How to guide - Enrol your BYO Windows11 device.

Company Portal 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 Windows11 device into Company Portal and install an application. This process may take up to 15 minutes to complete on the home network.

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 Company Portal.

If the installation fails at any time, please re-open the Company Portal app and try again.

Please note: If you have any problems with installing Intune or using it afterwards, please contact your school for assistance.

Scan the QR code to watch the onboarding video

Step 1. Renaming your Windows 11 PC

Rename your device to make it easier to identify you in the school network.

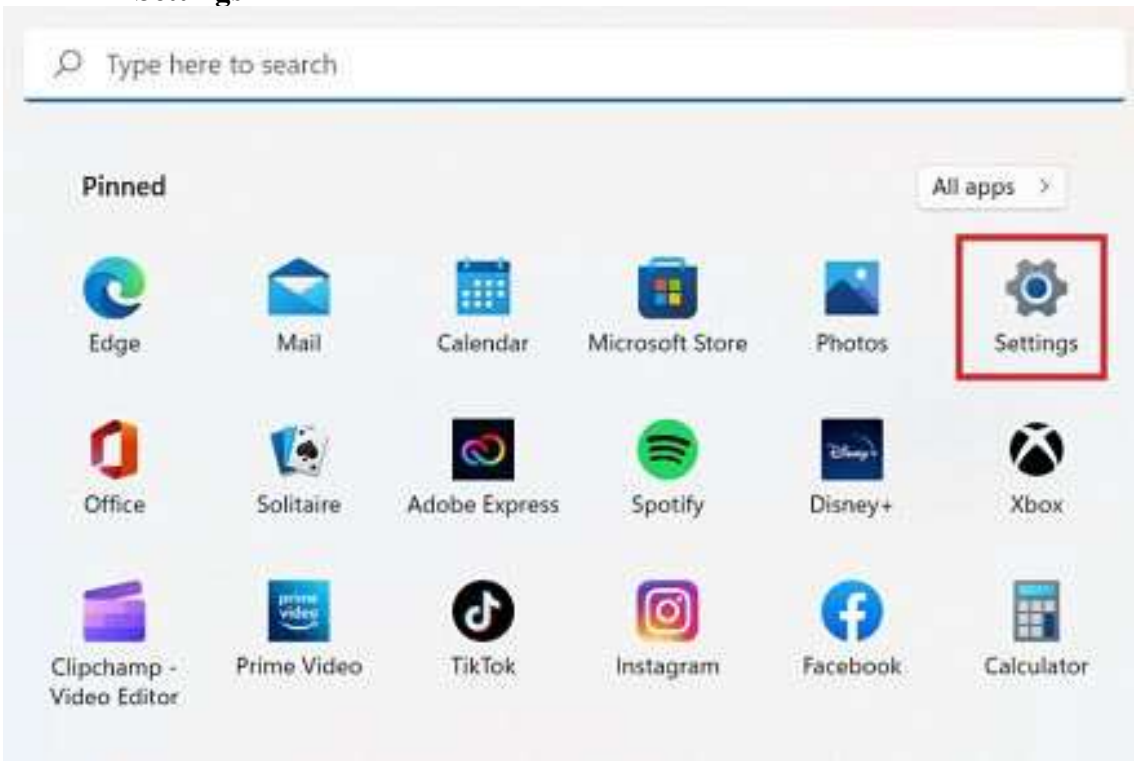
1. Select **Start** > **Settings** > **System** > **About**.
2. Select **Rename this PC**.
3. Enter a new name which will be **your MIS Logon name** (eg. jxsmit75) and select **Next**. You may be asked to sign in.
4. Select **Restart now** or **Restart later**.

Step 2. Install Intune

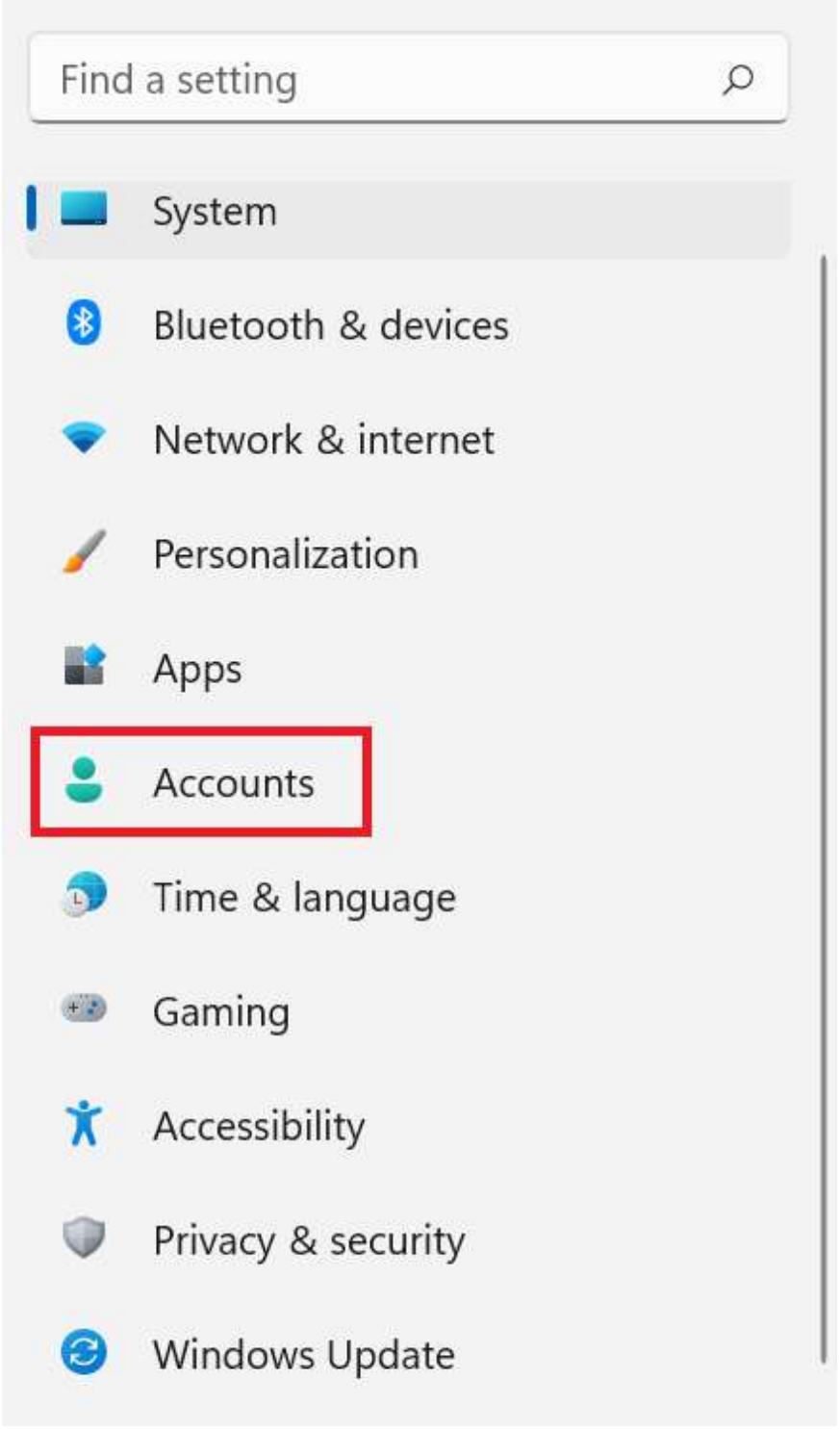
a. Connect to the internet and select the Windows icon at the bottom of your screen



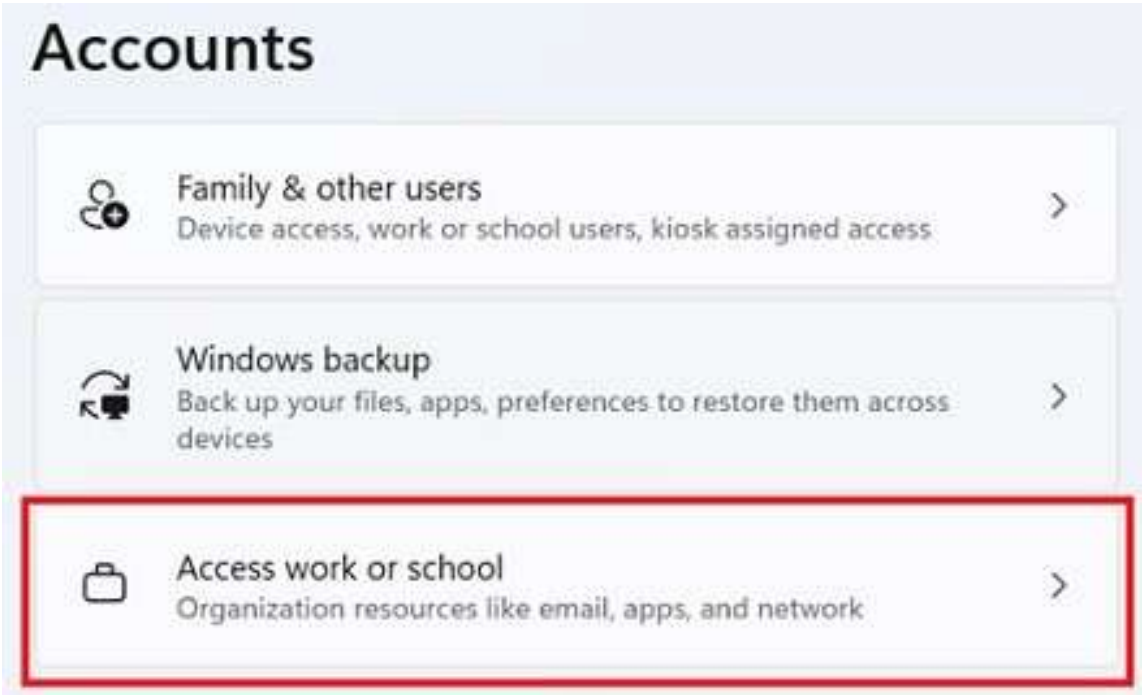
b. Select the **Settings** icon



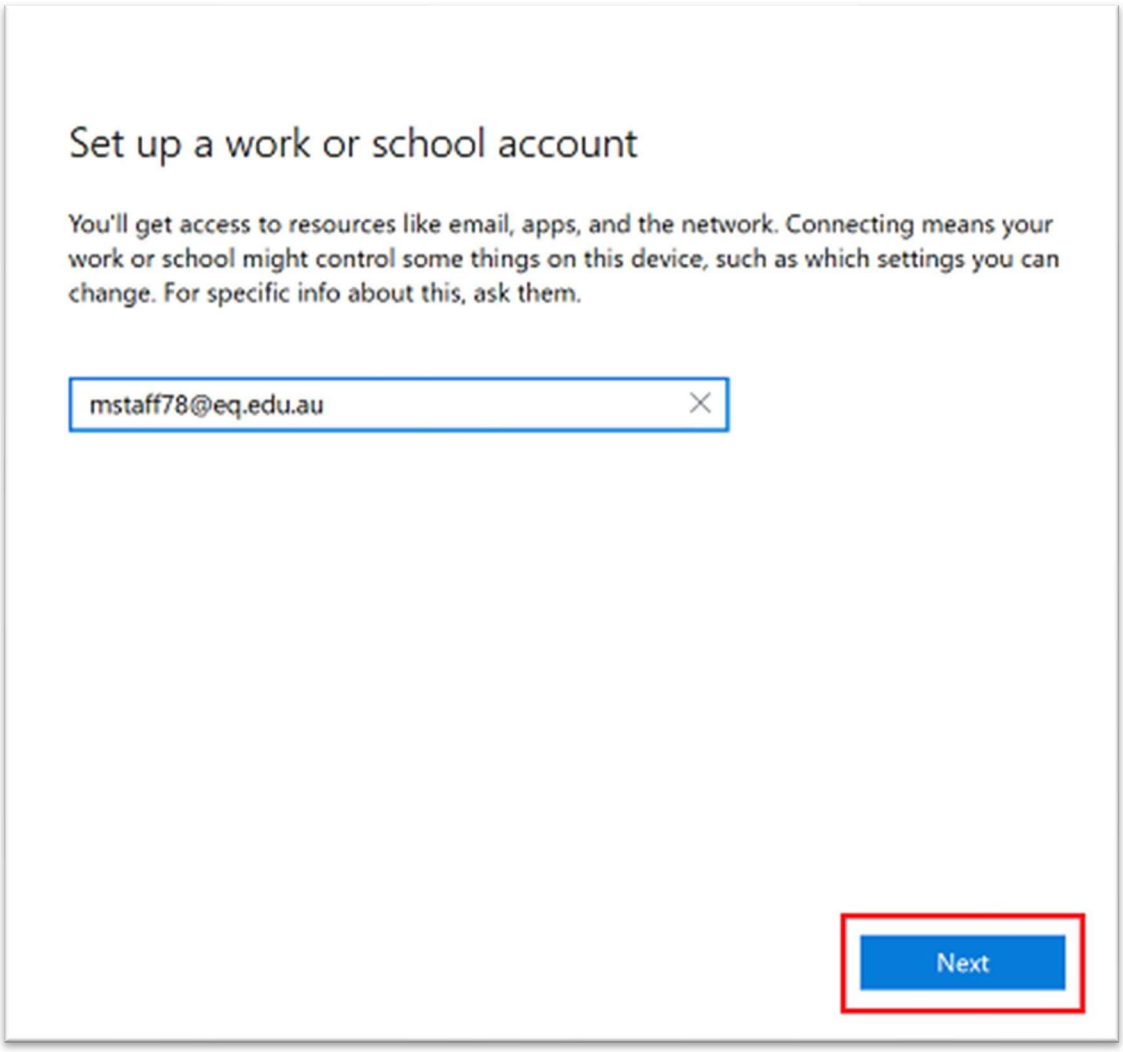
c. Select **Accounts**



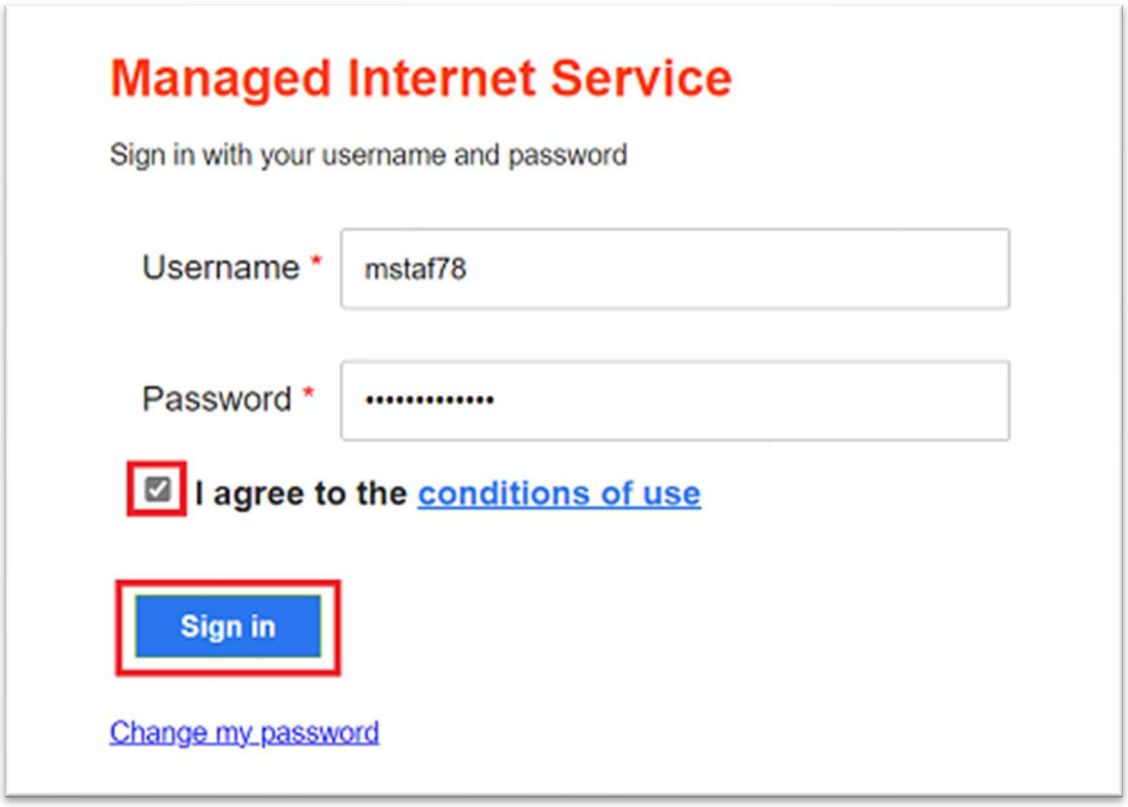
d. Select **Access work or school**. If your account is already listed, select it and then select **Disconnect**. Then select **Connect**.



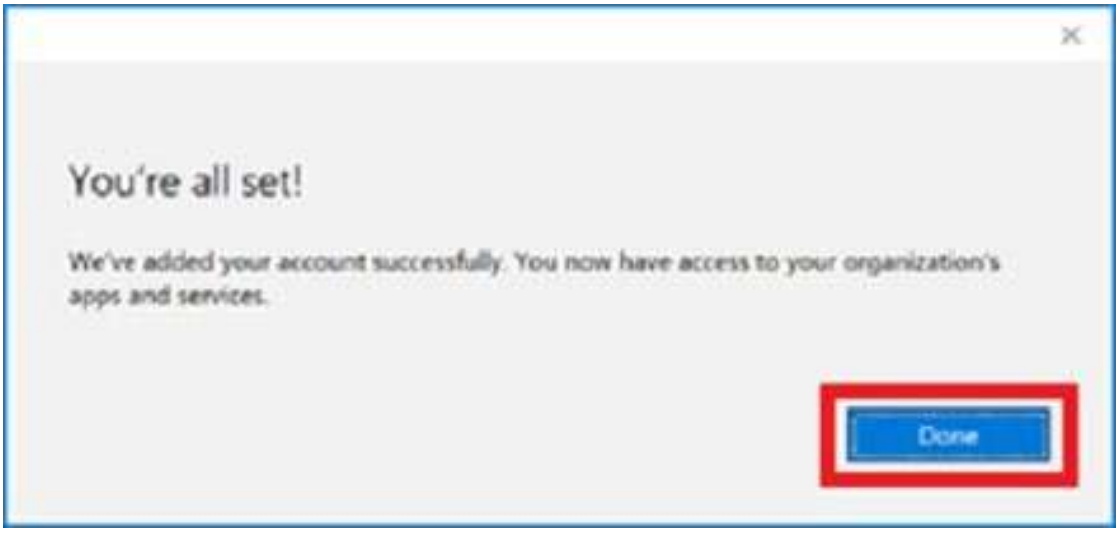
e. Enter your school *@eq.edu.au* email address and select **Next**.



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.

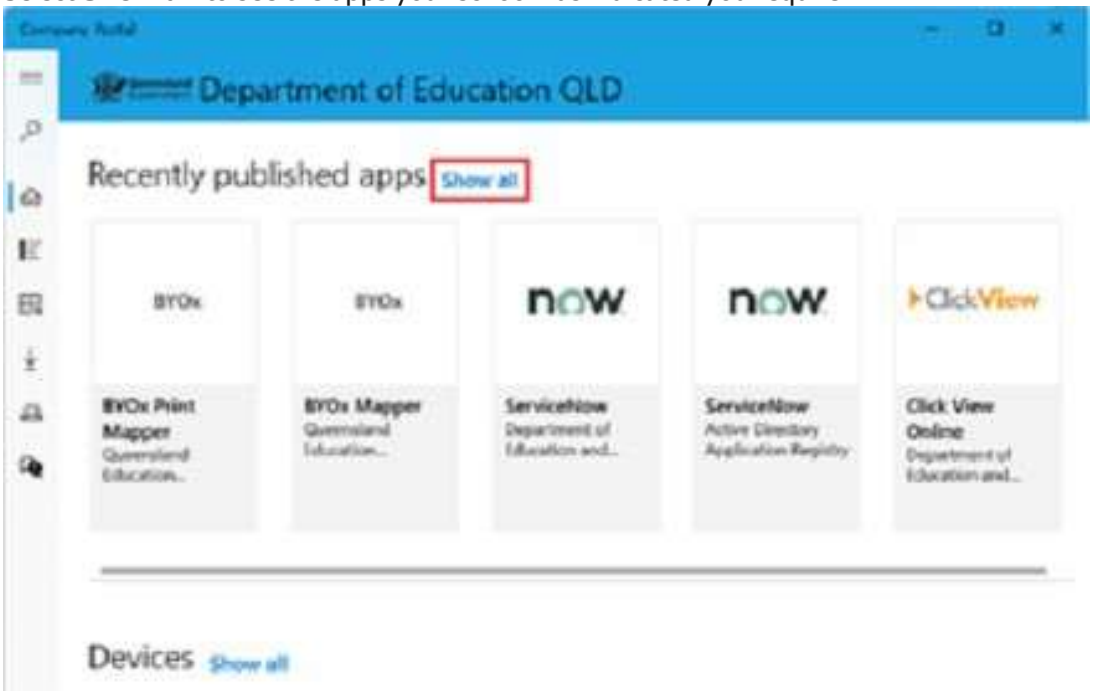


Step 3. Install apps

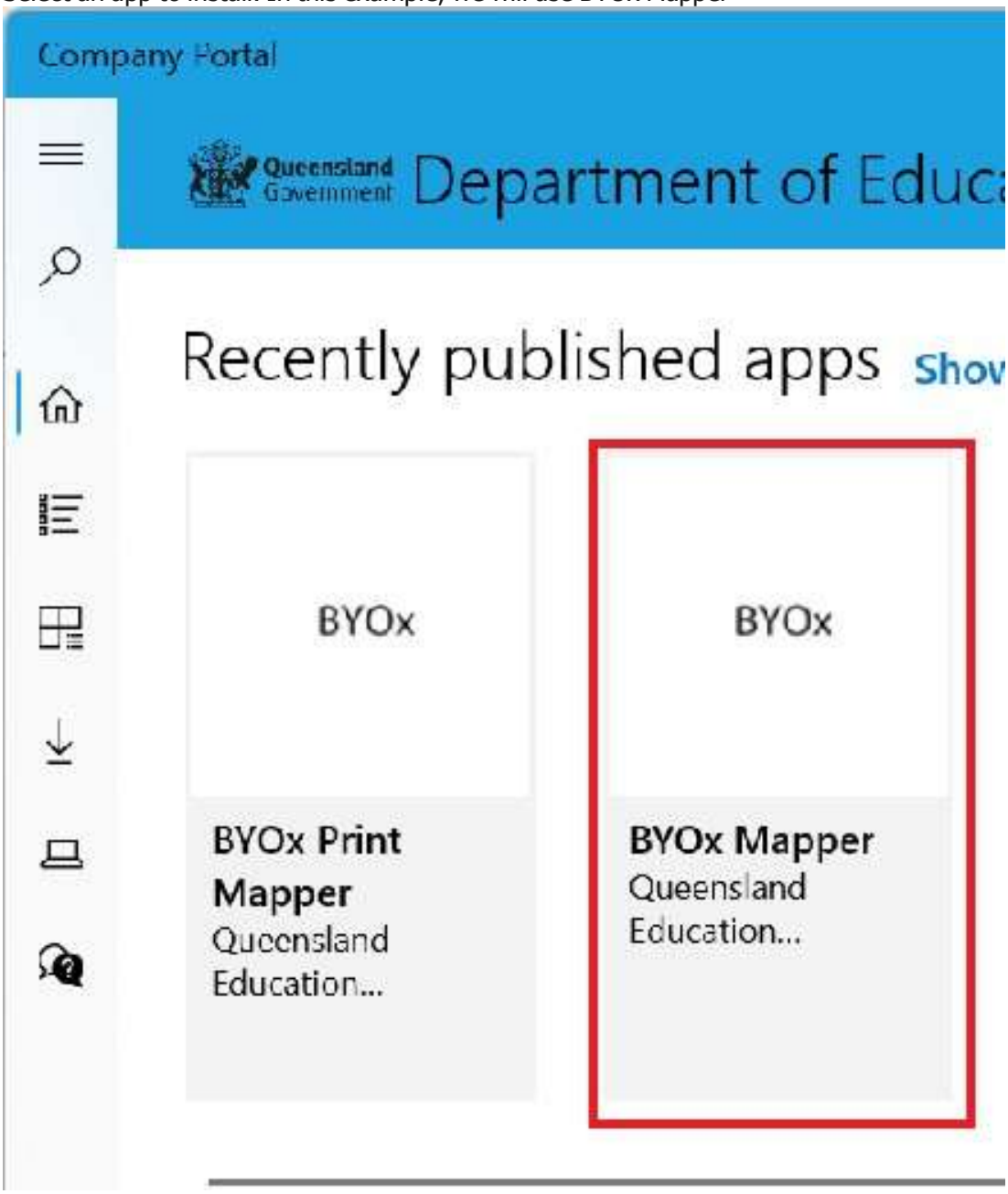
a. Open the **Microsoft Store App** and then search for the Company Portal application. Install Company Portal then open it.



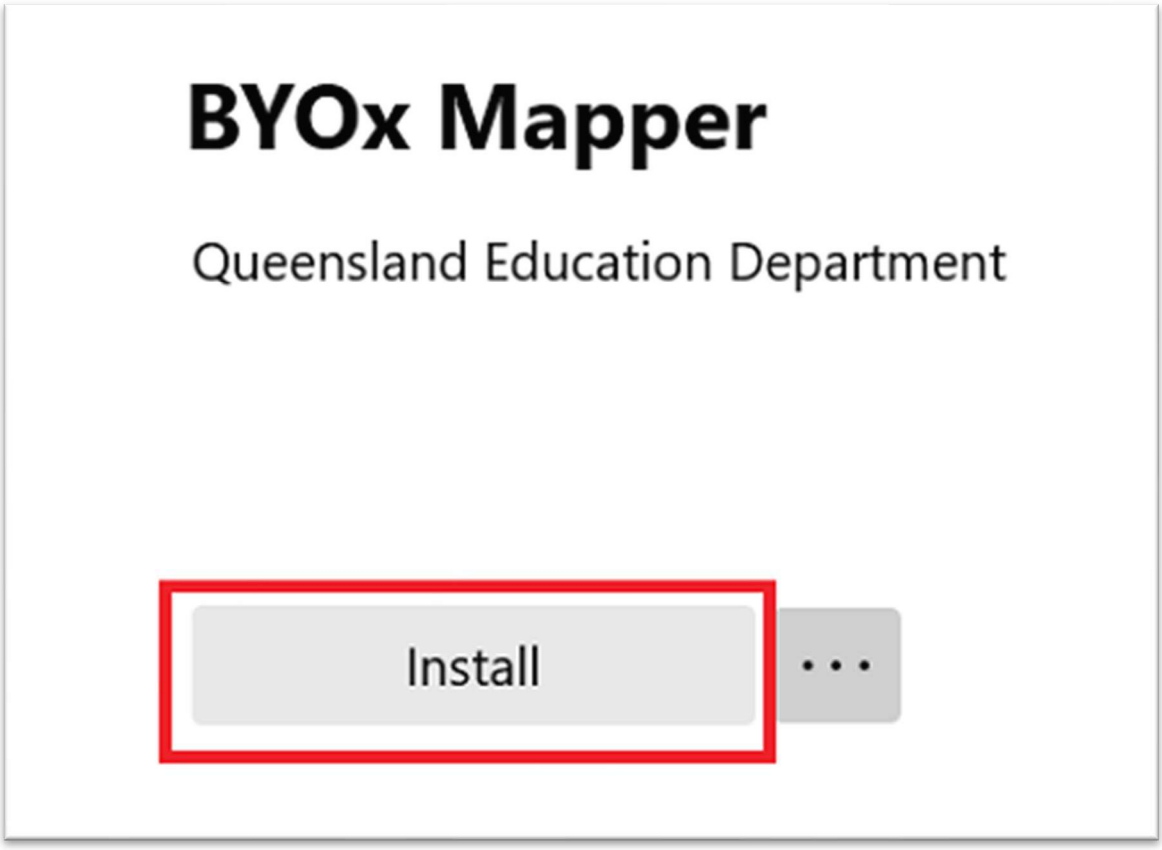
b. Select **Show all** to see the apps your school has indicated you require.



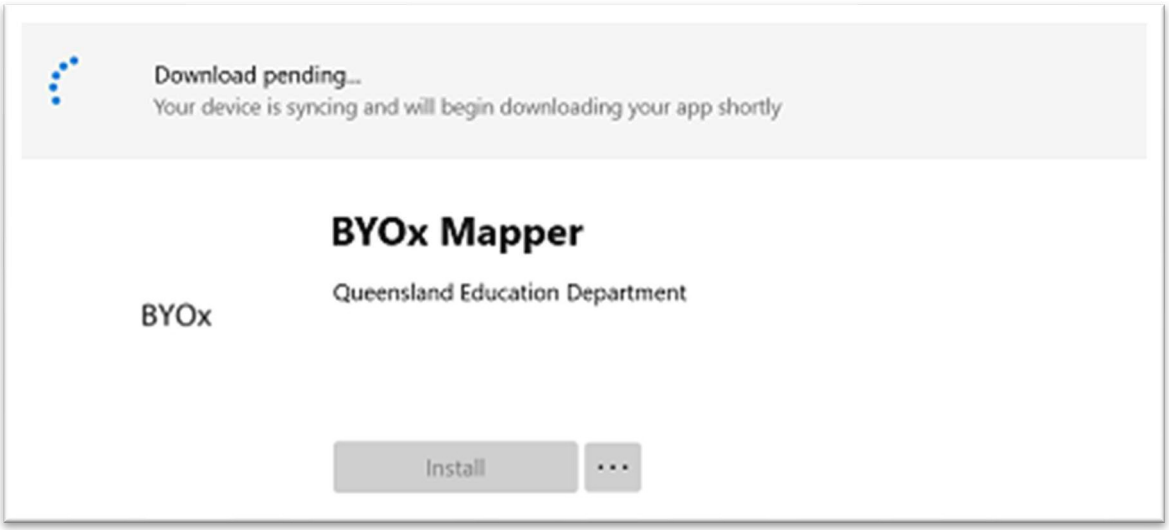
c. Select an app to install. In this example, we will use BYOx Mapper



d. Select the **Install** button.



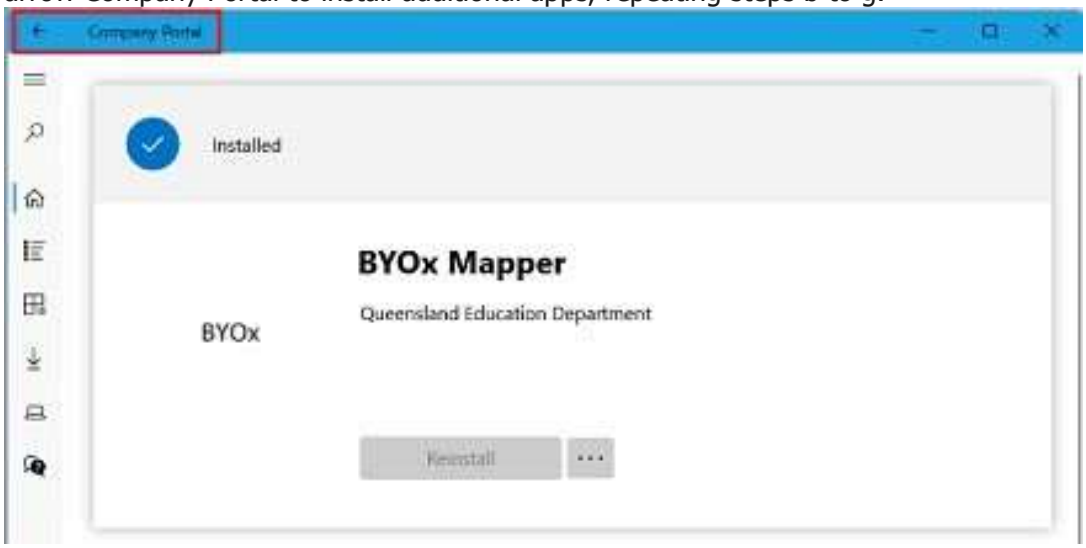
e. A downloading message will be displayed during installation.



f. The app has finished installing.

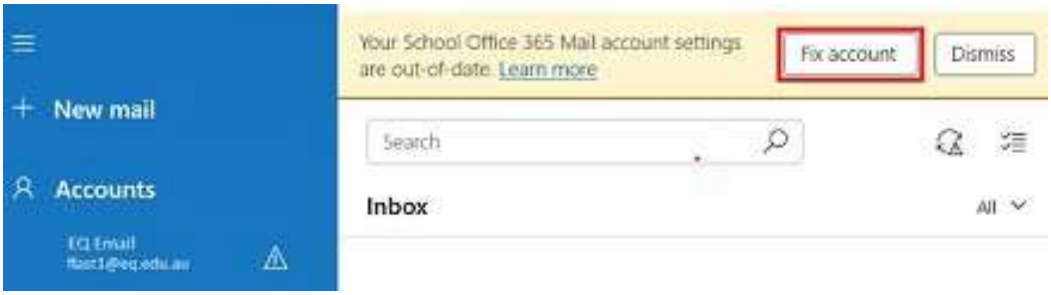


g. To check your app has installed, select **Installed apps** and see it in the list. Click the back arrow Company Portal to install additional apps, repeating steps b to g.



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.

