

Year 5 & 6

Bring Your Own Laptop Program

Buderim Mountain State School

'BYOx Windows Laptop Onboarding Guide'





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Instruction 1: Intune Device Enrolment

Introduction

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 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 contact your school to obtain these details.

These instructions are for Windows 11 and above. You may find some of the screens look different to the ones provided here if you have an older version of Windows 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@buderimountainss.eq.edu.au for assistance. *See below for troubleshooting and Intune FAQ's.*

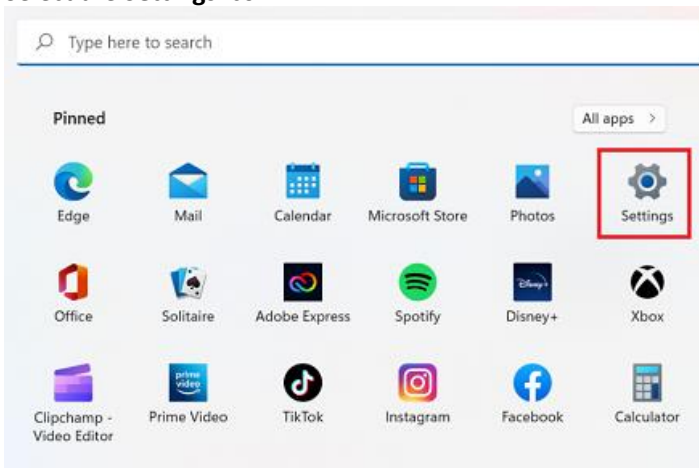
Instructions

Step 1. Install Intune

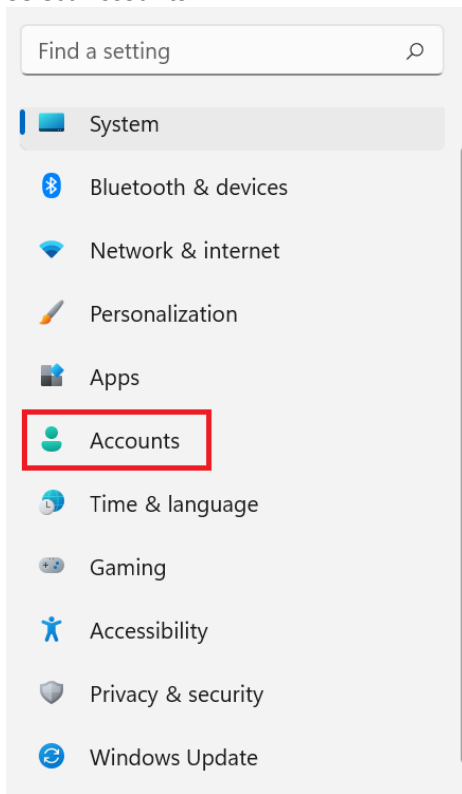
- a. Connect to the internet and select the Windows icon at the bottom of your screen



- 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**.

Set up a work or school account

You'll get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.

mstaff78@eq.edu.au

Next

- f. 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](#)

- g. **Select Yes** if prompted to remember sign-in details.

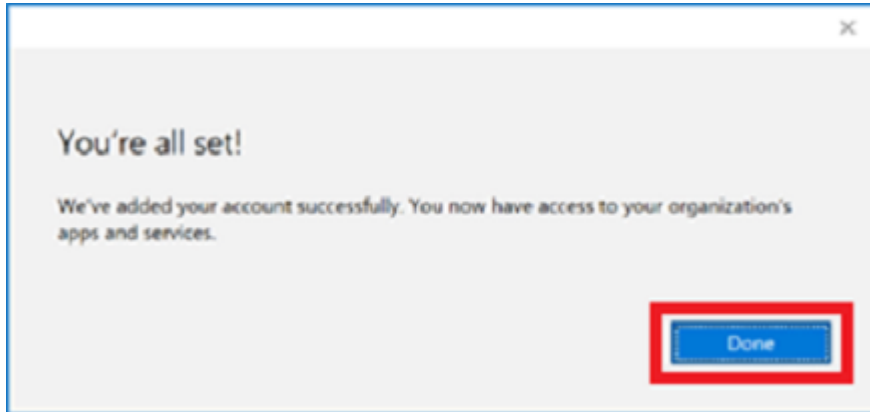
Remember sign-in info? ×

Let Windows remember your sign-in name and password so you don't have to.

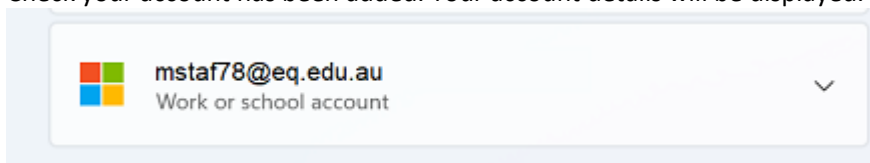
Stored sign-in info can be used with other apps as well (so you won't need to enter it again), and it's automatically synced to all your PCs.

Yes Skip


h. Please select **Done**.



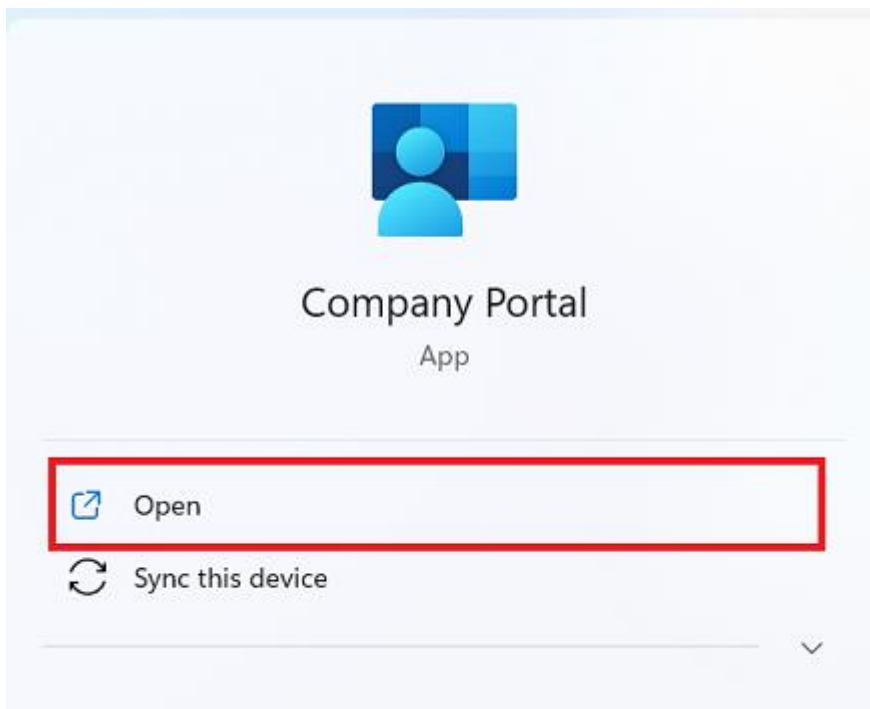
i. Check your account has been added. Your account details will be displayed.



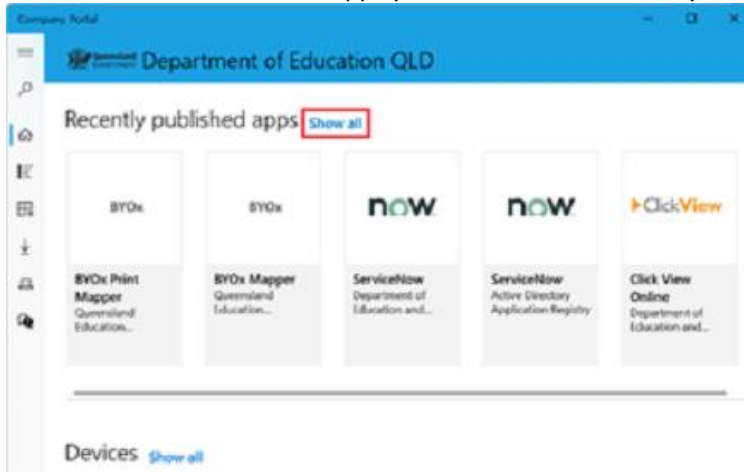
Step 2. Install apps

a. Select the **Windows Start menu** and open the **Microsoft Store** app.  Search for **Company Portal** application and install it. Open App and if requested, sign in with your school user name and password.

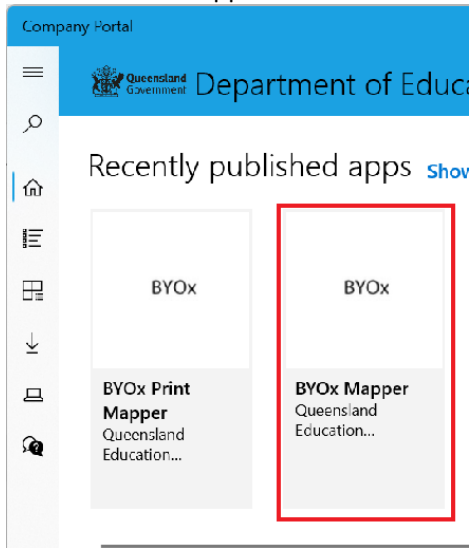
b.



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



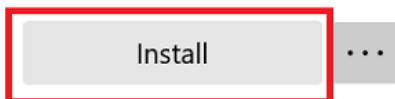
d. Select BYOx Mapper to install



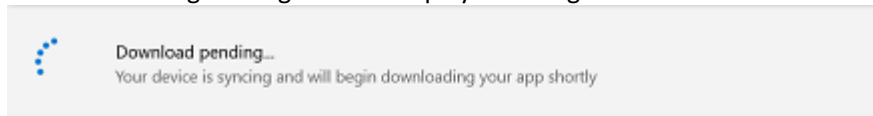
e. Select the **Install** button.

BYOx Mapper

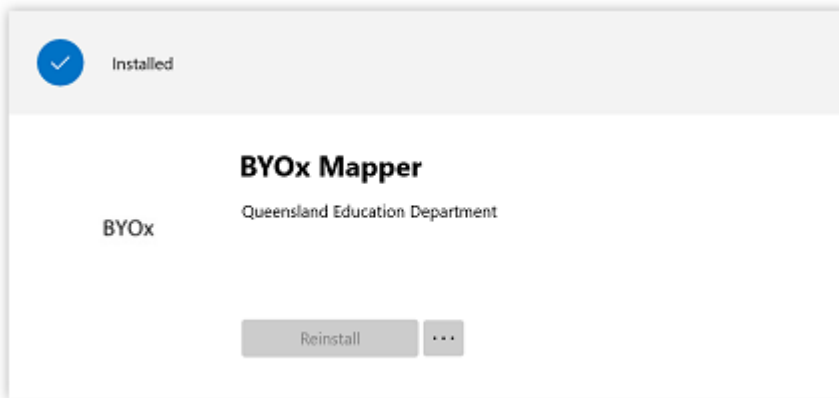
Queensland Education Department



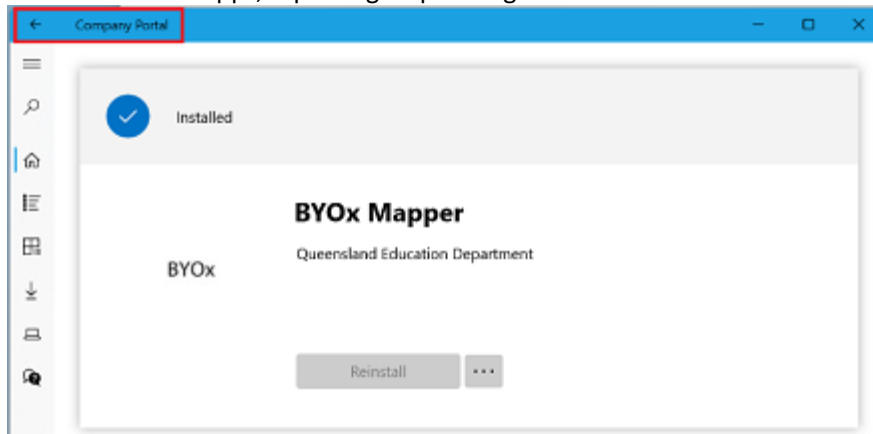
f. A downloading message will be displayed during installation.



g. The app has finished installing.

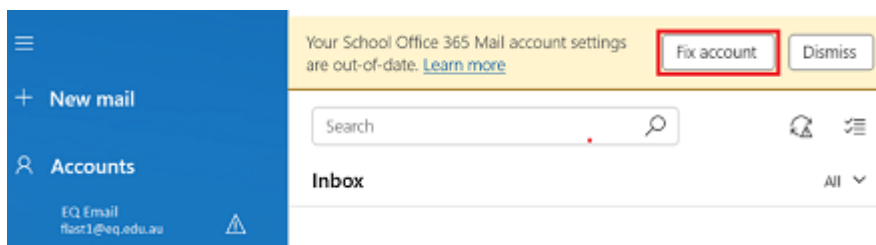


h. To check your app has installed, select **Installed apps** and see it in the list. Click the back arrow Company Portal to install additional apps, repeating steps b to g.



Step 3. Set up your mail account

- a. Open your mail app by selecting the **Windows icon** the selecting the **Mail icon** at the bottom of the screen. You will see your school EQ Email account listed. If you do not, please note it may take up to 20 minutes, depending on your device and internet connection. Please select **Fix Account**.



- b. The All done! screen will be displayed. Select **Done**. Your mail account has been set up for use and you can now send and receive emails from your school mail account.

Attention required ×

All done!

Your account was updated successfully.

 flast1@eq.edu.au

Done

Instruction 2: Download and install Microsoft Office 365 Applications

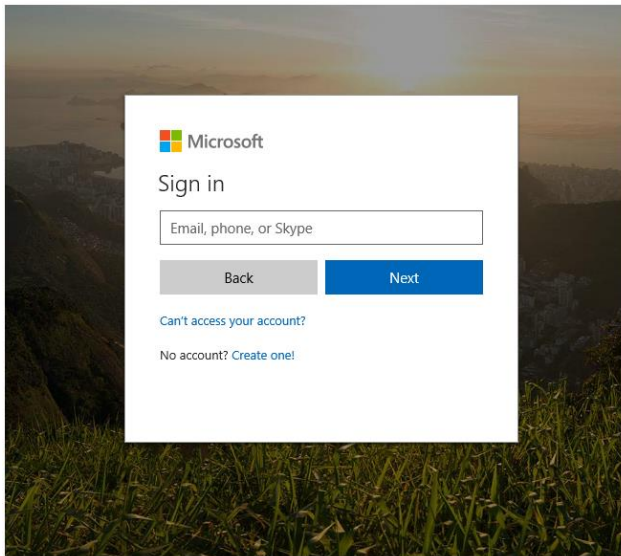
Important Information

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

Instructions

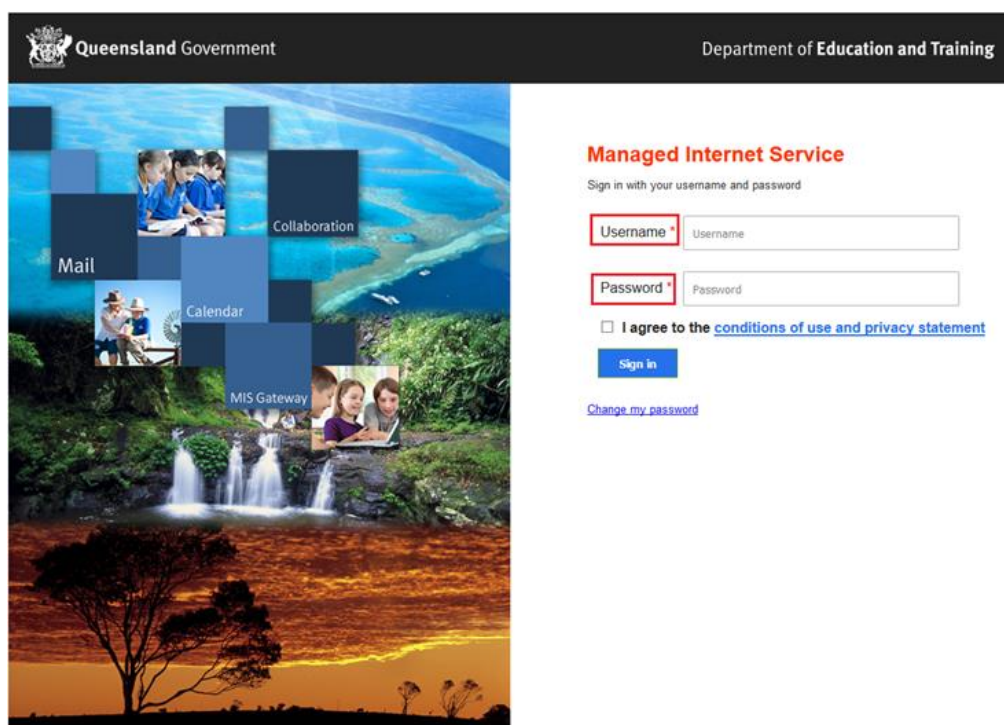
Step 1:

- 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".

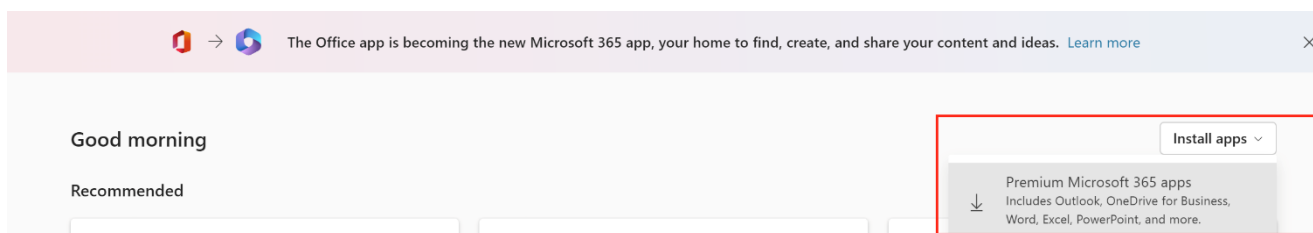


Step 2:

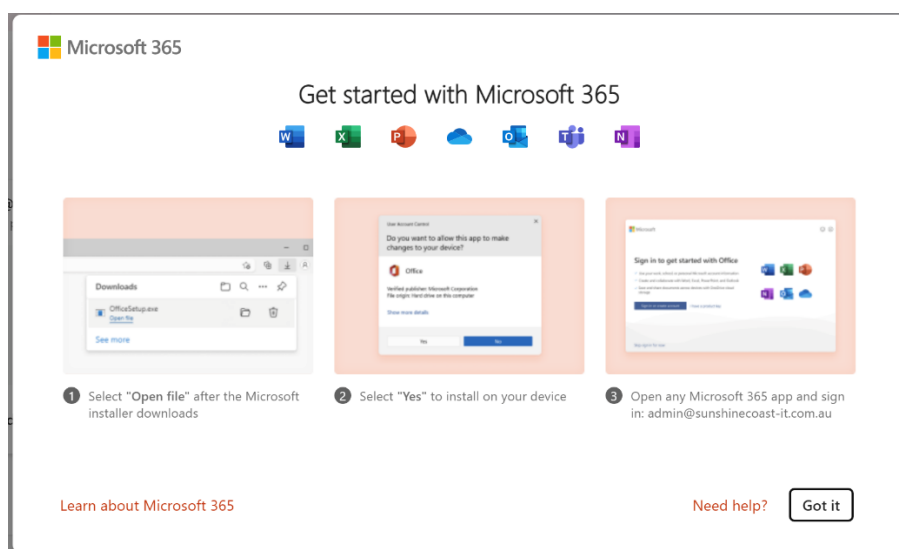
- a. You will be prompted for your username and password on the online authentication page. Type your username and password. Ensure just to use the username and not @eq.edu.au.



- c. In the **top right** corner, click on the **Install apps** then **Premium Microsoft 365 apps**.



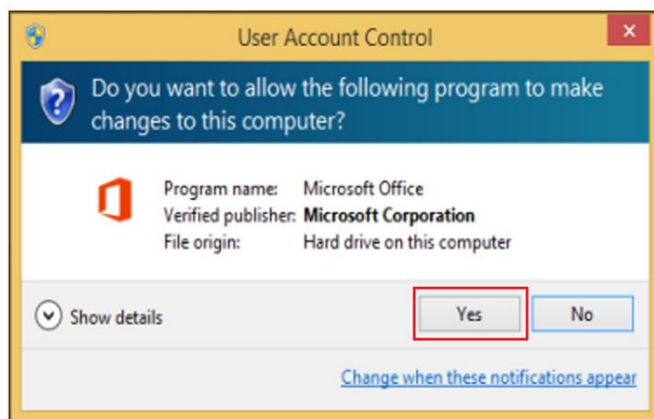
- d. A pop-up message will appear prompting you to run or save the .exe file.
- e. **Click** on 'Save'. The file will automatically begin to download.

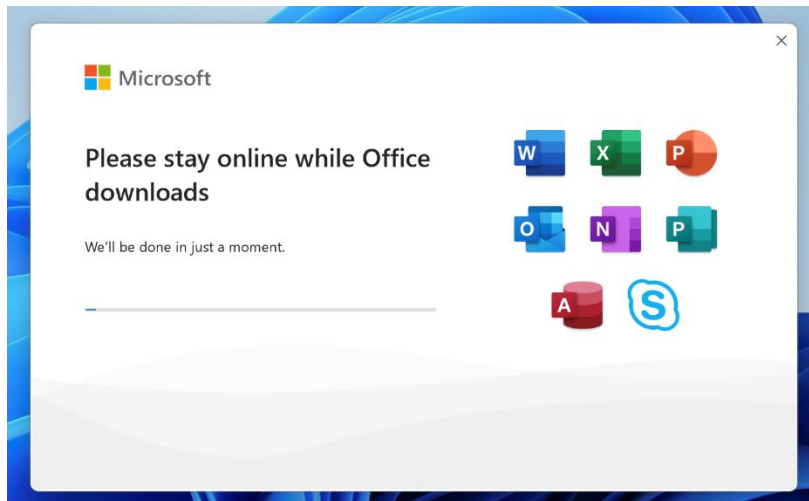


- f. When the file has completed downloading, **click** on 'Run'. You can also open your computers Downloads folder and 'Run' the setup file there.

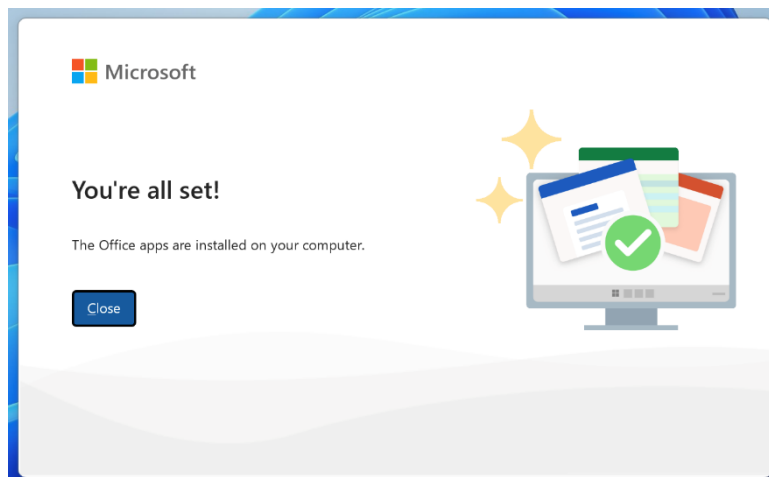
Please note this file may take a while to download depending on your bandwidth speed.

- g. You will be prompted with a message to make changes to your computer. **Select 'Yes'**.





- 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

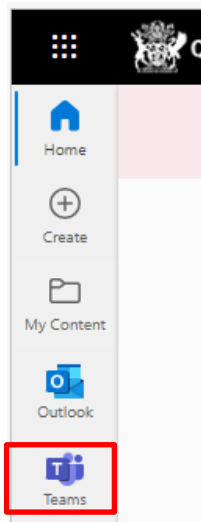
Information

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.

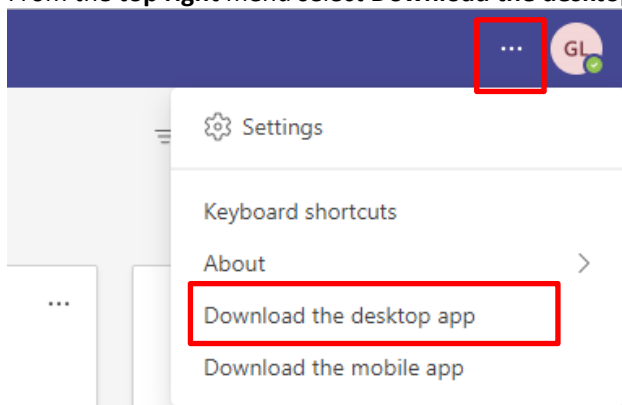
Instructions

Step 1:

- Open Edge internet browser and navigate to <https://office.com>
- Sign in** using school email address and password.
- Select **Teams** from the App sidebar menu.



- From the **top right** menu select **Download the desktop app**



- Install Teams** by running the newly downloaded file.
- 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.

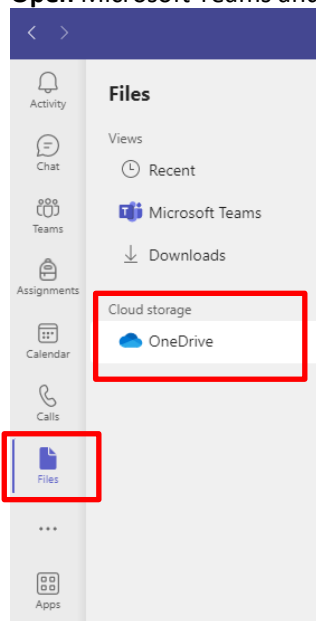
OneDrive for Business provides users with access to:

- 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

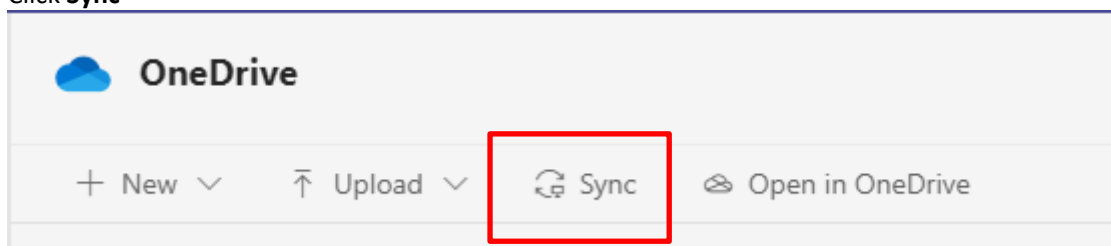
Instructions

Step 1:

- a. **Open Microsoft Teams** and select the **Files** icon then select **OneDrive**



- b. Click **Sync**



c. Click **Sign in**

Microsoft OneDrive



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](#)

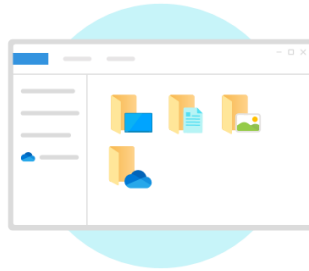
e. Click **Next**

Microsoft OneDrive



Your OneDrive folder

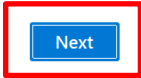
Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



Your OneDrive folder is here

C:\Users\Student\OneDrive - Department of Education

[Change location](#)



f. BMSS recommends backing up folders for protection, however this step is optional. Click **Continue**

Microsoft OneDrive

Back up your folders

Selected folders will sync in OneDrive - Department of Education. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. [Learn more.](#)

 Desktop 0 KB	 Documents 114 KB	 Pictures 1 KB
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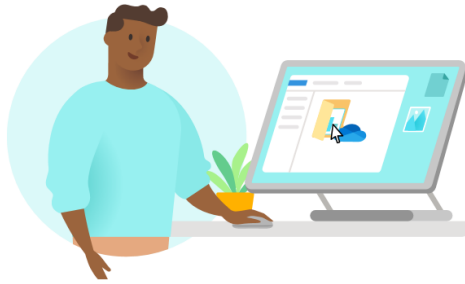
Space left in OneDrive after selection: 1,019 GB

g. Click **Next**



Get to know your OneDrive

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



Next

h. Click **Next**

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

i. 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

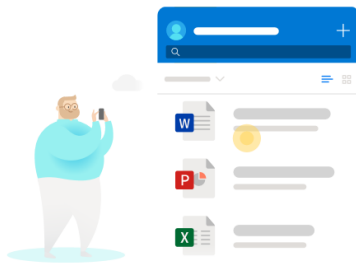
j. Click **Later**

Microsoft OneDrive



Get the mobile app

To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.



Back

Get the mobile app

Later

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



Microsoft OneDrive

Your OneDrive is ready for you



Back

Open my OneDrive folder

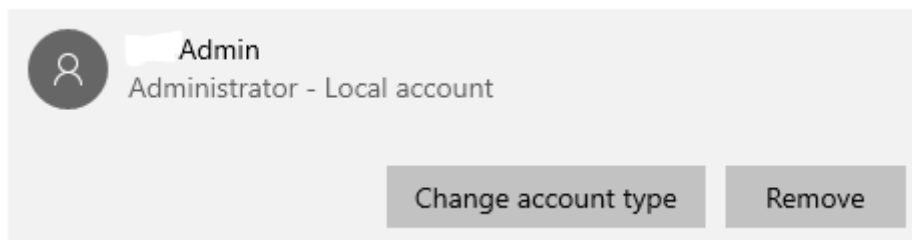
Troubleshooting Steps

Step 1: Ensure your child's account has computer Administration privileges

Important Information: Laptop Administration rights will be required to install school-based network printers and applications. If parental controls are enforced on your child's account, we strongly recommend creating an additional "BMSS Admin" account and giving this user name and password to the Teacher who can use this when required.

Check to ensure Administration rights is enabled for your child's account

- 1: Click **Start Menu > Settings**
- 2: Click **Accounts > Other users**
- 3: Ensure your Childs account set to **Administrator – Local account**. If not, select Change account type to Administrator



Step 2: Ensure Windows S Mode is switched off

Important Information: To ensure compatibility with BMSS BYO program devices must be switched out of Windows 10/11 S Mode to run school-based applications. Some applications include Microsoft 365 suite, mBlock, LEGO EV3, Scratch Desktop, Kodu and network printers.

1. On your PC running Windows 10 in S mode, open **Settings > Update & Security > Activation**.
2. In the **Switch to Windows 10 Home** or **Switch to Windows 10 Pro** section, select **Go to the Store**. (If you also see an "Upgrade your edition of Windows" section, be careful not to click the "Go to the Store" link
3. that appears there.)
4. On the **Switch out of S mode** (or similar) page that appears in the Microsoft Store, select the **Get** button. After you see a confirmation message on the page, you'll be able to install apps from outside of the
5. Microsoft Store.

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
<p>Your school can only see information that is relevant to the school:</p> <ul style="list-style-type: none"> • 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 	<p>Your school does not monitor student's use of the device</p> <ul style="list-style-type: none"> • 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.