## **Step 1. Install Intune**

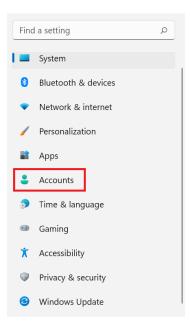
a. Connect to the internet and select the Windows icon at the bottom of your screen.



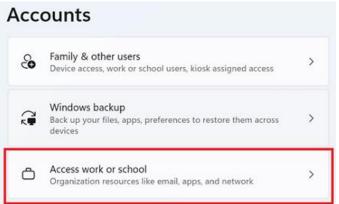
## b. Select the Settings icon

	e to search				
Pinned					All apps >
0					6
Edge	Mail	Calendar	Microsoft Store	Photos	Settings
0	1	0		Birth	۵
Office	Solitaire	Adobe Express	Spotify	Disney+	Xbox
-	perione video	•	Ø	G	
Clipchamp - Video Editor	Prime Video	TikTok	Instagram	Facebook	Calculator

## c. Select Accounts



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



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

Set up a work or school account You'll get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.



f. Please enter your username, password, accept the terms and conditions, and Sign in.

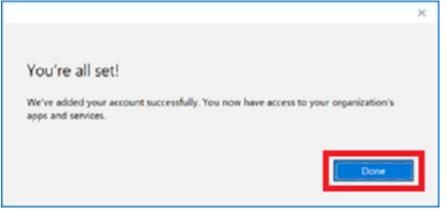


I agree to the <u>conditions of use</u>

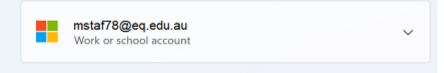


Change my password

g. Please select Done.



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



## Step 2. Set up your mail account

a. Open your mail app by selecting the **Windows icon** the 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**.

≡			Your School Office 365 Mail account settings are out-of-date. <u>Learn more</u>	Fix account	Dismiss
+	New mail		Search	Q	Q 13
8	Accounts		Inbox		AII 🗸
	EQ Email flast1@eq.edu.au	₪			

b. 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.
Attention required

All done! Your account was updated successfully.							
flast1@eq.edu.au							
Done							

Congratulations, your device is now ready for 2025!.