

Enrolling your BYO device (Windows) – Bellbird Park SSC

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 setup your emails. 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 teacher or IT@bellbirdparkssc.eq.edu.au 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 (Company Portal) app and try again.

If you have any problems with installing Intune or using it afterwards, please contact the IT helpdesk.

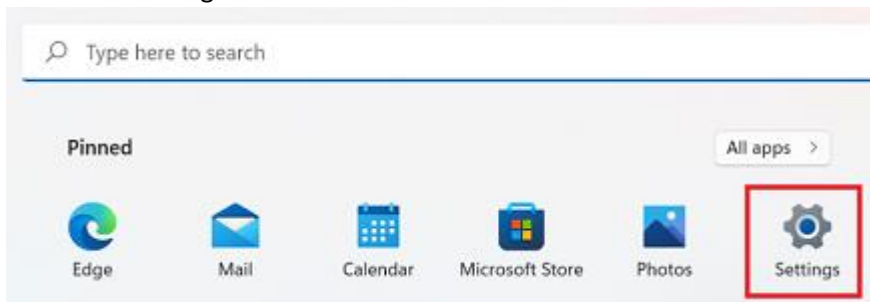
INSTRUCTIONS

Step 1. Install Intune

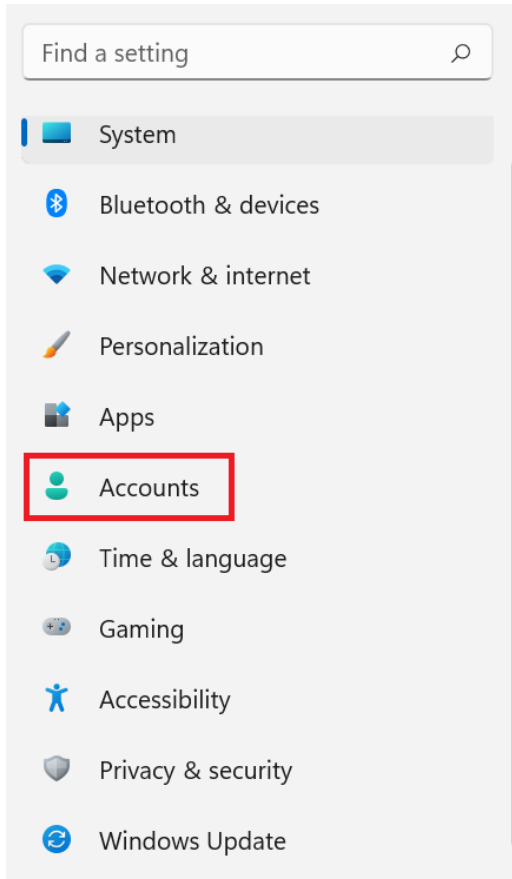
- a) Connect to the internet and select the Windows icon at the bottom of your screen



- 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 email address ending in @eq.edu.au 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.



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

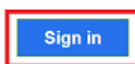
Managed Internet Service

Sign in with your username and password

Username *

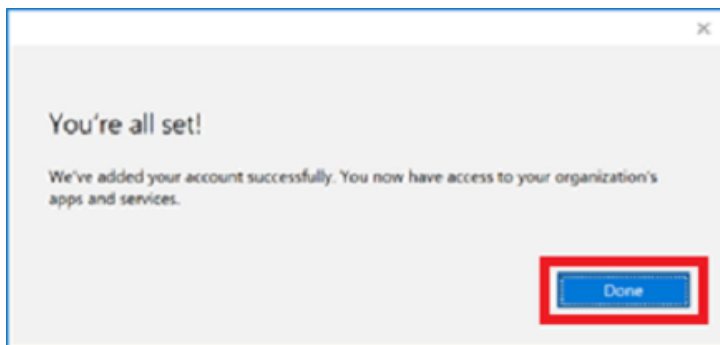
Password *

I agree to the [conditions of use](#)

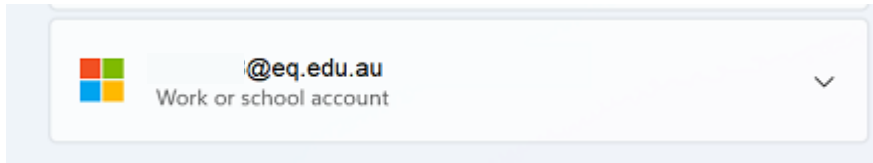


[Change my password](#)

- g) Please select “Done”.

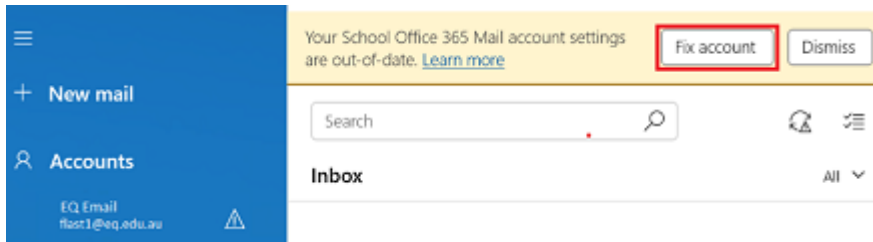


- h) Check that your account has been added. Your account details will be displayed.



Step 2. 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 email account.

