

Installing Intune

These instructions will show you how to enrol a BYO iPad device into Intune and install an application. This process may take up to 15 minutes to complete.

Before you start, please have ready the email address 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 your school to obtain these details.

These instructions are for versions 12.2+ of iOS. You may find some of the screens look different to the ones provided here if you have an older version of iOS or there are changes made to Intune.

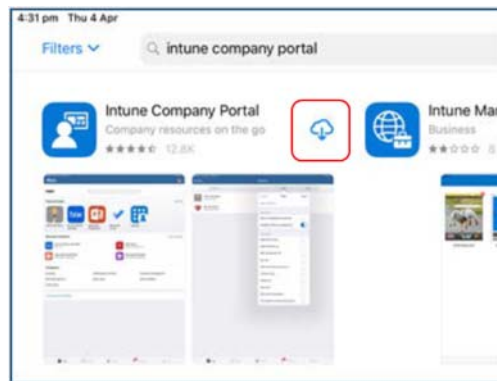
If the installation fails at any time, please re-open the Intune app and try again.

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

Step 1. Install Intune

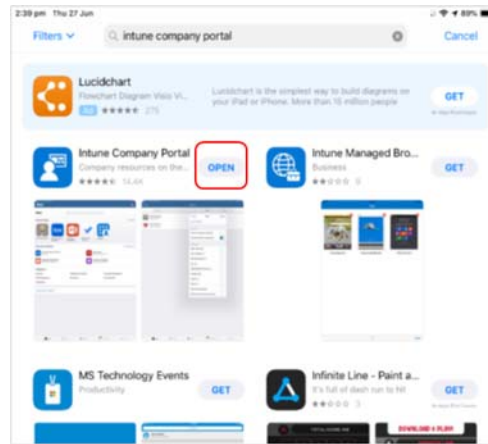
To start, connect to the internet, select the App Store icon and search 'Intune'. Then select Get or the download icon.

a



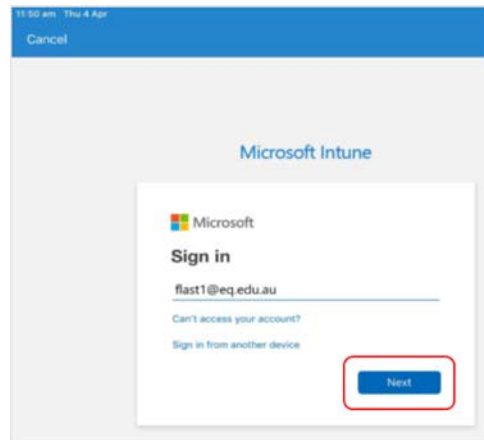
Please select **Open** to open the Company Portal.

b



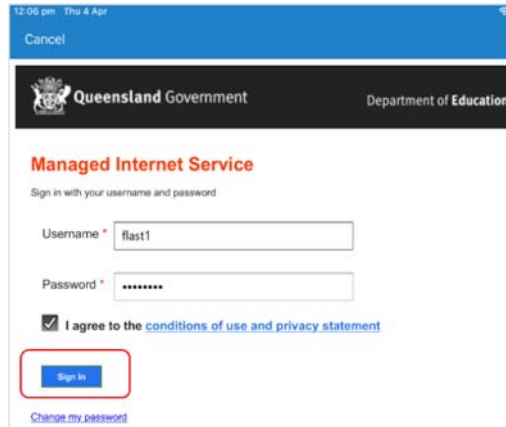
Sign in to Intune with the @eq.edu.au email address you were supplied by your school and select **Next** to continue.

c



The username should appear in the Username field. Enter the school password you were supplied and accept the terms and conditions, then select **Sign in**.

d

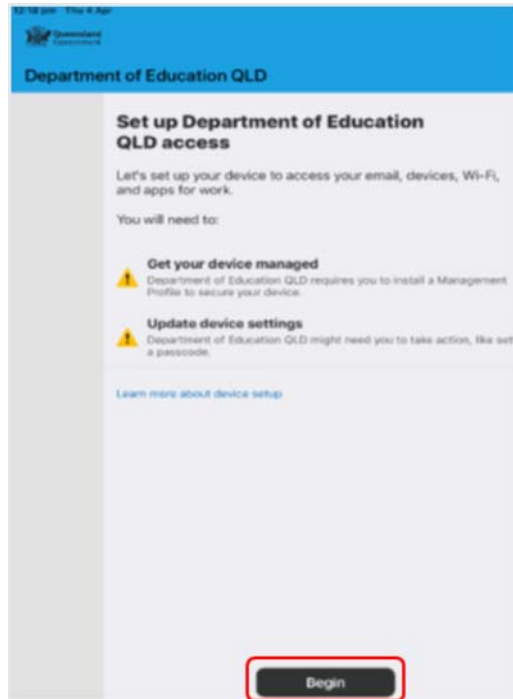


The screenshot shows a mobile application interface for the Queensland Government Department of Education. At the top, there is a blue header with the text "12:06 pm Thu 4 Apr" and "Cancel". Below the header is a black bar with the Queensland Government logo and the text "Queensland Government" and "Department of Education". The main content area is white and titled "Managed Internet Service" in red. Below the title, it says "Sign in with your username and password". There are two input fields: "Username *" with the text "flast1" and "Password *" with masked characters "*****". Below the password field is a checkbox labeled "I agree to the conditions of use and privacy statement". At the bottom left, there is a blue "Sign in" button highlighted with a red rectangle. Below the button is a link "Change my password".

Next, we will install the Intune Comp Portal app.

Please select **Begin**.

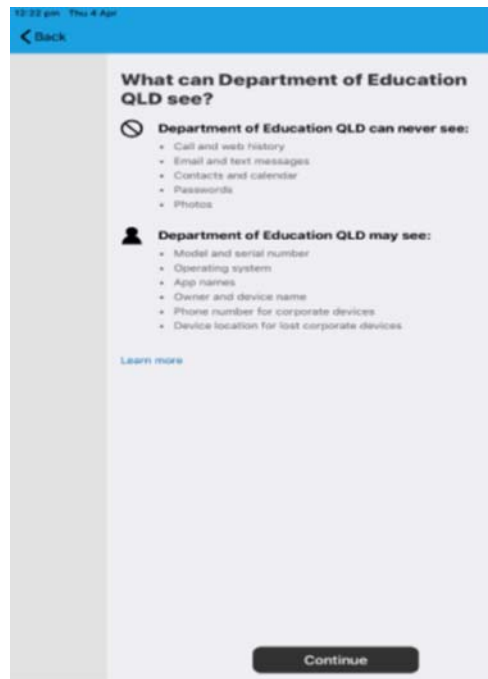
e



The screenshot shows a mobile application interface for the Department of Education QLD. At the top, there is a blue header with the text "12:18 pm Thu 4 Apr" and the Queensland Government logo. Below the header is a blue bar with the text "Department of Education QLD". The main content area is white and titled "Set up Department of Education QLD access". Below the title, it says "Let's set up your device to access your email, devices, Wi-Fi, and apps for work." and "You will need to:". There are two sections with warning icons: "Get your device managed" and "Update device settings". At the bottom, there is a link "Learn more about device setup". At the bottom center, there is a black "Begin" button highlighted with a red rectangle.

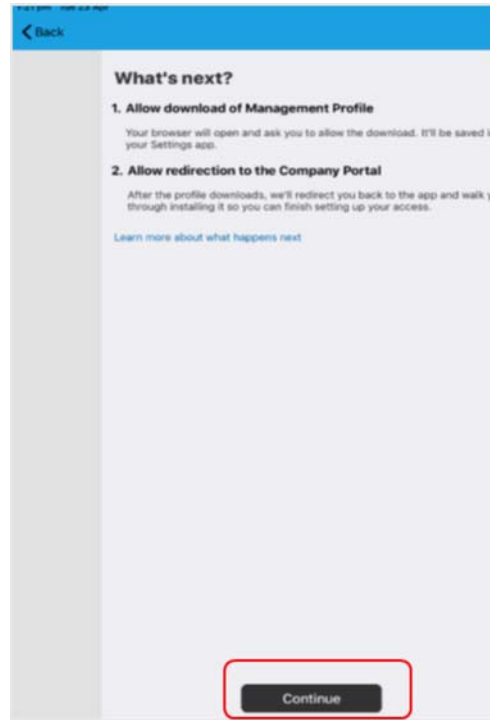
This explains what your school IT administrator can and cannot see on your iPad. Please select **Continue**.

f



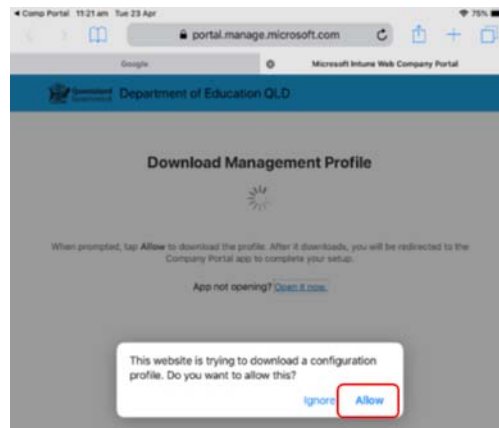
This screen outlines further steps. Please select **Continue** to continue the installation.

g



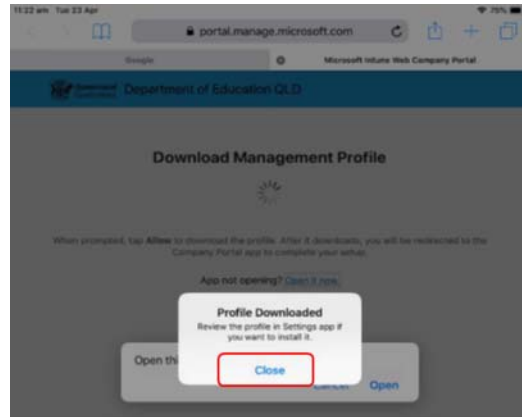
Select **Allow** to download the Intune profile.

h



Your Intune profile has now been downloaded and can be closed.
Please select **Close**.

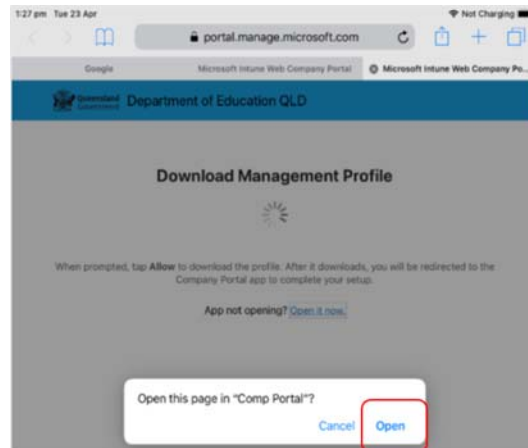
i



Please select **Open**.

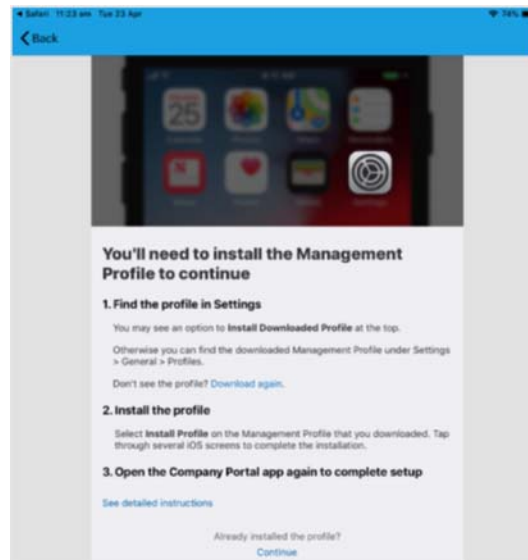
Select **Allow** to download the Intune profile.

j



Press the home button to minimise this window.

k



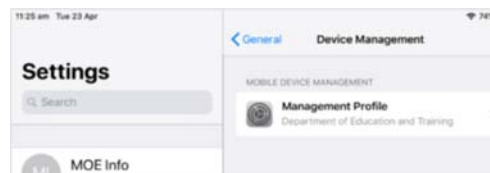
Please open your settings by pressing the **Settings** icon on your home screen and if you are requested, enter your password.

l



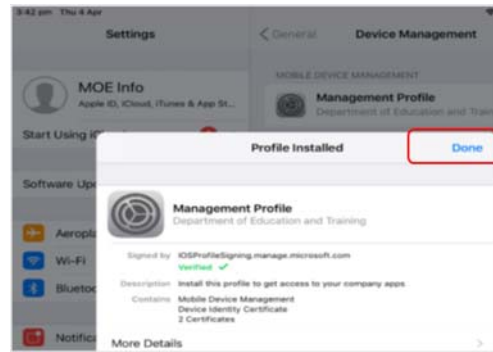
On your Settings screen, please select **Profile Downloaded** button.

m



Then, please select **Install** on the install profile screen.

n



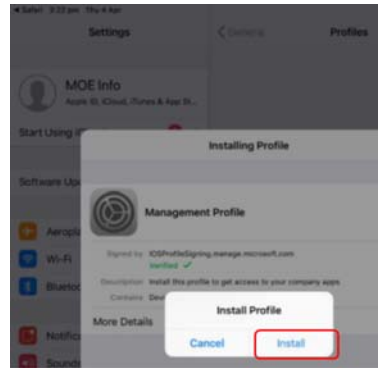
If prompted, enter your iPad passcode.

o



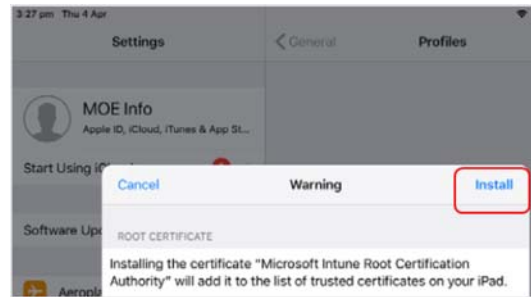
Please select **Install** on the Install Profile pop-up.

p



When you see a warning displayed, please select **Install** to continue with the installation.

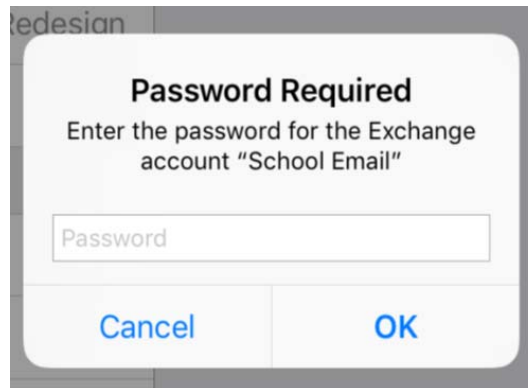
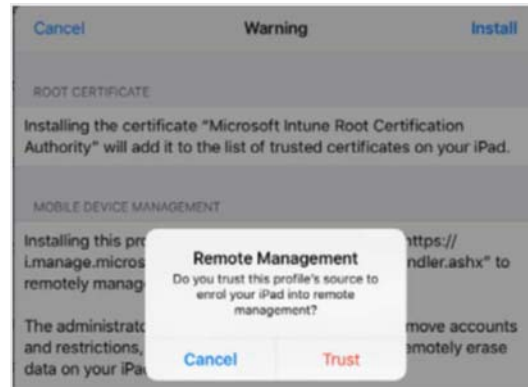
q



If you are prompted to enrol into remote management, please select **Trust**. This will start installing the profile.

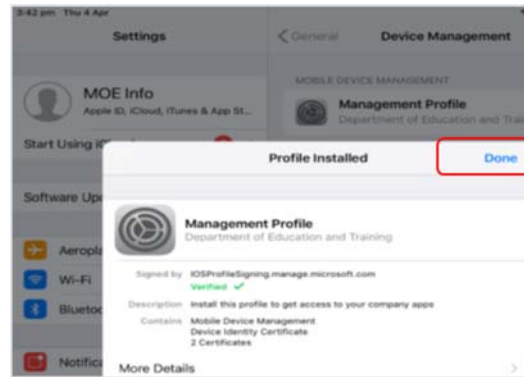
At any time after this point where you have enrolled, you may see this screen requesting you to enter your school password. Please enter this and select **OK**.

You can then continue the installation at whatever stage you were before the screen appeared.



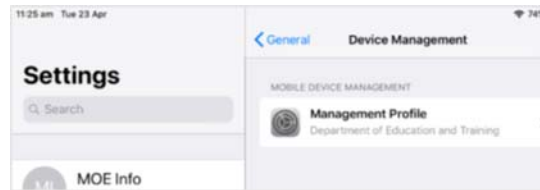
When the screen changes to show the profile has finished installing, select **Done**. An 'Enrolling device' message will then appear.

S



Your settings page will be displayed and you'll see the Department of Education management profile has been installed. Press the home button to minimise the settings window.

t



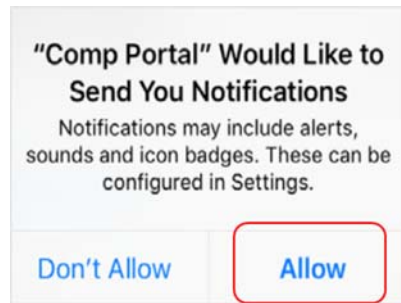
Select the **Comp Portal** icon to re-open the company portal app.

u



Select **Allow** to give the Company Portal permission to send notifications.

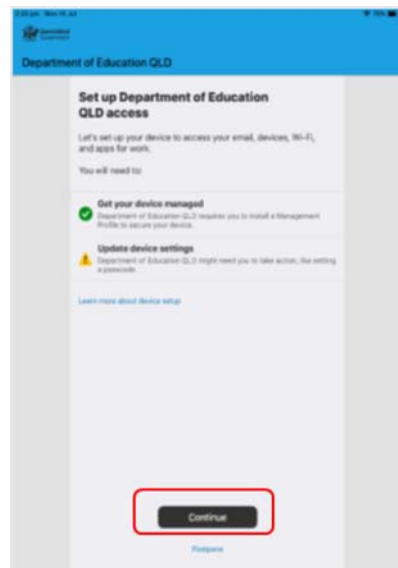
V



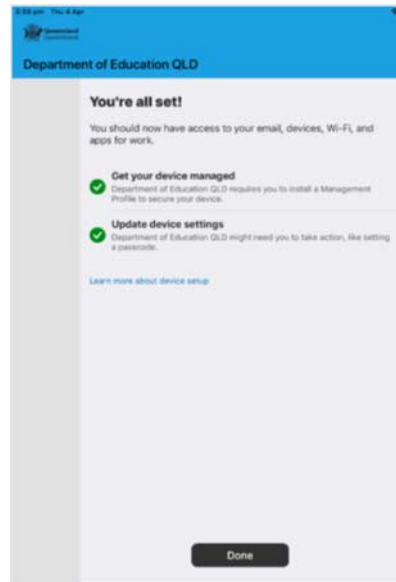
Your device is now managed through the Company Portal. Select **Continue** to complete set-up.

A message explaining that the Company Portal is confirming device settings may display.

W



Intune is finished when there is a tick next to all the items listed. On this screen please select **Done**.



X

It may take up to 15 minutes to finish installing. You can use the iPad in the meantime but please keep it connected to the internet. After this finishes installing, the iPad is ready for you to install the other apps needed for school.

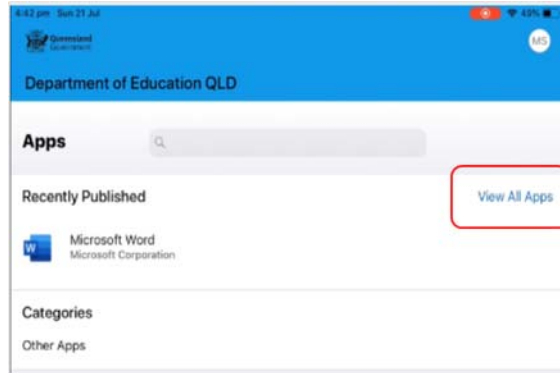
Step 2. Install an app

This section will show you how to install the apps you have been advised you need for school.

You now will be able to view the apps your school has recently published.

Select **View All Apps** to display a full list of apps your school has indicated you will need.

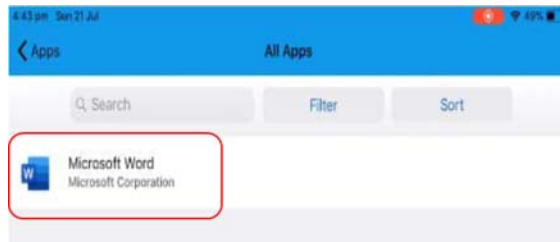
a



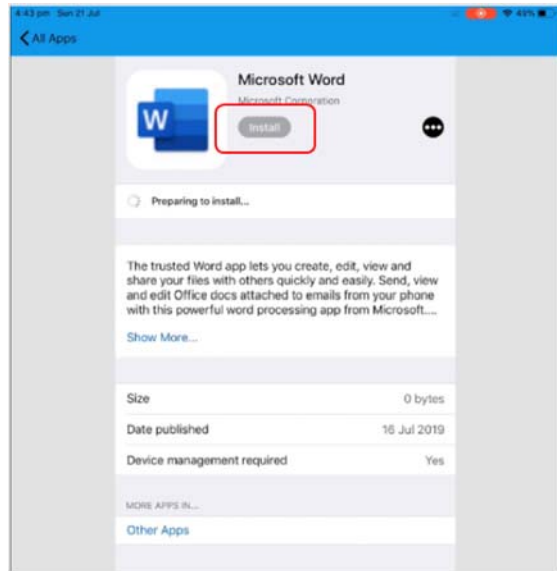
In this example, we will be downloading Microsoft Word.

Select the app you want to install.

b



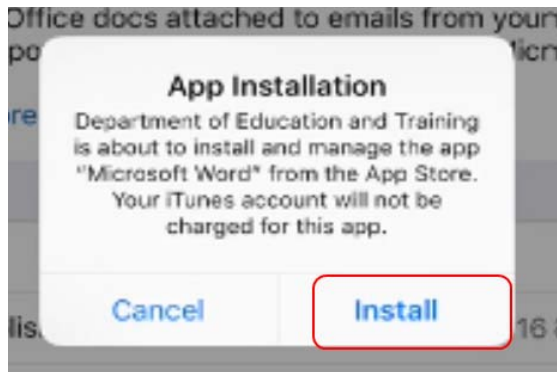
Information about the app will be displayed. Select **Install**.



c

A confirmation screen will be displayed after a minute or two. Select **Install** again.

It may take some time to install the app. You can use the iPad in the meantime but please keep it connected to the internet.



d

e Press home to minimise the company portal window and see if your app is available.

Repeat this process if you need to install additional apps.

f

