



BYOD

Onboarding Guide



BRING YOUR OWN DEVICE (BYOD) PROGRAM

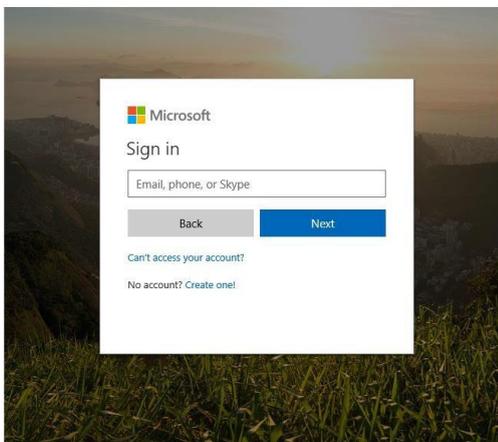
INFORMATION FOR PARENTS/CAREGIVERS AND STUDENTS



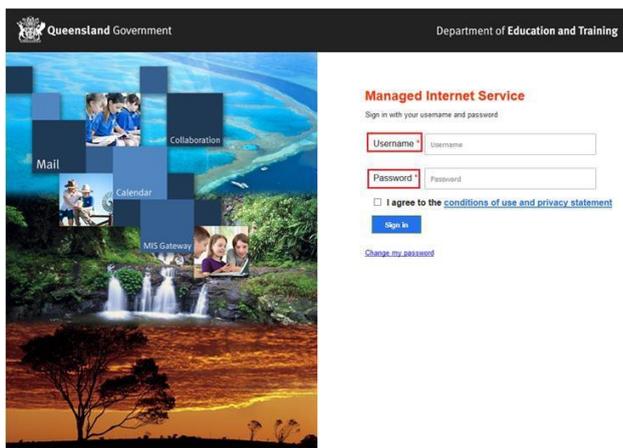
Step 1: How to download and install Microsoft Office 365 Applications

Important Information: This is not available to download from the School network, it must be done from home.

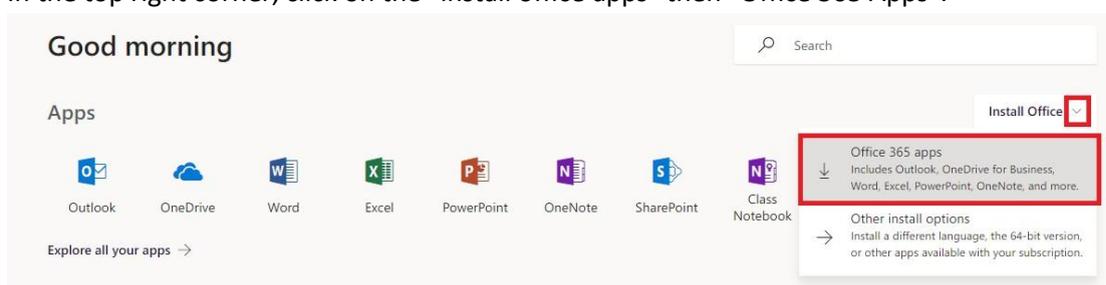
1. **Open** internet browser and **navigate to** <http://office.com>
2. In the top right corner **click** on "Sign in"
3. In the Username field, **type** in your EQ (e.g. jsmith1@eq.edu.au) email address and **click** "next".



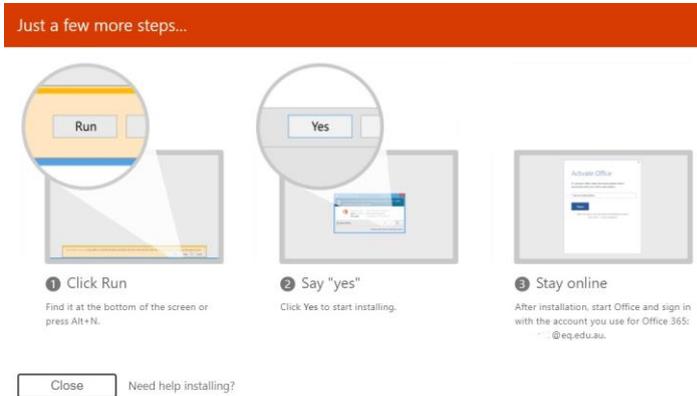
4. You will be prompted for your username and password on the online authentication page. Type your username and password. Ensure just to use the username and not @eq.edu.au.



5. **Click** Login
6. In the top right corner, click on the "Install office apps" then "Office 365 Apps".



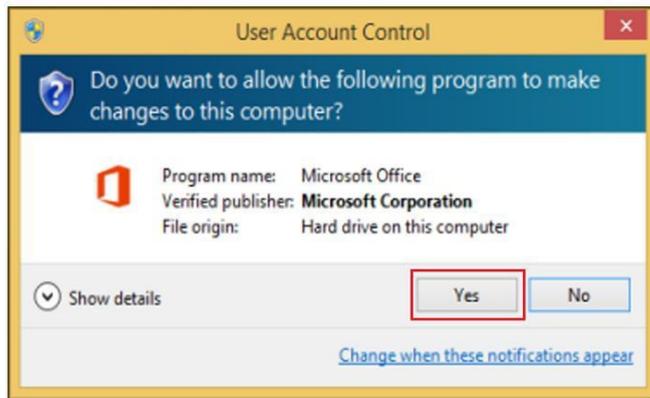
7. A pop up message will appear prompting you to run or save the .exe file.
8. **Click** on 'Save'. The file will automatically begin to download.



9. When the file has completed downloading, **click** on 'Run'. You can also open your computers Downloads folder and 'Run' the setup file there.

Please note this file may take a while to download depending on your bandwidth speed.

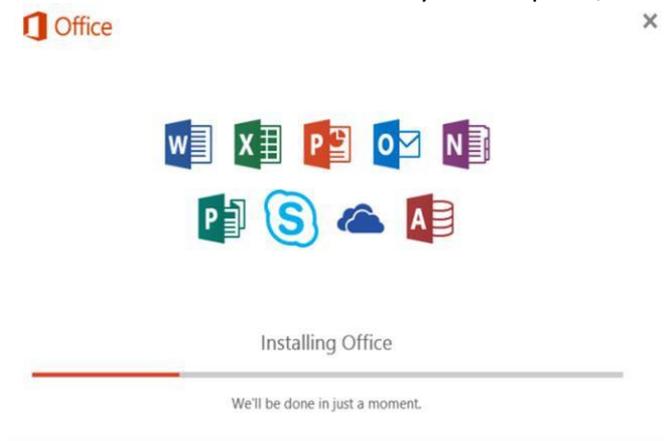
10. You will be prompted with a message to make changes to your computer. **Select** 'Yes'.



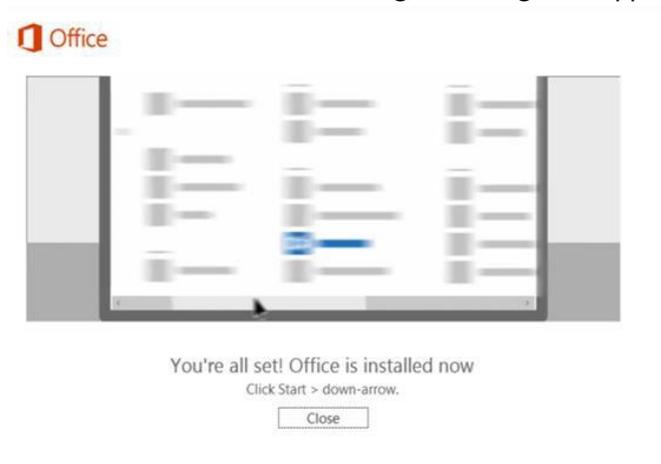
11. Office will start downloading.



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



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



14. After you click close, we recommend restarting your computer to ensure all changes have applied successfully.

When you start an Office app for the first time you'll be prompted to sign in to Office to Activate. Be sure to sign in using your @eq.edu.au (school account).

Your Microsoft Office 365 software is now ready for you to use. This software is only for personal devices and will remain available as long as you're a Queensland state school member. This software can be installed on up to 5 devices (Windows/Apple).



Step 2: Intune Device Enrolment – BSHS setup is complete at 3 minutes

Select the following link for a video demonstration to install Intune on a device. Select the video for either a Windows, iPad or Mac device.

<https://beerwahshs.eq.edu.au/extra-curricular/computer-and-internet>

Get your BYO Windows device ready for school

