Getting your BYO device ready for school: Intune

MacOS version

Intune is a secure mobile management system that allows you to access the school's network.

These instructions will show you how to enrol a BYO Mac 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 High Sierra or later versions of MacOS. You may find some of the screens look different to the ones provided here if you have an older version of MacOS 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 email: itsupport@pimlicoshs.eq.edu.au.
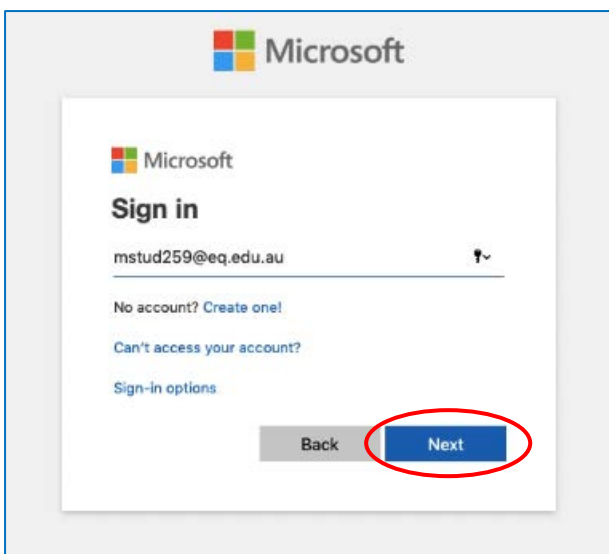
How to install Intune

Step 1
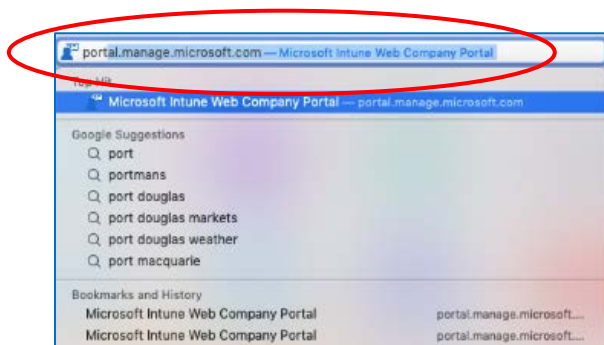
To start, connect to the internet, open **Safari** and type in **portal.manage.microsoft.com**

Step 2
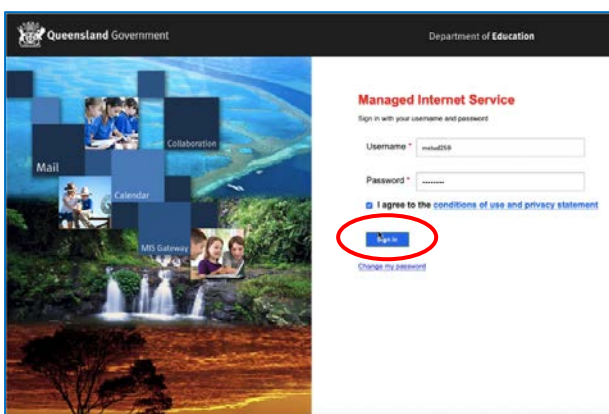
Enter the **@eq.edu.au** email address you were provided by your school and select **Next**.

Step 3
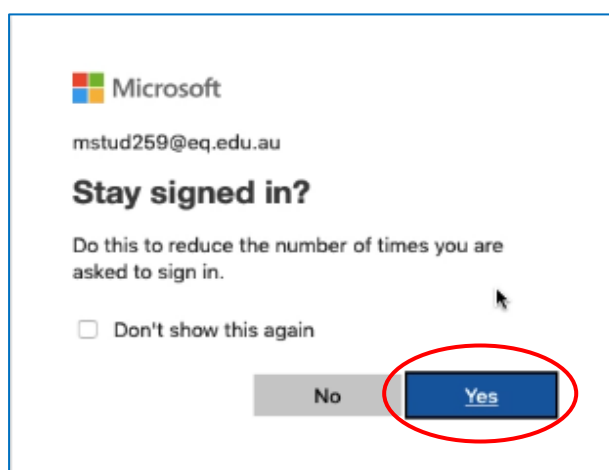
Your username may auto fill or you will need to enter the school username and password you were provided.
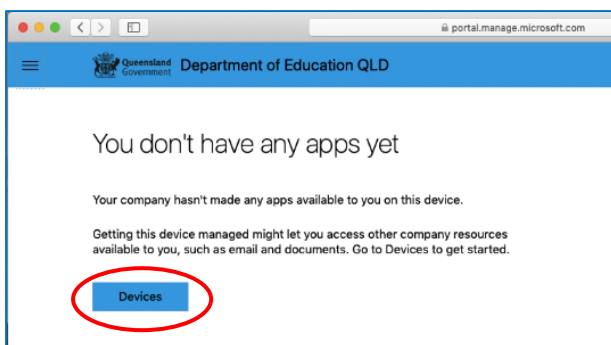
Then accept the terms and conditions and select **Sign in**.

Step 4

A prompt will pop up asking if you want to stay signed in, select **Yes**.
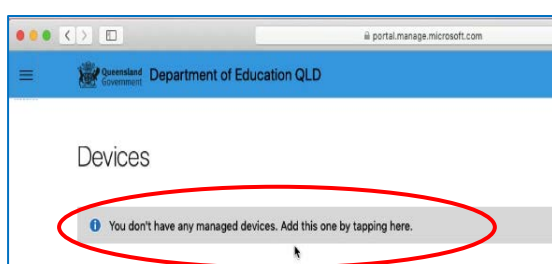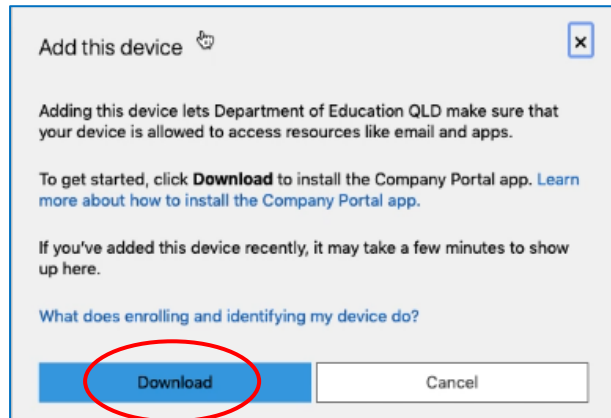
Step 5

The Intune company portal will open, select **Devices**.

Step 6

Then, select the option that appears. This will either be **You don't have any managed devices** or **Tap now to tell us which device you are using or add a new device**.
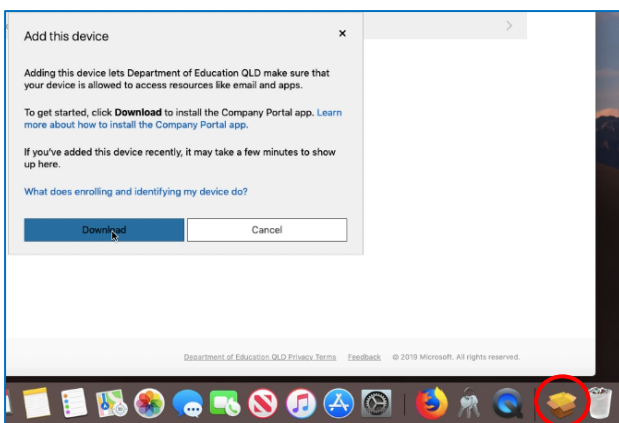
Step 7

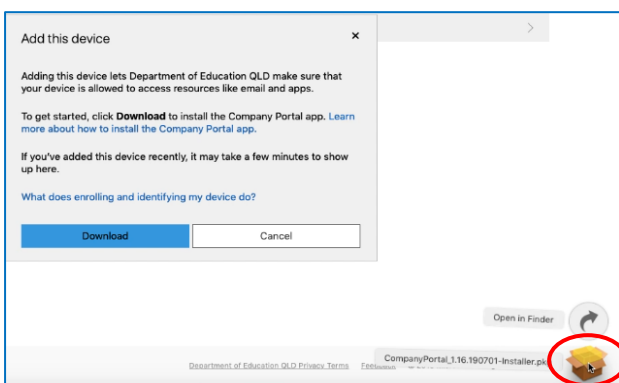Please select **Download**. It may take a few seconds to complete.
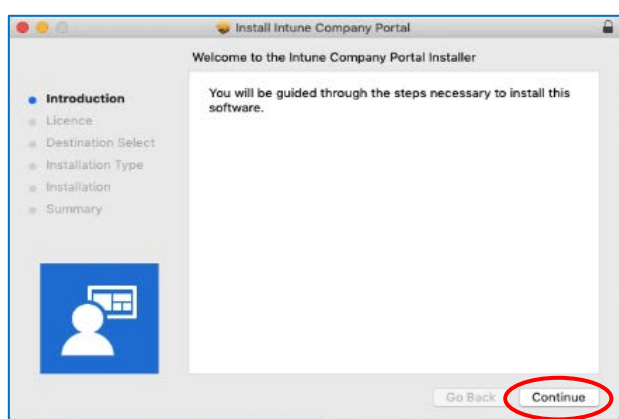
Step 8

Select the **Open box icon** at the bottom of your screen.
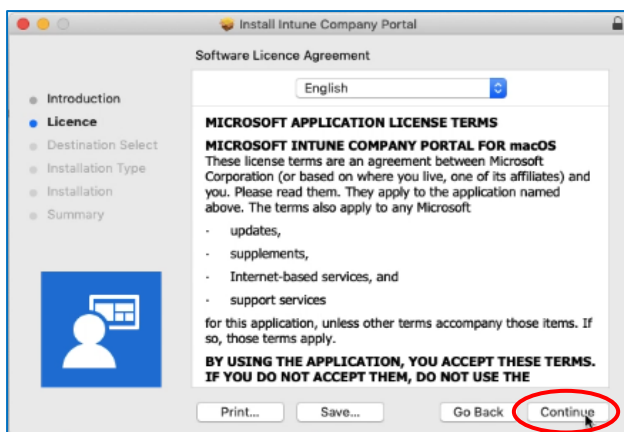
Step 9

Then select the **Open box icon** next to the Company Portal Installar pkg file.
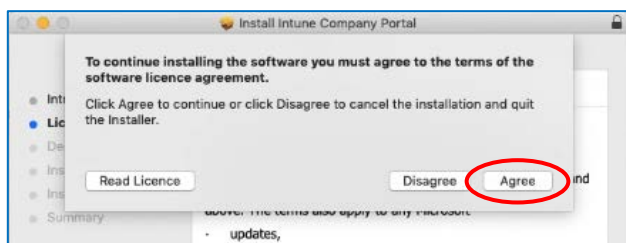
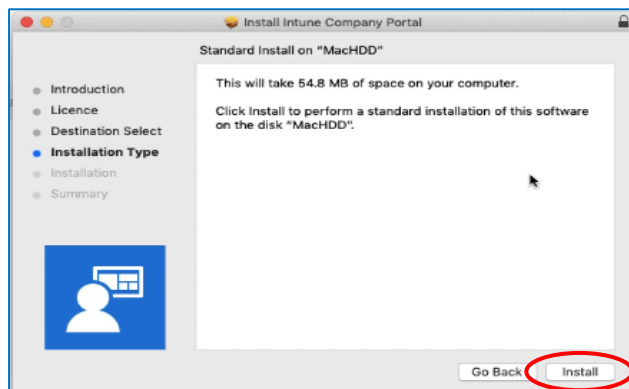## Step 10

Please select **Continue**.

Step 11

Please read the license terms and then select **Continue**.
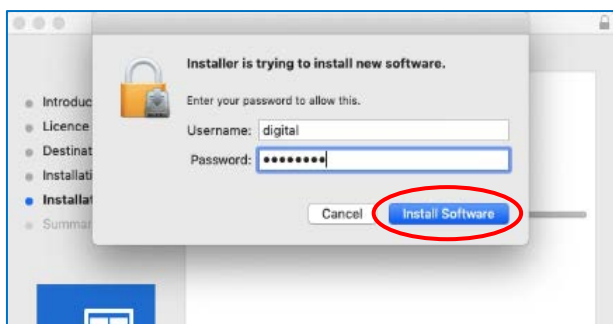
Step 12

Select **Agree** to accept the license terms in the pop-up window.

Step 13

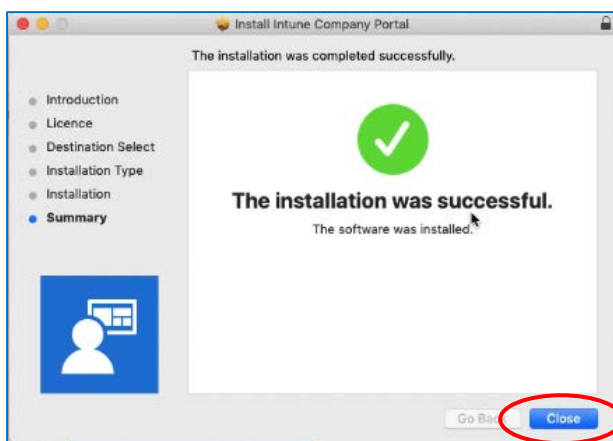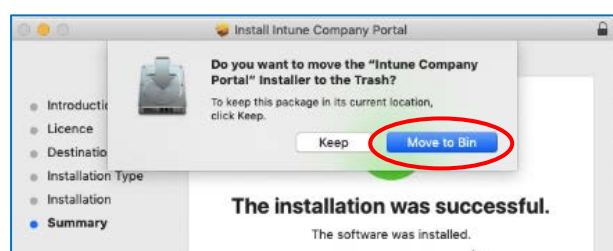Next, select **Install**.

Step 14

Please enter your username, password of your device and select **Install Software**.

Step 15
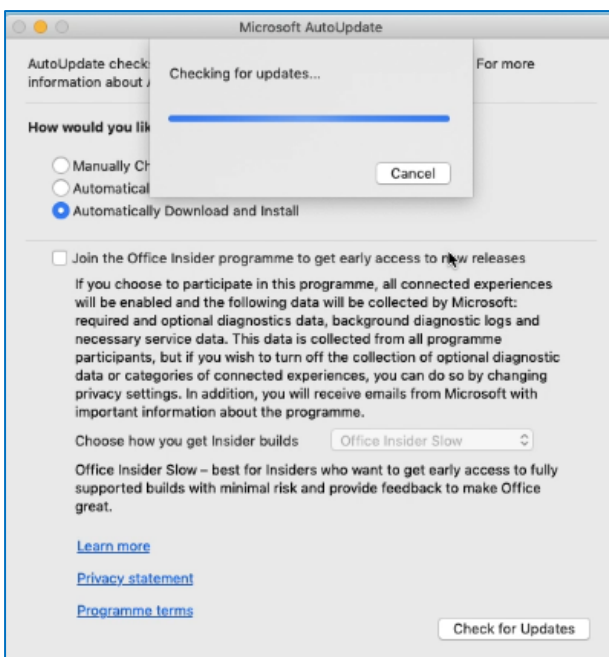

When the installation has finished, select **Close**.

Step 16

Once the program has completed installing, please select **Move to Trash** or **Bin** option.
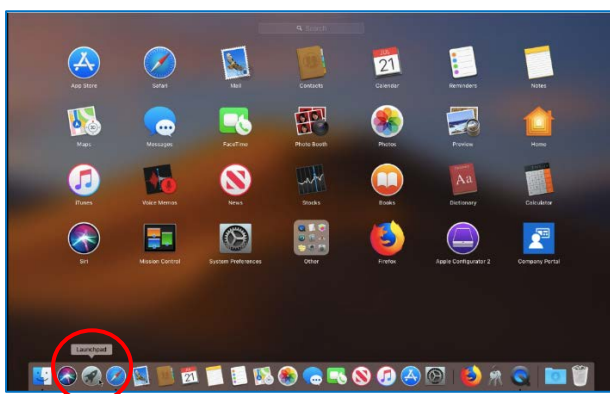
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Step 17

The Microsoft auto update will appear. Select **Install** if there are updates waiting. Otherwise, select **OK**.

You may need to repeat this step a few times.

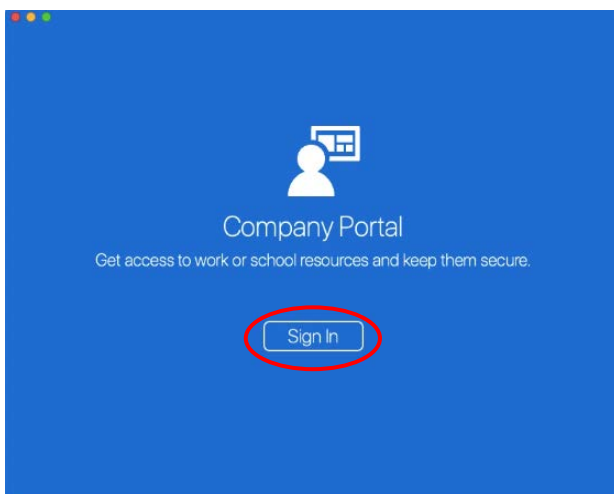Once there are no more updates, you can close the Microsoft Auto Update program.

Step 18

Next, you need to enrol into Intune.

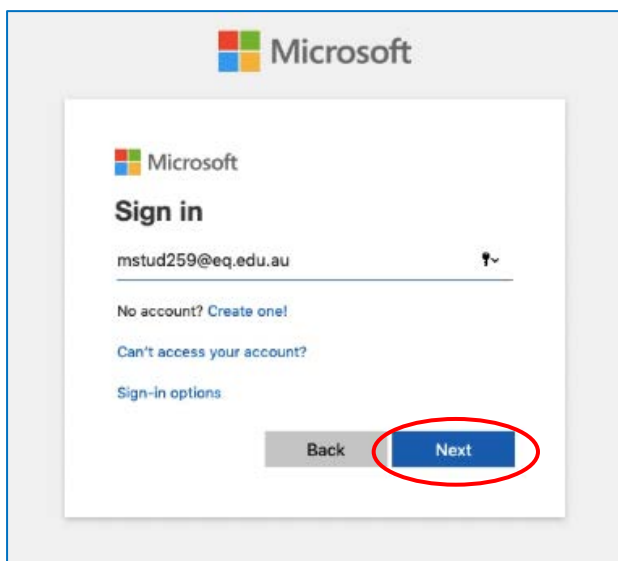Select **Launchpad** and then select the **Company Portal** app.
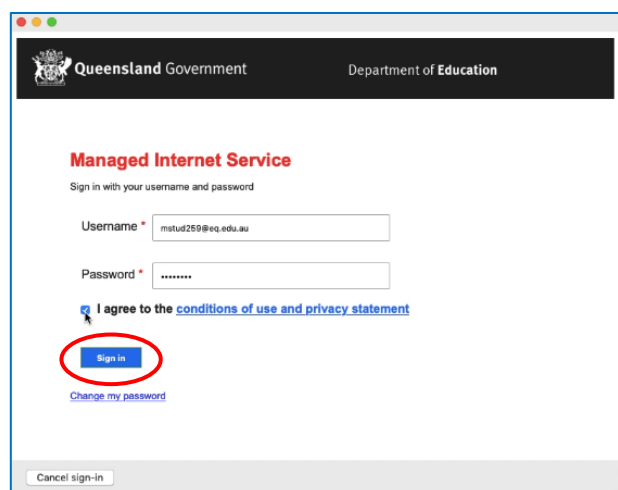
Step 19

Then, select **Sign In**.

Step 20

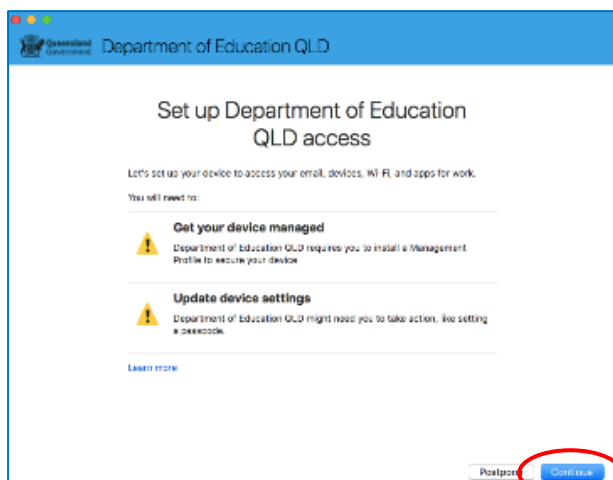If presented with the Microsoft Sign in screen, enter your supplied EQ email address. Then, select **Next**.

Step 21

Enter the username, password and accept the terms and conditions. Then select **Sign In**.
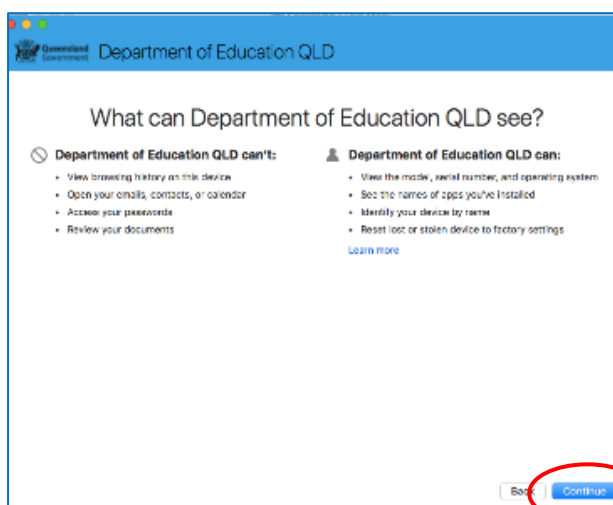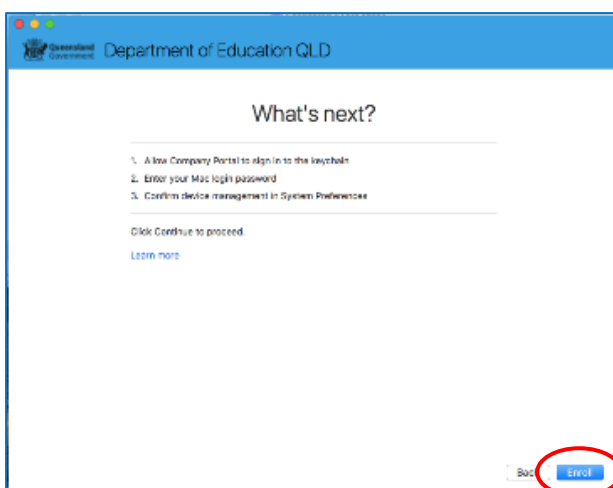
Step 22

Then, select **Continue**.

Step 23

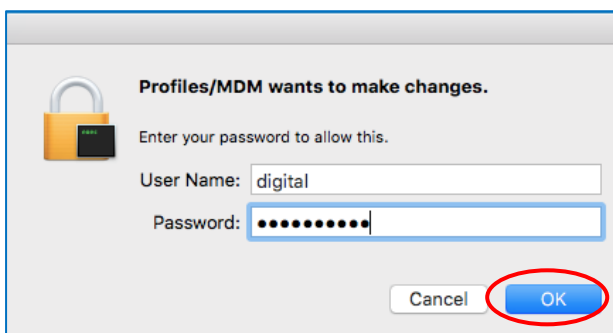This explains what your school IT administrator can and cannot see on your Mac device.
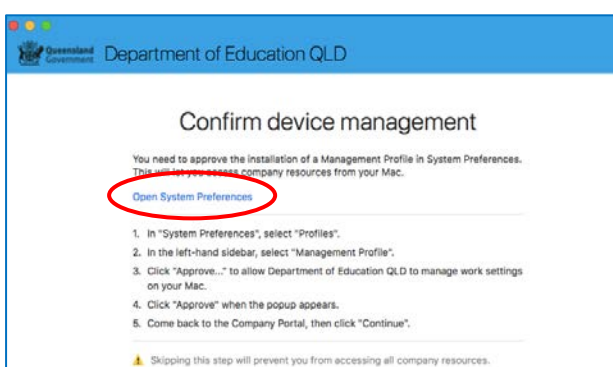
Select **Continue**.

Step 24

This screen outlines the next steps. When **What's next?** appears, select **Enroll** to finish the installation.

This may take a few minutes to complete.

Step 25

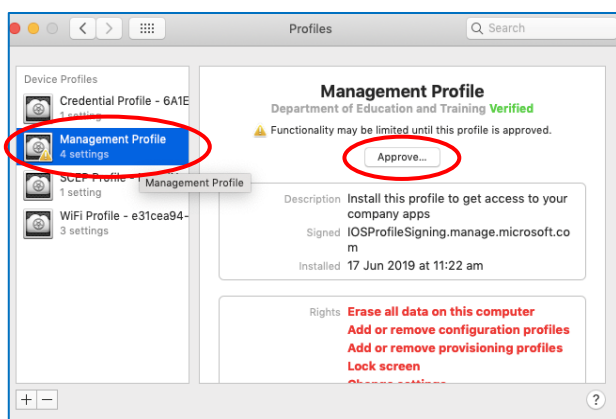Please enter the username and password for your device and select **OK**.

It may take a few minutes for the management profile to be installed.

Step 26

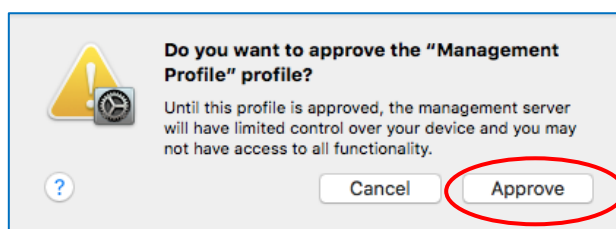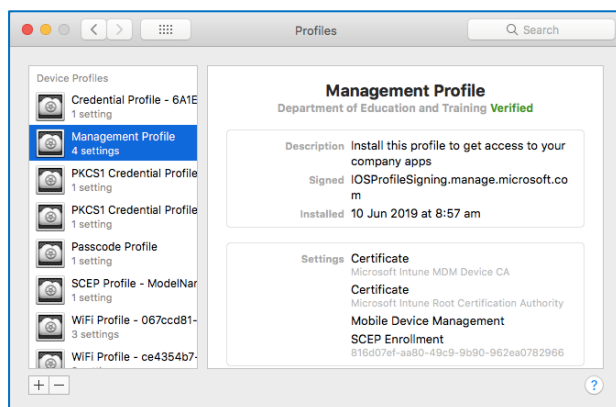Then, select **Open System Preferences**.

Step 27

Select Management Profile
and then **Approve**.

Step 28

Confirm you want to approve
the Management Profile and
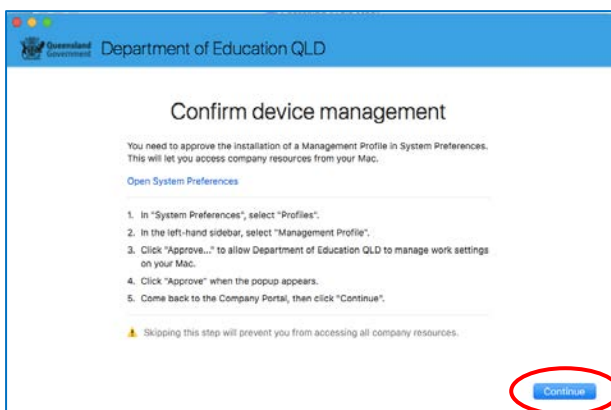select **Approve**.

Step 29

The system preference
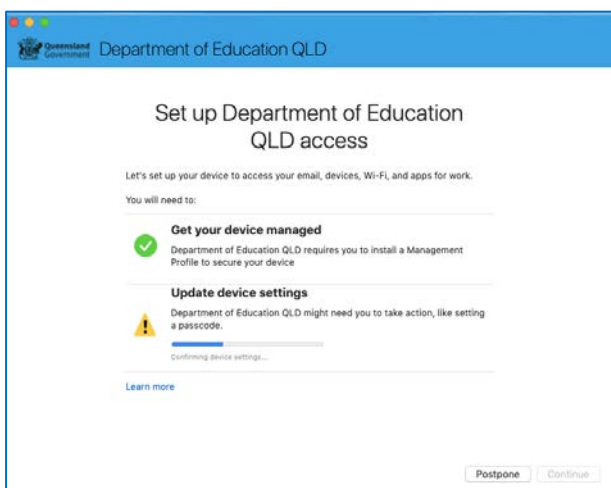screen will be displayed and
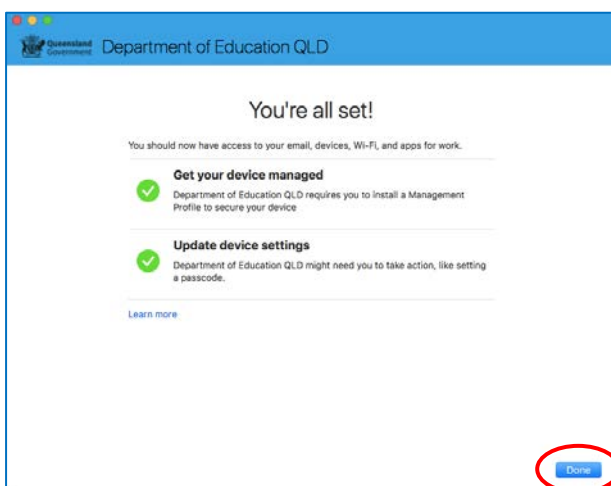you can close this window.

Step 30

The Intune company portal app window will still be open. Select **Continue**.

Step 31

Wait as the Company Portal updates the device settings.

Step 32

When the tick appears against Update device settings, your device has finished enrolling into Intune. Select **Done**.

It may take up to 15 minutes to finish installing. You can use the device in the meantime but please keep it connected to the internet.

Close the Company Portal.

You have now finished installing Intune.

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