

2026 YEAR 6 LAPTOP SETUP AND SOFTWARE INSTRUCTIONS



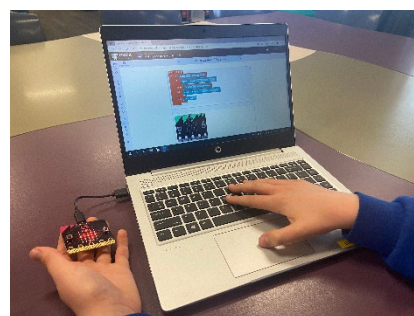
TECHNICAL ASSISTANCE

If you have any difficulties with these instructions we are here to help! Contact us first via email on byox@middleparkss.eq.edu.au as we may be able to solve your problem remotely. On-site assistance will also be available during the Pupil Free Week (19th-23rd January, 2026) and throughout the first few weeks of the school year. If you have your laptop before the end of Year 5, you are free to set up early and on-site assistance can be provided ahead of the summer holidays.

INITIAL SETUP FOR NEW LAPTOPS

Turn on your new laptop and you will be prompted to make decisions around:

- Language and Region
- Keyboard
- Network – connecting to your home internet
- Windows 11 License Agreement
- Computer name and password/PIN
- Security questions
- Privacy settings
- Registration for support and warranty
- Virus protection



SETUP FOR USE AT SCHOOL FOR ALL LAPTOPS (NEW AND EXISTING)

In order for your child's laptop to function at school, you need to undertake the following processes at home:

- Connect your child's school MIS account.
 - Have your child's school username and password nearby. A hard copy of these will be sent home at the end of the Year 5 school year. Contact byox@middleparkss.eq.edu.au if you are unsure about these details.
 - Connect laptop to your child's school email address.
 - Sign in to the Department of Education's 'Intune' program, through 'Company Portal'.
 - Download specified software (e.g. BYOX Link, Paint).
 - Download and/or sign in to school programs (e.g. Microsoft Word, OneNote etc).

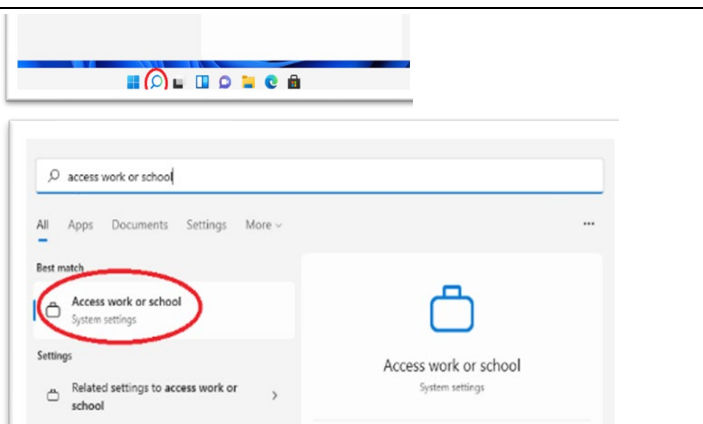


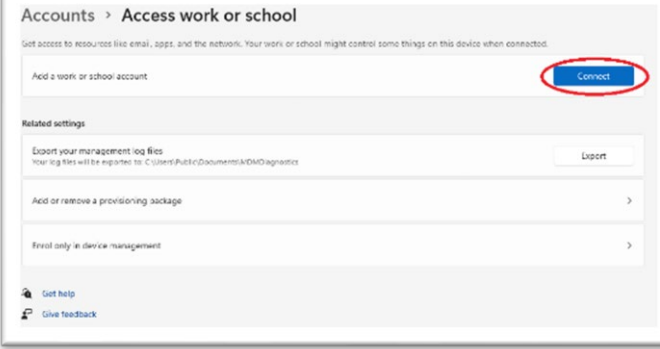
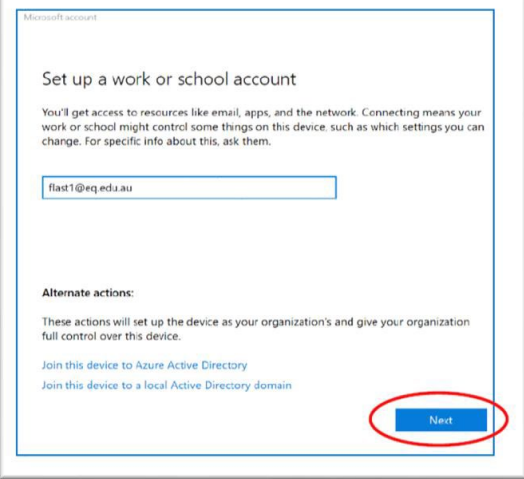
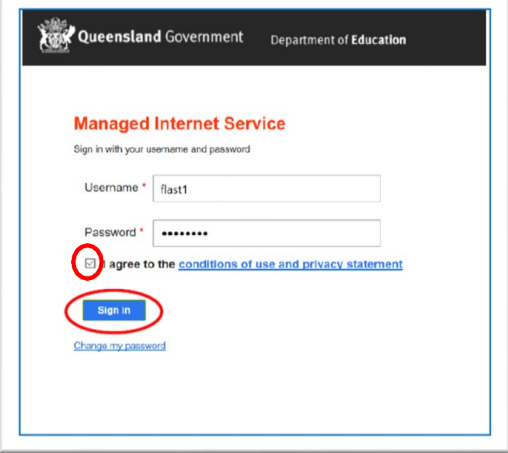
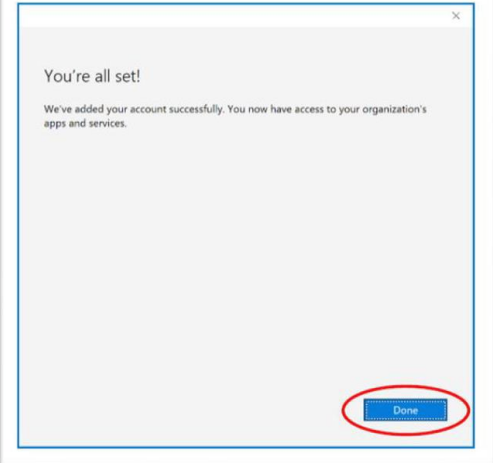
To complete these above steps ahead of the 2026 school year, follow the instructions in this video: https://www.youtube.com/watch?v=II_xqO3Fsto

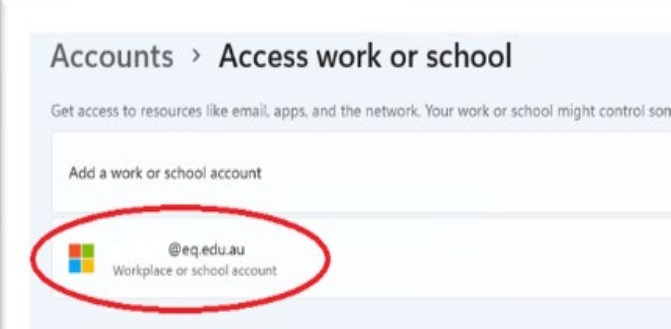
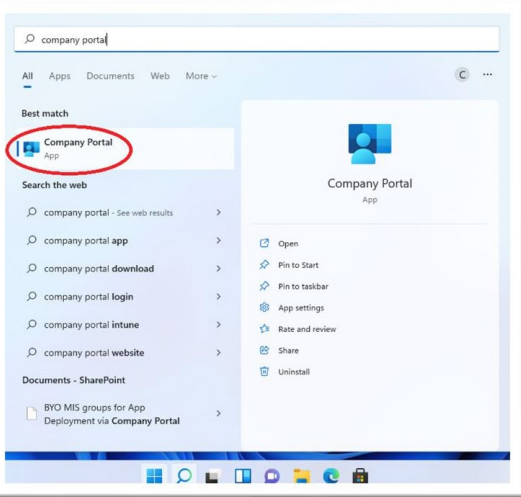
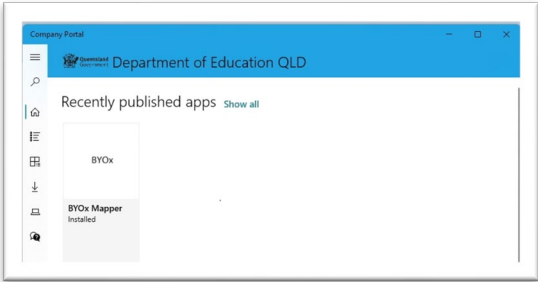
Alternatively, follow these screenshots:

Connect your child's school MIS account
(after first connecting to home internet)

1. Left click on the **Search** icon (bottom left of task bar).
2. Search for "**Access work or school**".



- If a previous account user is already signed in (e.g. older sibling, parent or student home account), select that account and 'Disconnect'. - Otherwise, select Connect.	 Accounts > Access work or school Get access to resources like email, apps, and the network. Your work or school might control some things on this device when connected. Add a work or school account Connect Related settings: Export your management log files Your log files will be exported to: C:\Users\Public\Documents\DMADiagnostics Export Add or remove a provisioning package > Reset only in device management > Get help Give feedback
- Type your child's school email address using their username followed by @eq.edu.au (e.g. flast1@eq.edu.au) - Select 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. flast1@eq.edu.au Alternate actions: These actions will set up the device as your organization's and give your organization full control over this device. Join this device to Azure Active Directory Join this device to a local Active Directory domain Next
- Log in with student username (e.g. flast1) and password. - Check box to accept the terms and conditions. - Select Sign in.	 Queensland Government Department of Education Managed Internet Service Sign in with your username and password Username * flast1 Password * ***** ☒ I agree to the conditions of use and privacy statement Sign in Change my password
Select Done.	 You're all set! We've added your account successfully. You now have access to your organization's apps and services. Done

11. Check the student account has been added in 'Access work or school' within system settings. You should see account details displayed.	
Company Portal installation Completing the above steps will initiate the installation of Company Portal which connects the device to the EQNET network at school. It can take up to 15 minutes for Company Portal to download. 12. After waiting 15 minutes, select the Search icon and search for Company Portal. 13. Open Company Portal.	
14. If requested, sign in using student username and password. 15. Your device should now be ready to download programs listed in Company Portal e.g. BYOx Mapper. 16. Click to install BYOx Mapper.	

ADDITIONAL SOFTWARE TO DOWNLOAD

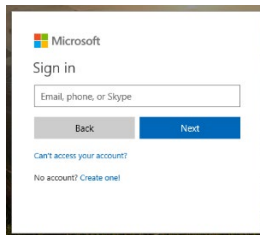
Student laptops should have the latest versions of the following software downloaded and ready for the 2026 school year. Please install using the download link for each:

SOFTWARE	PURPOSE	DOWNLOAD LINK
Microsoft Edge Browser	Default internet searching	Click here
Google Chrome Browser	Alternative internet searching	Click here
Adobe Acrobat Reader	PDF viewer	Click here
VLC Player	Video editor and player	Click here
Minecraft Education	3D crafting and design	Click here

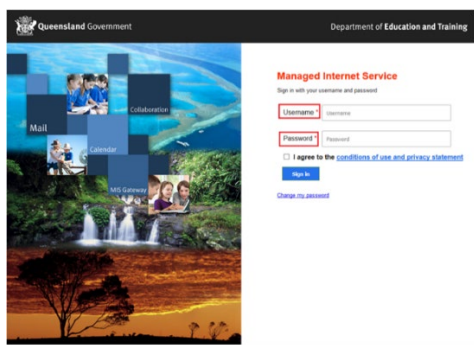
MICROSOFT OFFICE 365 INSTALLATION

Check if the desktop versions of Microsoft Office programs (OneDrive, OneNote, Word, Excel, PowerPoint etc) have already been installed. If so, ensure that any previous account users are signed out and your child is signed in, using their school email address, username and password. If Microsoft Office has not been installed, follow these instructions:

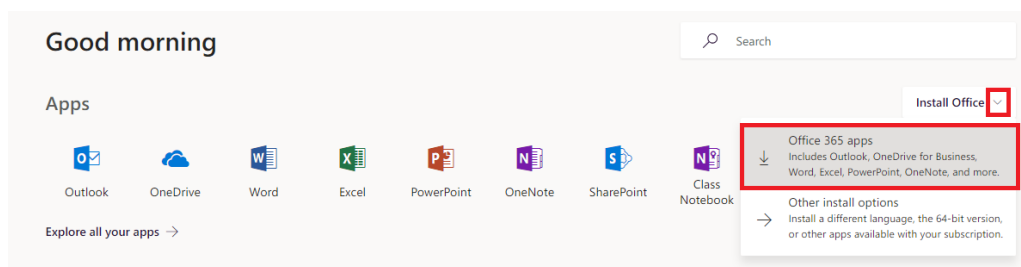
1. Open internet browser and navigate to <http://office.com>
2. In the top right corner select **Sign in**.
3. In the username field, type in your email address (e.g. flast1@eq.edu.au) and select **Next**.



4. You will be prompted for your username and password on the online authentication page. Type your username (e.g. flast1 - NOT full email address) and password.
5. Select **Sign in**.



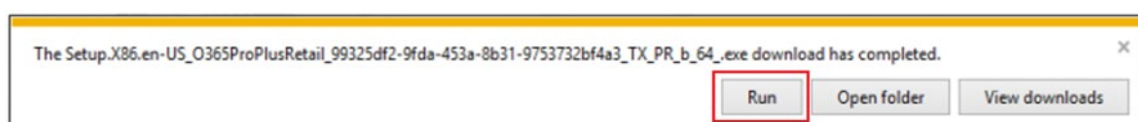
6. In the top right corner, select **Install Office** then **Office O365 apps**.



7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - c2rsetup.officeapps.live.com.
8. Select **Save**. The file will automatically begin to download.

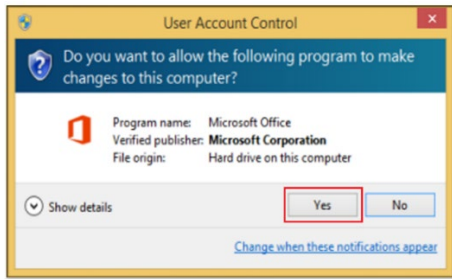


9. When the file has completed downloading, select **Run**.

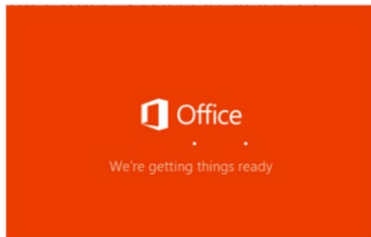


Please note this file is approx. 2GB and may take a while to download depending on your bandwidth speed.

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



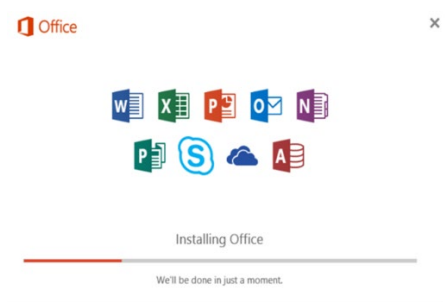
11. Office will start downloading. Wait for this to finish.



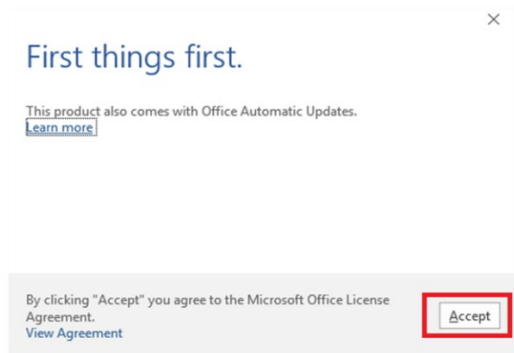
You will also see the office icon pop up on the task bar.



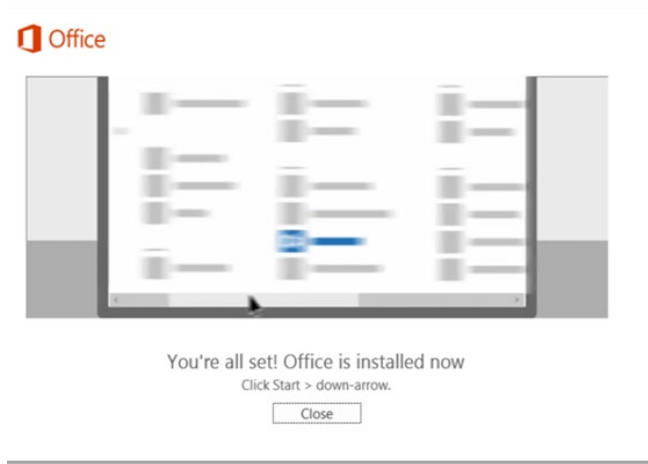
Note: If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.



12. You will be prompted with the Microsoft Office License Agreement. View Agreement and select **Accept**.

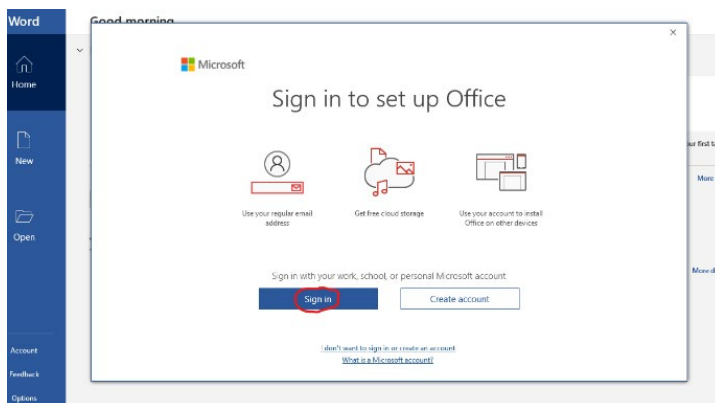


13. After Office 365 finishes installing, a message will appear to inform it has completed. Select **Close**.

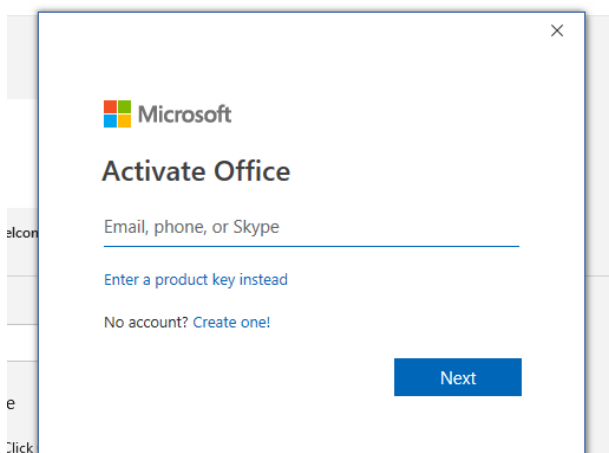


14. Restart your computer to ensure all changes have applied successfully.

15. Navigate to Microsoft Word and select **Sign in**.



16. Enter school email address then select **Next**. You may be prompted to put in your username and password at the next screen.



17. Open all other Microsoft apps (e.g. Excel, PowerPoint, OneDrive, OneNote etc) and check they have all been signed in.

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 are a Queensland state school student.