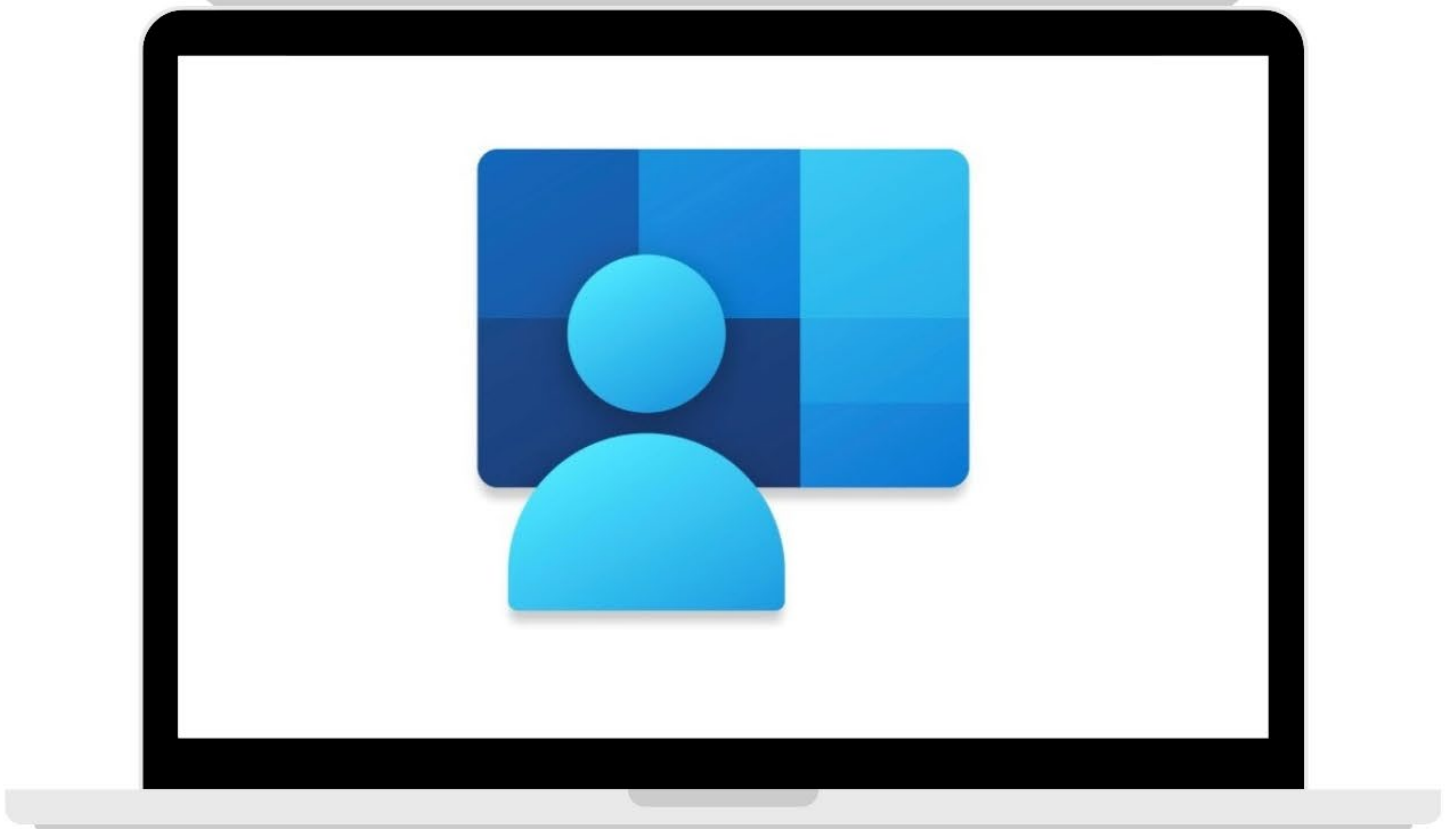


SARINA STATE HIGH SCHOOL

# LAPTOP MANUAL



2026



## SARINA STATE HIGH SCHOOL

# Enrol Your BYO Windows 11 Device into Intune

### Getting Started

Intune is a secure mobile management system that allows you to use school Wi-Fi, emails, learning applications and websites on personal devices.

These instructions will show you how to enrol a BYO Windows 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 Windows 11 and above. You may find some of the screens look different to the ones provided here if you have an older version of Windows or there are changes made to Intune.

If the installation fails at any time, please re-open the Intune app and try again.

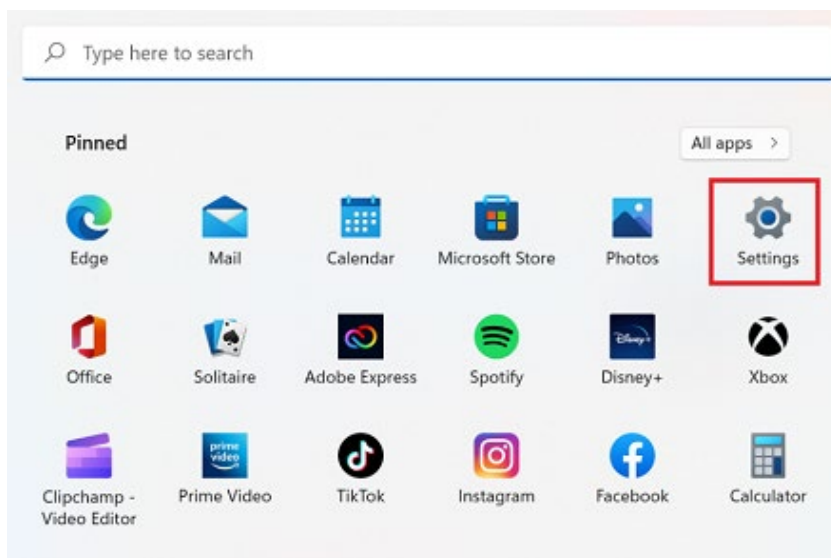
**Please note:** If you have any problems with installing Intune or using it afterwards, please contact your school for assistance.

### Step 1. Install Intune

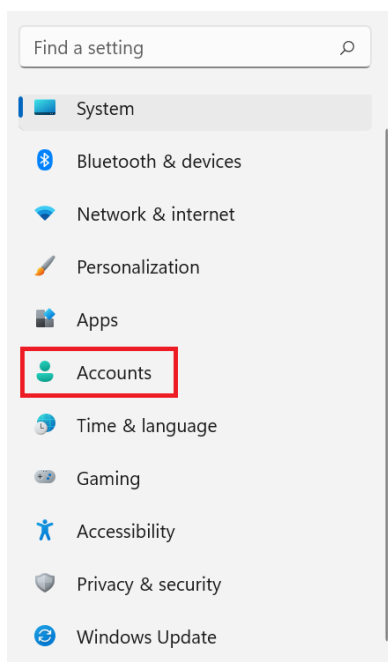
1. Connect to the internet and select the Windows icon at the bottom of your screen.



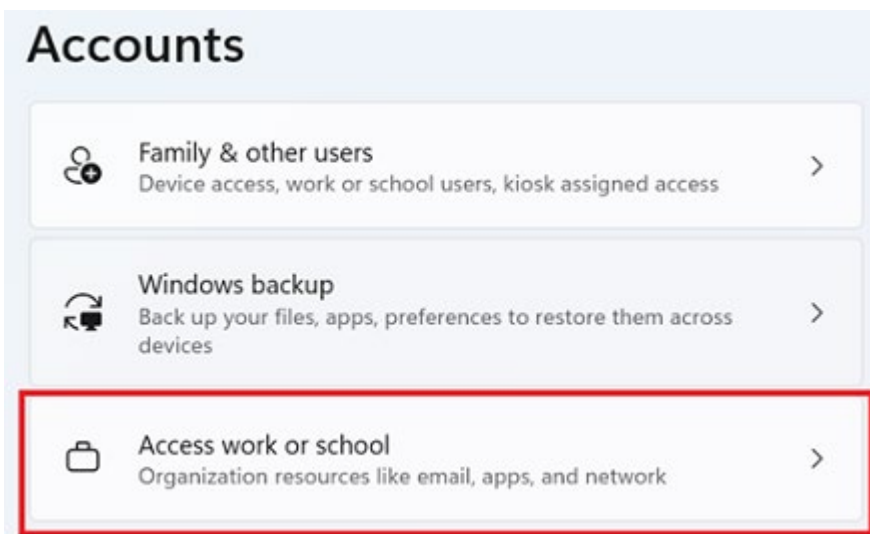
2. Select the **Settings** icon.



### 3. Select **Accounts**.



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



### 5. Enter your school username followed by @eq.edu.au 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.

mstaff78@eq.edu.au

- Please enter your username, password, accept the terms and conditions, and **Sign In**.

## Managed Internet Service

Sign in with your username and password

Username \* mstaf78

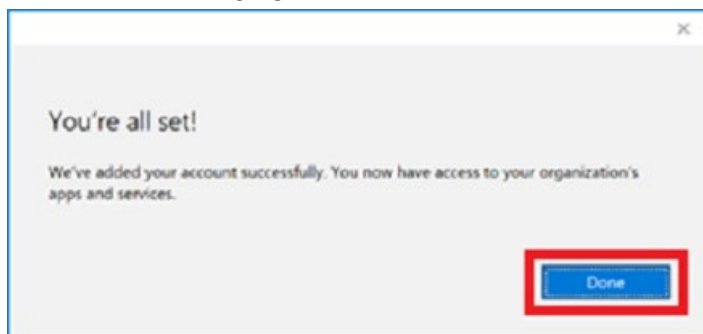
Password \* .....

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

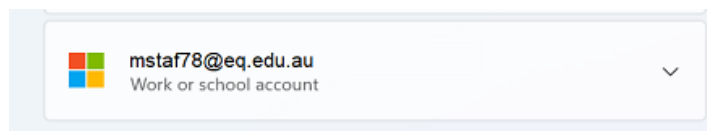
Sign in

[Change my password](#)

- Please select **Done**.

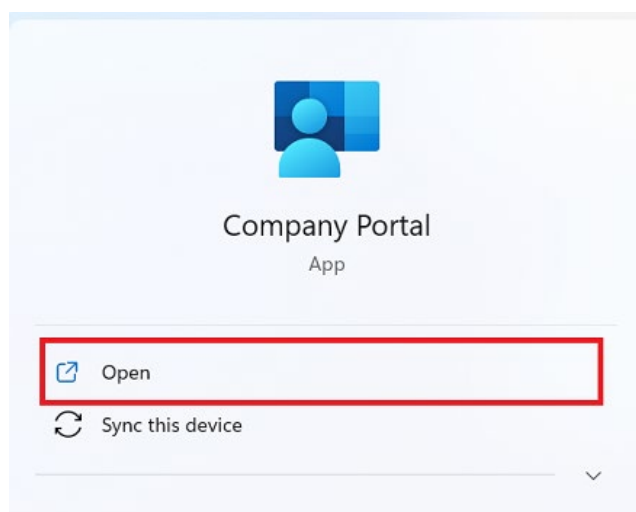


- Check your account has been added. Your account details will be displayed.

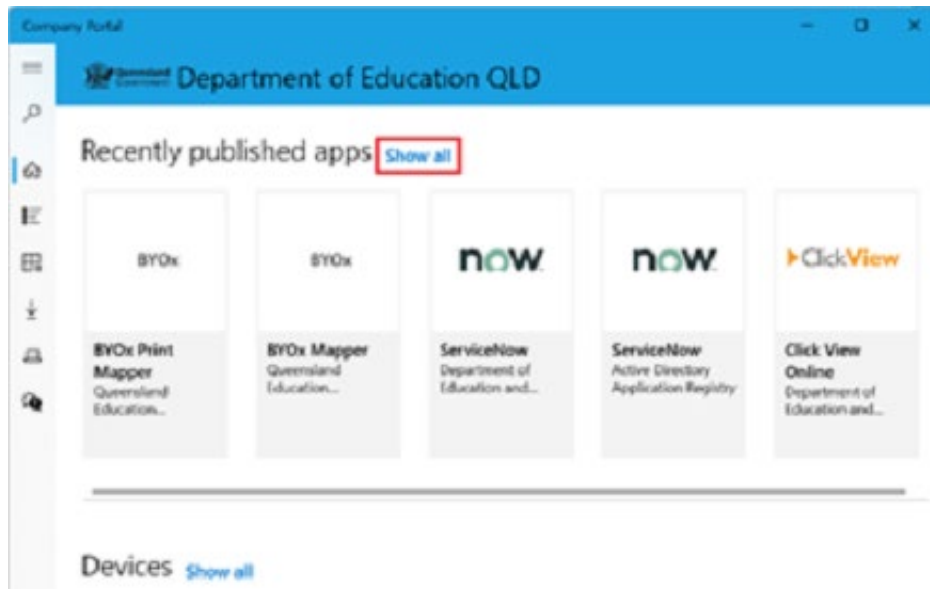


## Step 2. Install apps

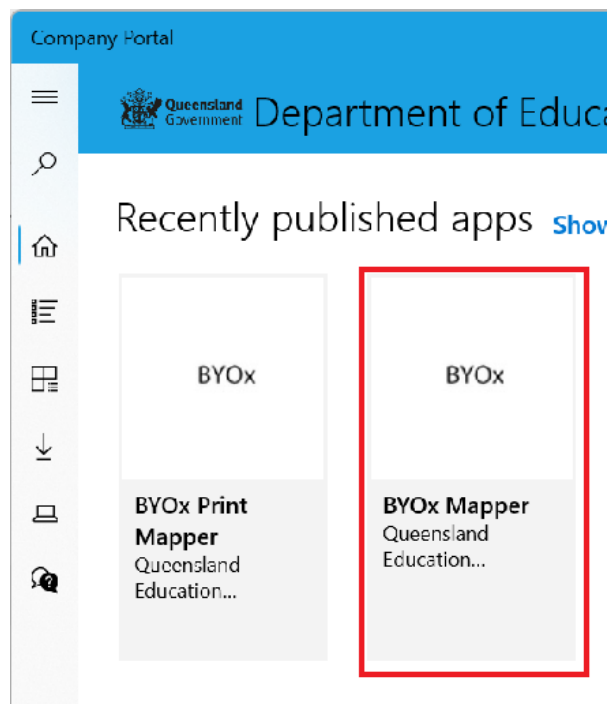
- Select the **Windows Icon** at the bottom screen, and then open the Company Portal application. If requested, sign in with your school username and password.



2. Select **Show all** to see the apps your school has indicated you require.



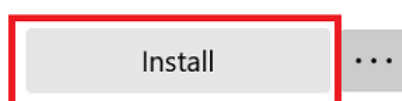
3. Select an app to install. In this example, we will use the BYOx Mapper.



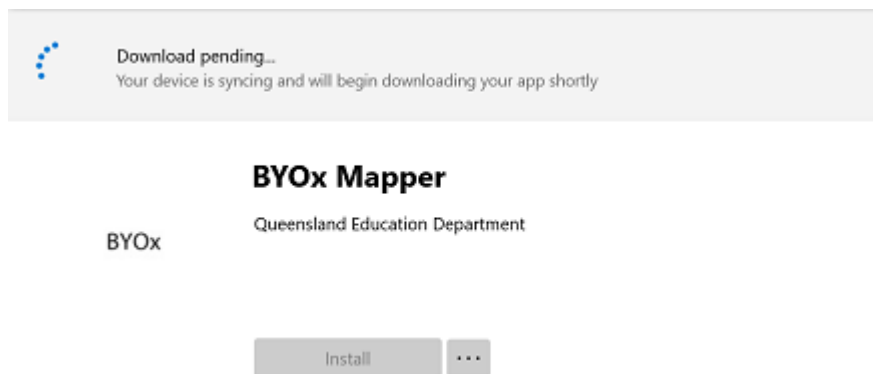
4. Select the **Install** button.

## BYOx Mapper

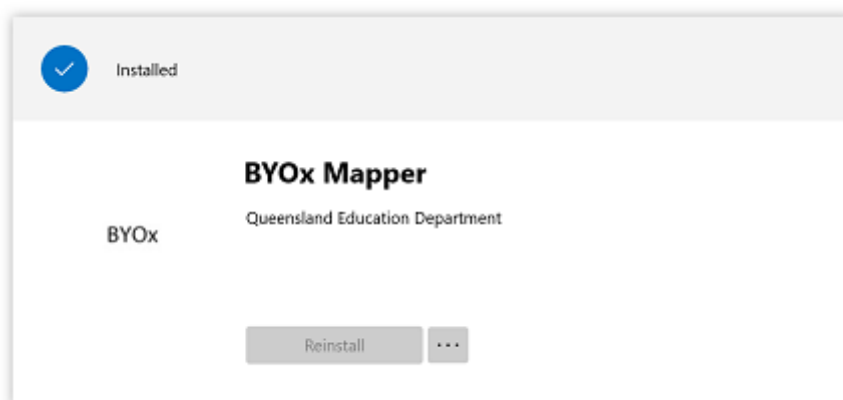
Queensland Education Department



5. A downloading message will be displayed during installation.



6. The app has finished installing.



7. To check your app has installed, select **Installed apps** and see it in the list. Click the back arrow to company portal to install additional apps, repeating steps 2-7.

# App List for BYO Windows Laptops

Sarina State High School



## SOFTWARE LIST FOR BYO LAPTOPS (WINDOWS DEVICES)

Option 1

Recommended



Intune -  
Company Portal

### Intune (Company Portal) - One Stop Shop

Secure mobile management system that allows students to use school Wi-Fi, emails, learning applications and websites on BYO devices. Enrolling in Intune will provide access to all of the software in Option 2 without the need to download each application individually.

Option 2



Microsoft Office 365  
(Free Download with  
EQ Email)

**Required for all  
students in all  
subjects**



Papercut Printing  
Services

**Required for all  
students in all  
subjects**



Microsoft Outlook



Microsoft Word



Microsoft Powerpoint



Microsoft Excel



Microsoft OneDrive



Microsoft Teams



Microsoft OneNote



AUTODESK  
(Free Student Licence  
with EQ Email)

**Required for  
graphics  
subjects only**



Autodesk Inventor



Autodesk Revit

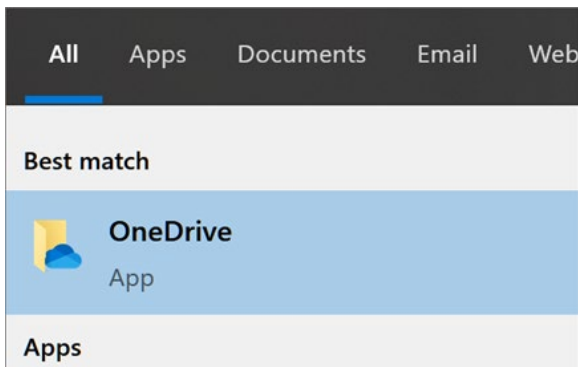
Graphics



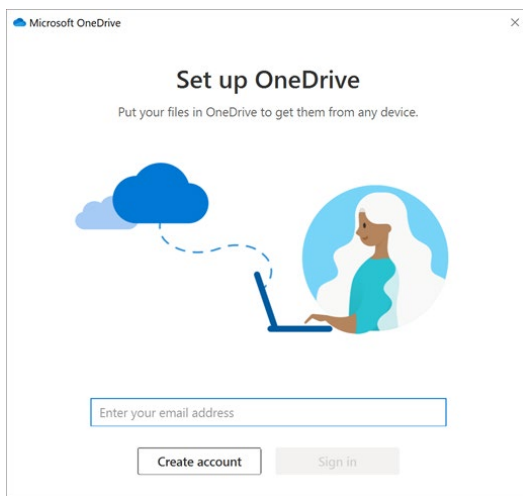
# Set up OneDrive

Access files from anywhere on any device with OneDrive. OneDrive provides students with a secure cloud storage solution, allowing them to back up important files and documents. This is crucial for preventing data loss due to hardware failures or accidental deletions.

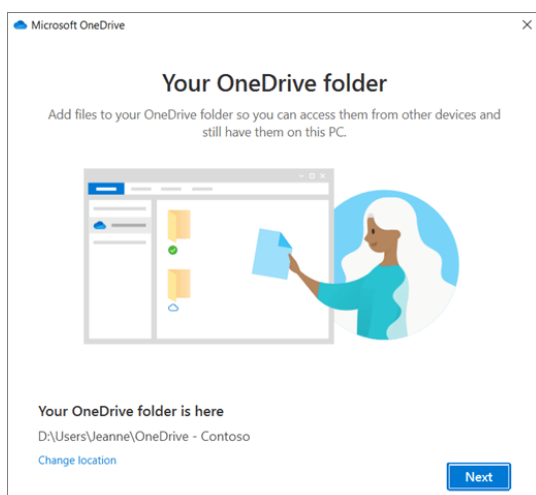
1. Select the **Start** button, search for “OneDrive”, and then open it.



2. When OneDrive starts, enter your school email address and select **Sign in**.



3. Select **Next** to accept the default folder location for your OneDrive files and complete the OneDrive set up.



# Changing your password

- Your password expires after 6 months and will need to be changed
- Password has to be 8-15 characters long
- Your password cannot be anything you have used in the last 10 times **OR** contain your name
- Your password must have a capital letter, lower case letter and a character  
e.g. .&/%\$@!
- A good way to remember is a favourite sport/animal etc. and add a number on the end for the month or year  
e.g. **July.2026** or **Cowboys.2026** or **Wombat1!**
- More than 6 incorrect attempts will lock you out for half an hour.

## Access Emails, OneNote, Teams and OneDrive from any device through Office 365

Office 365 is a toolbox that lives online in the cloud. If you open a web browser like Chrome, Edge or Safari you can work with Office 365 regardless of what device you're using.

Access Office 365 by going to **office.com** on any web browser and signing in with your school email address. You can also download Office 365 software (Word, Powerpoint, OneNote, Teams etc) for free from office.com. To access the software for free, use your school email address.

# Help and Support

If you are experiencing issues such as Wi-Fi problems or login errors:

- Check your Wi-Fi connection
- Ask your classroom teacher to change your password
- Use office.com to access Emails, Teams, OneNote etc
- If unresolved, visit the IT Services Room (located between Block 1 and 2).

Students can access the IT Services Room during the following hours:

DAY	OPENING HOURS	
Monday - Friday	Before School	8:15 am – 8:45 am
	1 <sup>st</sup> Break	11:25 am – 12:05 pm
	2 <sup>nd</sup> Break	1:15 pm – 1:45 pm

Students/Parents/Carers can also contact the IT Services Room via the following:

- Technical support – [techsupport@sarinashs.eq.edu.au](mailto:techsupport@sarinashs.eq.edu.au)
- Password resets – [passwordreset@sarinashs.eq.edu.au](mailto:passwordreset@sarinashs.eq.edu.au)

Please note these mailboxes are only monitored during school hours.

**REPORT LOST OR DAMAGED DEVICES  
IMMEDIATELY TO IT SUPPORT OR ADMINISTRATION.**

**My username is:** \_\_\_\_\_

**My password is:** \_\_\_\_\_

