

Connect your BYO Windows device to your school account

These instructions will show you how to connect a BYO Windows device to your school account and setup your email. This process may take up to 15 minutes to complete.

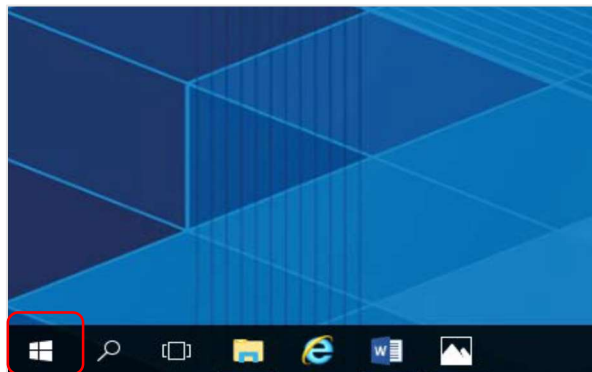
Before you start, please have ready your school email address and password. If you do not have this information, you will not be able to successfully complete the installation. Please contact your school to obtain these details.

These instructions are for Windows 10.1607 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.

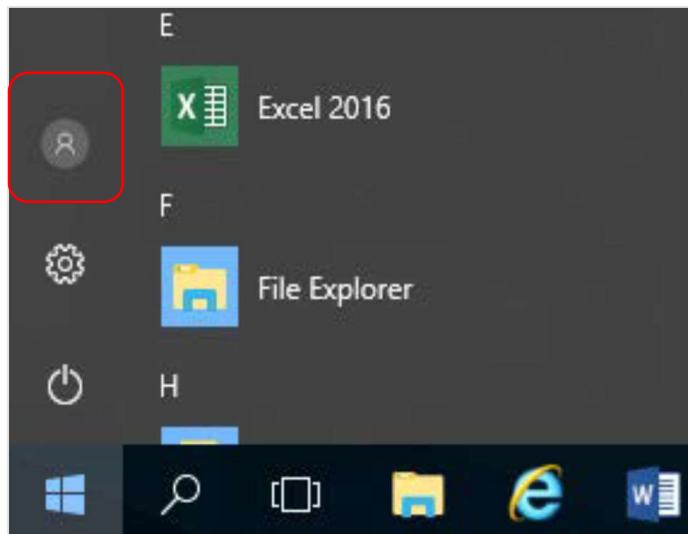
Please note: If you have any problems with installing connecting your school account or using it afterwards, please contact your school for assistance.

Step 1. Connect your School Account

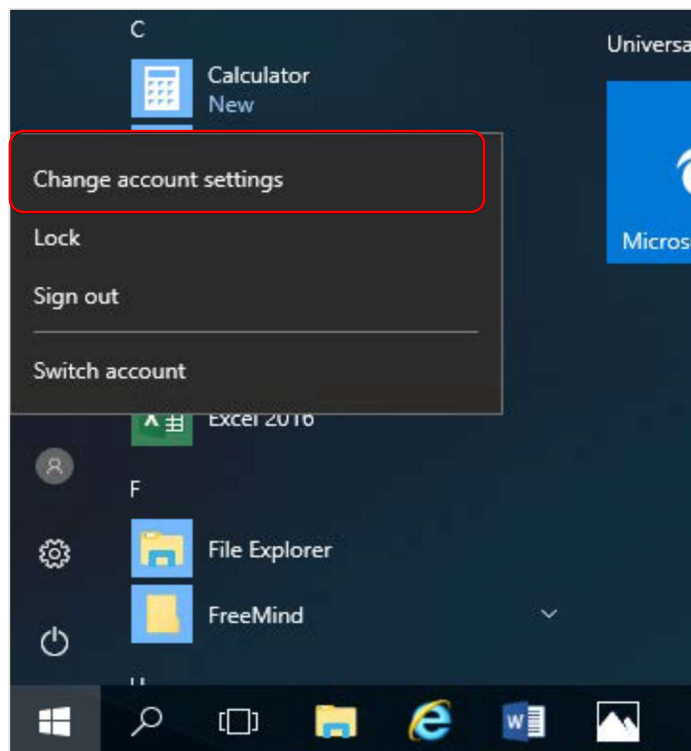
- a. Connect to the internet and select the **Windows icon** at the bottom left hand corner of your screen.



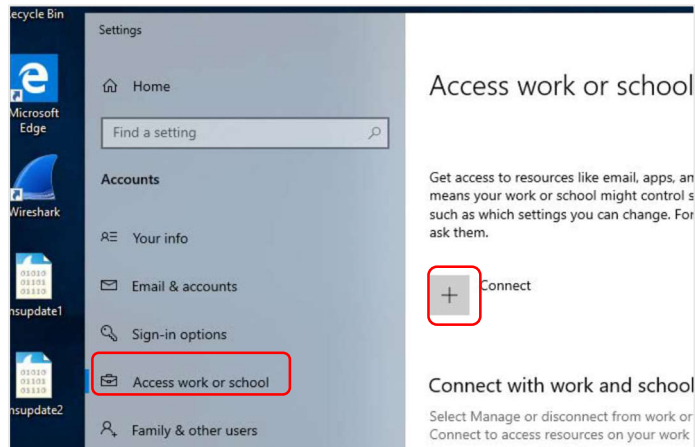
- b. Select the **person** icon.



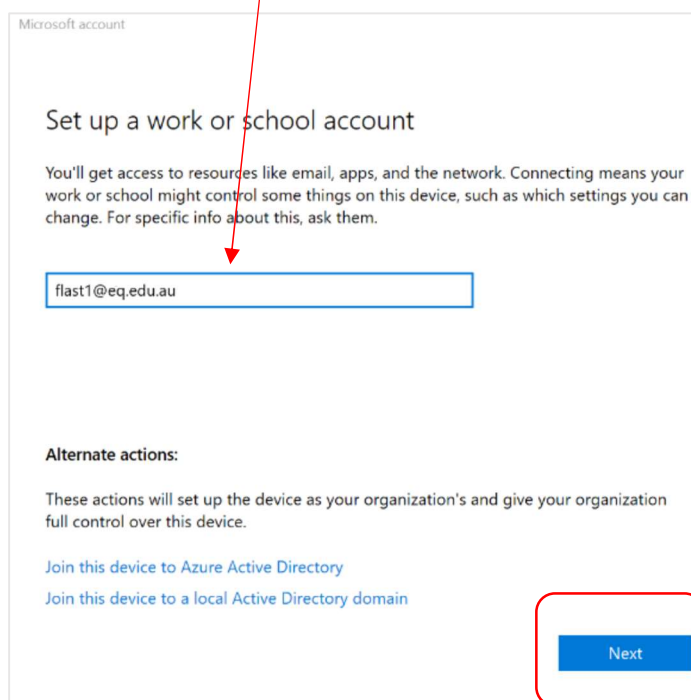
- c. Select **Change account settings**.



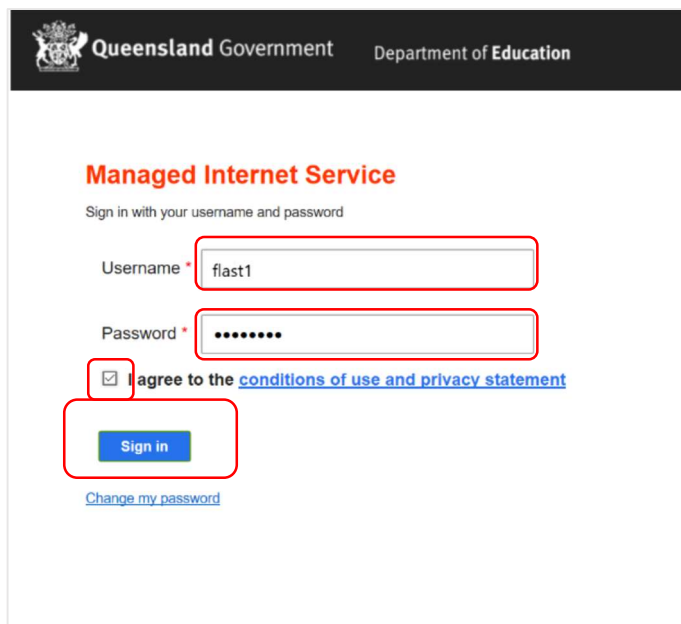
- d. Select **Access work or school**. If your account is already listed, select it and then select **Disconnect**. Then select **Connect**.



- e. Enter your school **@eq.edu.au** email address and select **Next**.

A screenshot of the 'Set up a work or school account' dialog box. The title is 'Set up a work or school account'. Below the title, there is a paragraph of text explaining the benefits and implications of connecting. A text input field contains the email address 'flast1@eq.edu.au'. Below the input field, there are two links for 'Alternate actions': 'Join this device to Azure Active Directory' and 'Join this device to a local Active Directory domain'. At the bottom right, there is a blue 'Next' button highlighted with a red rectangle. A red arrow points from the top of the input field down to the text.

- f. The username may appear in the Username field in the Managed Internet Service screen. If not, please enter your username, password, accept the terms and conditions, and **Sign in**.



Queensland Government Department of Education

Managed Internet Service

Sign in with your username and password

Username * flast1

Password * *****

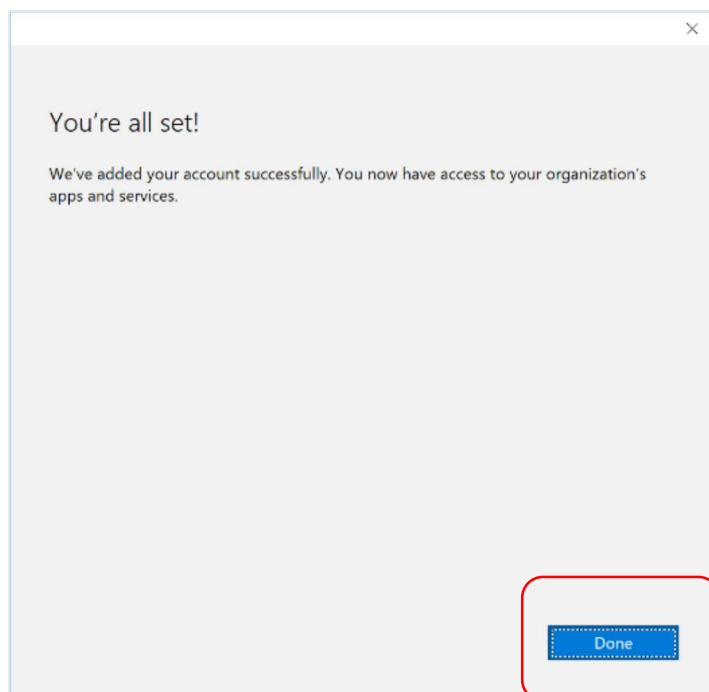
I agree to the [conditions of use and privacy statement](#)

Sign in

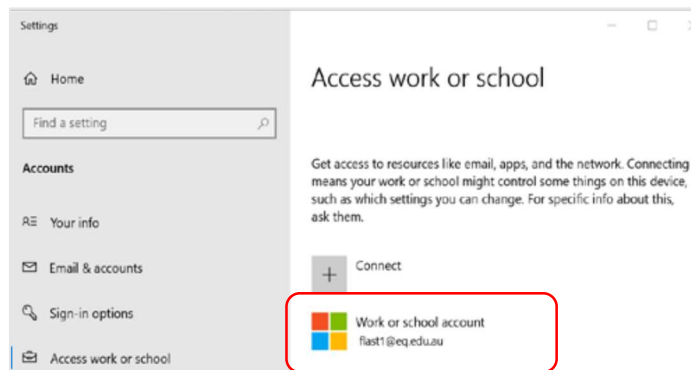
[Change my password](#)

Note: Do not use a Microsoft account, use your school account

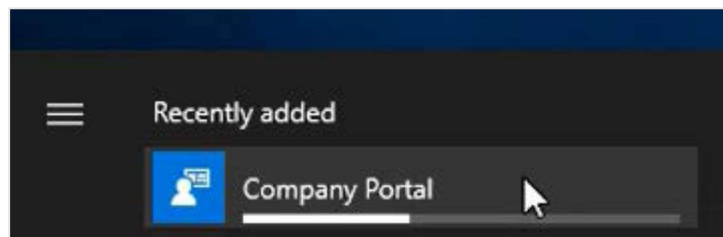
- g. Please select **Done**.



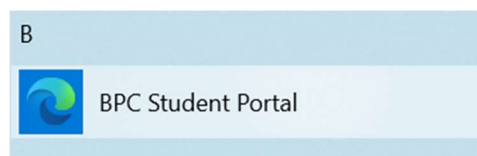
- h. Check your account has been added. Your account details will be displayed.



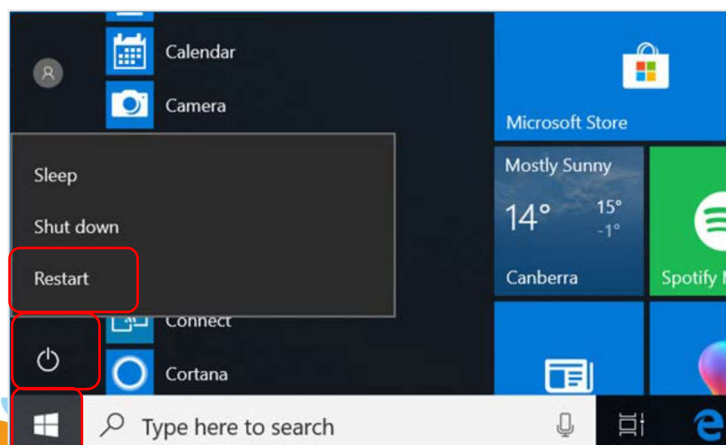
- i. Select the **Windows icon** at the bottom left-hand corner. Wait for the Company Portal app to install.



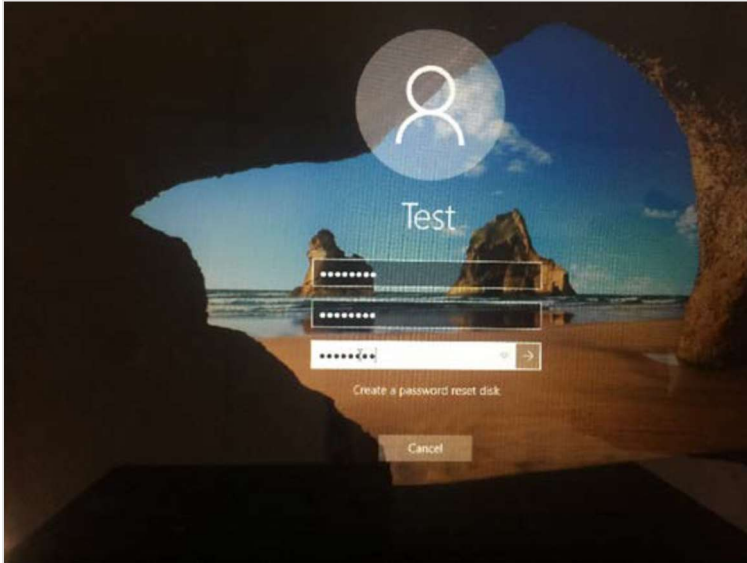
The BPC Student Portal app will also be automatically installed. This will take you to your schools intranet page.



- j. Please restart your device. Select the Windows icon at the bottom left-hand corner, then the power symbol and then restart.



- k. Settings will differ for everyone and you may be prompted to change your password. If you are, please do so.

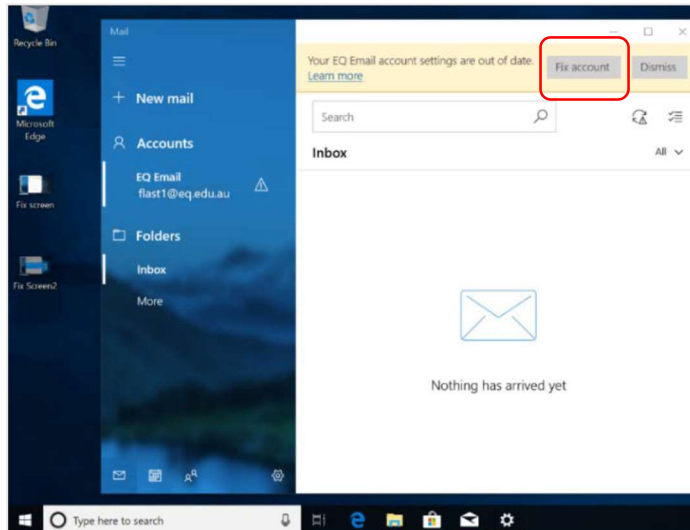


When your device has restarted, the connection is complete.

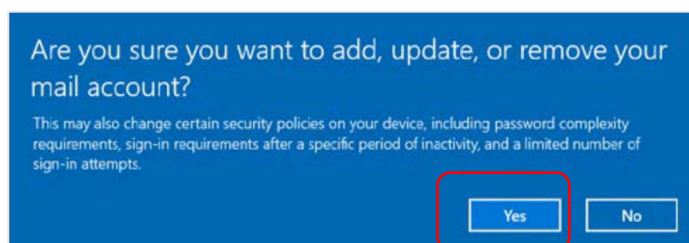


Step 2. Set up your mail account

- a. Open your mail app by 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. A message will then confirm if you want to make changes to your mail account, select **Yes**.



- c. 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 mail account.

