Year 5 & 6

Bring Your Own Laptop Program

Buderim Mountain State School

'BYOx Apple Laptop Onboarding Guide'

Table of Contents

Instruction 1: Intune Device Enrolment

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

This guide 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.
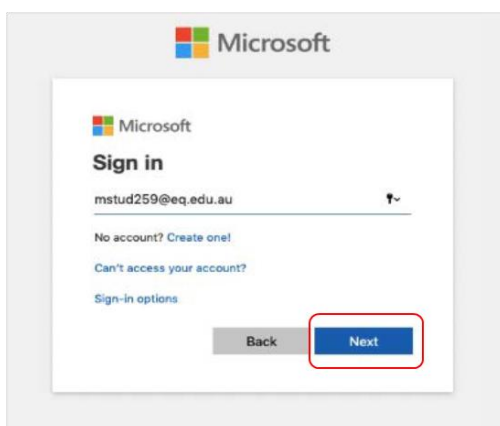
Please note: If you have any problems with installing Intune or using it afterwards, please contact IT@buderimmountainss.eq.edu.au for assistance. *See below for Intune FAQ's.*
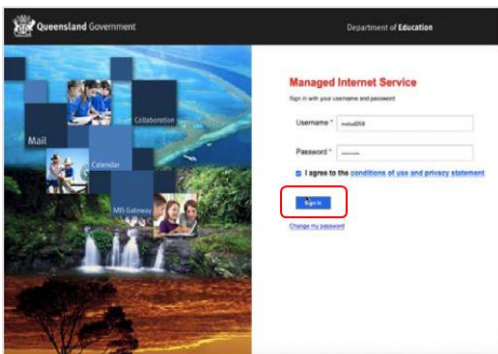
Step 1. Install Intune

    a.   To start, connect to the internet, open Safari and type in portal.manage.microsoft.com
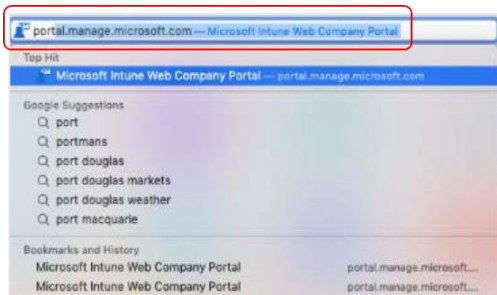
   b.   Enter the *@eq.edu.au* email address you were provided by your school and select **Next**.

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**.
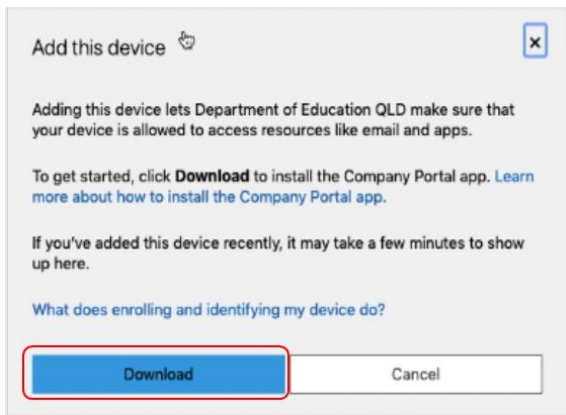

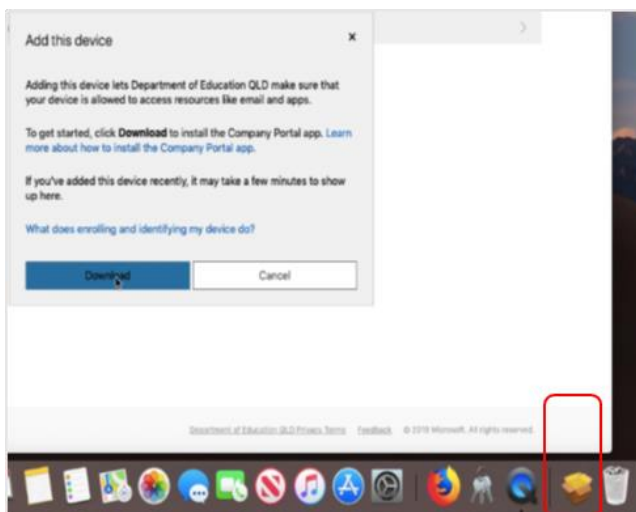d. A prompt will pop up asking if you want to stay signed in, select **Yes**.

e. Two options will appear. Either option can be selected.
    You don't have any managed devices or
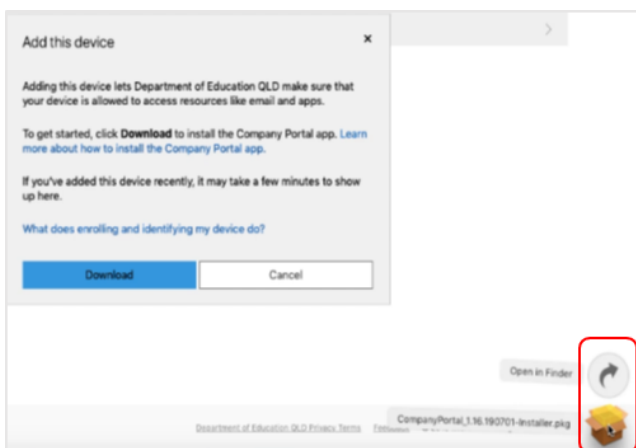   **Tap now to tell us which device you are using or add a new device**
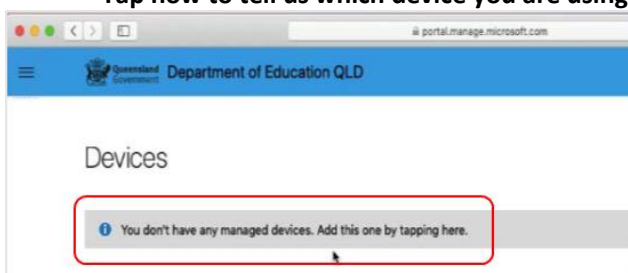
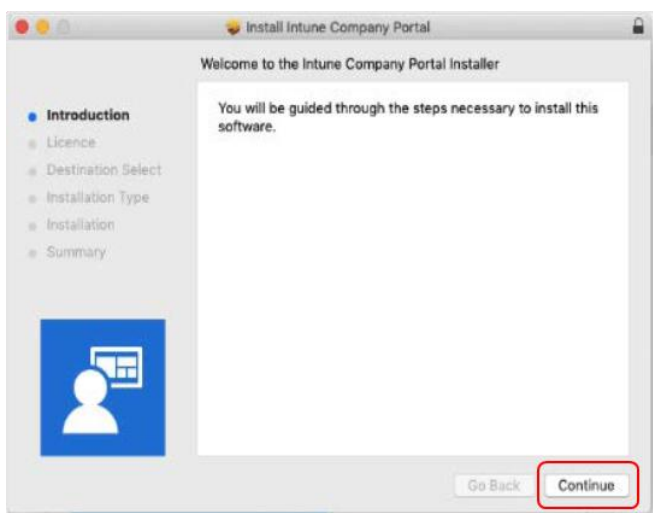f. Please select **Download**. It may take a few seconds to complete.

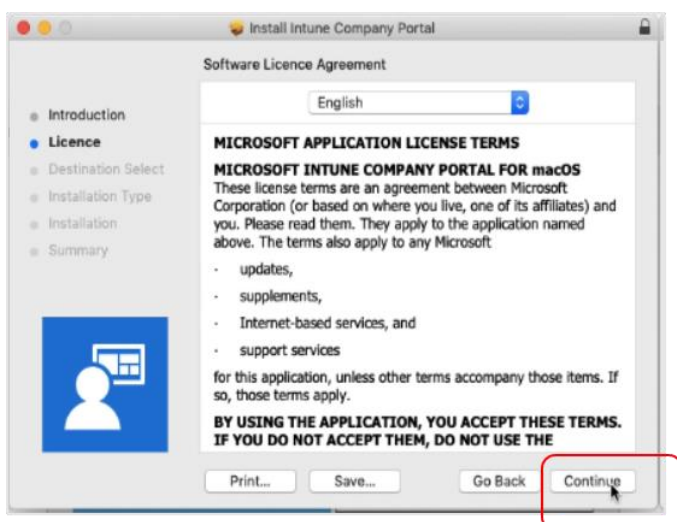g. Select the **Open box icon** at the bottom of your screen.

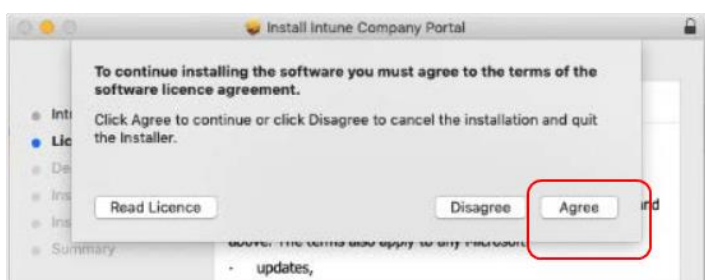h. Then select the Open box icon next to the Company Portal Installer file.

i. Please select **Continue**.

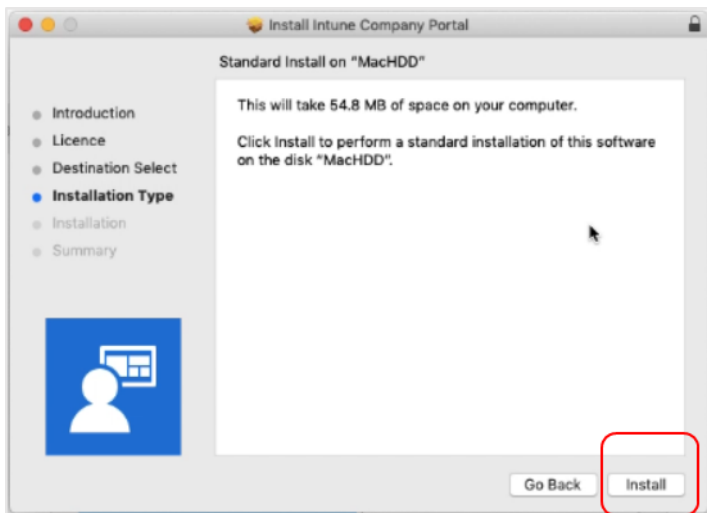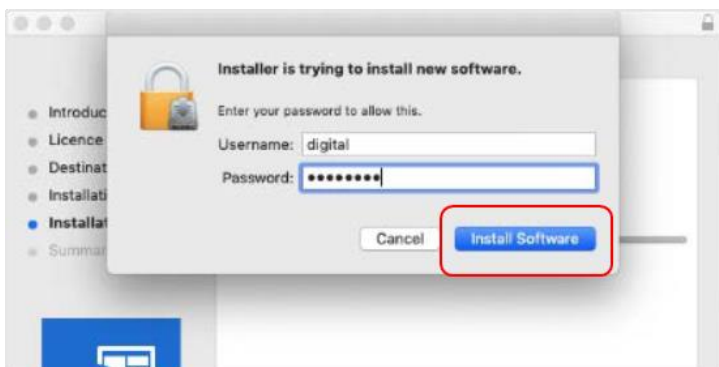j. Please read the license terms and then select **Continue**.

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

l. Next, select **Install**.

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

n. When the installation has finished, select **Close**.
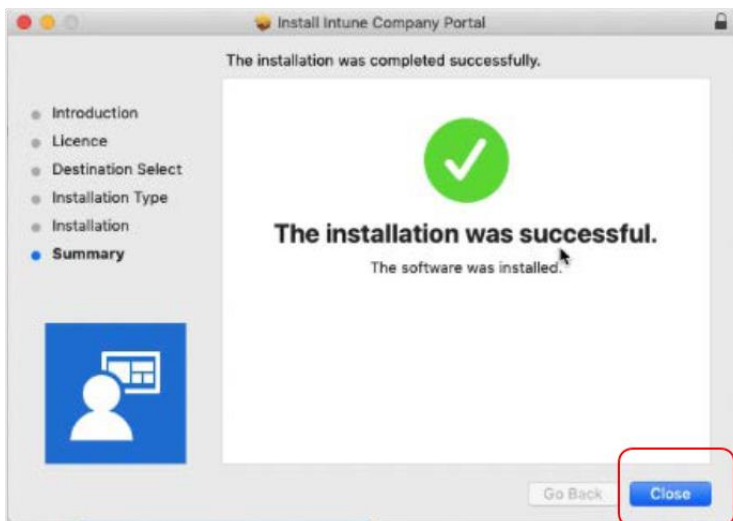
o. Once the program has completed installing, please select **Move to Trash or Bin** option.

p. 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**.
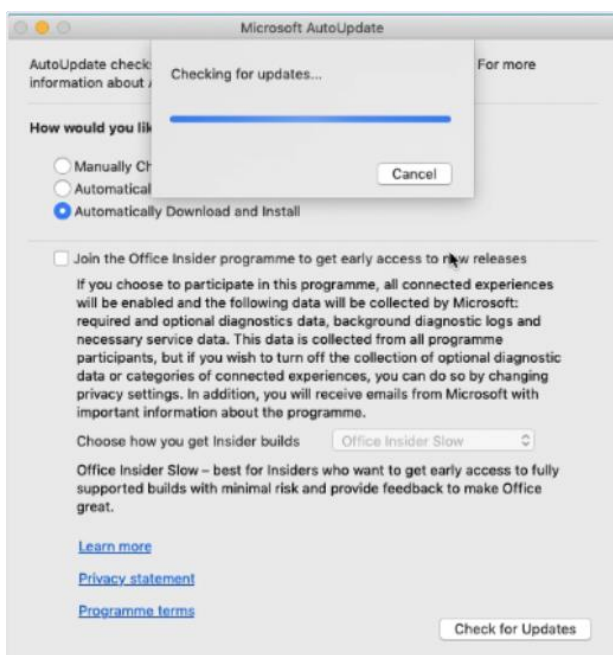

    b.   Then, select **Sign In**.
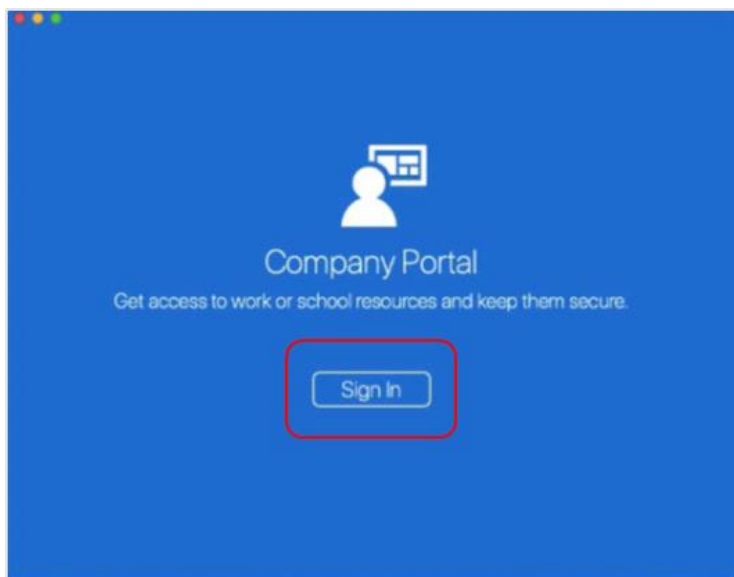
    c.   If presented with the Microsoft Sign in screen, enter your supplied EQ email address. Then, select **Next**.
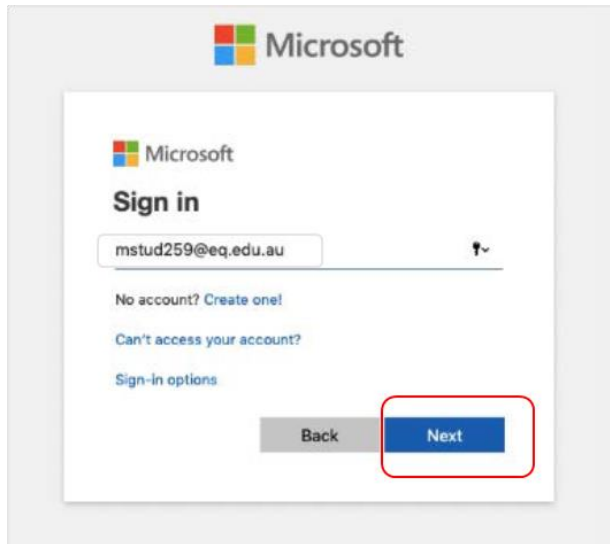
d. Enter the username, password and accept the terms and conditions. Then select **Sign In**.

e. Then, select **Continue**.
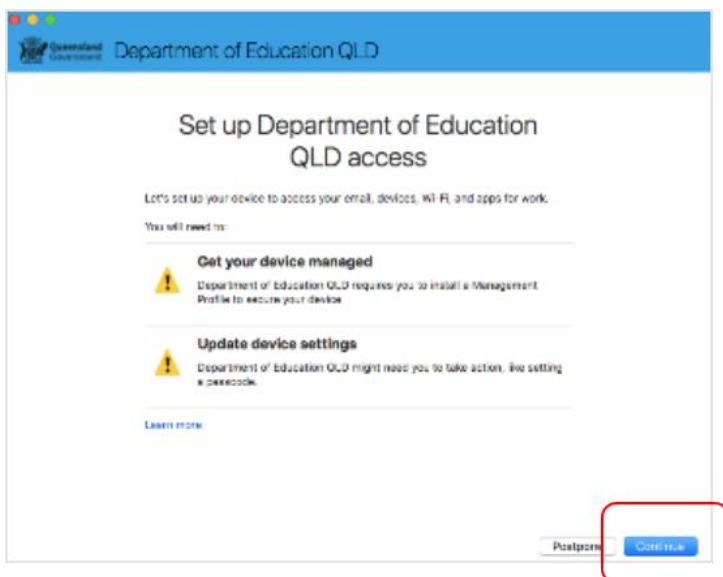
f. This explains what your school IT administrator can and cannot see on your Mac device.
    Select **Continue**.
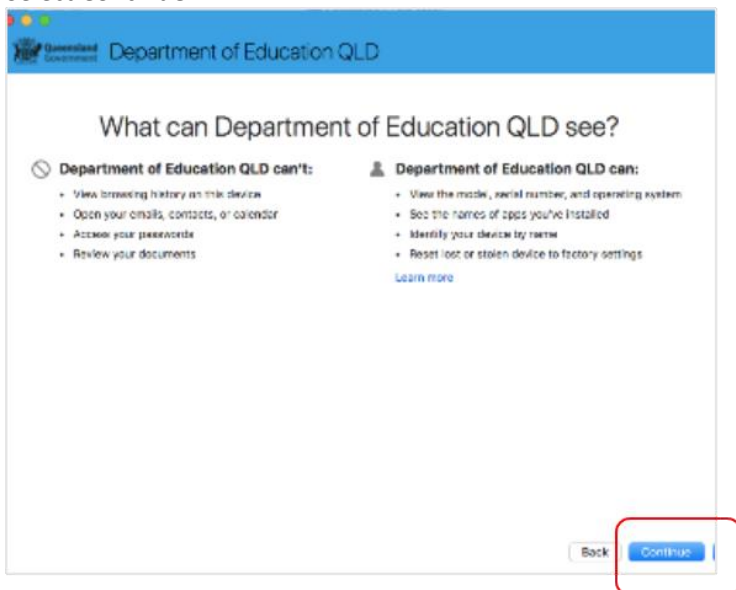
g. This screen outlines the next steps. When 'What's next?' appears, select **Enrol** to finish the installation. This may take a few minutes to complete.
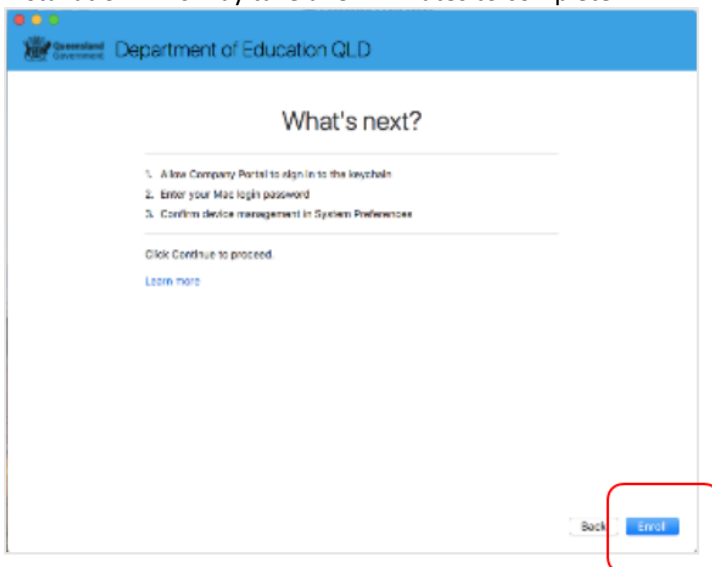
h. Enter the username and password for your device and select **OK**. It may take a few minutes for the management profile to be installed.
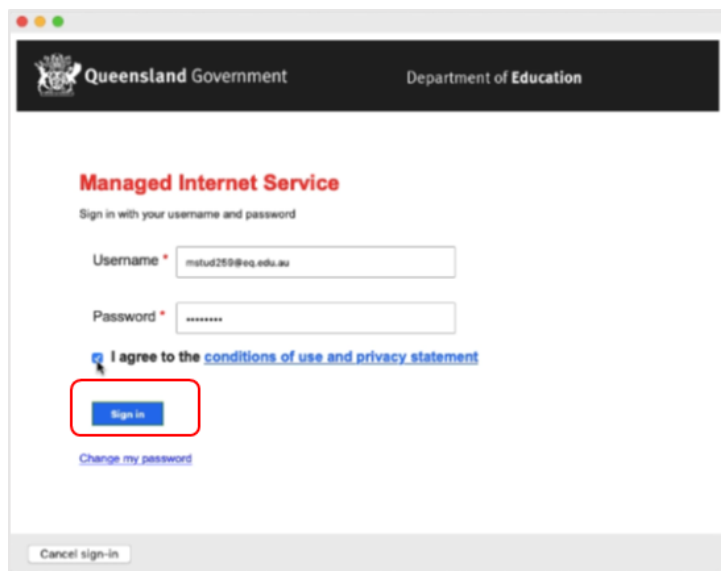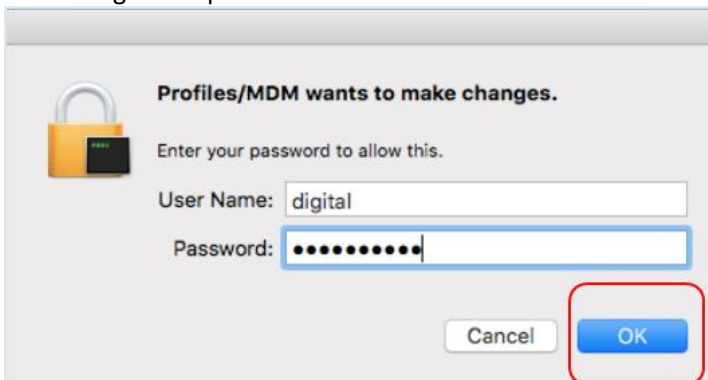

i. Then, select **Open System Preferences**.
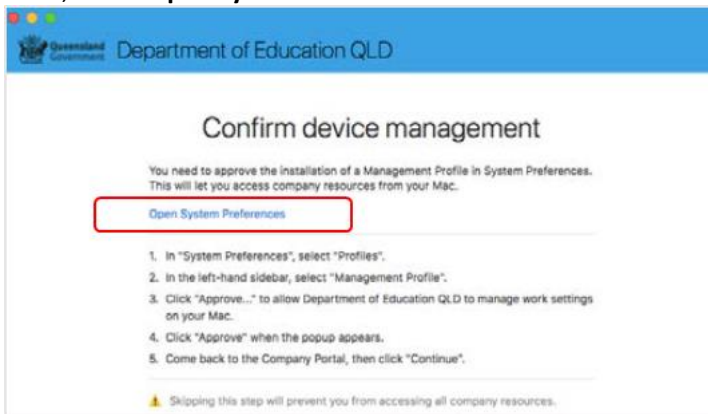
j. Select **Management Profile** and then **Approve**.
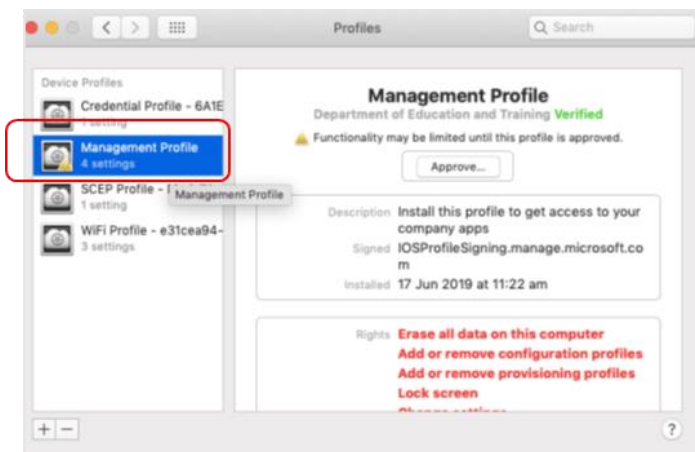
k. Confirm you want to approve the Management Profile and select **Approve**.
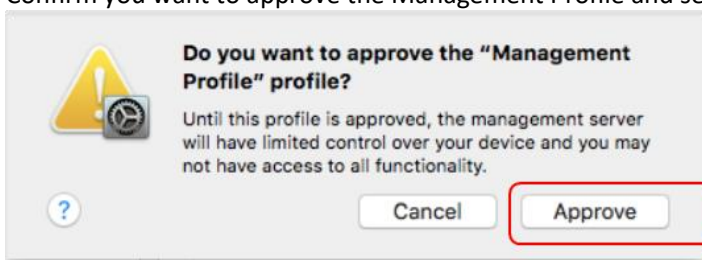
l. The system preference screen will be displayed and you can close this window.
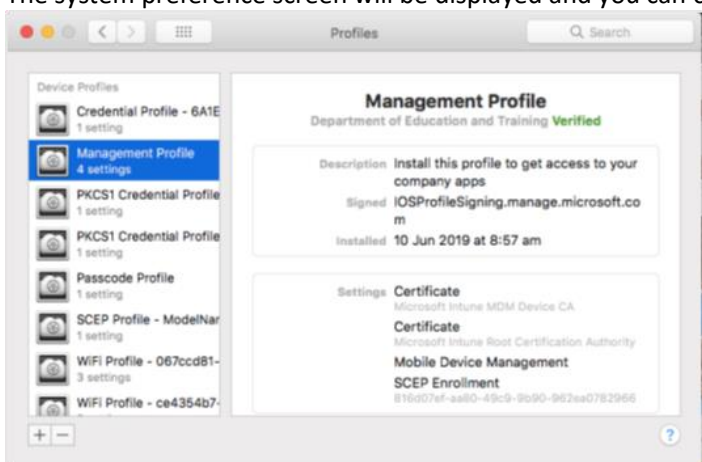
m. The Intune company portal app window will still be open. Select **Continue**.
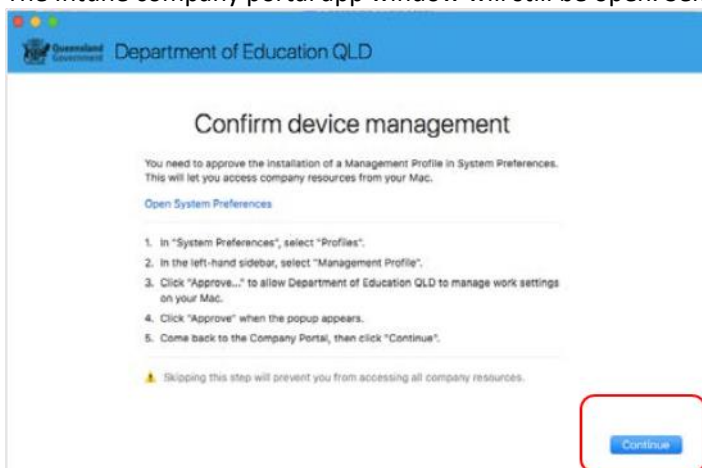
n. Wait as the Company Portal updates the device settings.

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.
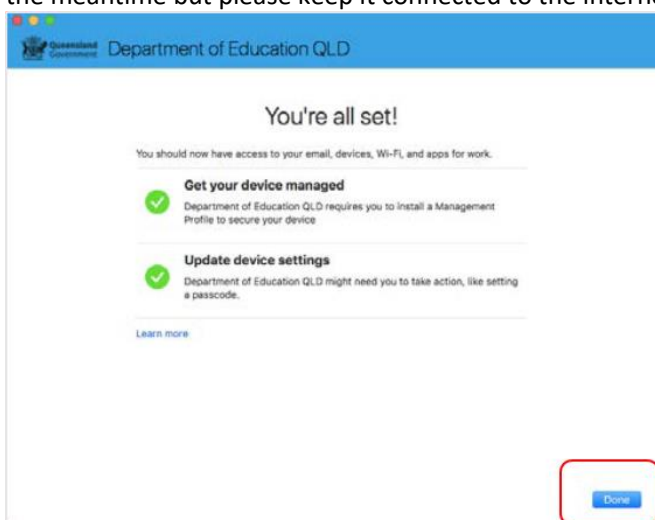
p. **Close** the Company Portal. You have now finished installing Intune.

Instruction 2: Download and install Microsoft Office 365 Applications

Important Information

This is not available to download from the School network, it must be done from home. *See below for troubleshooting.*

Instructions

Step 1:

    a.   Open internet browser and navigate to https://office.com

    b.   **Click** on "Sign in" and enter students' username. **Type** in your EQ (e.g. jsmith1@eq.edu.au) email address and **click** "next".
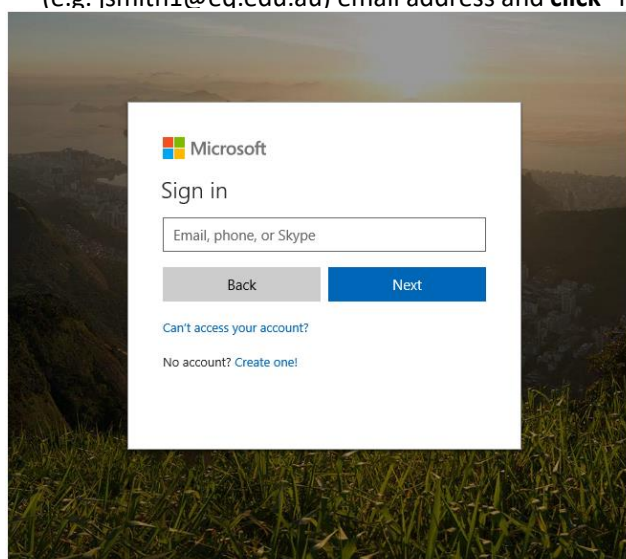
Step 2:

    a.   You will be prompted for your username and password on the online authentication page. Type your username and password. Ensure just to use the username and not @eq.edu.au.
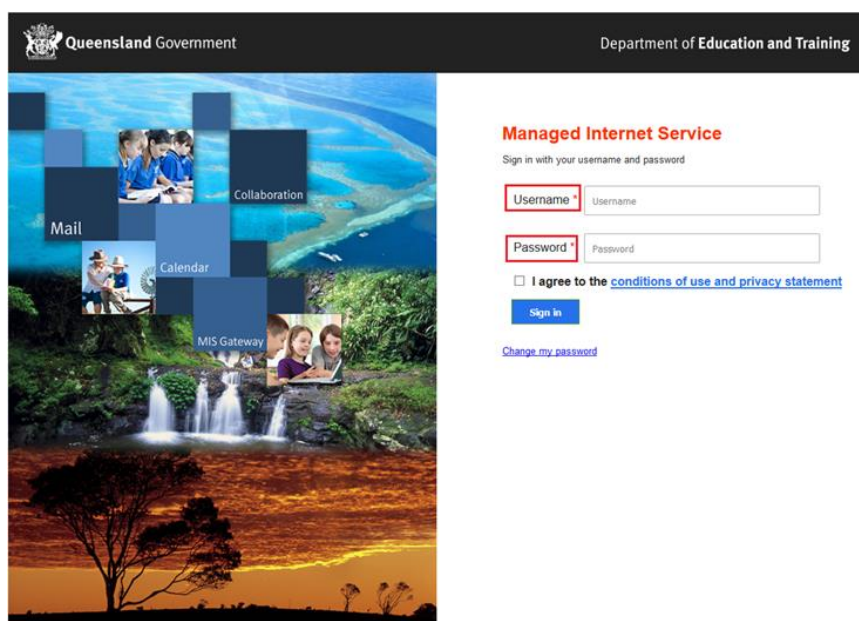
b. **Click** Login

c. In the **top right** corner, click on the **Install apps** then **Premium Microsoft 365 apps**.
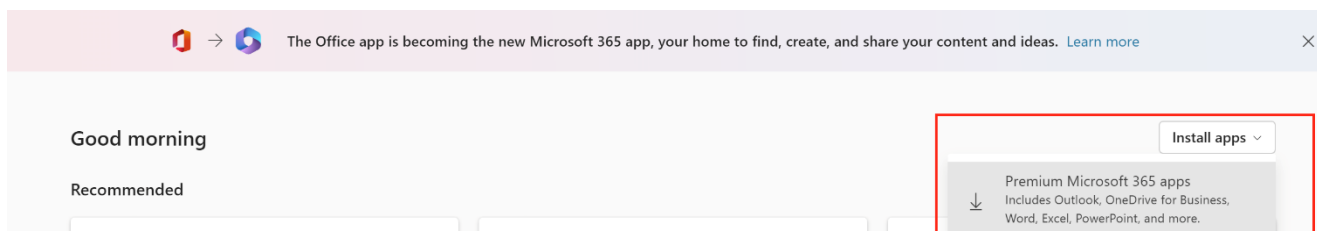
d. A pop-up message will appear prompting you to run or save the file.

e. **Click** on 'Save'. The file will automatically begin to download.
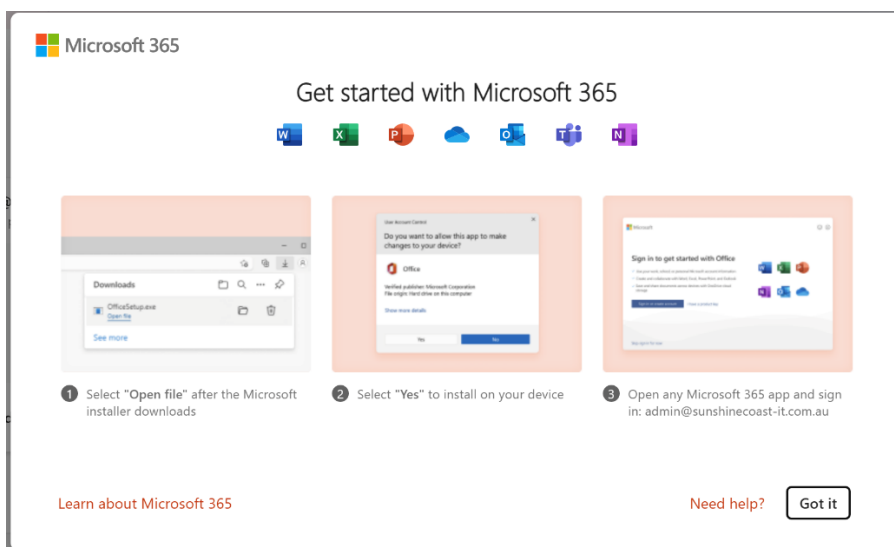
f. When the file has completed downloading, **click** on 'Run'. You can also open your computers Downloads folder and 'Run' the setup file there.

Please note this file may take a while to download depending on your bandwidth speed.

g. You will be prompted with a message to make changes to your computer. Enter admin user name and password to proceed with install.

h.   Microsoft 365 will start downloading and install onto your computer, wait for this to finish.
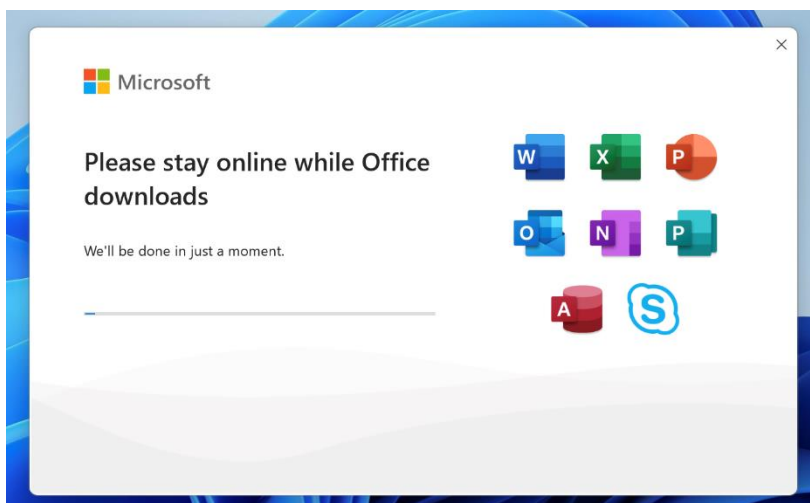
i.   After Microsoft 365 finishes installing, a message will appear to inform it has completed. **Click** 'Close'.
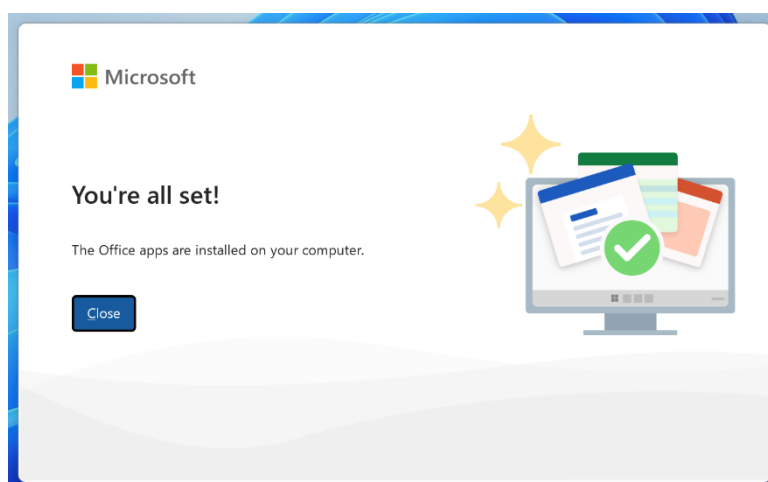
j.   After you click close, we recommend restarting your computer to ensure all changes have applied successfully.

When you start an Office app for the first time you'll be prompted to sign in to Office to Activate. Be sure to sign in using your @eq.edu.au (school account).
Your Microsoft Office 365 software is now ready for you to use. This software is only for personal devices and will remain available as long as you're a Queensland state school member. This software can be installed on up to 5 devices (Windows/Apple). See below for troubleshooting steps.

Instruction 3: Download and install Microsoft Teams School App

Information

Microsoft Teams serves as the digital classroom and plays a critical role within the BYO school environment. It's important to ensure the Microsoft Teams Work or School version is installed.

Instructions

Step 1:

    a. Open Edge internet browser and navigate to https://office.com

    b. **Sign in** using school email address and password.

    c. Select **Teams** from the App sidebar menu.
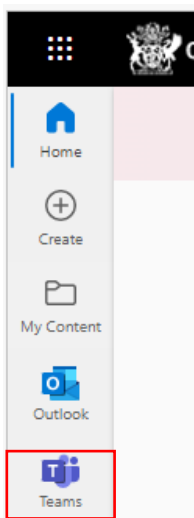
    d. From the **top right** menu select **Download the desktop app**
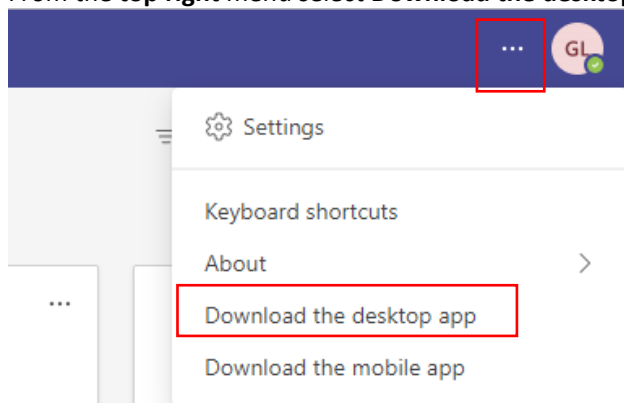
    e. **Install Teams** by running the newly downloaded file.

    f. **Setup complete!** Sign into Teams using school email address and password.

Instruction 4: Setup OneDrive Sync App

Information

OneDrive for Business is an integral part of the Microsoft Office 365 platform and provides a place in the cloud for you to store, share and sync your work files.

OneDrive for Business provides users with access to:

- One terabyte of storage per staff/student
- File sync integration with Microsoft Teams
- An expanded suite of Office Online Web Applications, including OneNote Class Notebooks

Instructions

Step 1:

a. **Open** Microsoft Teams and select the **Files** icon then select **OneDrive**
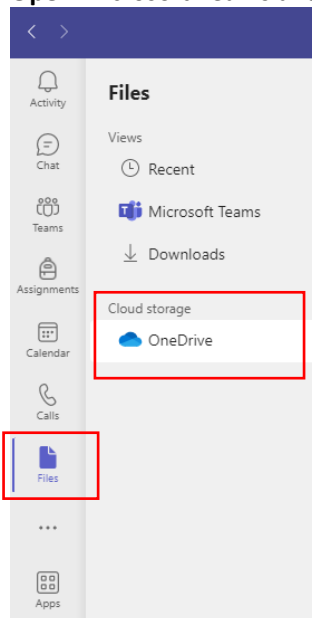
b. Click **Sync**
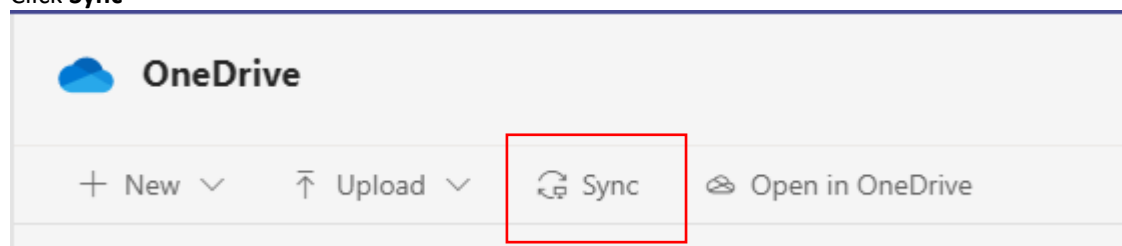
c. Click **Sign in**

Set up OneDrive

Put your files in OneDrive to get them from any device.

Email address

mstaf78@eq.edu.au

Create account   Sign in

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

Managed Internet Service

Sign in with your username and password

Username *   mstaf78

Password *   ••••••••••••

☑ I agree to the conditions of use

Sign in

Change my password

e. Click **Next**

Microsoft OneDrive   ✕

Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and
still have them on this PC.

Your OneDrive folder is here
C:\Users\Student\OneDrive - Department of Education
Change location

Next

f. Click **Next**

Microsoft OneDrive   ✕

Get to know your OneDrive

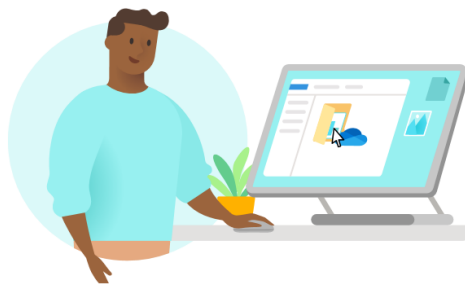To add items, drag or move them into the OneDrive folder.

Next

g. Click **Next**

Microsoft OneDrive

Share files and folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.

Back

Next

h. Click **Next**

Microsoft OneDrive

All your files, ready and on-demand

With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.

Online-only

These files don't take up space on this device, and they download as you use them.

On this device

When you open a file, it downloads to your device so you can edit it while you're offline.

Always available

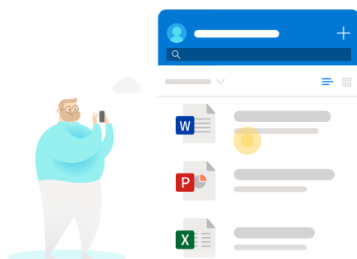Right-click a file to make it available offline.

Back

Next

i.   Click **Later**

j.   **Congratulations**! You have successfully setup OneDrive and onboarded into BMSS BYO program.

Intune FAQ's

What can school administration staff see or not see on my child's device?

What the school administration (Intune) can see on the device	What the school administration (Intune) cannot see on the device
Your school can only see information that is relevant to the school: • Device owner • Device name • Device model • Device manufacturer • Operating system and version eg: iOS 13 or Windows 10 • App inventory and App names, like Microsoft Office 365 • On student and staff's personal devices the school can only see school managed Apps • Device serial number and IMEI	Your school does not monitor student's use of the device • Cannot see your child's personal information • Cannot see what your child is doing on their device • Does not track student's locations / device location • Does not provide information on personally installed applications • Does not allow uninstalling of any applications including your child's own applications • Home Network cannot be seen • Calling and web browsing history • Email and text messages • Contacts • Calendars • Passwords • Pictures, including what's in the photos app or camera roll • Files

Can I have multiple mobile device management tools on my child's device?

Microsoft Intune does not work if other mobile device management (MDM) tools are installed on the device.

Can I use parental controls if my child's device has Intune installed?

Parental controls can be used in conjunction with Intune. Windows has Microsoft Family to manage screen time and block and manage apps and features on your child's device. For iOS, refer to parental controls on your child's iPhone, iPad and iPod touch to explore a range of iOS parental control features.

Is there any cost associated with using Intune?

There is no cost for your child to use Intune and Microsoft Office 365.