

Connecting your Windows laptop to the school network

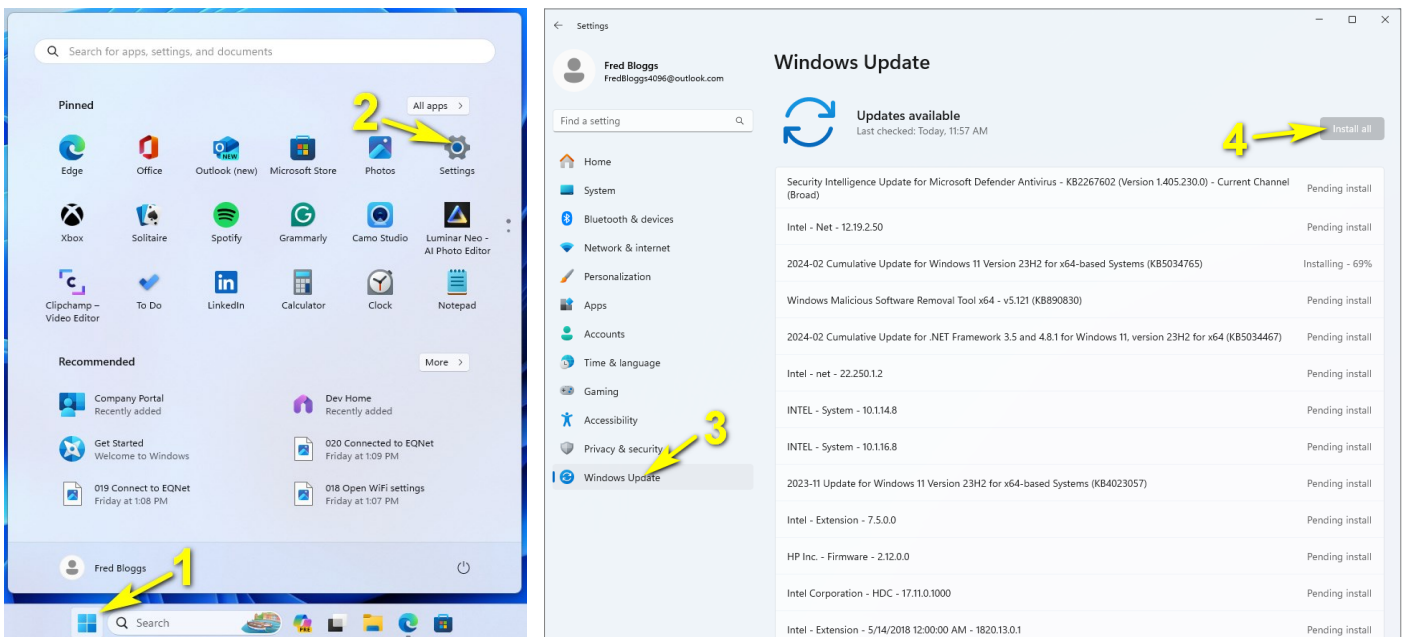
This guide will step you through the process of connecting a Windows Laptop to the school network.

Please perform the steps below at home, before proceeding with the rest of this guide.

Ensure the initial Windows setup has been completed and the laptop user is able to log in and use the laptop.

Ensure the laptop is connected to home WiFi and can access the internet.

Check for, and install all available Windows updates



Restart the laptop and re-check for updates until no more updates are found.

We highly recommend uninstalling any bundled trial versions of Antivirus or Internet Security software that may have come with the laptop as these programs often prevent successful joining to the school network. Windows has very effective built-in antivirus software that will only take effect if other AV software is removed.

Disable any parental controls on the user account before proceeding with this guide.

You are now ready to begin connecting the laptop to the school network.

You can complete this process using your home WiFi connection.

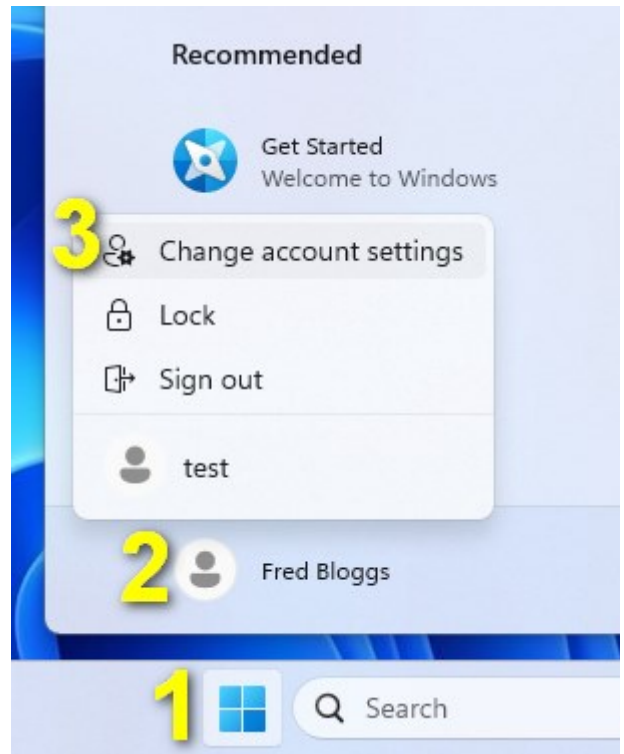
The students school username and password will be required to proceed.

Click **Start menu icon**



Click **user account name**

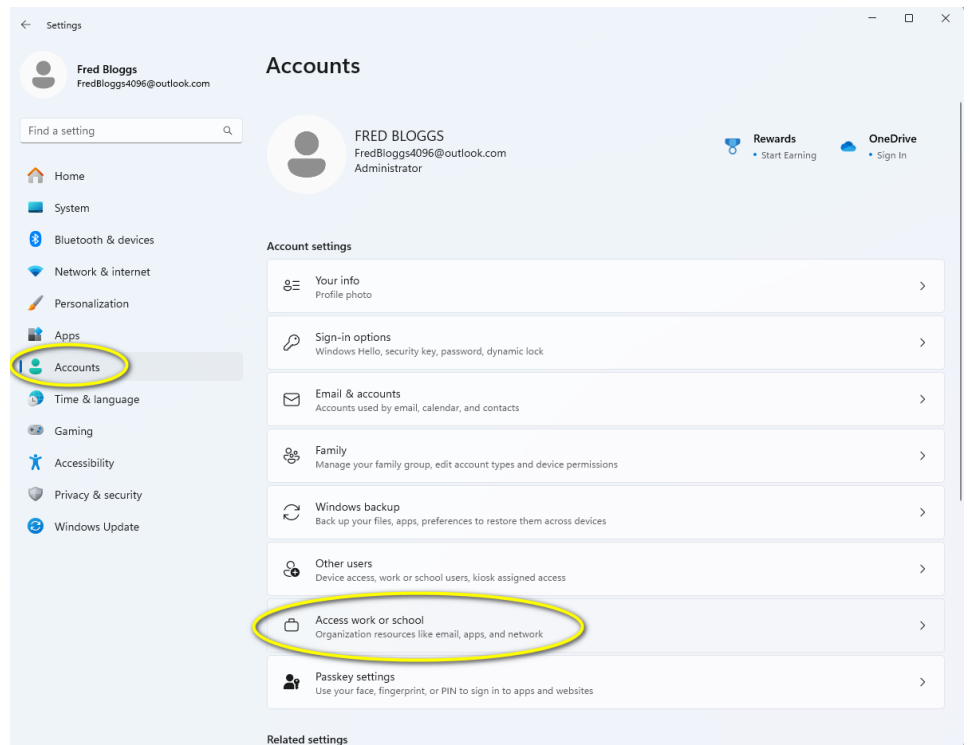
Click **Change account settings**



Click **Accounts**

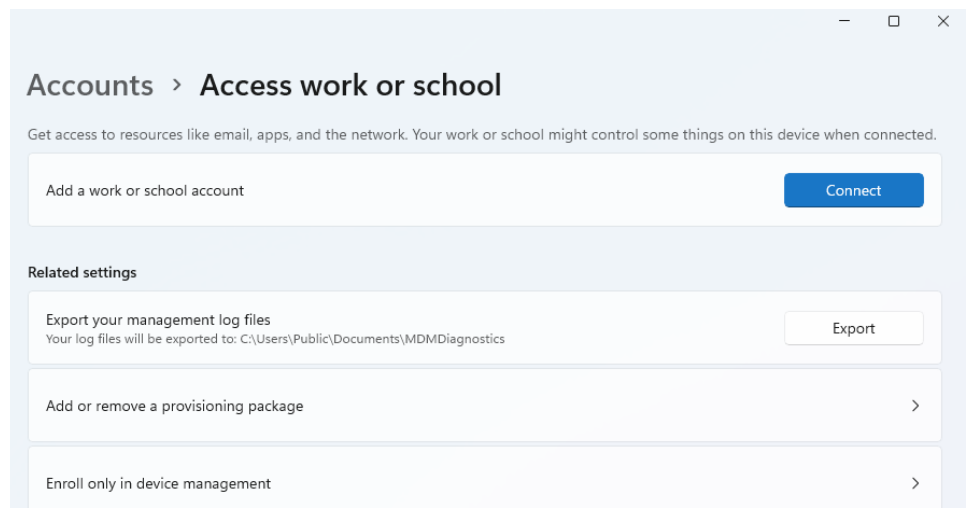
Click **Access work or school**

You may need to scroll down to locate this option.



Click **Connect**

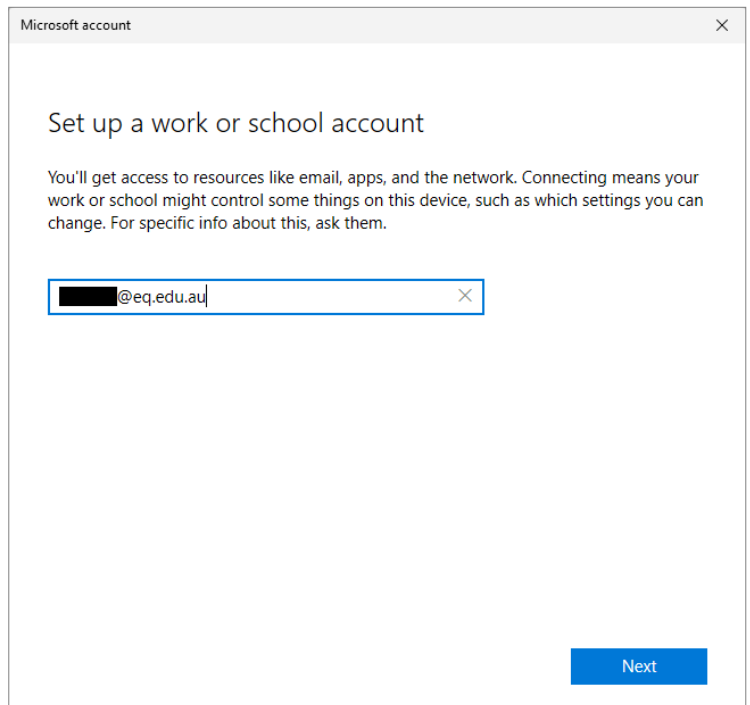
Note: *If the laptop was previously connected to a school or work account, you must disconnect all accounts listed before clicking the **Connect** button.*



Enter your **school email address**

ie. *username@eq.edu.au*

Click **Next**



Microsoft account

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.

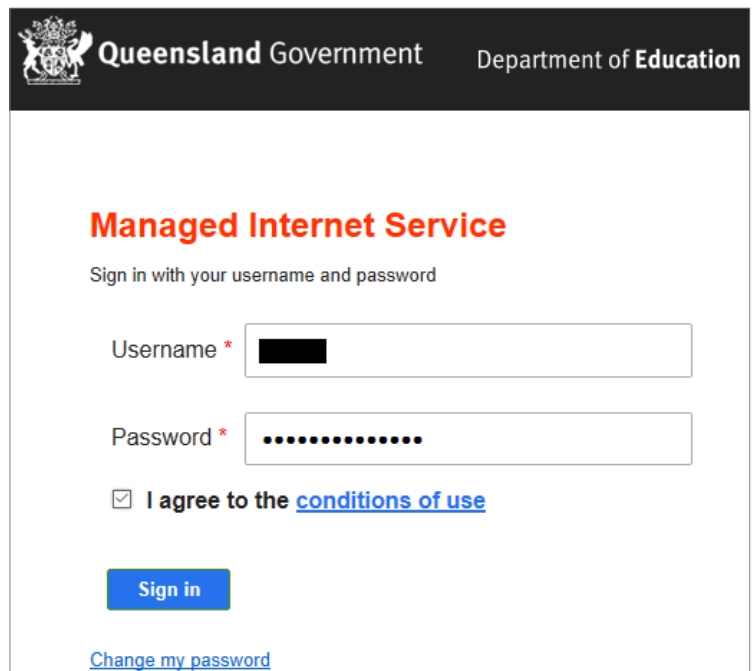
Next

Enter your **school username**

Enter your **school password**

Tick **I agree to the conditions of use**

Click **Sign In**



Queensland Government Department of Education

Managed Internet Service

Sign in with your username and password

Username *

Password *

I agree to the [conditions of use](#)

Sign in

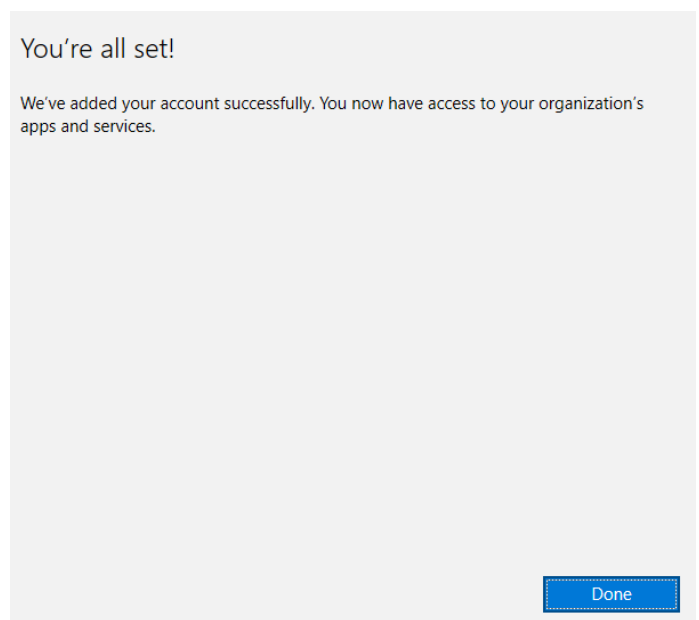
[Change my password](#)

Wait until the process completes...

Click **Done**

At this point you have basic connectivity to the school wifi network.

The following pages cover additional features and benefits available.



You're all set!

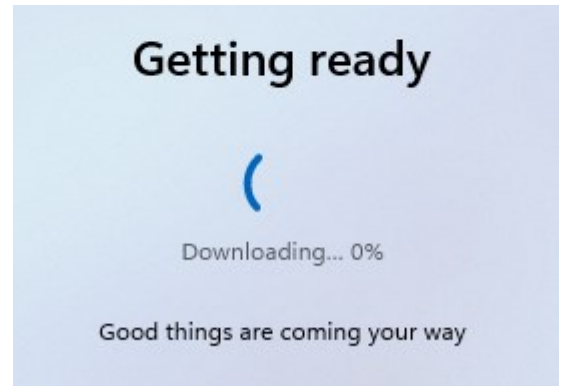
We've added your account successfully. You now have access to your organization's apps and services.

Done

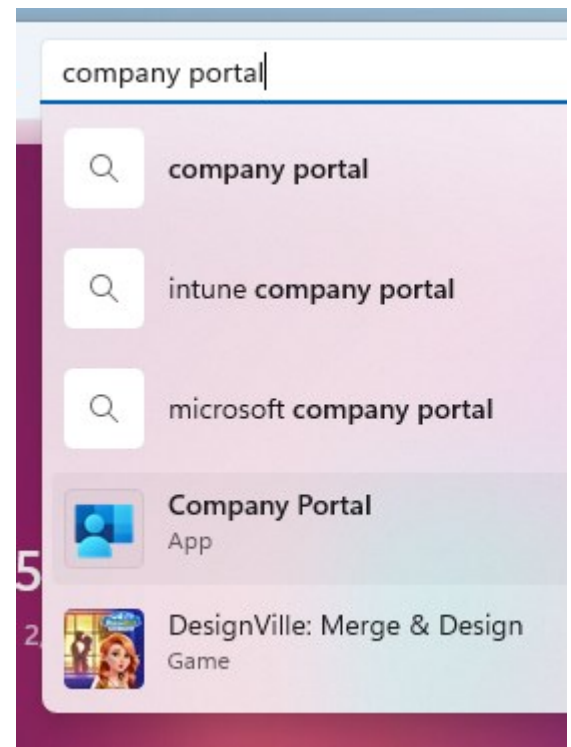
Open **Microsoft Store** app



There may be a delay while the store app updates



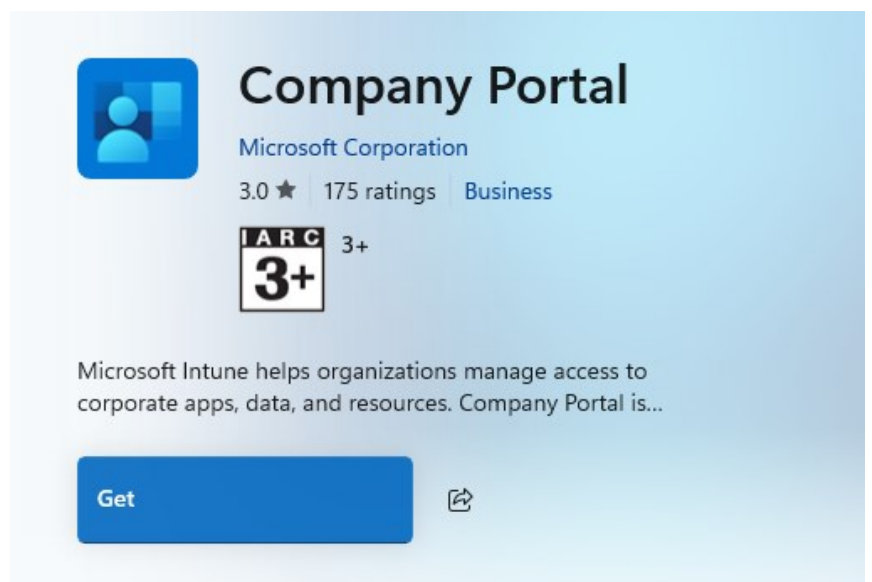
When the store opens,
Search for **Company Portal**



Click on **Company Portal App**

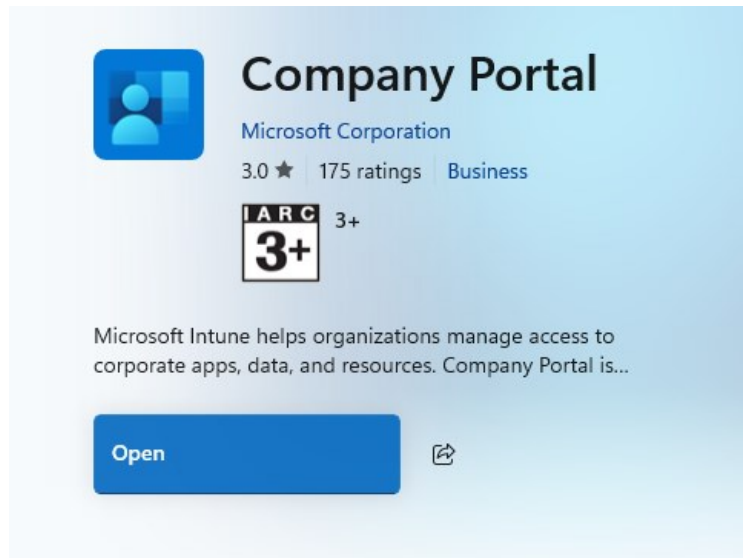
Click on **Get**

Company Portal app will download and install in a few minutes.



Click on **Open**

You may close MS Store window now.

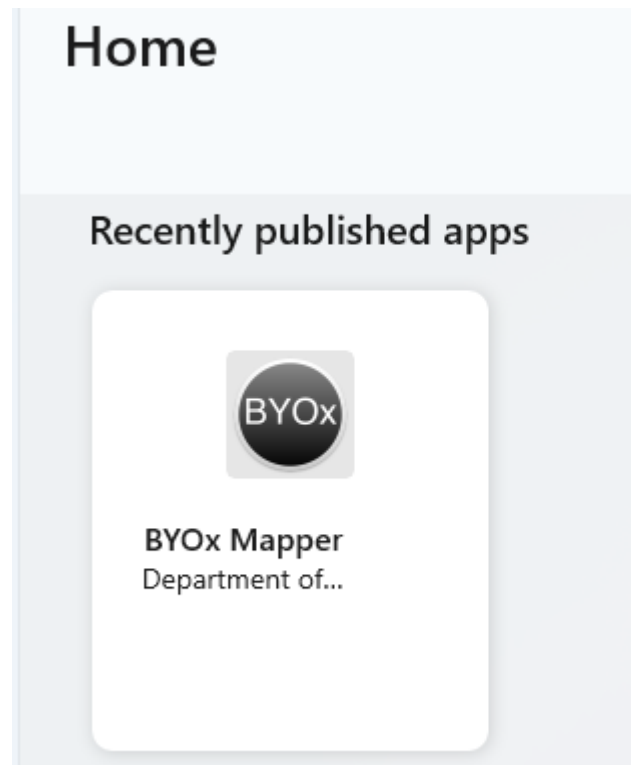


In Company Portal window...

Click on **BYOx Mapper**

BYOx Mapper enables students to:

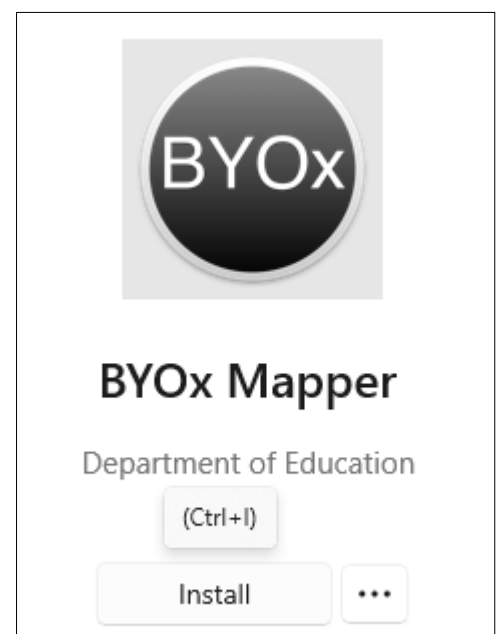
- *access files on the school network*
- *Print documents using the library printer*
- *Change their school account password*



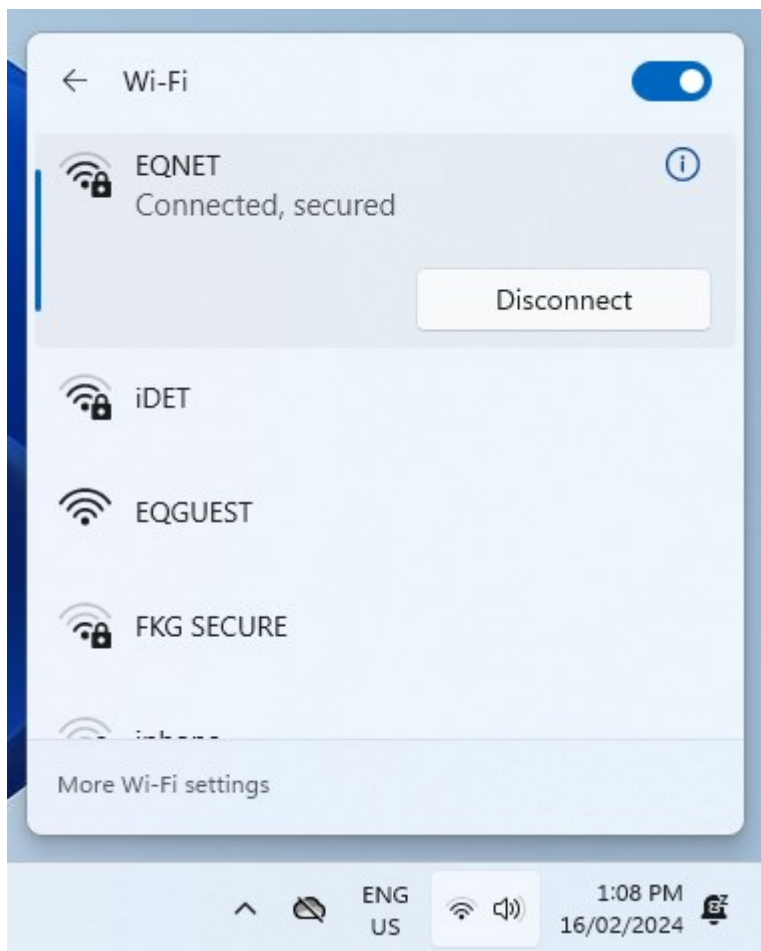
Click on **Install**

The BYOx Mapper app will download and install.

You may close Company Portal window now.



Whenever the laptop is within range of the school WiFi signal, the laptop will now automatically connect to **EQNET**



Congratulations

Your laptop is now fully connected to the school WiFi network.

Note:

BYOx Mapper will only sign in when the laptop is connected to the school WiFi.

If you are unable to complete the enrolment process, please check the following:

- Uninstall any “antivirus”, “network security”, “firewall”, “VPN” and “internet security” software and restart the laptop.
- Switch out of **Windows S** mode if the laptop is using **Windows S** and restart.
- Ensure the user account is an **administrator**.
- Restart the laptop to ensure pending updates are installed.
- Check the date and time are set correctly.
- Contact the school for IT support assistance

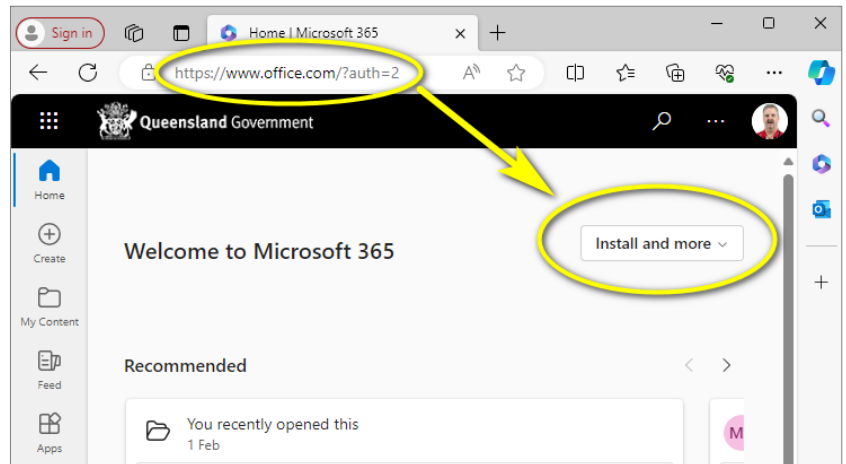
Optional: Install Microsoft Office desktop applications

Open **Edge browser**

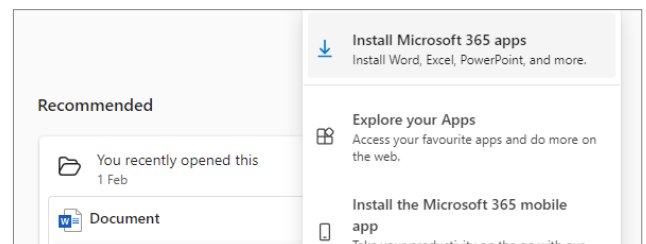
Go to **office.com**

Sign in with your **school** username and password.

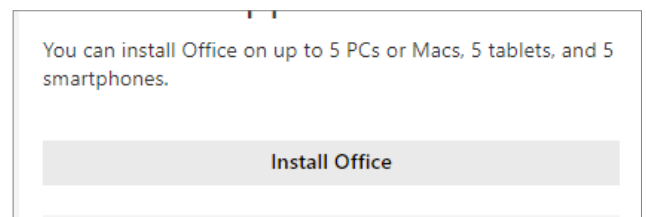
Click **Install and more**



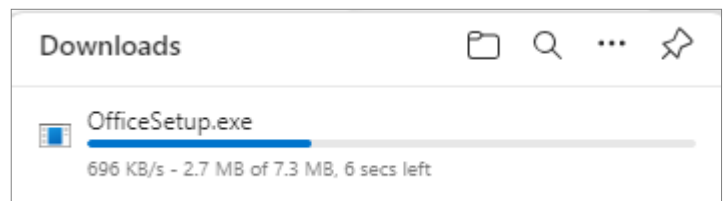
Click **Install Microsoft 365 apps**



Click **Install Office**

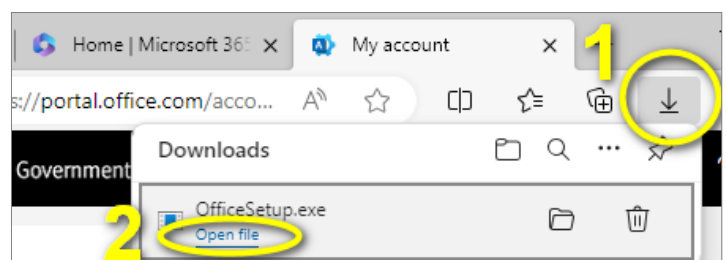


Wait for Office Setup to download...



Click the **downloads** icon

Click **Open File** for OfficeSetup.exe

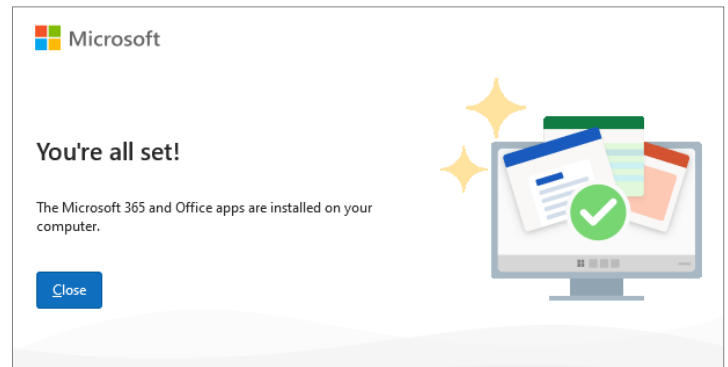


Wait for the full office package to download

Note: Depending on the internet connection speed, this could take an hour or more to complete.



When you see this message, Office is ready to use.



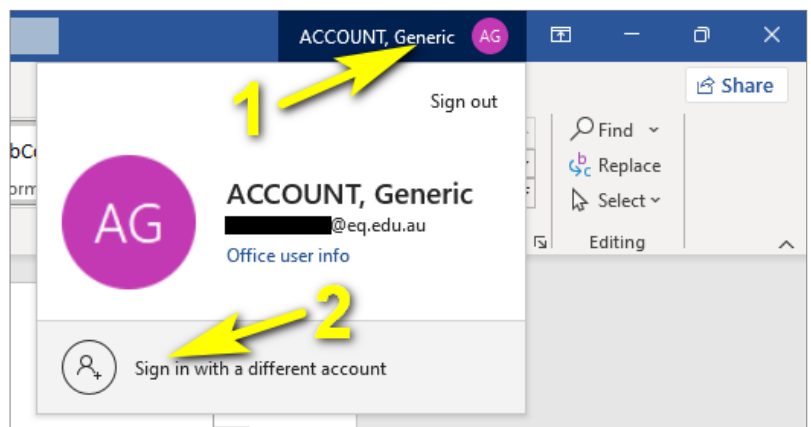
All students enrolled in Queensland State schools are entitled to use the Microsoft Office 365 software suite at no cost on up to five personal devices for the duration of their enrolment.

You must ensure you are signed into the Office apps with your school account or you will only have limited functionality and may be prompted to purchase a licence.

To change the user account for Office applications...

Click the **user account name** shown at the top right of any Office app window.

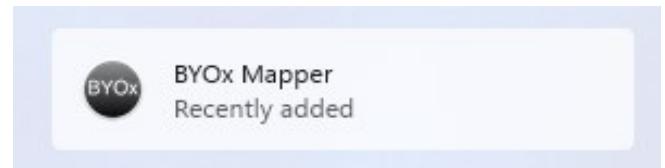
Click **Sign in with a different account** and enter your school email address.



Using BYOx Mapper

BYOx Mapper will only function when connected to the school EQNET WiFi network.

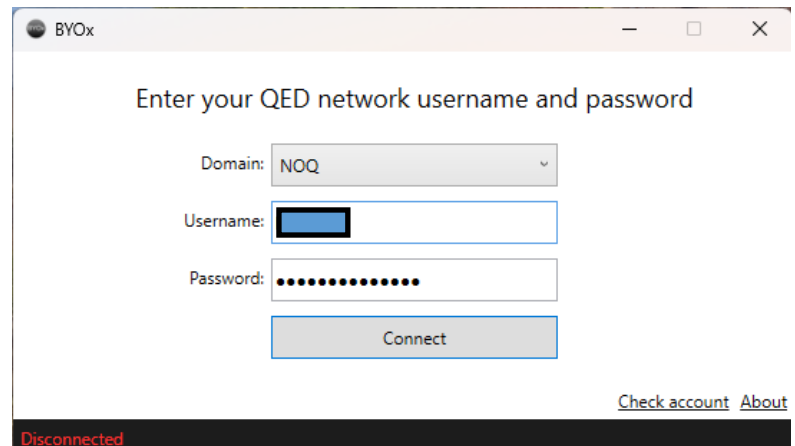
Open **BYOx Mapper**



Domain must be **NOQ**

Enter your school username

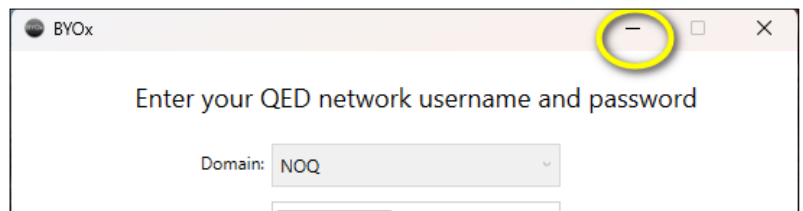
Enter your school password



Click **Connect**

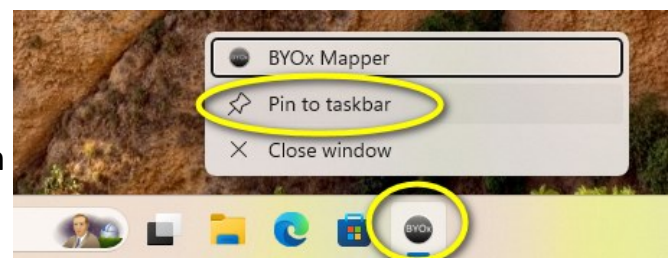
Note: The first time you sign into BYOx Mapper you will be prompted to allow a printer driver to be installed. You must permit the driver to install to be able to print using the school library printer.

You may wish to minimise the BYOx Mapper window to prevent accidental closure while using your laptop.



You may also wish to pin BYOx Mapper to the taskbar for convenience.

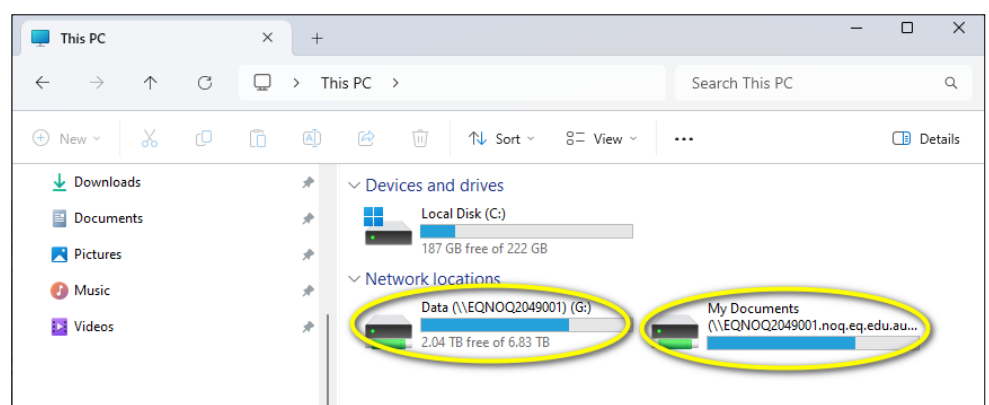
Right mouse click on the BYOx Mapper task icon and select **Pin to taskbar**



Network drives available with BYOx Mapper:

G: Curriculum files

H: Student home

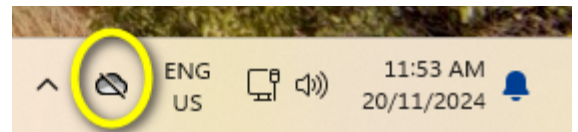


Setting up your OneDrive School Account

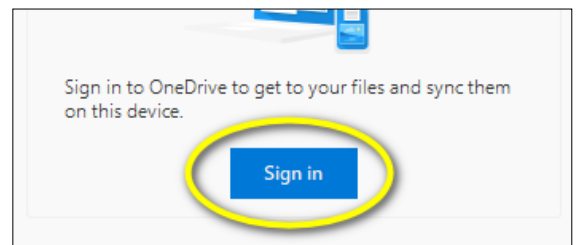
Students are highly encouraged to use the EQ provided Microsoft OneDrive for safe storage of all school work. OneDrive can be accessed wherever an internet connection is available and will prevent data loss in the event of laptop theft or failure.

Important: Everything stored in your EQ OneDrive will be unavailable when you graduate or leave the EQ system, therefore it is not recommended you store anything other than school work in this service.

Right mouse click on the OneDrive cloud icon in the lower right corner of the desktop



Click **Sign In**



Enter your **school** email address

Click **Sign In**

A screenshot of the OneDrive sign-in form. The "Email address" field is filled with "xxxxxx@eq.edu.au". Below the field are two buttons: "Create account" and "Sign in".

Enter your **school** username

Enter your **school** password

Tick the box **I agree to the conditions of use**

Click on **Sign In**

A screenshot of the Queensland Government Department of Education sign-in page. The page title is "Managed Internet Service". Below the title, it says "Sign in with your username and password". There are two input fields: "Username *" and "Password *". Below the password field is a checkbox labeled "I agree to the conditions of use". At the bottom is a blue "Sign in" button.

Ensure this is ticked

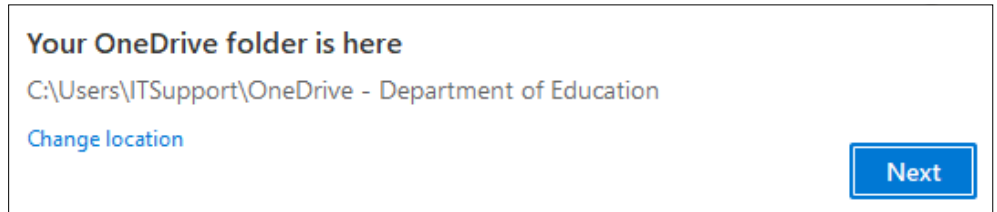


Allow my organization to manage my device

① Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.

Click on **OK**

Click on **Next**



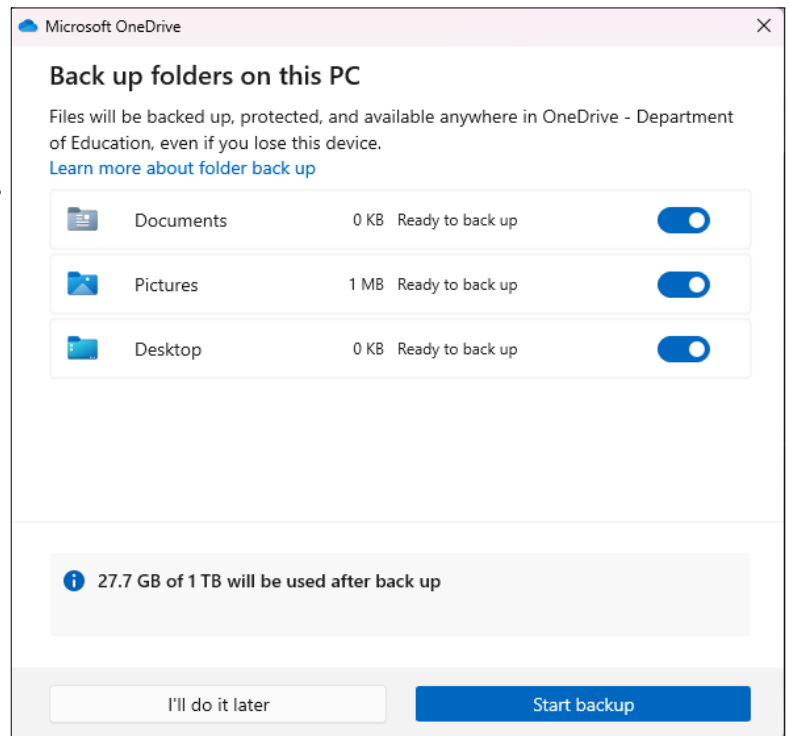
As your school OneDrive is only intended for school work, you should not have it backing up your personal files in these locations.

Disable **Documents**

Disable **Pictures**

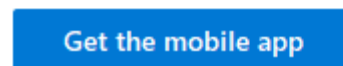
Disable **Desktop**

Note: You may or may not be offered to backup these locations depending on your system configuration.

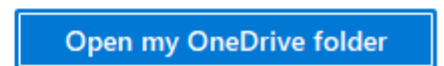


Click on **Next** to skip through the following informational pages that appear.

Click on **Later**

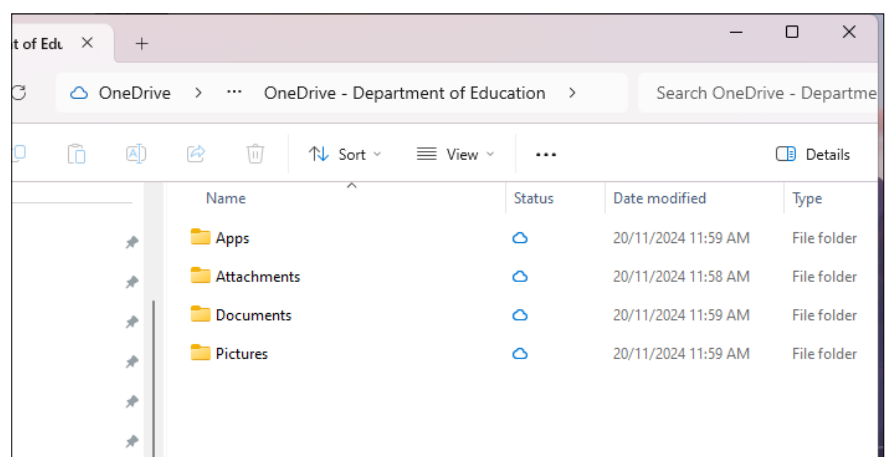


Click on **Open my OneDrive folder**



OneDrive will open in Explorer

Save school work in these folders



OneDrive cloud icon in system tray will now be blue.

Hovering the mouse pointer on the icon will show status information.

