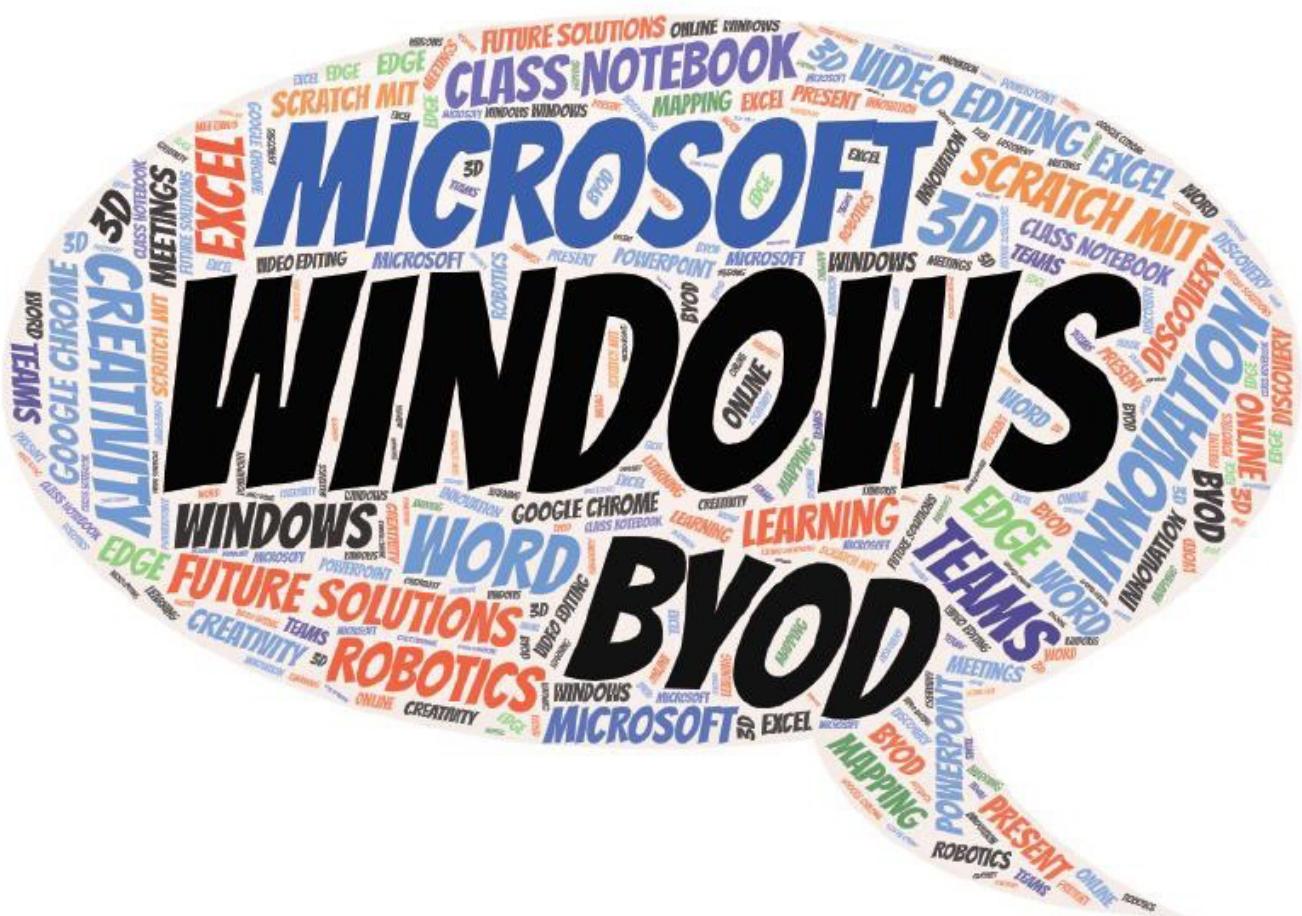


# Parent's Guide Part 2

# How to Set Up Your Student's Windows 11 Device post OOBE.

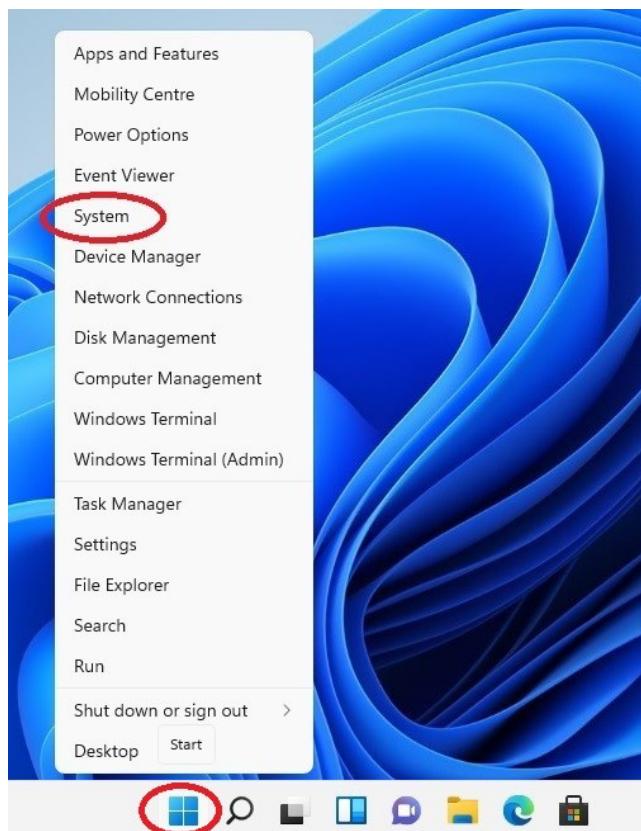


## Contents

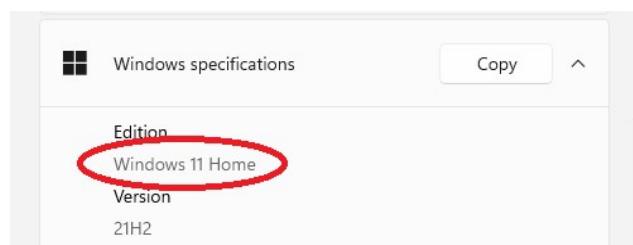
Step 1: Confirm you have the correct version of Windows .....	- 2
Step 2: Confirm that Region, Date and Time are Correct .....	- 3
Step 3: Anti-Virus protection .....	- 4
Step 4: Enrol into Intune .....	- 4
Step 5: Install the FREE Education QLD provided Office 365 .....	- 8
Part A – Accessing Office 365 with your student's EQ account .....	- 8
Part B – Installing Office 365 software for FREE .....	- 9
Part C – Activating your Student's Office 365 software and signing in .....	- 11
Step 6: Install Education Queensland's BYOx Mapper .....	- 13

## Step 1: Confirm you have the correct version of Windows

- **Right click** on your Start button (Window icon) at the bottom left of screen
- Select “System”



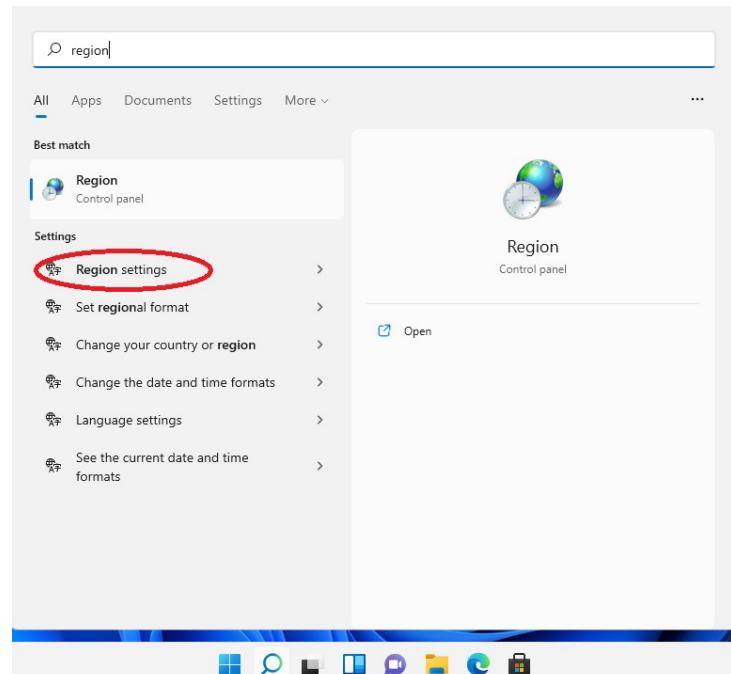
- Scroll down to **Windows Specifications**
- Confirm that you have either **Windows 11 Pro** or **Windows 11 Home**
- Windows 11 “S” edition/mode is **NOT supported at Brookfield SS** due to its limitations and restrictions.



*You can change from Windows 11 “S” edition to Windows 11 Home/Pro for Free by following this Microsoft Article*  
<https://support.microsoft.com/en-us/windows/switching-out-of-s-mode-in-windows-4f56d9be-99ec-6983-119f031bfb28a307>

## Step 2: Confirm that Region, Date and Time are Correct

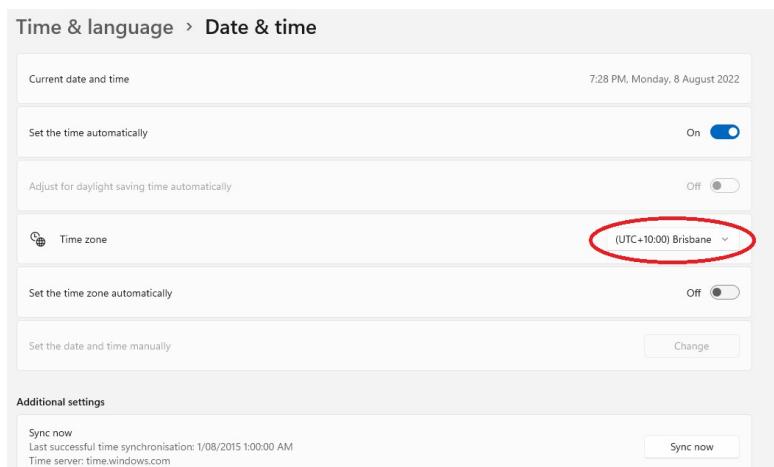
- Open the **Start Menu** and start typing “**Region**”
- Left click on “**Region settings**”



- Check that **Country or Region** is set to “**Australia**”
  - *If not, change it to **Australia***
- Check that **Regional Format** is set to “**English Australia**”
  - *If not, change it to **English (Australia)***



- Within the same window, click on **Time & language** then **Date and Time**
- Check that **Time Zone** is set to **UTC +10.00 Brisbane**



**Step 3 onwards MUST be completed on a home network.**

## Step 3: Anti-Virus protection

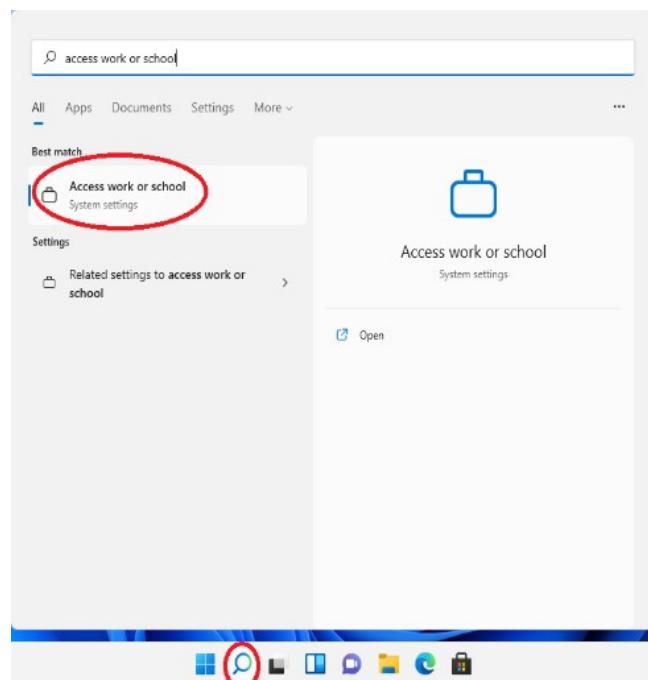
Windows 10/11 devices already come built in with *Windows Defender* (FREE anti-virus software). You are not required to add any extra anti-virus software onto your child's laptop.

**We have found extra virus protection can impact your child's access to the internet.**  
e.g., there are known issues with Trend Micro, Norton, and McAfee.

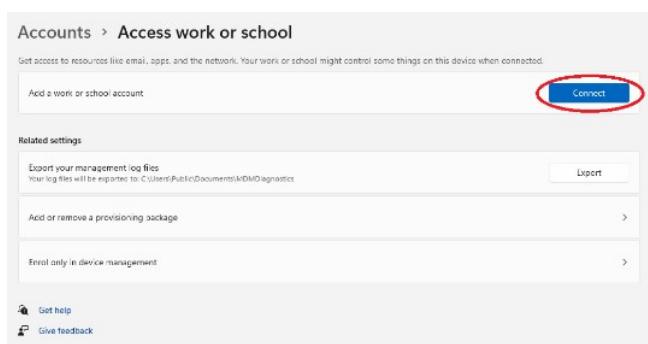
## Step 4: Enrol into Intune

Before starting, ensure your student's BYO Windows laptop is connected to the internet via a non-school connection e.g., at home.

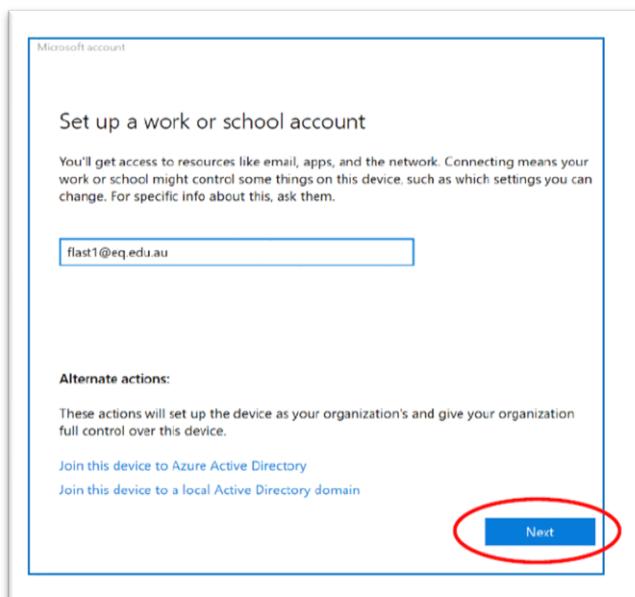
1. **Left click on the Search icon**  
(bottom left of your screen)
2. Search for **“Access Work or School”**



3. Click on **Connect**



4. You'll be asked for your student to log in with their unique EQ email e.g., `jsmith1@eq.edu.au`
5. Click on **Next.**

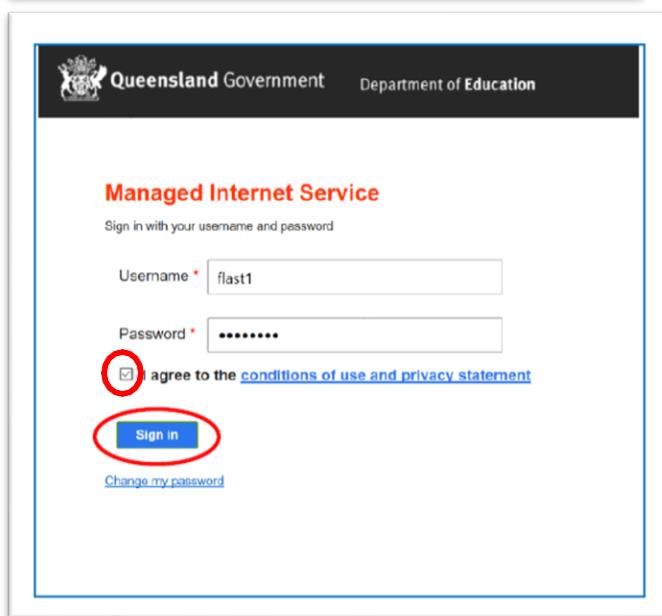


6. The *Managed Internet Service* window will appear.

Have your student log in with their unique EQ **username** (e.g., `jsmith1`) and **password**.

6. Click to tick the **I agree to...**

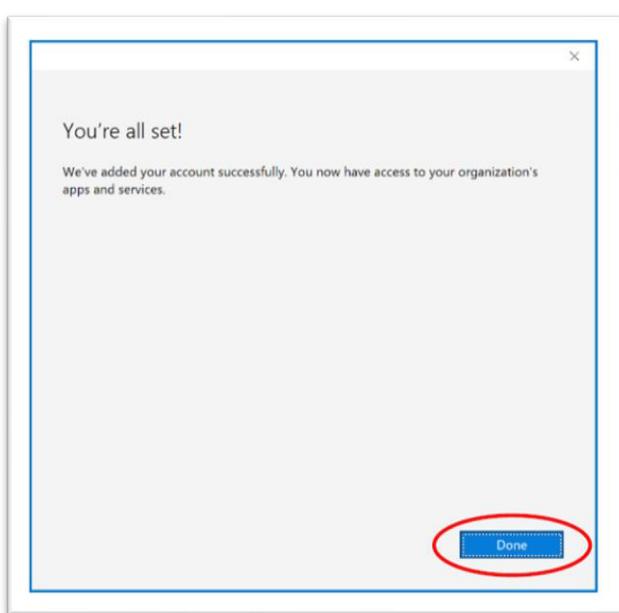
7. Then click **Sign in.**



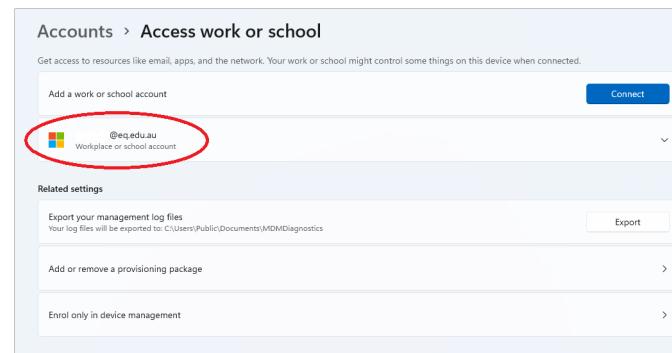
8. You should now have a window which states **You're all set!**

9. Click **Done.**

This window should close and leave you with the **Access work or school** window.



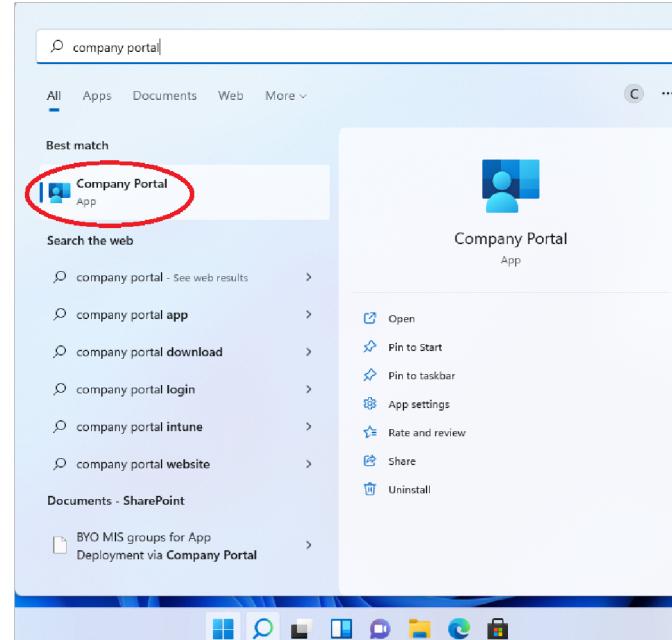
10. To check your student's account has been added, you should see your student's account details displayed.



11. Now to check that the *Company Portal* has been installed.

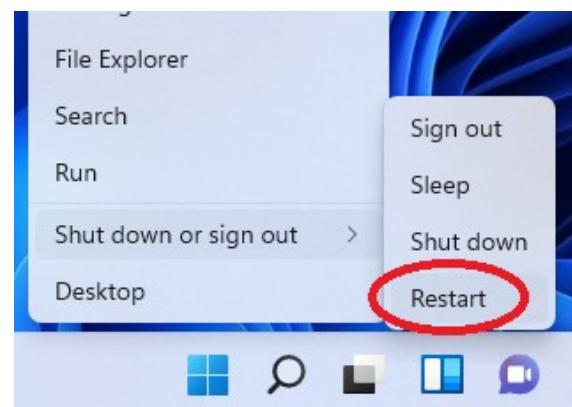
12. Select the **Search** icon and search *Company Portal*. If the software is still loading (see image), wait until it is finished.

The *Company Portal* connects your student's BYO device to Intune and enables your student to connect to our EQNET network.



**This step is VERY important.**

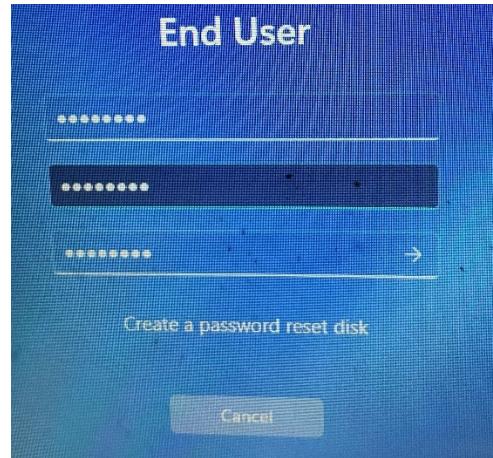
13. **Restart** your students BYO Windows laptop.
- **Windows icon** • Power symbol • **Restart**.



14. This step will differ for everyone. You may be prompted to change the **device password** (this is NOT your student's EQ password).

Ensure the password for your student's BYO windows laptop is unique, strong, and different to their EQ details. To be considered a strong password, it should have at least eight (8) characters and contain at least

- one lowercase letter,
- one uppercase letter, • one symbol and
- one number.



15. Once your device is restarted, the Intune set up is complete. **Ensure the laptop remains on and connected to the internet for at least 15 minutes to finalise the installation of Intune.**

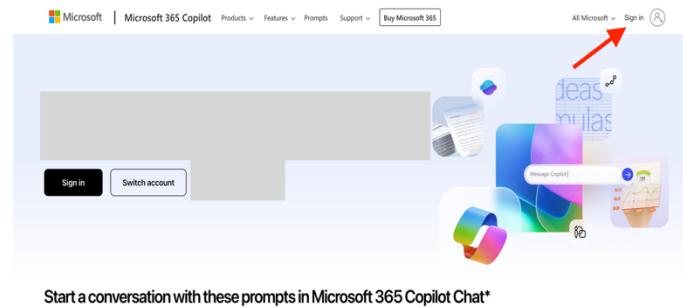
Your student will be able to use their device whilst the installation is finalised, but **the laptop must remain connected to the internet**.

**TIP:** students can manage their laptop (e.g., to **Factory Erase** or place in **Lost mode**) by using another device and accessing Intune's Management Portal (<https://portal.manage.microsoft.com/>).

# Step 5: Install the FREE Education QLD provided Office 365

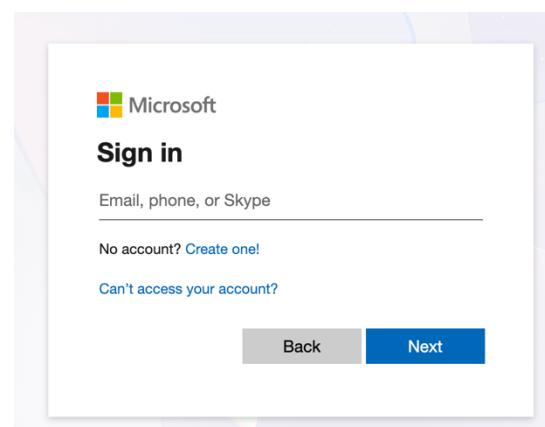
## Part A – Accessing Office 365 with your student's EQ account

1. Open your internet browser
2. In the address bar, key in <http://office.com>
3. Either click the red **Sign In** button  
OR  
In the top right corner **click** on to sign in.



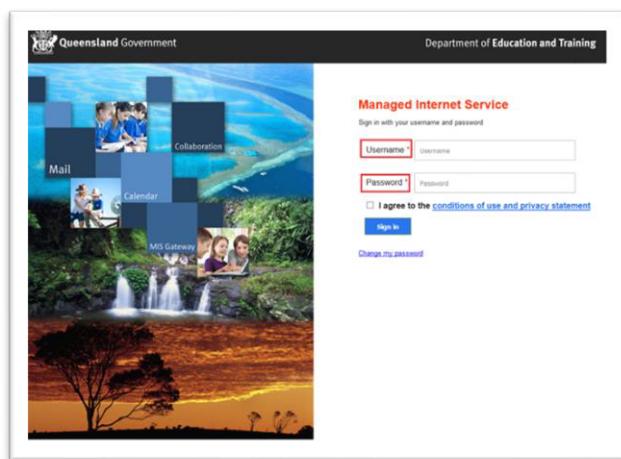
4. In the Email, phone or Skype field, **type in your student's EQ email address**  
(e.g., jsmith1@eq.edu.au)

5. Click **Next**



6. You will be prompted for your **student's EQ username** (e.g., jsmith1) and **password** on the online authentication page.

7. Type **your student's username** (i.e., jsmith1 NOT full email address) and password.
8. Click next to the **I agree...**
9. Click on **Login**

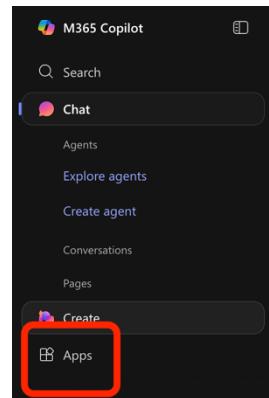


*If all details are correct, your student will be logged into their EQ Office 365 account.*

## Part B – Installing Office 365 software for FREE

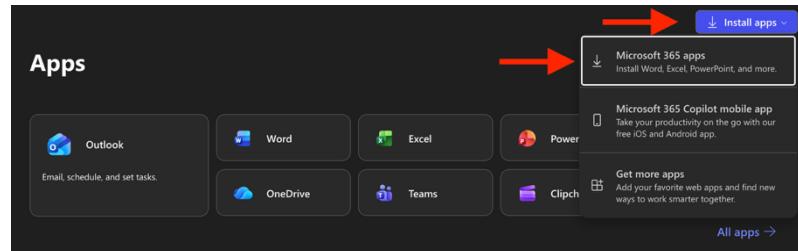
**Note:** If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open. Also note, some of the example pictures below may have updated and look slightly different, but the instructions are very similar, if not the same.

1. On the left hand pane, Select **Apps**.
2. Click on **Install Apps**.
3. Click on **Microsoft 365 apps**.



*You should see an information window explaining what to do next.*

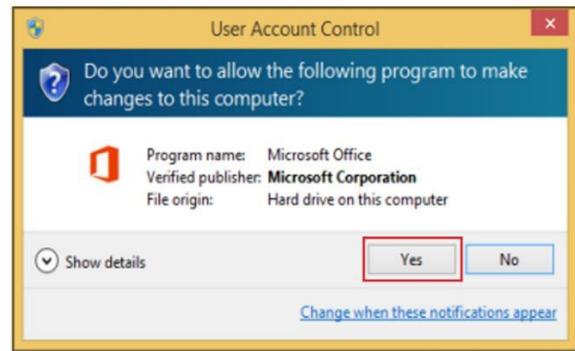
*You may be asked to **Open**, **Save**, or **Install** the installation file (depending on the device and the browser you are using).*



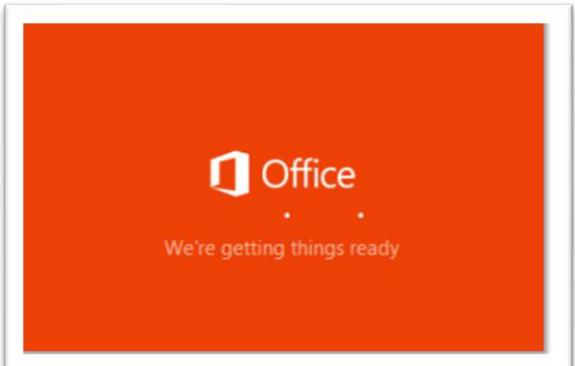
4. Run the downloaded installer.

**Note: this file is approximately 2gb and may take a while to download depending on your bandwidth speed.**

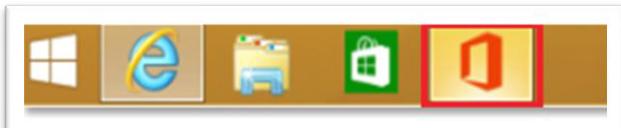
You will be prompted with a message to make changes to your **computer**. Select **Yes**.



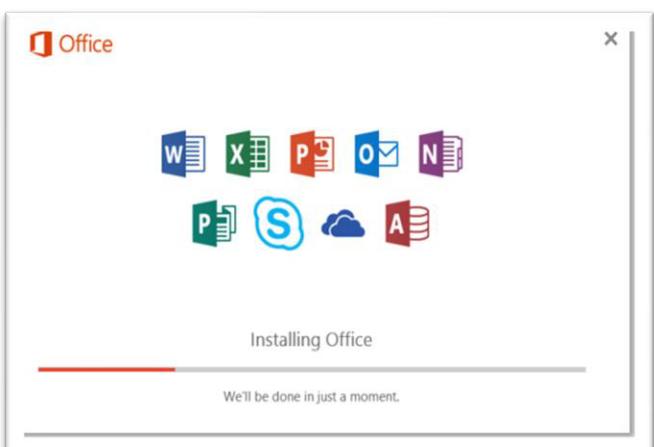
5. Office will start downloading.



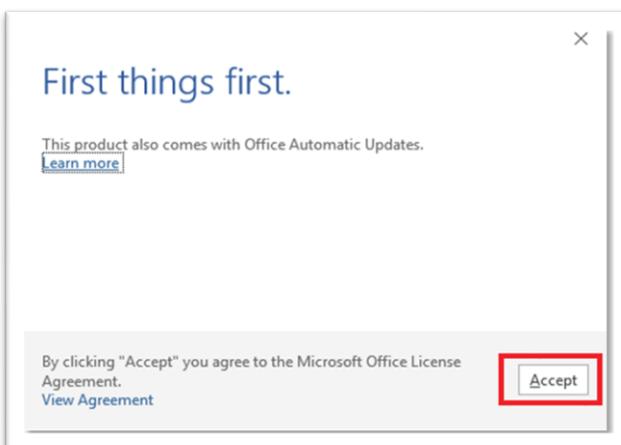
6. You will also see the office icon pop up on the task bar.



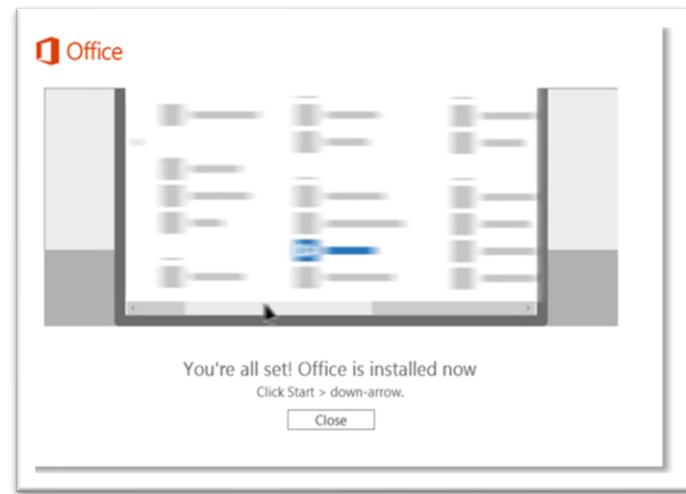
7. Office 365 will start to install onto your computer, **wait for this to finish**.



8. You will be prompted with the Microsoft Office License Agreement. **View** the Agreement then click **Accept**.



9. After Office 365 finishes installing, a message will appear to inform it has completed. Click **Close**.



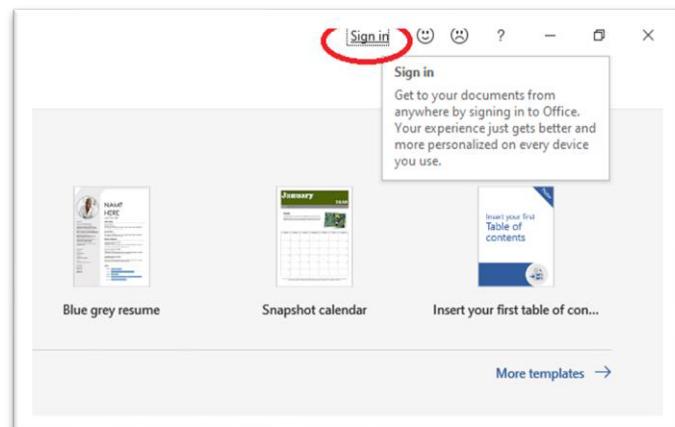
To ensure all changes have been successfully applied, **you will need to restart** your student's laptop.

## Part C – Activating your Student's Office 365 software and signing in

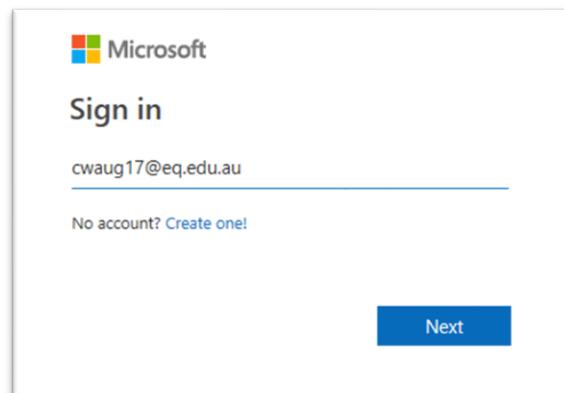
**Before starting this Part, make sure no one is signed into any Microsoft products**

1. Open Microsoft Word and click on the “**Sign in**” button top right.

*If a username is already signed in, **SIGN OUT** of that account first.*



2. On the **Microsoft Sign in** window enter your student's FULL EQ email address e.g., jsmith1@eq.edu.au



3. Microsoft will recognise the EQ email address and display the **Managed Internet Service** window.
4. Enter your student's EQ **username** (e.g. jsmit1) and **password**
5. Click the **I agree...** box
6. Click **Sign in**

Queensland Government Department of Education

**Managed Internet Service**

Sign in with your username and password

Username \* cwaug17

Password \* [REDACTED]

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

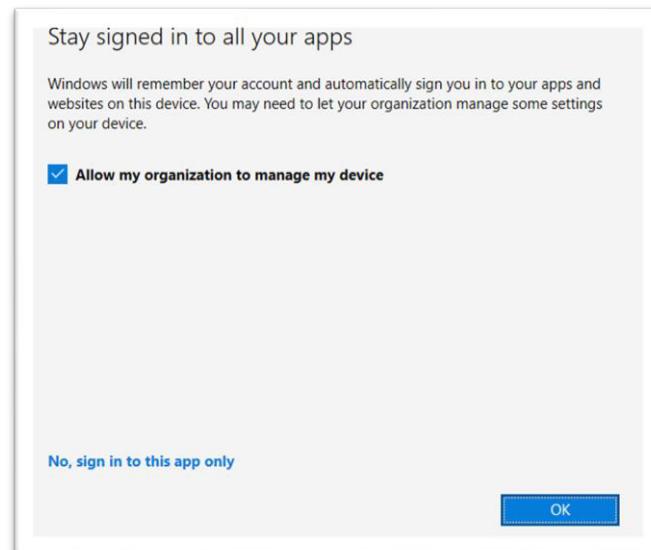
**Sign in**

[Change my password](#)

7. As the downloaded version is provided to all EQ students for free, you will now see a notification window.

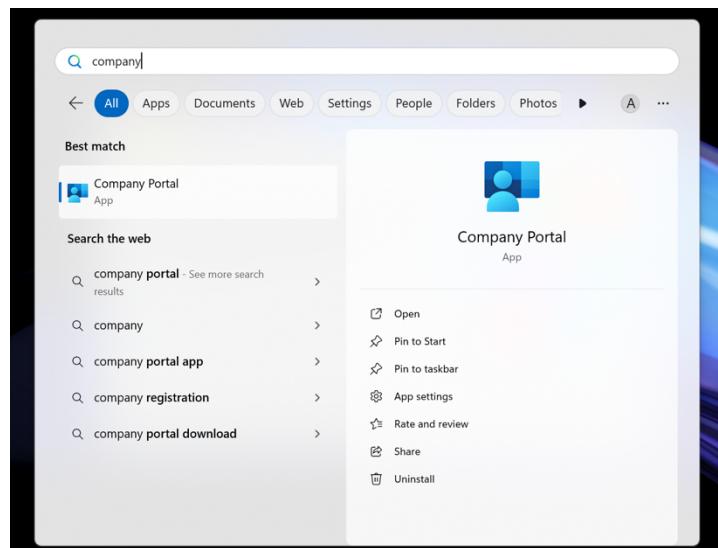
Read the details and click **OK** to complete the sign in process.

You are now signed into your student's Microsoft Office 365 suite with the correct EQ student account.

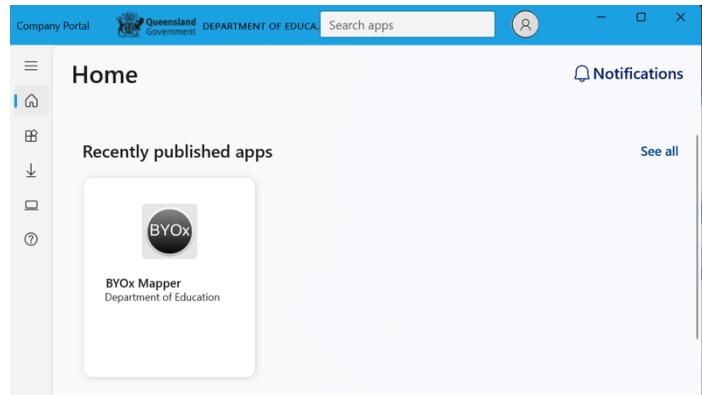


## Step 6: Install the Education Queensland BYOx Mapper

1. Open the start menu and start typing **Company Portal**. Once it pops up, open it.



2. Select **BYOx Mapper** under recently published apps.



3. Select **Install**.



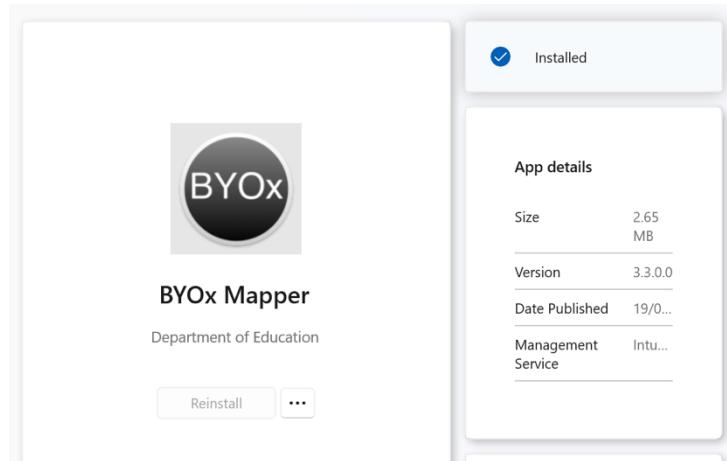
**BYOx Mapper**

Department of Education

**Install**

...

- When the reinstall options appears, installation is complete.



*Congratulations, you have successfully installed all your student's required core software and connected their laptop to our Intune Company Portal.*

*Thank you for taking the time to prepare your student in their future studies.*