CALLIOPE STATE HIGH SCHOOL

BYOx

Program Installation Guide

2024

BYOx Link – How to Guide

Microsoft *Intune* is a secure mobile device management (MDM) system that allows you to use school Wi-Fi (EQNET), email, printers, learning applications, and websites on personal devices.

These instructions will show you how to:

1. Enrol a personal BYOx Windows laptop into *Intune.*
2. Access school email.
3. Connect to the school printer.

You may also wish to watch the video guides located on our school website at:

https://calliopeshs.eq.edu.au/curriculum/bring-your-own-device

The enrolment process may take up to 30 minutes to complete. Before you start, please have ready the email address (studentusername@eq.edu.au) 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 the school to obtain these details. If you have any problems with enrolling your laptop into *Intune*, please contact Calliope State High School ICT Services via email:

byox@calliopeshs.eq.edu.au

Before you begin, make sure...

- The computer is running Microsoft Windows 10 or 11
- The *Date and Time* on the laptop is correct.
- The computer account being used to enrol into *Intune* is the same account that the student will be using at school and it is an *administrator* account.
- When setting up Windows for the first time and you see the screen, *Back up your files with OneDrive*, you should choose the option to *Only save files to this PC*.
- All Windows Updates have been installed.

Step 1: Enrol your BYOx Windows Laptop into Intune

a. If this is a new computer, turn it on and complete the initial Windows setup, which will create an administrator user account on the computer. If this isn't a new computer and there is an existing user account *that is not the student's account* e.g. a parent or sibling, we recommend creating a new account for the student to use at school. Make sure to change the new user account type to an administrator account.

b. Ensure that the laptop is connectd to your home Wi-Fi network.

c. Open the **Settings app** by pressing the Windows ( ) + **I** keys or find it in the **Start** menu.

d. Click **Accounts** then click or find the setting **Access work or school**. (If your school account is already listed, select it and click **Disconnect**.)

e. Click **Connect**.

f. Enter your school email address *(*studentusername@eq.edu.au) and click **Next**.

g. In the **Managed Internet Service** screen, enter your username, password, agree to the conditions of use and click **Sign in.**

h. Click **Done**. Your account details will be displayed.

i. **Wait 10 minutes** then r**estart** your laptop.

After restarting, you might be prompted to change your computer login password. (If you use a PIN, this won't require changing.) When your device has restarted, the *Intune* enrolment is complete and you can move on to the remaining steps.

Step 2: Set up your Mail account

Student email can be accessed via a Web brower like Edge of Chrome at the following Web address: https://outlook.office.com/mail/

Step 3: Set up your school printer

To print at school from a BYOx laptop, students will need to install the app, **BYOx Mapper**. This app must be installed from within the **Company Portal** app. Company Portal should have installed automatically when enrolling into *Intune*. (If Company Portal is not installed, open the **Microsoft Store**, search for Company Portal and install it.) Open **Company Portal,** then click on **BYOx Mapper*** and follow the steps to install.

*If the BYOx Mapper app is not showing in Company Portal, it is likely that the laptop is running Windows 10 or 11 Home in **S Mode,** which is not compatible with BYOx Link and you will need to follow the instructions at the end of this section** or visit the school BYOx Help Desk for assistance with switching out of S mode. Once you have switched out of S mode, you may need to restart the laptop and relaunch Company Portal. If you still can't see BYOx Mapper, please visit the BYOx Help Desk.

For the BYOx Mapper app to work correctly, the laptop must be connected to the **EQNET** Wi-Fi network. It will not work if connected to a hotspot, home Wi-Fi, iDET or EQGUEST networks.

The following steps will need to be completed at school each time you need to print:

a. Launch the **BYOx Mapper** app**.** The domain should be **FCW**. If it is *CORP*, the laptop is not connected to EQNET. Enter your student network username and password and click **Connect.**

b. Open the document to be printed, choose **Print** from the **File** menu, select the *FollowMe_KonicaBlack&White* printer and click **Print**.

Switching out of Windows S mode:

You will require a Microsoft account to complete the switch.

On your PC running Windows 10 in S mode, open **Settings > Update & Security > Activation.**

Find the **Switch to Windows 10 Home** or **Switch to Windows 10 Pro** section, then select the **Go to the Store link.**

Note: Don't select the link under Upgrade your edition of Windows. That's a different process that will keep you in S mode.

On the page that appears in the Microsoft Store (Switch out of S mode or a similar page), select the **Get button**. After you confirm this action, you'll be able to install apps from outside the Microsoft Store.

On your PC running Windows 11 in S mode, open **Settings > System > Activation**.

Find the Switch to Windows 11 Pro section, then select the Go to the Store link.

Note: Don't select the link under Upgrade your edition of Windows. That's a different process that will keep you in S mode.

On the page that appears in Microsoft Store (Switch out of S mode or a similar page), select the Get button. After you confirm this action, you'll be able to install apps from outside Microsoft Store.