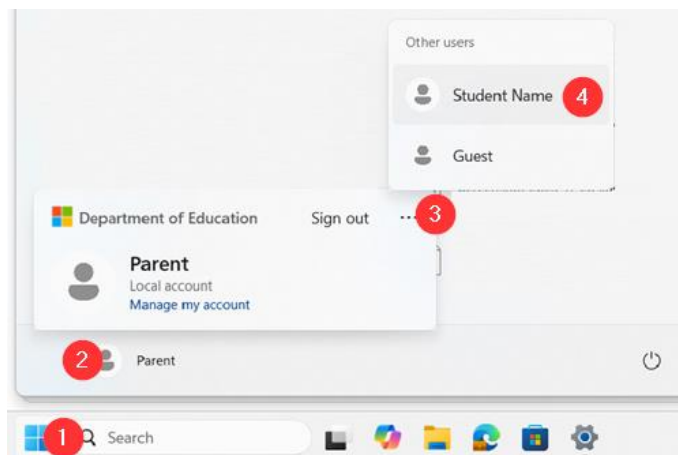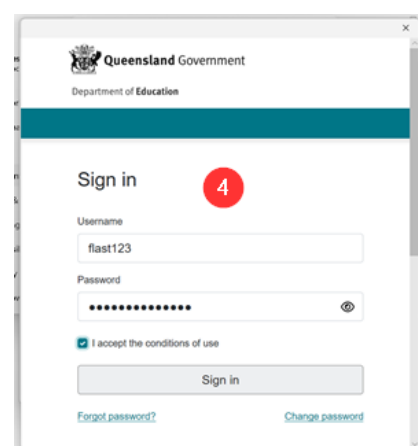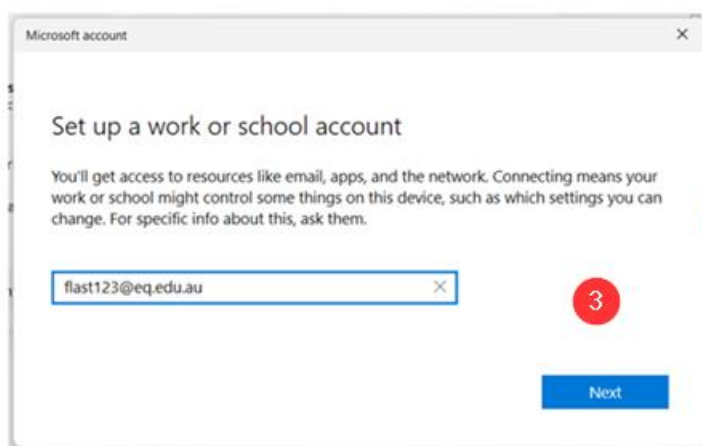

Step 2. Install Intune

1. Select the Windows icon at the bottom of your screen, then select **Settings**.

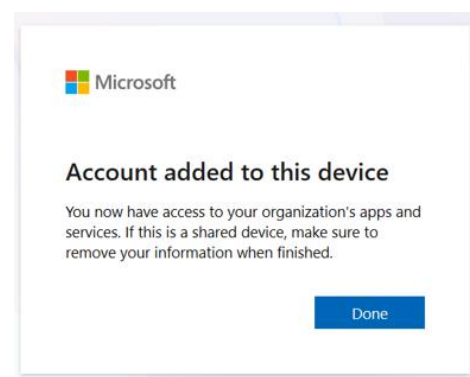2. Select **Accounts** then **Access work or school**, then select **Connect**.

3. Enter the student's school email address ***username@eq.edu.au*** and select **Next**.

4. Enter the student's school username, password, tick the box to accept the conditions of use, and click **Sign in**.
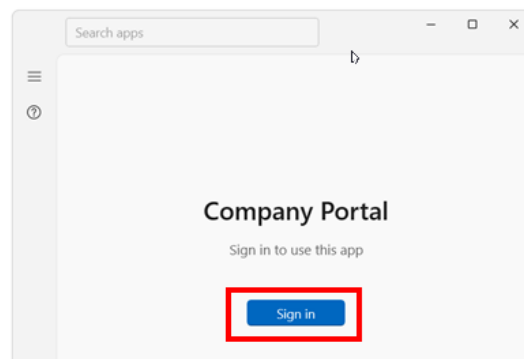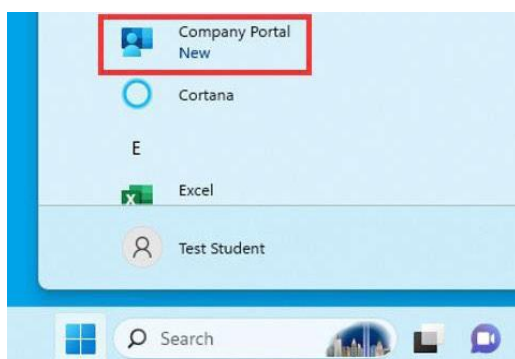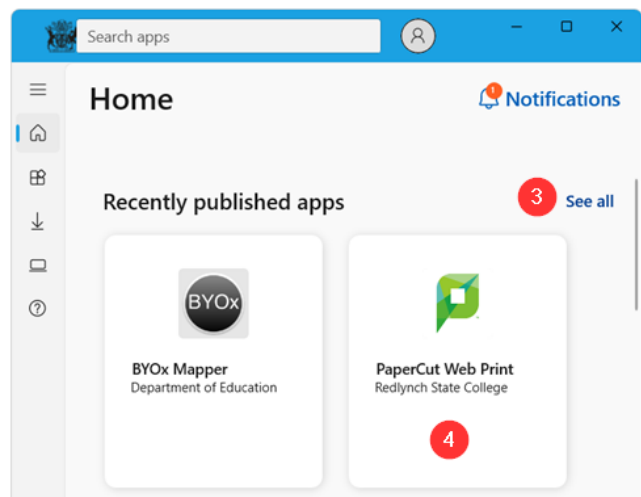

5. Click **Done**.

Step 3. Install apps

1. Click the Windows button [image] at the bottom of your screen and open the **Company Portal** app.

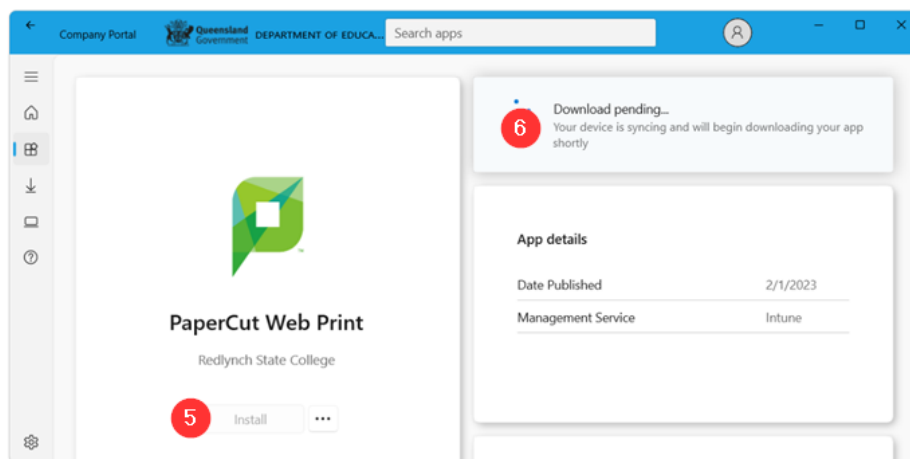2. If prompted, click the **Sign in** button.

3. Click on **See all** to view all available apps.

4. Select the **PaperCut Web Print** to install.

5. Click the **Install** button.

6. A message will be displayed indicating that the app is being downloaded and installed.

7. Once the process has finished, a message will be displayed indicating that the app has been *Installed*.

8. To confirm that your app has been installed successfully, select the ↓ **Downloads & updates** from the left side menu, then find the apps on the list.
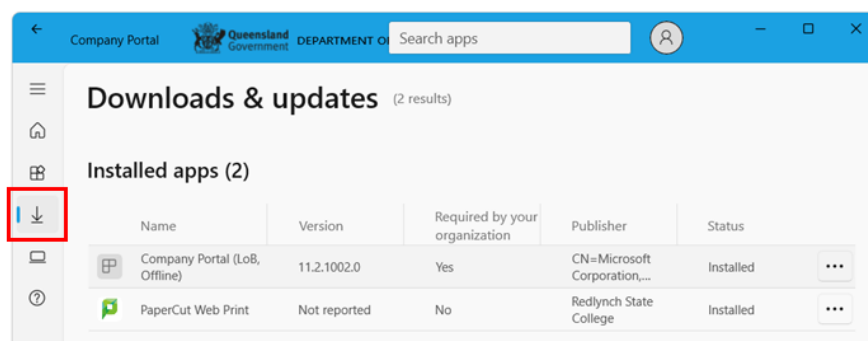
9. Click the back arrow (located at the top left corner) to install additional apps, repeating steps 4 to 8.

10. Restart the laptop. Complete the password change if prompted.

Congratulations, the Windows laptop is now ready for school.