

## Enrolling a Windows 10 BYO device

**Please note:** Ensure your account is an administrator of the computer before performing the enrolment otherwise it will not successfully enrol. (Microsoft Family can still be enabled and is compatible with Intune.)

- 1. Select the windows icon ( <a>[]</a> ) at the bottom of the screen.
- 2. Select the person (8) icon.
- 3. The list of options will be displayed. Select Change account settings.
- 4. The Account Settings page is displayed, then select Access work or school.



5. Select Connect.





 Enter your Education Queensland @eq.edu.au email address as your work or school account, then select Next.



- 7. Enter your username and password for the Managed Internet Service.
- 8. Accept the terms and conditions and select Sign in.

|                     |                             |                           | ×                  |
|---------------------|-----------------------------|---------------------------|--------------------|
| Queenslan           | <b>d</b> Government         | Department of <b>Educ</b> | ation and Training |
| Managed             | Internet Serv               | ice                       |                    |
| Sign in with your u | sername and password        |                           |                    |
| Username *          | Test                        |                           |                    |
| Password *          | •••••                       |                           |                    |
| ✓ I agree to        | the <u>conditions of </u> u | se and privacy stater     | nent               |
| Sign in             |                             |                           |                    |
| Change my passw     | ord                         |                           |                    |
|                     |                             |                           |                    |
|                     |                             |                           |                    |

- 9. Wait while the device is registered.
- 10. Select Done.
- 11. The account details are displayed. Close the page to exit.



## Setting Up Mail on Windows 10 BYO Device

**Please note:** *Ensure computer is enrolled in Intune before performing these steps.* 

1. Open the Mail app.



2. The new account should have been added. Right click on the email account to enter your password.

| Mail                       |                                |                                  |           |
|----------------------------|--------------------------------|----------------------------------|-----------|
| ≡                          | Your School Office 365 Mail ac | ount settings are out of date. L | earn more |
| + New mail                 | Search                         |                                  |           |
| A Accounts                 | Inbox                          | All 🗸                            |           |
| EQ Email A test @eq.edu.au |                                |                                  |           |
| Folders  Inbox             |                                |                                  | 1 10      |

3. Enter your password and select **Save**. Then select **Yes**.

| Account settings  | ×  |
|---|----|
| EQ Email account settings   |    |
| pstsc0@eq.edu.au  |    |
| User name   |    |
| test @eq.edu.au   |    |
| Password  |    |
|   |    |
| Account name  |    |
| EQ Email  |    |
| Change mailbox sync settings<br>Options for syncing your content. |    |
| Delete account  |    |
| Remove this account from your device.                             |    |
|   |    |
|   |    |
|   |    |
| Save Cance  | el |