

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.

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.

Step 1. Renaming your Windows 11 PC

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

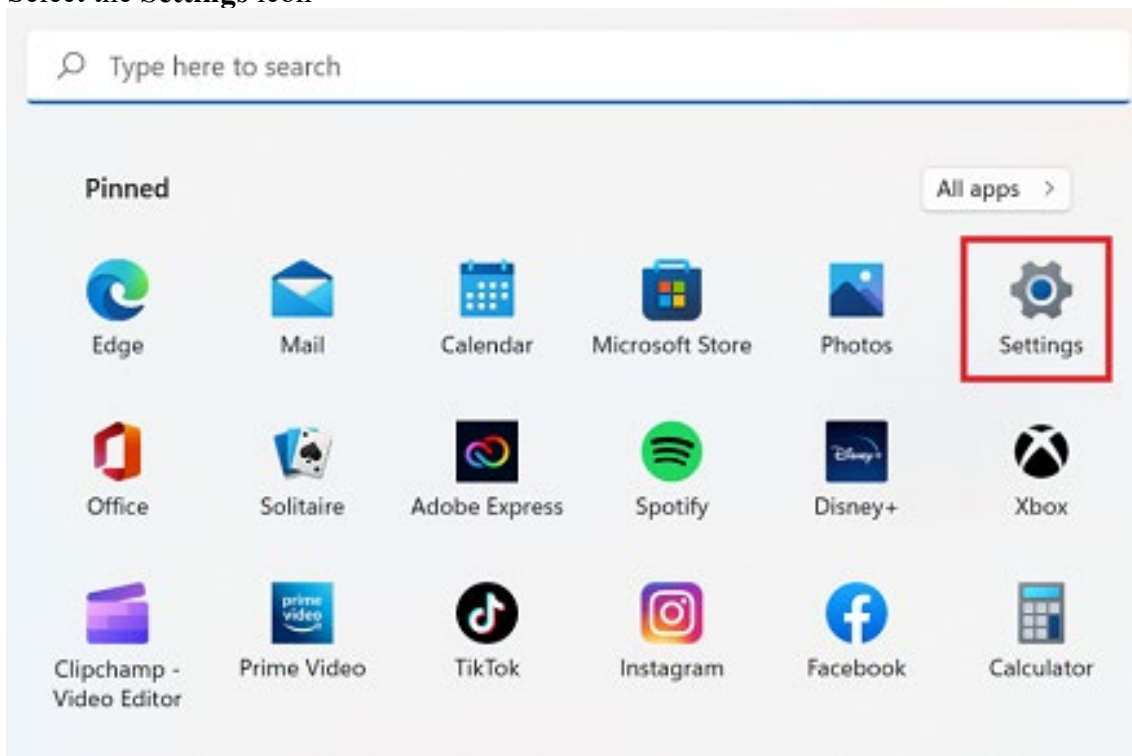
1. Select **Start > Settings > System > About**.
2. Select **Rename this PC**.
3. Enter a new name which will be **your MIS Logon name** (eg. jxsmit75) and select **Next**. You may be asked to sign in.
4. Select **Restart now** or **Restart later**.

Step 2. Install Intune

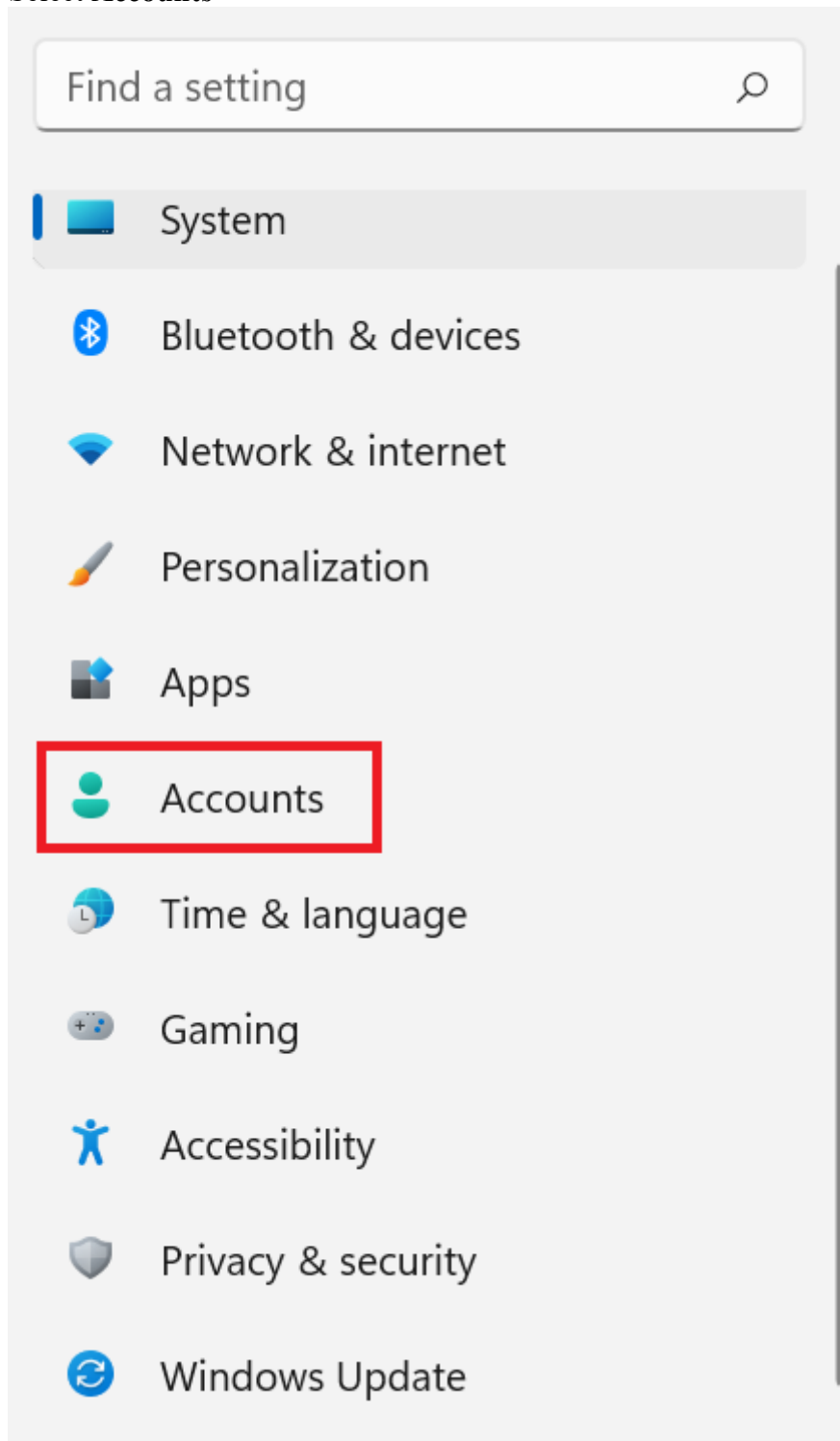
- a. Connect to the internet and select the Windows icon at the bottom of your screen



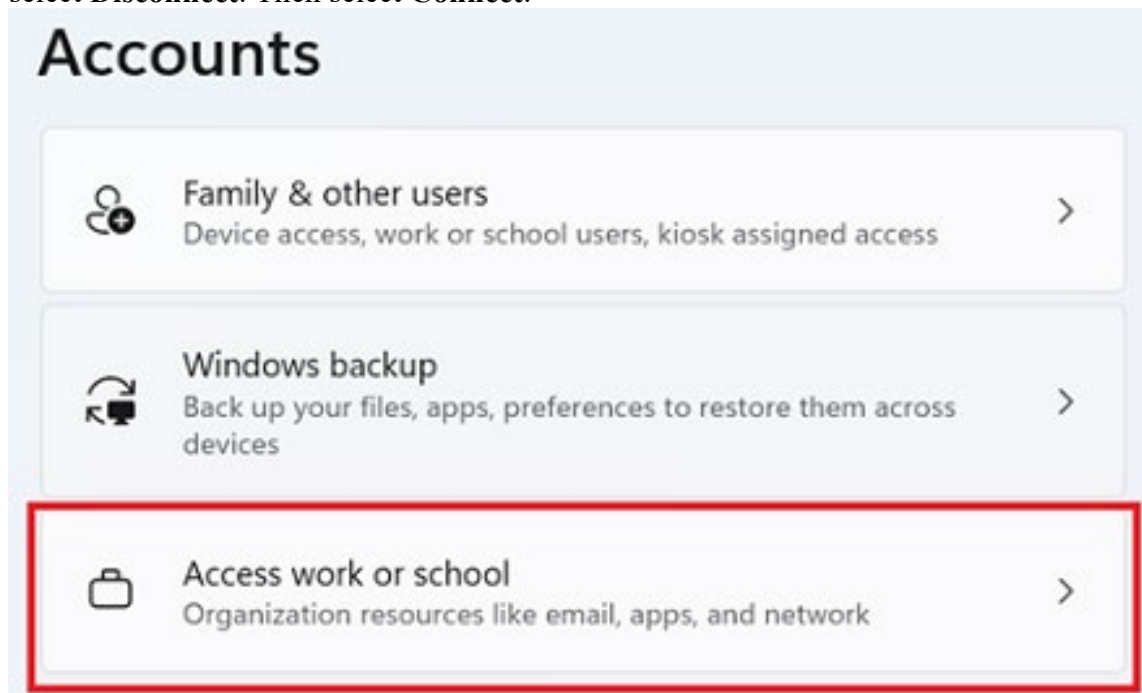
- b. Select the **Settings** icon



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**.

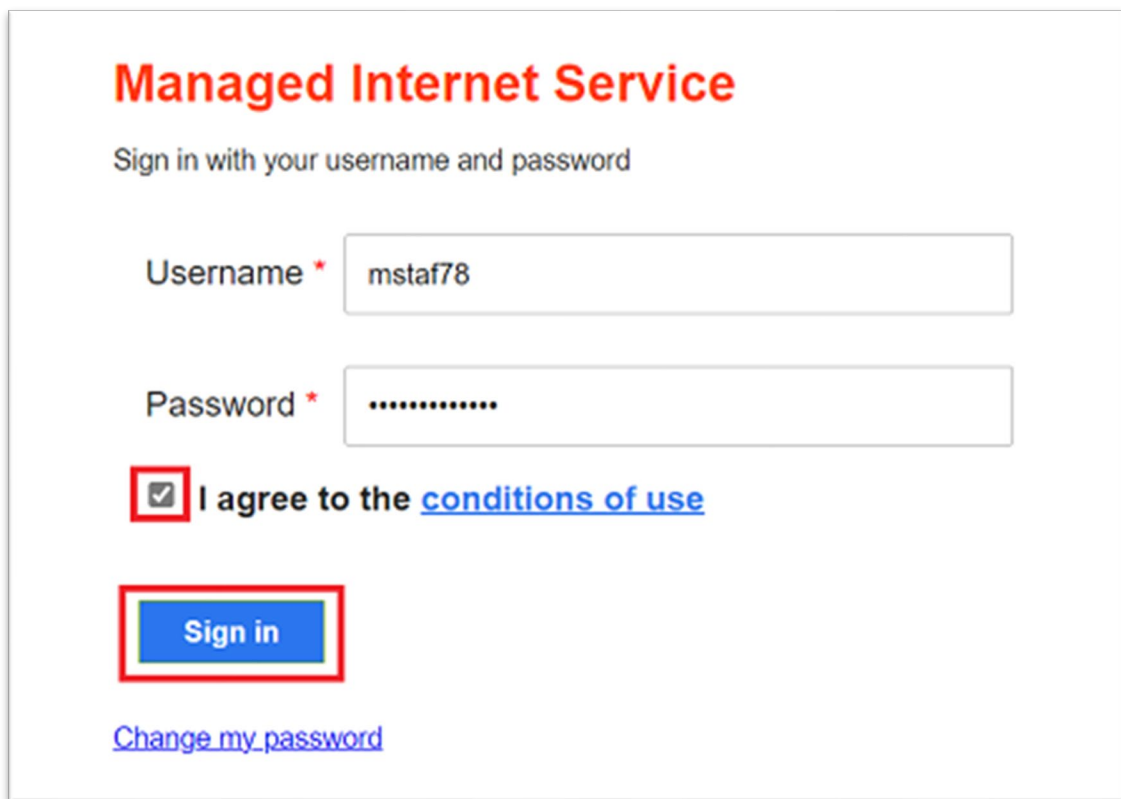
Set up a work or school account

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

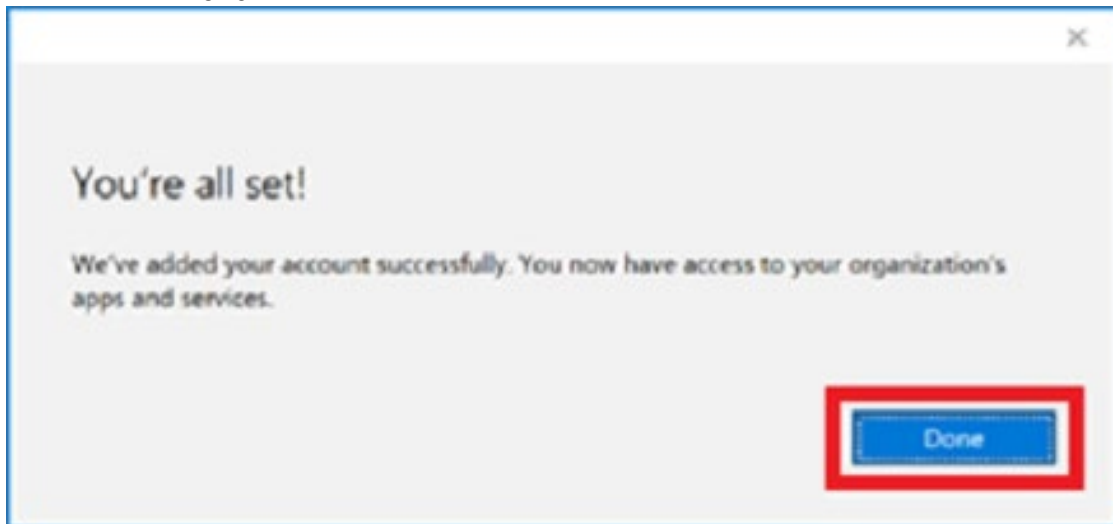
Next

- f. Please enter your username, password, accept the terms and conditions, and **Sign in**.



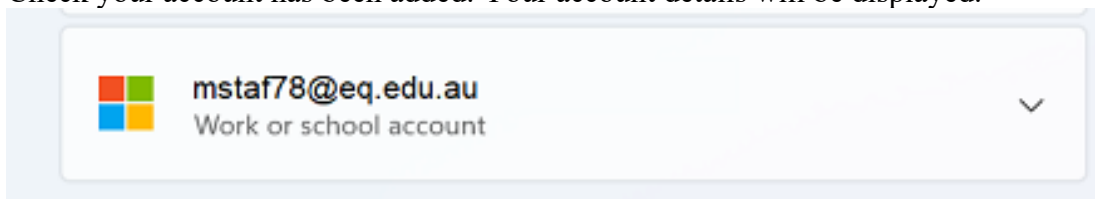
The image shows a sign-in form titled "Managed Internet Service" in red. Below the title, it says "Sign in with your username and password". There are two input fields: "Username *" with the value "mstaf78" and "Password *" with masked characters ".....". Below the password field, there is a checkbox that is checked, followed by the text "I agree to the [conditions of use](#)". A blue "Sign in" button is highlighted with a red rectangle. At the bottom, there is a link that says "[Change my password](#)".

- g. Please select **Done**.



The image shows a confirmation dialog box with a blue border and a close button (X) in the top right corner. The text inside says "You're all set!" followed by "We've added your account successfully. You now have access to your organization's apps and services." A blue "Done" button is highlighted with a red rectangle in the bottom right corner.

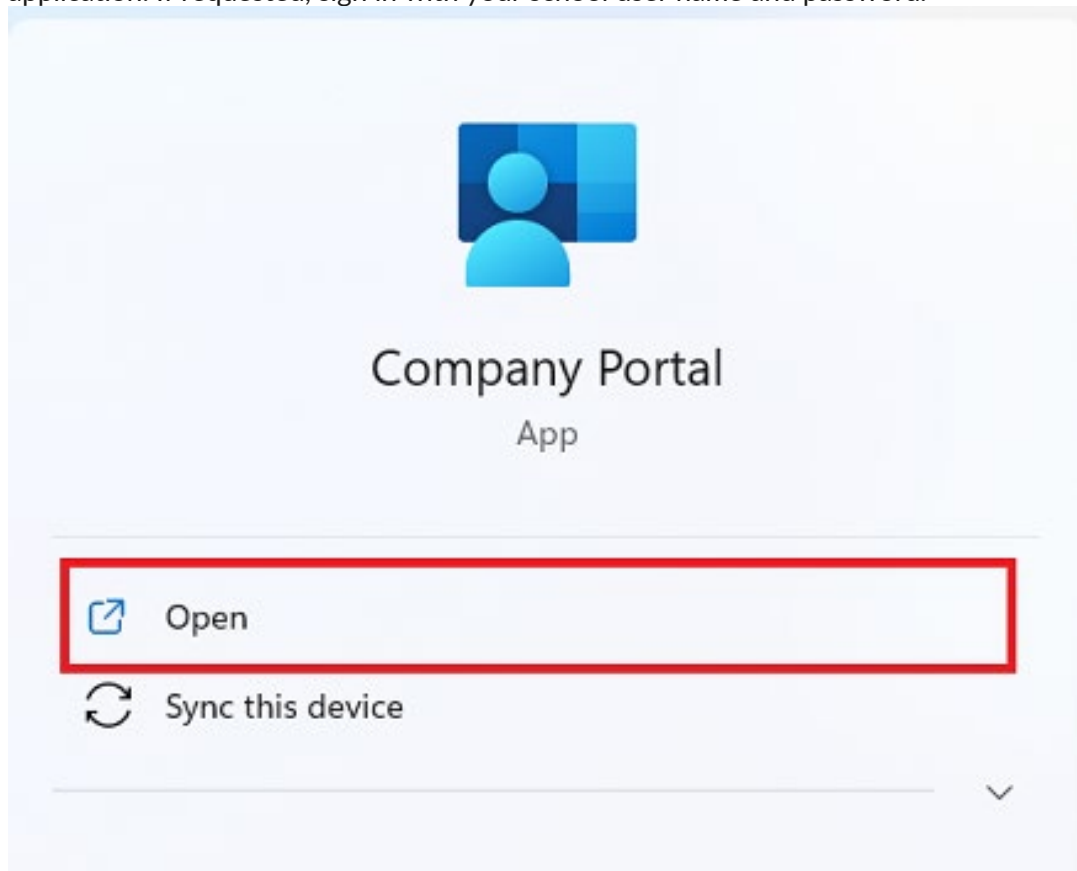
- h. Check your account has been added. Your account details will be displayed.



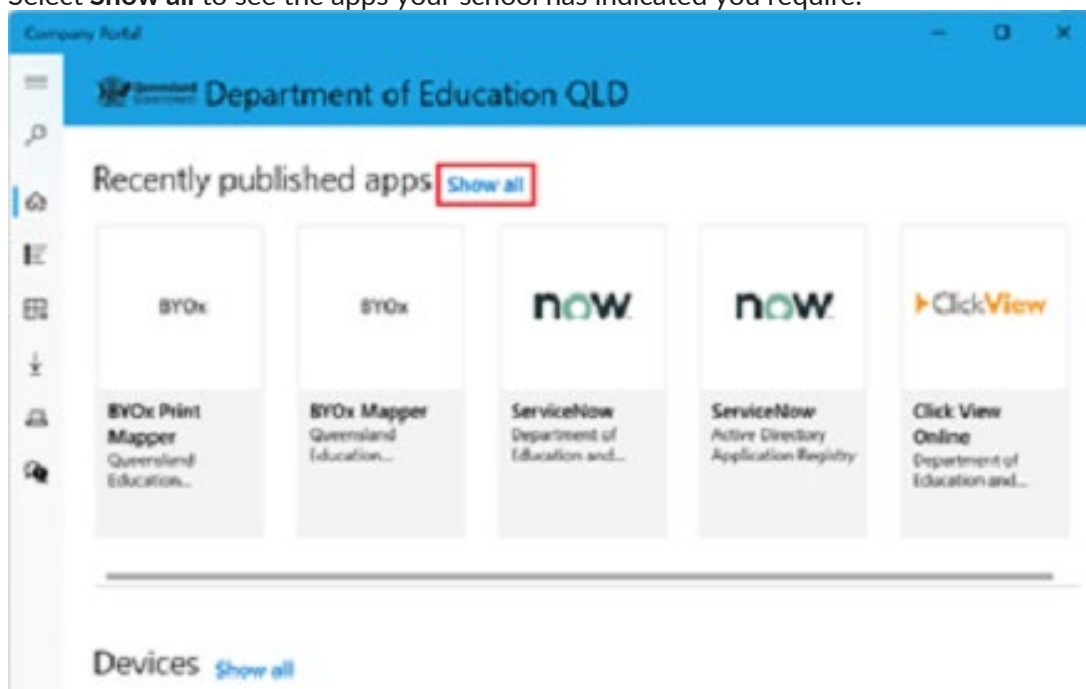
The image shows a user account card. On the left is the Microsoft logo (four colored squares). To its right, the email address "mstaf78@eq.edu.au" is displayed, with "Work or school account" written below it. A small downward-pointing chevron icon is on the right side of the card.

Step 3. Install apps

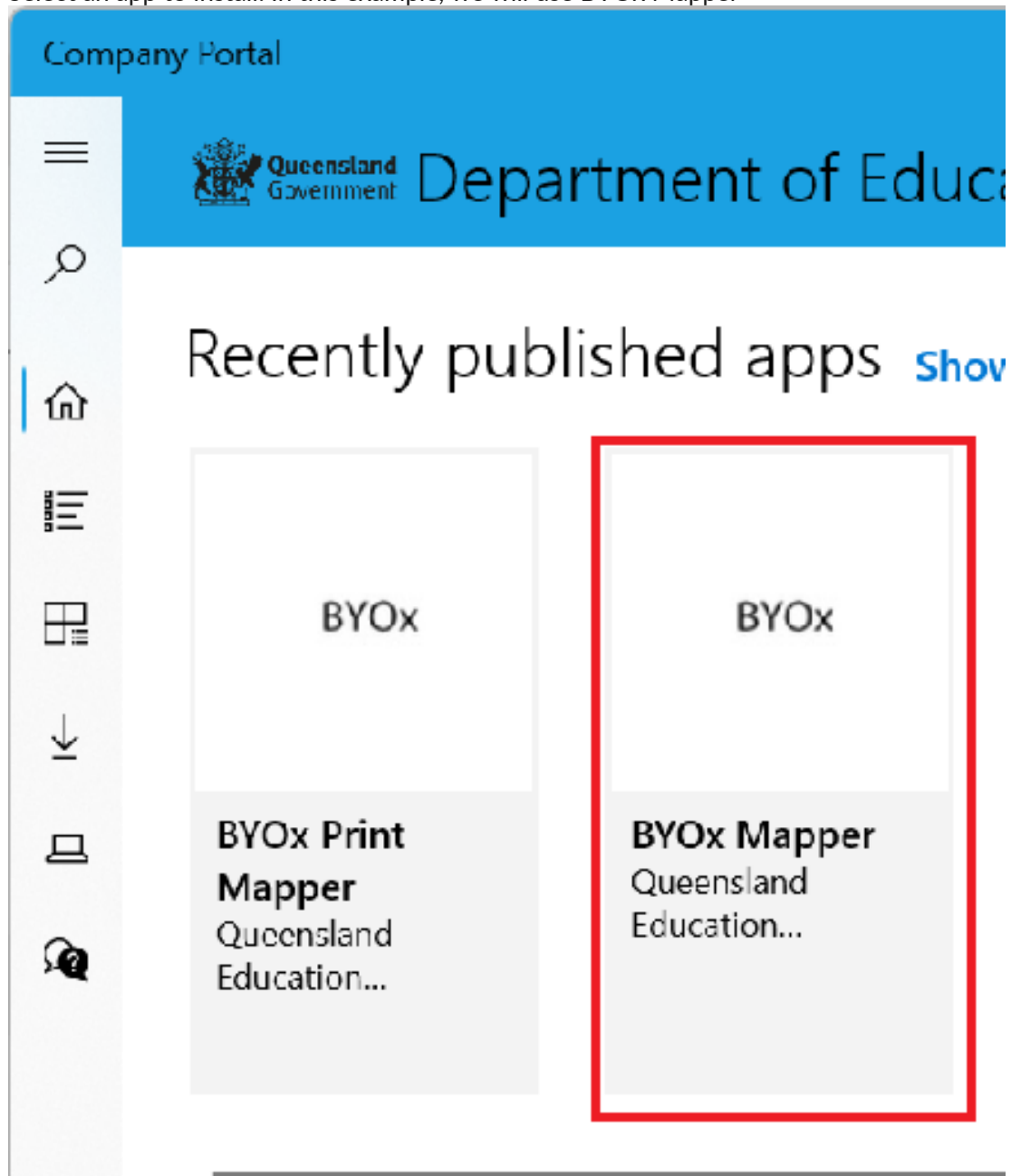
- a. Select the **Windows icon** at the bottom screen, and then open the Company Portal application. If requested, sign in with your school user name and password.



- 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.

BYOx Mapper

Queensland Education Department

Install

- e. A downloading message will be displayed during installation.



Download pending...

Your device is syncing and will begin downloading your app shortly

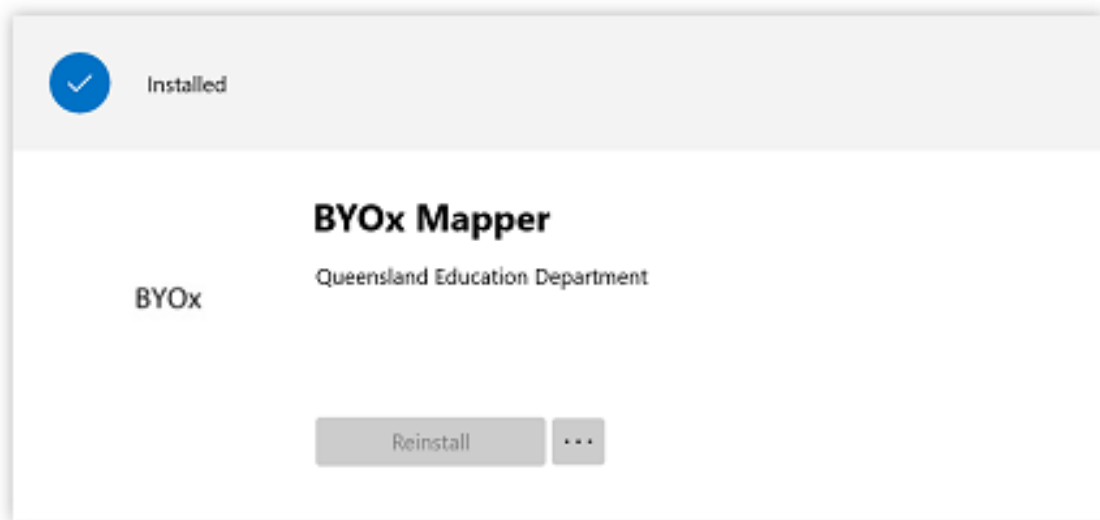
BYOx Mapper

Queensland Education Department

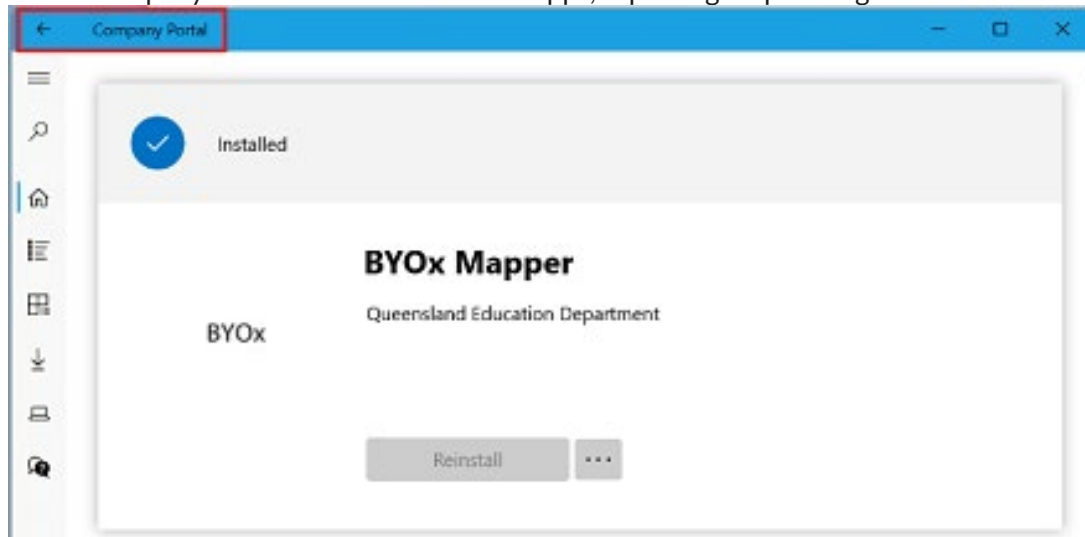
BYOx

Install

- f. The app has finished installing.

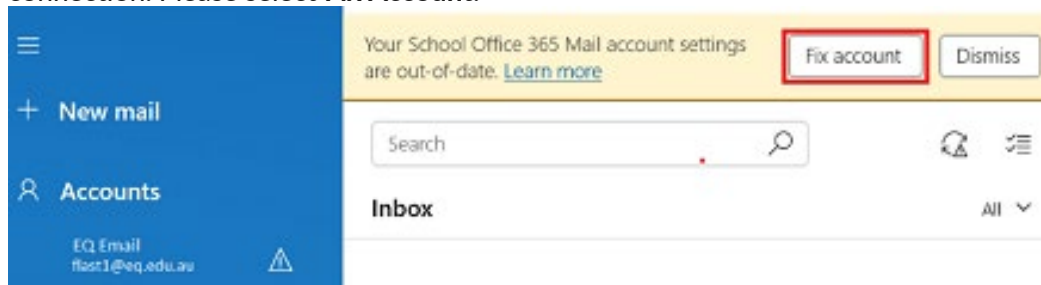


- g. To check your app has installed, select **Installed apps** and see it in the list. Click the back arrow Company Portal to install additional apps, repeating steps b to g.



Step 3. Set up your mail account

- a. Open your mail app by selecting the **Windows icon** then 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