CALLIOPE STATE HIGH SCHOOL

BYOx

Program Installation Guide

2026

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.
4. Sign in to Microsoft Teams.

Video guides are located on the school website:

https://calliopeshs.eq.edu.au/curriculum/bring-your-own-device
Ignore any reference to the Mail app as it is no longer used for emails.

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
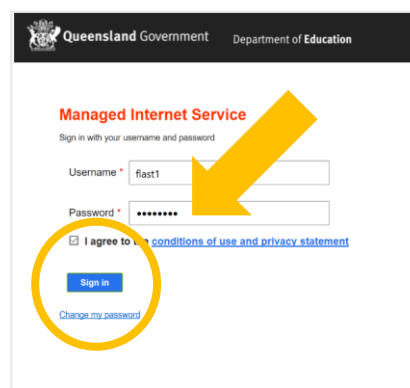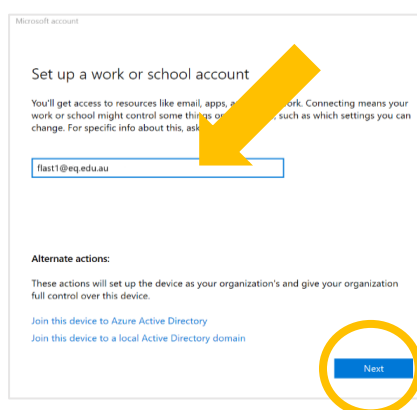
Before you begin, make sure:

- The laptop is running Microsoft Windows 11.
- The computer account being used is the account that the student will use at school. It must be an admistrator account.
- The Microsoft account used for the initial setup of the laptop is a personal Microsoft account. Students must not use their school account to log into their BYOx laptop.
- 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*.
- The *Date and Time* are correct.
- All Windows Updates have been installed.

Step 1: Enrol your BYOx Windows Laptop into Intune

a. If this is a new computer, begin by completing the initial Windows setup. This will create an administrator user account on the computer.

    If there is an existing user account *that is not the student's account* e.g. parent or sibling, it is recommended to create a new account for the student to use at school. **Important**: 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 or personal hotspot.

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

d. Click **Accounts** then **Access work or school**. If your school account is already listed, first **Disconnect** before proceeding to the next step.

e. Click **Connect** and enter your school email address *(*studentusername@eq.edu.au) then click **Next**.

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

g. When you see the message, You're all set!, click **Done**. Your account details will be displayed.
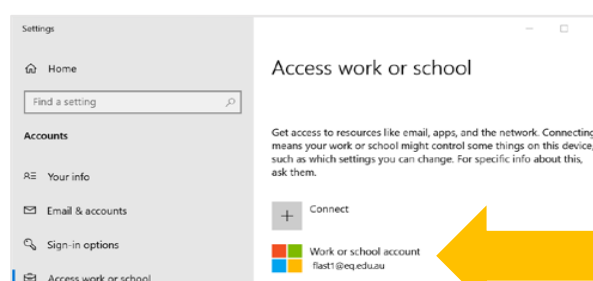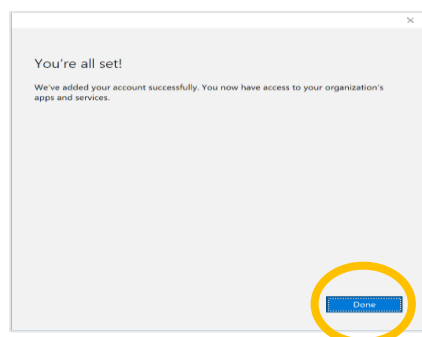
i. **Wait 10 minutes** then r**estart** your laptop.

The *Intune* enrolment is now complete and you can move on to the remaining steps.

Step 2: Set up your Mail account

After enorolling into Intune, open Microsoft Outlook and add your school email account. Student email can also 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 enable printing at school from a BYOx laptop, students are required to install the **BYOx Mapper** app. BYOx Mapper can be installed from within the **Company Portal** app.

Company Portal installs 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 appearing in Company Portal, it is likely that the laptop is running Windows 11 Home in **S Mode,** which is not compatible with BYOx Link. **Follow the instructions on the final page 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 don'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 students need to print:

a. Launch **BYOx Mapper.** The domain must be **FCW**. If it is *CORP*, the laptop is not connected to EQNET.

b. Enter your student network username and password and click **Connect.**

c. Open the document, go to the **File** menu, select **Print**, choose the **FollowMe_KonicaBlack&White** printer, and click **Print**.

Step 4: Sign into Microsoft Teams

   a. Launch the Micorosoft Teams app.

   b. Choose your school account if listed or sign in by entering your school email address and
       click Next.

Teams can also be accessed via your Web browser at the following link:

https://teams.microsoft.com/v2/

If Microsoft Teams is not installed, it can be installed from the **Microsoft Store** or downloaded by

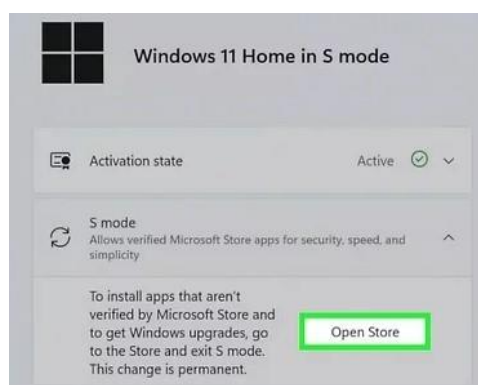using the following link: https://www.microsoft.com/en-au/microsoft-teams/download-app

Switching out of Windows S mode:

You will require a Microsoft account to complete the switch.

a. Open **Settings > System > Activation**

b. Click **S mode** then **Open Store.**

c. Read the message and if you wish to proceed, click **Get**