Getting your Windows 11 BYO device ready for school
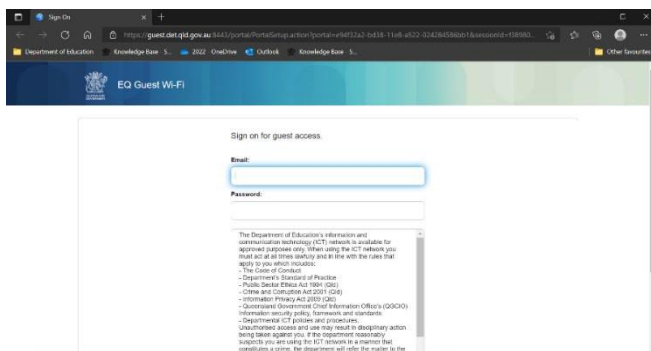
❖ *Try to make sure your computer has all available updates installed before you begin the process.* ❖

Step 1: On the bottom right corner, click on the button with the globe icon.

Once selected, click **Wi-Fi** and join EQGUEST.

**Step 2:** Your browser should open and ask for your username and password.

Enter your school network username (e.g. msmit123) and password.

Scroll Down and select the tick box and click **Sign On**.

Step 3: Once the text shown in black appears on your screen, close your browser and move onto the next step.

IMPORTANT: The next steps require you to be an administrator on your laptop – speak to your parent/carer if you do not have administrator permissions on your laptop.
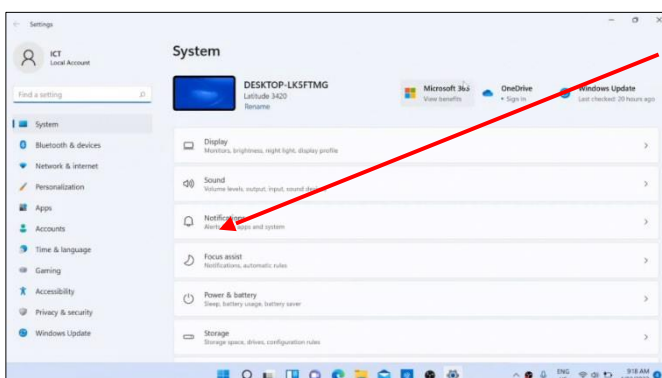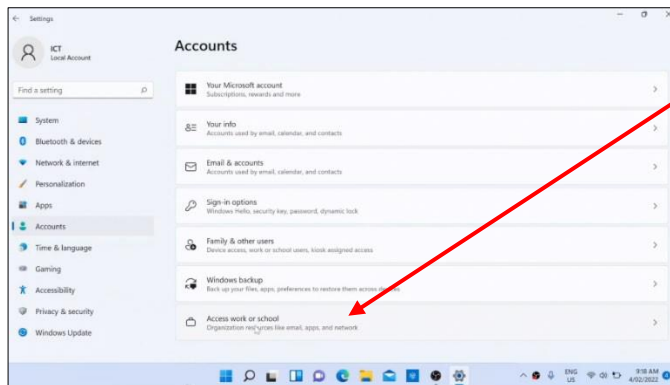

Step 4: Click on the **Search** button on your taskbar.

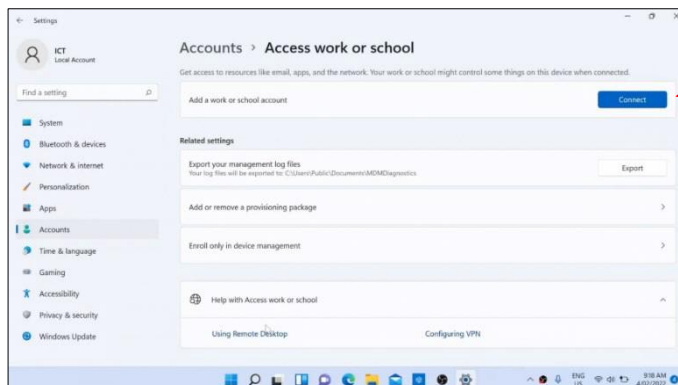Search for **Settings** and click on it.
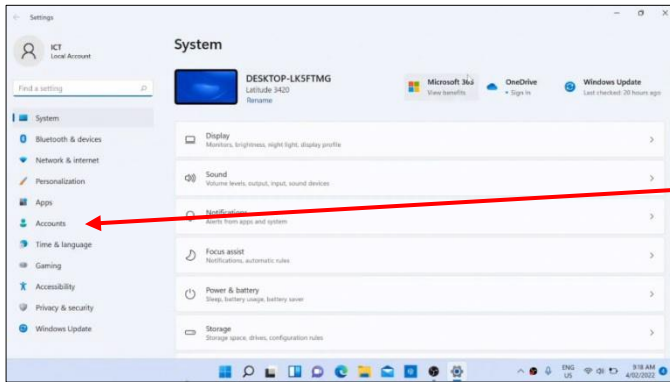
Step 5: Click on **Accounts** on the left-hand side of the **Settings** window.
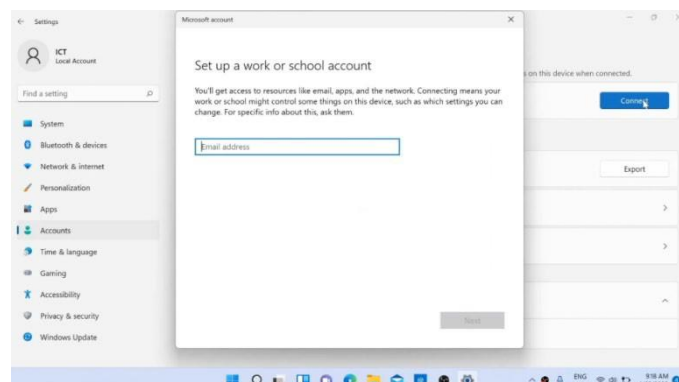

Step 6: On the right-hand side of the **Settings** window, scroll down until you see **Access Work or School**.
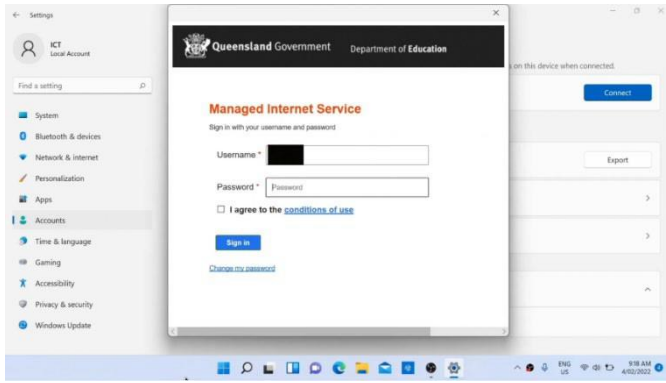
Click on it.

Step 7: On the right-hand side of the **Settings** window, click on **Connect.**

Step 8: When the **Set Up A Work or School Account** window appears, enter your school email address.
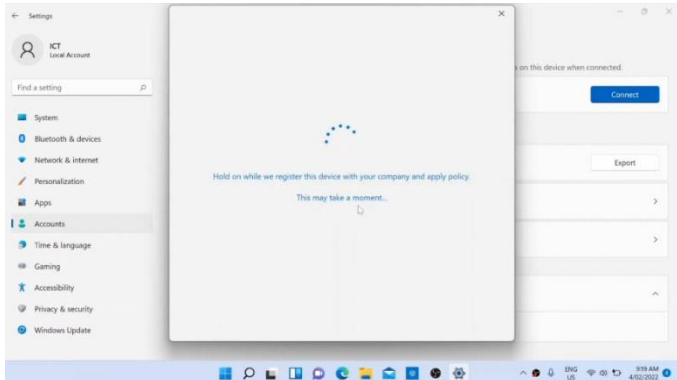
Email format: username@eq.edu.au
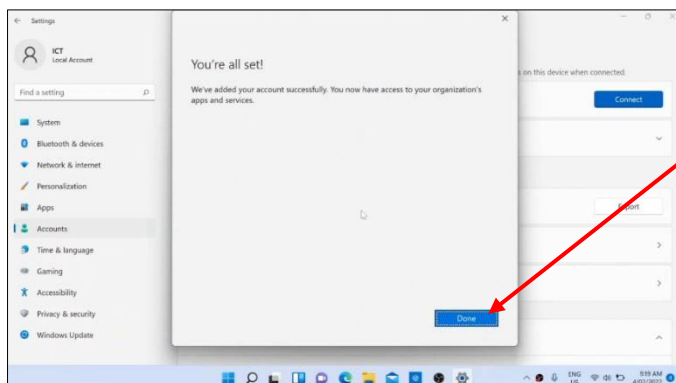e.g. pjone123@eq.edu.au

Click **Next.**

Step 9: Enter your username (e.g. jbrow1234) and password.

Agree to the Terms of Use by ticking the tick box and clicking **Sign In**.
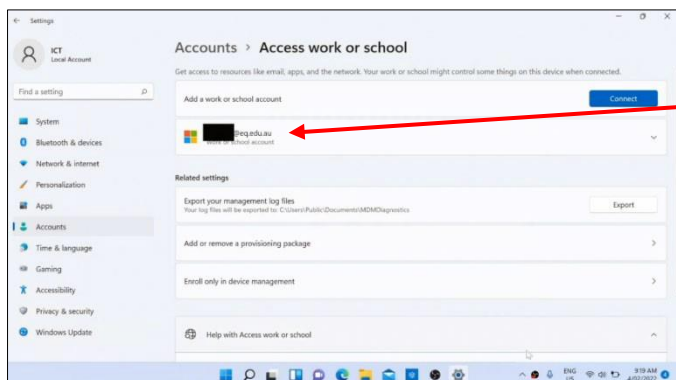

Step 10: Next you will see this screen.

Wait until the **You Are All Set** message appears.

Step 11: Once the **You are All Set** message appears, click **Done** to close the window.

Step 12: Your school email address (username@eq.edu.au e.g. snguy123@eq.edu.au) and the Windows icon should be displayed under **Access Work or School**.

You can now close **Settings**

If you can't see your email address and the Windows icon, click on the down arrow, and select **Disconnect.** Go to back to **Step 1** and repeat the steps

**Step 13:** Save any files you have open and restart your computer.

NOTE: When you restart your computer and you get back into the login screen, your laptop may request that your laptop (not school) password be changed

## ❖ The following Steps are to be completed at School ❖
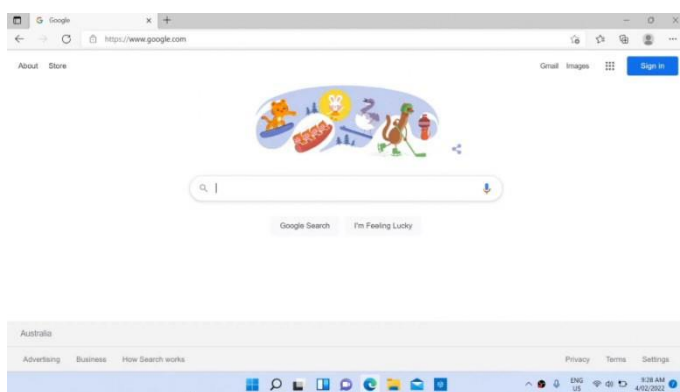
Step 14: Open your web browser, type in a web address (e.g. https://ipswichshs.eq.edu.au/) to test you are connected or do a Google search for something (e.g. Ipswich State High School)

If you are able to go to a website or do a Google search then go to Step 16.
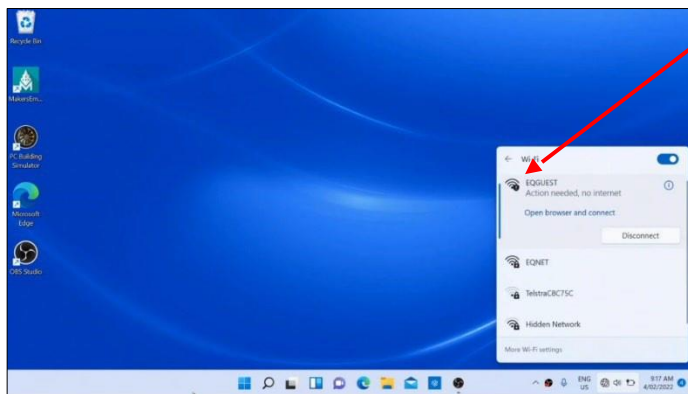
Step 15: If you are unable to complete Step 14 try and connect to **EQNET**. In the bottom right corner, click on the globe icon. Once selected, click Wi-Fi and join **EQNET**.
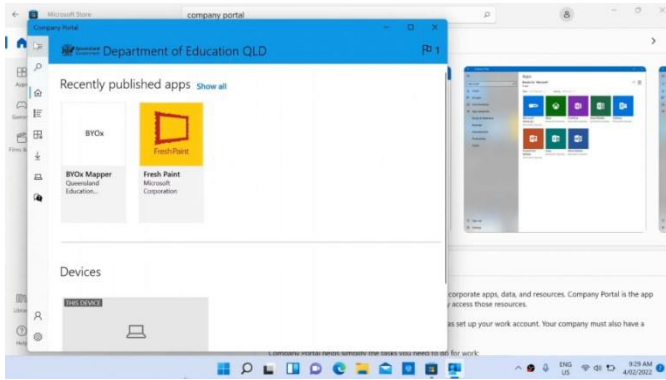
If you connected successfully go to Step 14. If you are unable to join EQNET please seek help from the IT Hub in the Resource Centre.
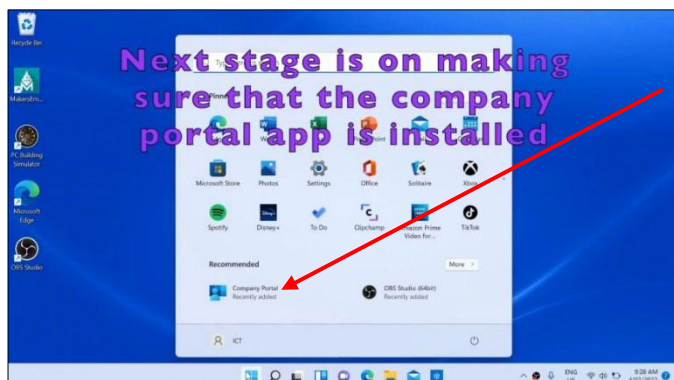
Step 16: Open up the **Start** menu to see if **Company Portal** is installed.

Click on the **Company Portal** to open it

NOTE: If the Company Portal is not installed, you can download and install it through the Microsoft Store App.

Step 17: Once **Company Portal** opens, it will automatically sign you in and show this screen.

You need to download the **BYOx Mapper** which will allow you to access your school network Home Drive, Common Drive and printing services.

You will need to run the BYOx Mapper at school once you are connected to the EQNET wireless network.

Your BYOx laptop is now set up and ready to use at school!

If you experience any issues and need technical assistance, please visit IT Hub in the Resource Centre.